

CLERMONT COUNTY SHERIFF'S OFFICE



Instructions for

NEW Concealed Handgun License Applicants

It is IMPORTANT that you fully comply with the following guidelines:

1. Make certain that you clearly **PRINT** all required information on the application and sign where indicated. Make certain to include ALL requested information. Applicants must come to our office at 4470 State Route 222, Batavia OH 45103 to apply for and receive their license.
2. You must affix a **COLOR photograph** of your **face only** from a frontal view taken within the past **THIRTY days** to the first page of the application in the space indicated (2" x 2" approximate size).
3. A legible **copy** of your **Firearms Training Certificate** must be submitted with your application. The Certificate must be dated within 3 years of the application date and contain your name and the name and phone number of the instructor or location where you received the training. IF within the **past SIX (6)** years you have been or were employed as a peace officer, state trooper, Federal law enforcement officer, active or reserve member of the military, no additional firearms training program is required, BUT you must provide written verification of your employment/military service.
4. If you are a retired peace officer, retired state trooper, or retired Federal law enforcement officer there is no application fee. You must bring in a letter or other documentation verifying retirement. Other applicants who have been residents of Ohio for **FIVE CONSECUTIVE YEARS OR MORE** must pay a NON-Refundable **\$55.00** fee with the application in the form of **cash** (exact amount), **money order**, or **cashier's/certified check** (NO uncertified personal or business checks will be accepted). If you have not been an Ohio resident **FOR THE LAST FIVE CONSECUTIVE YEARS**, the NON-refundable application fee is **\$79.00**. Make the money order/certified/cashier's check payable to: CCSO CCW License Fund.
5. Applications are accepted **Monday, Wednesday, and Friday from 9 a.m. to 4 p.m. and Tuesday, Thursday from 9 a.m. to 6:30 p.m. (excluding Holidays)**. Applicants will have their application processed on a first come-first served basis. **Applicants must bring a state issued photo ID (e.g. driver's license)**. **DO NOT CALL OUR OFFICE** to check on your status unless you fail to hear from us for at least five (5) weeks. Ohio law allows up to 45 days for processing applications; we make every effort to complete the process as quickly as possible.

NOTE: Before submitting your application and NON-refundable fee you should, to the extent possible, insure you are legally qualified to receive a concealed carry license. Ohio's law contains a number of disqualifying factors, primarily for reasons of residency, training, and criminal history. We can't provide legal advice or assessment of individual applications. If you have doubt about your qualifications, speak with an attorney.

You can receive *GENERAL* information concerning the Ohio Concealed Carry law at **www.clermontsheriff.org** or by contacting Deputy Rob Cordes at **(513) 732-7508**.