



CLERMONT COUNTY SHERIFF'S OFFICE  
Instructions for  
**Concealed Handgun License**  
**RENEWAL**



A License may be renewed up to 90 days prior to the expiration date, or anytime after the expiration date.

1. **PRINT** all required information on the application, and sign where indicated. Applicants must come to our Office at 4470 State Route 222, Batavia OH 45103 to renew and receive their license. It is **NOT** necessary to attach a photograph to your renewal application.
2. If you are renewing your license for the **FIRST** time, it is **NOT** necessary to attach a copy of your training certificate to your renewal application (For your **SECOND** renewal, you will be required to show proof of additional firearms training).
3. If you are a **retired** peace officer, **retired** state trooper, or **retired** federal law enforcement officer, there is no renewal 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.
4. Applications are accepted **Monday, Wednesday, and Friday from 9:00 a.m. to 4:00 p.m. and Tuesday , Thursday from 9:00 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) and your Concealed Handgun 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](http://www.clermontsheriff.org)** or by contacting Deputy Rob Cordes at **(513) 732-7508**.

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