

**WASHOE COUNTY SHERIFF'S OFFICE**  
**CCW Permit**  
**Replacement / Change Request**



**INSTRUCTIONS**

**1. NRS 202.367 Duplicate permit; notification to sheriff of recovered permit; penalty.**

- A. A permittee shall notify the sheriff who issued his permit in writing within 30 days if:
  - a. His permanent address changes; or
  - b. His permit is lost, stolen or destroyed.
- B. The sheriff shall issue a duplicate permit to a permittee if he:
  - a. Submits a written statement to the sheriff, signed under oath, stating that his permit has been lost, stolen or destroyed; and
  - b. Pays a nonrefundable fee of \$15**
- C. If any permittee subsequently finds or recovers his permit after being issued a duplicate permit pursuant to this section, he shall, within 10 days:
  - a. Notify the sheriff in writing; and
  - b. Return the duplicate permit to the sheriff.
- D. A permittee who fails to notify a sheriff pursuant to the provisions of this section is subject to a civil penalty of \$25.

**2. FEES**

- A. **Duplicate permit:** A \$15.00 fee must be submitted for a duplicate permit if the permit is lost, stolen, destroyed, or if there is a change in address or name.

**3. INSTRUCTIONS – COMPLETION OF YOUR APPLICATION**

- A. **Inquiries necessary to facilitate completion of our application should be directed to a service representative at:**

**WASHOE COUNTY SHERIFF'S OFFICE**  
**Carry Concealed Weapons Permit**  
**911 Parr Blvd**  
**Reno, NV 89512**  
**Phone: 775/328-3348 / Fax: 775-328-3055**

- B. In addition to the completed application please include:
  - a. Change of Address: copy of a valid Driver's License with a current address and a check or money order for \$15.00 made payable to WCSO.
  - b. Name Change: copy of marriage / divorce decree, current state issued driver's license with new name, and a check or money order for \$15.00 made payable to WCSO. **Must be done in person.**
  - c. Lost, Stolen, or Destroyed cards: state issued identification and a check or money order for \$15.00 made payable to WCSO.

Once you have completed your application you may bring it, along with supporting documentation listed above, to the Washoe County Sheriff's Office, Records Section or the Incline Village Sheriff's Substation **OR** you may mail it to:

**WASHOE COUNTY SHERIFF'S OFFICE**  
**Carry Concealed Weapons Permit**  
**911 Parr Blvd**  
**Reno, NV 89512**

