

Tina T. Glazebrook, Clerk

Karen H. Wallace, Chief Deputy Clerk  
Land Records, Probate

Veronica L. Rosso, Deputy Clerk  
Criminal

Diamond A. Stevens, Deputy Clerk  
Civil



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*Commonwealth of Virginia*  
KING WILLIAM CIRCUIT COURT  
NINTH JUDICIAL CIRCUIT

APPLICANTS FOR CONCEALED HANGUN PERMITS PLEASE NOTE:  
Pursuant to VA Code Section 18.2-308.02

CONCEALED HANDGUN PERMIT APPLICANTS MUST PRESENT ONE VALID FORM OF  
GOVERNMENT-ISSUED PHOTO ID. NO LONGER UNDER OATH.

**FOR FIRST-TIME APPLICANTS:** You will need to bring all four pages of the State Application (SP-248 07/1/2021), your photo ID, your proof of handgun competency, the proof of handgun competency form, and the processing fee to the court.

**FOR RENEWAL APPLICANTS:** You may bring in or mail all four pages of the State Application (SP-248 07/1/2021), a copy of your photo ID, the proof of handgun competency form, a copy of your current or expired permit and the processing fee to the court.

Circuit Court Hours are Monday thru Friday, 8:30 am to 4:30 pm.

There is a **\$20.00** processing fee for both new and renewal applications. Forms of payment accepted: **Cash, check, money order or credit/debit card (MC or VISA only- a \$2.00 additional fee will be applied)**. Make checks and money orders payable to KWCC. This processing fee is non-refundable.

As of January 1, 2021, as part of the Concealed Handgun Permit Application, the Circuit Court will **no longer** accept **Online Courses** for proof of the Gun Safety Course requirement.

**New** applicants are required to complete a handgun safety course. A certificate verifying successful completion of the course must accompany your application.

**Military** personnel must attach a copy of their discharge or active-duty enrollment.

**Law Enforcement Agency** personnel must attach a departmental letter.

\*\*\*Please bring a self-addressed stamped envelope for use in mailing your permit.

## Documentation of Proof of Handgun Competency - (§ 18.2-308.02)

The court shall require proof that the applicant has demonstrated competence with a handgun in person and the applicant may demonstrate such competence by one of the following, but no applicant shall be required to submit to any additional demonstration of competence:

1. Completing any hunter education or hunter safety course approved by the Department of Game and Inland Fisheries or a similar agency of another state;
2. Completing any National Rifle Association firearms safety or training course;
3. Completing any firearms safety or training course or class available to the general public offered by a law-enforcement agency, junior college, college, or private or public institution or organization or firearms training school utilizing instructors certified by the National Rifle Association or the Department of Criminal Justice Services;
4. Completing any law-enforcement firearms safety or training course or class offered for security guards, investigators, special deputies, or any division or subdivision of law enforcement or security enforcement;
5. Presenting evidence of equivalent experience with a firearm through participation in organized shooting competition or current military service or proof of an honorable discharge from any branch of the armed services;
6. Obtaining or previously having held a license to carry a firearm in this Commonwealth or a locality thereof, unless such license has been revoked for cause;
7. Completing any in-person firearms training or safety course or class conducted by a state-certified or National Rifle Association-certified firearms instructor;
8. Completing any governmental police agency firearms training course and qualifying to carry a firearm in the course of normal police duties; or
9. Completing any other firearms training which the court deems adequate.

A photocopy of a certificate of completion of any of the courses or classes; an affidavit from the instructor, school, club, organization, or group that conducted or taught such course or class attesting to the completion of the course or class by the applicant; or a copy of any document which shows completion of the course or class or evidences participation in firearms competition shall constitute evidence of qualification under this subsection. No applicant shall be required to submit to any additional demonstration of competence, nor shall any proof of demonstrated competence expire.

