



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.

You must be a resident of Clermont, Brown, Clinton, Warren, or Hamilton County to renew your license at our office

- 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; presenting your Concealed handgun License is sufficient. For your SECOND renewal and subsequent renewals, 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 **\$50.00** 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 **\$74.00 (exact amount)**. Make the money order/certified/cash

ier's check payable to: CCSO CCW License Fund.

4. Applications 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)**. **No appointment is necessary**. 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 more information concerning the Ohio Concealed Carry renewal process at www.clermontsheriff.org or by contacting Deputy Rob Cordes at (513) 732-7508.