**A photocopy of the certificate of completion of any of the above and/or copy of Military discharge papers MUST be furnished with application.**

I, \_\_\_\_\_, do certify that I have met requirement # \_\_\_\_\_,

as listed above. I have attached a copy of the certificate of completion to this application.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

FILE NUMBER: \_\_\_\_\_

**APPLICATION FOR CONCEALED HANDGUN PERMIT  
COMMONWEALTH OF VIRGINIA  
VIRGINIA CODE SECTIONS 18.2-308.02 AND 06**

<input type="checkbox"/> RESIDENT PERMIT
<input type="checkbox"/> NONRESIDENT PERMIT
<input type="checkbox"/> RENEWAL
SEE NOTICE 2 PAGE 3

1. FULL LEGAL NAME (ATTACH A SEPARATE LISTING OF ANY ADDITIONAL NAMES YOU MAY HAVE USED OR BEEN KNOWN BY) FIRST _____ MIDDLE _____ LAST _____		2. DATE OF BIRTH (YOU MUST BE AT LEAST 21 YEARS OF AGE) MONTH _____ DAY _____ YEAR _____	
3. RESIDENTIAL ADDRESS (ATTACH A SEPARATE LISTING OF ALL ADDRESSES WITHIN THE LAST 5 YEAR PERIOD) STREET OR RURAL ROUTE _____ CITY _____ COUNTY _____ STATE _____ ZIP _____ MAILING ADDRESS (IF DIFFERENT) _____ EMAIL (OPTIONAL) _____ <input type="checkbox"/> CHECK THIS BOX AND PROVIDE AN EMAIL ADDRESS ABOVE TO REQUEST ELECTRONIC NOTICE IN ADVANCE OF PERMIT EXPIRATION. (RESIDENT PERMITS ONLY)			
4. PHYSICAL FEATURES HEIGHT _____ WEIGHT _____ SEX _____ RACE _____ HAIR COLOR _____ EYE COLOR _____ SCARS, MARKS, TATTOOS, PECULIAR CHARACTERISTICS: _____		5. DRIVER'S LICENSE # _____	
6. PLACE OF BIRTH (LOCALITY/STATE/NATION) _____		COUNTRY OF CITIZENSHIP (YOU MUST BE A UNITED STATES CITIZEN OR HAVE LAWFUL PERMANENT RESIDENCE. NON-CITIZEN APPLICANTS MUST PROVIDE A VALID INS-ISSUED ALIEN REGISTRATION NUMBER.) <input type="checkbox"/> UNITED STATES <input type="checkbox"/> OTHER: _____ ALIEN REGISTRATION NUMBER: _____	7. TELEPHONE NUMBER HOME _____ OTHER _____
8. CHECK YES OR NO FOR EACH OF THE FOLLOWING QUESTIONS			
A. 1. HAVE YOU EVER BEEN CONVICTED OF A FELONY OFFENSE? (INCLUDE FELONY CONVICTIONS OF DRIVING UNDER THE INFLUENCE AND/OR ANY OFFENSE FOR WHICH YOU WERE CONVICTED AS A JUVENILE, WHICH WOULD HAVE BEEN A FELONY IF COMMITTED BY AN ADULT. IF YES, COMPLETE FORM 1 PART B PAGE 2. FAILURE TO ACKNOWLEDGE A CONVICTION MAY BE CONSTRUED AS MAKING A MATERIALLY FALSE STATEMENT.		<input type="checkbox"/> YES <input type="checkbox"/> NO	
2. HAVE YOU BEEN CONVICTED OF A MISDEMEANOR OFFENSE WITHIN THE FIVE-YEAR PERIOD IMMEDIATELY PRECEDING THIS APPLICATION? (INCLUDE MISDEMEANOR CONVICTIONS OF DRIVING UNDER THE INFLUENCE. DO NOT INCLUDE TRAFFIC INFRACTIONS OR THOSE MISDEMEANORS SET FORTH IN TITLE 46.2 CODE OF VIRGINIA.) IF YES, COMPLETE FORM 1 PART B PAGE 2. FAILURE TO ACKNOWLEDGE A CONVICTION MAY BE CONSTRUED AS MAKING A MATERIALLY FALSE STATEMENT.		<input type="checkbox"/> YES <input type="checkbox"/> NO	
B. HAVE YOU BEEN COMMITTED TO THE CUSTODY OF THE COMMISSIONER OF BEHAVIORAL HEALTH AND DEVELOPMENTAL SERVICES? IF YES, COMPLETE FORM 2 PART A PAGE 2 (SEE NOTICE 4 PAGE 3)		<input type="checkbox"/> YES <input type="checkbox"/> NO	
C. HAVE YOU BEEN ACQUITTED BY REASON OF INSANITY, ADJUDICATED LEGALLY INCOMPETENT, MENTALLY INCAPACITATED OR ADJUDICATED AN INCAPACITATED PERSON BY A COURT OF VIRGINIA OR ANY OTHER COURT? IF YES, COMPLETE FORM 2 PART B PAGE 2. (SEE NOTICE 4 PAGE 3)		<input type="checkbox"/> YES <input type="checkbox"/> NO	
D. HAVE YOU BEEN INVOLUNTARILY ADMITTED TO A FACILITY OR ORDERED TO MANDATORY OUTPATIENT TREATMENT, OR WERE YOU THE SUBJECT OF A TEMPORARY DETENTION ORDER PURSUANT TO VA. CODE § 37.2-809 WHO LATER AGREED TO VOLUNTARY ADMISSION UNDER VA. CODE § 37.2-805? IF YES, COMPLETE FORM 2 PAGE 2 AS INDICATED BELOW. (SEE NOTICE 4 PAGE 3) 1. COMPLETE PART C OF FORM 2 PAGE 2 IF INVOLUNTARILY ADMITTED 2. COMPLETE PART D OF FORM 2 PAGE 2 IF ORDERED TO MANDATORY OUTPATIENT TREATMENT 3. COMPLETE PART E OF FORM 2 PAGE 2 IF VOLUNTARILY ADMITTED SUBSEQUENT TO A TEMPORARY DETENTION ORDER		<input type="checkbox"/> YES <input type="checkbox"/> NO	
E. HAVE YOU RECEIVED MENTAL HEALTH TREATMENT OR SUBSTANCE ABUSE TREATMENT IN A RESIDENTIAL SETTING WITHIN THE FIVE YEARS PRIOR TO THE DATE OF THIS APPLICATION?		<input type="checkbox"/> YES <input type="checkbox"/> NO	
F. ARE YOU THE SUBJECT OF, OR NAMED AS A RESPONDENT IN A RESTRAINING ORDER, A PROTECTIVE ORDER, AN EMERGENCY SUBSTANTIAL RISK ORDER OR A SUBSTANTIAL RISK ORDER? AN ACTIVE RESTRAINING, PROTECTIVE ORDER, EMERGENCY SUBSTANTIAL RISK ORDER OR SUBSTANTIAL RISK ORDER MAY BE AN AUTOMATIC DISQUALIFIER IN VIRGINIA, SEE VA. CODE § 18.2-308.1:4, OR 18.2-308.1:6.		<input type="checkbox"/> YES <input type="checkbox"/> NO	
G. ARE YOU ADDICTED TO, OR AN UNLAWFUL USER OR DISTRIBUTOR OF MARIJUANA OR ANY CONTROLLED SUBSTANCE?		<input type="checkbox"/> YES <input type="checkbox"/> NO	
H. ARE YOU AN ALIEN NOT LAWFULLY ADMITTED FOR PERMANENT RESIDENCE IN THE UNITED STATES?		<input type="checkbox"/> YES <input type="checkbox"/> NO	
I. HAVE YOU BEEN DISCHARGED FROM THE ARMED FORCES OF THE UNITED STATES UNDER DISHONORABLE CONDITIONS?		<input type="checkbox"/> YES <input type="checkbox"/> NO	
J. ARE YOU A FUGITIVE FROM JUSTICE?		<input type="checkbox"/> YES <input type="checkbox"/> NO	
K. DO YOU HAVE ANY CRIMINAL CHARGE PENDING? IF YES, COMPLETE FORM 1 PART A PAGE 2. FAILURE TO ACKNOWLEDGE A PENDING CHARGE MAY BE CONSTRUED AS MAKING A MATERIALLY FALSE STATEMENT.		<input type="checkbox"/> YES <input type="checkbox"/> NO	
L. HAVE YOU, WITHIN THE THREE-YEAR PERIOD IMMEDIATELY PRECEDING THE DATE OF THIS APPLICATION, EITHER 1) BEEN FOUND GUILTY OF ANY DRUG-RELATED CRIMINAL OFFENSE AS SET FORTH IN ARTICLE 1 (§ 18.2-247 ET SEQ.) OF CHAPTER 7 OF TITLE 18.2 OR OF A CRIMINAL OFFENSE FOR THE ILLEGAL POSSESSION OR DISTRIBUTION OF MARIJUANA OR ANY CONTROLLED SUBSTANCE UNDER THE LAWS OF VIRGINIA, ANY OTHER STATE, THE DISTRICT OF COLUMBIA, OR THE UNITED STATES OR ITS TERRITORIES; OR 2) BEEN CHARGED WITH ANY OFFENSE ENUMERATED IN THIS PARAGRAPH AND THE TRIAL COURT FOUND THE FACTS OF THE CASE WERE SUFFICIENT FOR A FINDING OF GUILT AND DISPOSED OF THE CASE PURSUANT TO § 18.2-251 OR SUBSTANTIALITY SIMILAR LAW OF VIRGINIA, ANY OTHER STATE, THE DISTRICT OF COLUMBIA, OR THE UNITED STATES OR ITS TERRITORIES? IF YES, COMPLETE FORM 1 PART A OR B PAGE 2.		<input type="checkbox"/> YES <input type="checkbox"/> NO	
M. ARE YOU CURRENTLY ENROLLED INTO THE VIRGINIA VOLUNTARY DO NOT SELL FIREARMS LIST, ANY PERSON ENROLLED INTO THE VOLUNTARY DO NOT SELL FIREARMS LIST PURSUANT TO CHAPTER 12 (§ 52-50 et seq.) OF TITLE 52 IS PROHIBITED FROM PURCHASING, POSSESSING OR TRANSPORTING A FIREARM		<input type="checkbox"/> YES <input type="checkbox"/> NO	
N. HAVE YOU BEEN CONVICTED AS AN ADULT OR ADJUDICATED DELINQUENT AS A JUVENILE OF AN OFFENSE THAT OCCURRED ON OR AFTER JULY 1, 2021 OF A MISDEMEANOR ASSAULT & BATTERY ON A FAMILY OR HOUSEHOLD MEMBER PURSUANT TO § 18.2-308.1:8 OR ANY SUBSTANTIALLY SIMILAR LAW OF ANY OTHER JURISDICTION? FOR THE PURPOSES OF THIS SECTION "FAMILY OR HOUSEHOLD MEMBER" MEANS (i) A PERSON'S SPOUSE, (ii) FORMER SPOUSE OR (iii) AN INDIVIDUAL THAT SHARES A CHILD IN COMMON. . IF YES, COMPLETE FORM 1 PART B PAGE 2. FAILURE TO ACKNOWLEDGE A PENDING CHARGE MAY BE CONSTRUED AS MAKING A MATERIALLY FALSE STATEMENT.		<input type="checkbox"/> YES <input type="checkbox"/> NO	
O. DO YOU CURRENTLY HAVE A VALID RESIDENT CONCEALED HANDGUN PERMIT ISSUED BY A VIRGINIA CIRCUIT COURT? IF YES, NAME OF THE CIRCUIT COURT WHICH ISSUED THE PERMIT: _____ EXPIRATION DATE _____		<input type="checkbox"/> YES <input type="checkbox"/> NO	
P. HAVE YOU ATTENDED AN IN-PERSON CLASS OR IN-PERSON TRAINING FOR PROOF OF HANDGUN COMPETENCY?		<input type="checkbox"/> YES <input type="checkbox"/> NO	
9. ATTACH A PHOTOCOPY OF THE DOCUMENTATION THAT DEMONSTRATES YOUR COMPETENCE WITH A HANDGUN (INITIAL PERMITS ONLY).			

**I, THE UNDERSIGNED, AFFIRM THAT THE INFORMATION CONTAINED IN THIS APPLICATION AND IN ANY ATTACHMENTS TO THIS DOCUMENT IS BOTH CORRECT AND COMPLETE TO THE BEST OF MY KNOWLEDGE. THE WILLFUL MAKING OF A FALSE STATEMENT IN THIS APPLICATION CONSTITUTES PERJURY AND IS PUNISHABLE IN ACCORDANCE WITH §18.2-434 OF THE CODE OF VIRGINIA. I ALSO AFFIRM AND UNDERSTAND THAT THE ISSUANCE OF A CONCEALED HANDGUN PERMIT DOES NOT NECESSARILY ENTITLE ME, THE UNDERSIGNED, TO POSSESS, TRANSPORT OR SELL A FIREARM UNDER STATE OR FEDERAL LAW.**

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

**FORM 1**

**PART A PENDING CHARGES** (FOR ADDITIONAL PENDING CHARGES, USE A PIECE OF PLAIN PAPER AND ATTACH)

DESCRIBE THE PENDING CRIMINAL CHARGE AGAINST YOU: \_\_\_\_\_  
DATE OF CHARGE: \_\_\_\_\_ COUNTY, CITY AND STATE OF CHARGE: \_\_\_\_\_  
CURRENT STATUS OF CHARGE: \_\_\_\_\_

**PART B CONVICTIONS** (FOR ADDITIONAL CONVICTIONS, USE A PIECE OF PLAIN PAPER AND ATTACH)

DESCRIBE THE CHARGE FOR WHICH YOU WERE CONVICTED: \_\_\_\_\_

DATE OF CONVICTION: \_\_\_\_\_ COUNTY, CITY AND STATE OF CHARGE: \_\_\_\_\_

HAVE YOU RECEIVED A PARDON OR RESTORATION OF RIGHTS THAT INCLUDES YOUR FIREARM RIGHTS?  YES  NO  
IF YES, ATTACH SUPPORTING DOCUMENTATION.

HAVE YOU BEEN CONVICTED / ADJUDICATED OF AN OFFENSE AS A JUVENILE WHICH WOULD HAVE BEEN A FELONY IF COMMITTED BY AN ADULT?  YES  NO

IF YES, HAVE YOU COMPLETED A TERM OF SERVICE OF NO LESS THAN TWO YEARS IN THE ARMED FORCES OF THE UNITED STATES? ATTACH SUPPORTING DOCUMENTATION.  YES  NO

DID YOU RECEIVE AN HONORABLE DISCHARGE  YES  NO  NOT APPLICABLE

**FORM 2**

**PART A COMMITMENTS TO THE COMMISSIONER OF HEALTH AND DEVELOPMENTAL SERVICES**

DATE OF COMMITMENT: \_\_\_\_\_ DATE YOU WERE RELEASED FROM CUSTODY: \_\_\_\_\_

NAME OF COURT WHICH ENTERED THE ORDER: \_\_\_\_\_

LOCATION OF COURT (INCLUDE STREET ADDRESS, CITY, COUNTY, AND STATE) \_\_\_\_\_

HAVE YOUR FIREARM RIGHTS BEEN RESTORED BY A COURT?  YES  NO

IF YES, HAVE FIVE YEARS ELAPSED SINCE YOU WERE DISCHARGED FROM THE CUSTODY OF THE COMMISSIONER?  YES  NO  
IF YES, ATTACH SUPPORTING DOCUMENTATION.

**PART B ADJUDICATION OF LEGAL INCOMPETENCE OR MENTAL INCAPACITATION**

DATE OF ADJUDICATION: \_\_\_\_\_ NAME OF COURT WHICH ENTERED THE ORDER: \_\_\_\_\_

LOCATION OF COURT (INCLUDE STREET ADDRESS, CITY, COUNTY, AND STATE) \_\_\_\_\_

HAS YOUR COMPETENCY OR CAPACITY HAS BEEN RESTORED BY A COURT?  YES  NO

IF YES, HAVE FIVE YEARS ELAPSED SINCE THE DATE OF RESTORATION?  YES  NO

IF YES, ATTACH SUPPORTING DOCUMENTATION.

**PART C INVOLUNTARY ADMISSIONS**

DATE INVOLUNTARILY ADMITTED: \_\_\_\_\_ DATE RELEASED FROM THIS ADMISSION: \_\_\_\_\_

NAME OF COURT WHICH ENTERED THE ORDER: \_\_\_\_\_

LOCATION OF COURT (INCLUDE STREET ADDRESS, CITY, COUNTY, AND STATE) \_\_\_\_\_

HAVE YOUR FIREARM RIGHTS BEEN RESTORED BY A COURT?  YES  NO

IF YES, HAVE FIVE YEARS ELAPSED SINCE YOU WERE RELEASED FROM COMMITMENT?  YES  NO

IF YES, ATTACH SUPPORTING DOCUMENTATION.

**PART D MANDATORY OUTPATIENT TREATMENT**

DATE ORDERED TO MANDATORY OUTPATIENT TREATMENT: \_\_\_\_\_

DATE RELEASED FROM MANDATORY OUTPATIENT TREATMENT: \_\_\_\_\_

NAME OF COURT WHICH ENTERED THE ORDER: \_\_\_\_\_

LOCATION OF COURT (INCLUDE STREET ADDRESS, CITY, COUNTY, AND STATE) \_\_\_\_\_

HAVE YOUR FIREARM RIGHTS BEEN RESTORED BY A COURT?  YES  NO

IF YES, HAVE FIVE YEARS ELAPSED SINCE YOU WERE RELEASED FROM COMMITMENT?  YES  NO

IF YES, ATTACH SUPPORTING DOCUMENTATION.

**PART E VOLUNTARY ADMISSION SUBSEQUENT TO A TEMPORARY DETENTION ORDER**

DATE OF TEMPORARY DETENTION ORDER (TDO): \_\_\_\_\_

AFTER BEING SUBJECT TO A TEMPORARY DETENTION ORDER (TDO), DID YOU SUBSEQUENTLY AGREE TO VOLUNTARY ADMISSION PURSUANT TO VA CODE §37.2-805?  YES  NO IF YES, NAME OF COURT WHICH ENTERED THE ORDER: \_\_\_\_\_

LOCATION OF COURT (INCLUDE STREET ADDRESS, CITY, COUNTY, AND STATE) \_\_\_\_\_

HAVE YOUR FIREARM RIGHTS BEEN RESTORED BY A COURT?  YES  NO

IF YES, HAVE FIVE YEARS ELAPSED SINCE YOU WERE RELEASED FROM COMMITMENT?  YES  NO

IF YES, ATTACH SUPPORTING DOCUMENTATION.

## **NOTICE 1**

## **DISCLOSURE OF SOCIAL SECURITY NUMBER**

THIS INFORMATION IS PROVIDED PURSUANT TO THE GOVERNMENT DATA COLLECTION AND DISSEMINATION PRACTICES ACT (§ 2.2-3800 ET SEQ). VIRGINIA CODE § 2.2-3800 (c) (10) PROVIDES THAT AN AGENCY SHALL NOT COLLECT PERSONAL INFORMATION EXCEPT AS EXPLICITLY OR IMPLICITLY AUTHORIZED BY LAW. PURSUANT TO VIRGINIA CODE § 2.2-3803 (A), IT IS UNLAWFUL FOR AN AGENCY TO REQUIRE AN INDIVIDUAL TO DISCLOSE OR FURNISH HIS SOCIAL SECURITY NUMBER FOR ANY PURPOSE IN CONNECTION WITH ANY ACTIVITY, OR TO REFUSE ANY SERVICE, PRIVILEGE OR RIGHT TO AN INDIVIDUAL WHOLLY OR PARTLY BECAUSE THE INDIVIDUAL DOES NOT DISCLOSE SUCH NUMBER, UNLESS THE DISCLOSURE OR FURNISHING OF SUCH NUMBER IS SPECIFICALLY REQUIRED BY FEDERAL OR STATE LAW. THE CLERK OF COURT MAY WITHHOLD FROM PUBLIC DISCLOSURE THE SOCIAL SECURITY NUMBER CONTAINED IN A PERMIT APPLICATION IN RESPONSE TO A REQUEST TO INSPECT OR COPY ANY SUCH APPLICATION EXCEPT THAT THE SOCIAL SECURITY NUMBER SHALL NOT BE WITHHELD FROM ANY LAW-ENFORCEMENT OFFICER ACTING IN THE PERFORMANCE OF HIS OFFICIAL DUTIES. THE SOCIAL SECURITY NUMBER IS NOT MADE PART OF ANY PUBLIC RECORD BY THE DEPARTMENT OF STATE POLICE.

## **NOTICE 2**

## **WHERE TO APPLY**

COMPLETED APPLICATIONS FOR **RESIDENT PERMITS** SHALL BE DELIVERED TO THE CIRCUIT COURT OF THE COUNTY OR CITY IN WHICH THE APPLICANT RESIDES. THE APPLICANT SHOULD CONSULT WITH THE COURT AUTHORITIES FOR INSTRUCTION AND GUIDANCE SPECIFIC TO HIS OR HER APPLICATION.

COMPLETED APPLICATIONS FOR **NONRESIDENT PERMITS** SHALL BE FORWARDED TO THE VIRGINIA STATE POLICE, FIREARMS TRANSACTION CENTER, POST OFFICE BOX 85141, RICHMOND, VIRGINIA, 23285-5141, ALONG WITH OTHER DOCUMENTATION AS AUTHORIZED BY STATUTE. SPECIFIC APPLICATION INFORMATION AND INSTRUCTION IS PROVIDED AT THE VIRGINIA STATE POLICE WEB SITE, [WWW.VIRGINIATROOPER.ORG/](http://WWW.VIRGINIATROOPER.ORG/), OR BY TELEPHONE (804) 674-2676.

## **NOTICE 3**

## **IF YOUR APPLICATION IS DENIED**

**VIRGINIA RESIDENT APPLICANTS:** (1) UPON DENIAL OF THE APPLICATION, THE CLERK SHALL PROVIDE THE PERSON WITH NOTICE, IN WRITING, OF HIS RIGHT TO AN ORE TENUS HEARING. UPON REQUEST OF THE APPLICANT MADE WITHIN 21 DAYS, THE COURT SHALL PLACE THE MATTER ON THE DOCKET. THE APPLICANT MAY BE REPRESENTED BY COUNSEL, BUT COUNSEL SHALL NOT BE APPOINTED, AND THE RULES OF EVIDENCE SHALL APPLY. THE FINAL ORDER OF THE COURT SHALL INCLUDE THE COURT'S FINDINGS OF FACT AND CONCLUSIONS OF LAW. (2) UPON DENIAL OF AN APPLICATION BY ANY PERSON WHO PREVIOUSLY HELD A CONCEALED HANDGUN PERMIT, THE CLERK SHALL PROVIDE THE PERSON WITH NOTICE, IN WRITING, OF HIS RIGHT TO AN ORE TENUS HEARING. UPON REQUEST OF THE APPLICANT MADE WITHIN 21 DAYS, THE COURT SHALL PLACE THE MATTER ON THE DOCKET. THE APPLICANT MAY BE REPRESENTED BY COUNSEL, BUT COUNSEL SHALL NOT BE APPOINTED, AND THE RULES OF EVIDENCE SHALL APPLY. THE FINAL ORDER OF THE COURT SHALL INCLUDE THE COURT'S FINDINGS OF FACT AND CONCLUSIONS OF LAW. (3) ANY PERSON DENIED A PERMIT TO CARRY A CONCEALED HANDGUN MAY PRESENT A PETITION FOR REVIEW TO THE COURT OF APPEALS. THE PETITION FOR REVIEW SHALL BE FILED WITHIN 60 DAYS OF THE EXPIRATION OF THE TIME FOR REQUESTING AN ORE TENUS HEARING, OR IF AN ORE TENUS HEARING IS REQUESTED, WITHIN 60 DAYS OF THE ENTRY OF THE FINAL ORDER OF THE CIRCUIT COURT FOLLOWING THE HEARING. THE PETITION SHALL BE ACCOMPANIED BY A COPY OF THE ORIGINAL PAPERS FILED IN THE CIRCUIT COURT, INCLUDING A COPY OF THE ORDER OF THE CIRCUIT COURT DENYING THE PERMIT. THE DECISION OF THE COURT OF APPEALS OR JUDGE SHALL BE FINAL. NOTWITHSTANDING ANY OTHER PROVISION OF LAW, IF THE DECISION TO DENY THE PERMIT IS REVERSED UPON APPEAL, TAXABLE COSTS INCURRED BY THE PERSON SHALL BE PAID BY THE COMMONWEALTH. [VIRGINIA CODE SECTION 18.2-308 .08]

**NONRESIDENT APPLICANTS:** YOU MAY CONTACT THE VIRGINIA STATE POLICE, FIREARMS TRANSACTION CENTER (FTC), TO DISCUSS THE INELIGIBLE DETERMINATION AND/OR TO PROVIDE ADDITIONAL INFORMATION DEEMED PERTINENT TO THE FINAL DETERMINATION OF ELIGIBILITY AT (804)674-2676, OR WRITE TO THE FTC AT POST OFFICE BOX 85141, RICHMOND, VIRGINIA 23285-5141, OR EMAIL [FIREARMS@VSP.STATE.VA.US](mailto:FIREARMS@VSP.STATE.VA.US). ANY PERSON DENIED A PERMIT FOR INACCURATE OR FALSE INFORMATION MAY NOT REAPPLY FOR A PERIOD OF 12 MONTHS FOLLOWING THE DATE OF FINAL DENIAL DETERMINATION BY THE SUPERINTENDENT.

## **NOTICE 4**

## **COMMITMENTS TO THE COMMISSIONER OF HEALTH AND DEVELOPMENTAL SERVICES**

ANY PERSON WHO HAS BEEN ACQUITTED BY REASON OF INSANITY PURSUANT TO §18.2-308.1:1 OR ANY SUBSTANTIALLY SIMILAR LAW OF ANY OTHER JURISDICTION, HAS BEEN ADJUDICATED LEGALLY INCOMPETENT OR MENTALLY INCAPACITATED PURSUANT TO §18.2-308.1:2 OR HAS BEEN INVOLUNTARILY ADMITTED TO A FACILITY OR ORDERED TO MANDATORY OUTPATIENT TREATMENT PURSUANT TO §18.2-308.1:3 OR HAS BEEN THE SUBJECT OF A TEMPORARY DETENTION ORDER UNDER §37.2-809 WHO SUBSEQUENTLY AGREED TO VOLUNTARY ADMISSION UNDER §37.2-805 IS PROHIBITED FROM PURCHASING, POSSESSING OR TRANSPORTING A FIREARM UNLESS HIS OR HER RIGHT TO PURCHASE, POSSESS, OR TRANSPORT A FIREARM HAS BEEN RESTORED BY THE AUTHORITY OF AN APPROPRIATE COURT.

## **NOTICE 5**

## **USE OF DEADLY OR LETHAL FORCE**

FOR THE PURPOSES OF UNDERSTANDING THE LAW RELATING TO THE USE OF DEADLY AND LETHAL FORCE, PLEASE REFERENCE THE VIRGINIA SUPREME COURT WEBSITE AT [HTTP://WWW.COURTS.STATE.VA.US/COURTS/SCV/HOME.HTML](http://WWW.COURTS.STATE.VA.US/COURTS/SCV/HOME.HTML).

**CRIMINAL BACKGROUND INVESTIGATION**

(THIS SPACE FOR LAW ENFORCEMENT USE ONLY)

**YES**

**NO**

**PENDING CHARGES**

**CONVICTIONS**

**IF YES, SEE ATTACHMENT(S)**

\_\_\_\_ / \_\_\_\_ / \_\_\_\_  
MONTH DAY YEAR

\_\_\_\_, OFFICER OR AGENCY DESIGNEE

(THIS SPACE FOR COURT USE ONLY)

**RESIDENT PERMIT FILE NO.** \_\_\_\_\_

**CIRCUIT COURT** \_\_\_\_\_

**APPLICATION OF** \_\_\_\_\_

**FILED ON** \_\_\_\_\_ **FOR A VIRGINIA RESIDENT CONCEALED HANDGUN PERMIT IS HEREBY:**  
(DATE)

**GRANTED**

**DENIED** (SEE EXPLANATION BELOW)

**THE PERMIT ISSUED ON** \_\_\_\_\_  
(DATE)

**THE PERMIT APPLICATION IS DENIED ON THE BASIS OF THE FOLLOWING:**

**YOU ARE ENTITLED TO AN ORAL HEARING BEFORE THIS COURT. THE REQUEST FOR A HEARING MUST BE FILED WITH THIS COURT WITHIN TWENTY-ONE DAYS OF DENIAL OF YOUR APPLICATION.** SEE NOTICE 3 PAGE 3

\_\_\_\_ / \_\_\_\_ / \_\_\_\_  
MONTH DAY YEAR

JUDGE  CLERK

(THIS SPACE FOR STATE POLICE USE ONLY)

**NONRESIDENT PERMIT FILE NO.** \_\_\_\_\_

**APPLICATION OF** \_\_\_\_\_

**FOR A VIRGINIA NONRESIDENT CONCEALED HANDGUN PERMIT IS HEREBY:**

**GRANTED**

**DENIED** (SEE EXPLANATION BELOW)

SEE NOTICE 3 PAGE 3

\_\_\_\_ / \_\_\_\_ / \_\_\_\_  
MONTH DAY YEAR

\_\_\_\_, SUPERINTENDENT OR DESIGNEE