

**SAN LUIS OBISPO COUNTY SHERIFF'S OFFICE**  
**APPLICATION FOR CONCEALED WEAPONS LICENSE**

**NOTE:**

Applicants are required to reside within the County of San Luis Obispo or a city within this County, or must spend a substantial period of time in the applicant's place of employment in the County of San Luis Obispo or a city within this County.

If the applicant lives in an incorporated city within the County, they must first apply through the local police department.

Concealed Carry weapons must be registered in California and in the name of the CCW holder (exception; legally married spouses).

**APPLICATION COMPLETION CHECKLIST:**

- Read and fill out the entire application, including Section 7 Investigator's Interview Notes. Please do NOT print the application double sided.
- Sign and date the application in 4 places regardless of witness required.
  - Sheriff's Office Policy on Issuance, page 3.
  - CA Dept. of Justice Standard Initial/Renewal Application, pages 3, 8, & 11.
- Handguns Page 5, only two handguns will be approved.
- Attach a copy of your California Driver's License.
- Attach one item of cancelled postage confirming your physical street address. If no mail receptacle at your residence, include a copy of a utility bill that lists your residence address.
- Include 3 letters of character reference from individuals other than relatives. (Applies to new applicants only). Letter must include a signature and contact information.
- Training certificate (applies to renewals only.)
- Current weapons qualification form with the original signature (applies to renewals only.)

Return the entire application with all attachments to the Permit Office.

If you have any questions, please call (805) 781-4575

**SAN LUIS OBISPO COUNTY SHERIFF'S OFFICE  
POLICY REGARDING ISSUANCE OF LICENSE FOR CONCEALED FIREARM**

POLICY STATEMENT

This order establishes the policy and sets guidelines for accepting applications to carry a concealed pistol, revolver, or other firearm, and the issuance of an authorizing license.

A Concealed Weapon License shall not be granted merely for the personal convenience of the applicant. A position or job classification in itself should not constitute good cause for the issuance or denial of a license. Each application shall be individually reviewed for cause.

ISSUANCE OF LICENSES FOR CONCEALED FIREARM(S)

In accordance with Penal Code Sections 26150 and 26155, the Sheriff of San Luis Obispo County, upon proof that the person applying is of good moral character, that good cause exists for the issuance, and that the person applying satisfies the below listed criteria and has completed a specified course of training as identified in this application, may issue to that person a license to carry a pistol, revolver, or other firearm capable of being concealed upon the person.

CRITERIA

Applicant is a resident within the county or a city within this county, or applicant spends a substantial period of time in the applicant's principal place of employment or business in the County of San Luis Obispo or a city within this county.

APPLICATION REQUESTS

Any person may obtain a Concealed Weapon License Application from the Permit Office Clerk.  
Note: Applications will not be accepted unless complete and legible.

Each new applicant must demonstrate proof of residence by some type of recognized identification card or **driver's license**, and at least **one canceled item of current mail (with your name and street address)**. **New applicants** are requested to provide **at least 3 signed letters of character reference from individuals other than relatives**.

If the CCW license is desired for self-protection, the protection of others, or for the protection of large sums of money or valuable property, you are required to explain and provide good cause pursuant to Penal Code Section 26150 for issuance of the license. For example, has your life or property been threatened or jeopardized? Explain incidents and include dates, times, locations, and names of police agencies to which these incidents were reported.

## TRAINING REQUIREMENTS

Applicants must pass a course of training as specified by the Sheriff's Office. These courses will be required after the applicant has been approved, but before the issuance of the CCW License, and will have a minimum requirement as follows:

*New Applicants:* Shall not exceed 16 hours; instruction on firearms safety; and instruction on the law regarding the permissible use of a firearm, and successful completion of a course of fire.

*Renewal Applicants:* Shall be no less than 4 hours; instruction on firearms safety; and instruction on the law regarding the permissible use of a firearm, and successful completion of a course of fire.

## APPLICATION PROCESSING

Both new and renewal applicants shall complete the Concealed Weapon License application, **including Sections 6, 7 & 8- Agreement to Restrictions and to Hold Harmless, Investigator's Interview Notes and Release of Information and Declaration**, and return it with proof of residence documents and a copy of your California Driver's License to the Permit Office.

All applications and reproductions of proof of residence will be reviewed and either approved for further processing or denied by the Sheriff or his designated representative.

The Department of Justice requires that each licensing authority shall give written notice to each CCW applicant indicating that the license must be approved or denied within 90 days of the application or within 30 days after receipt of the applicant's criminal background check from the Department of Justice, whichever is first.

If you are notified to come in for an appointment, be prepared to:

1. Verbally justify your need for the license to the interviewer (when applicable).
2. In job related cases, a letter is required from your employer, partners, or business associates acknowledging that a license is encouraged in connection with employment.
3. Bring the UNLOADED firearm(s) in a locked box or gun case. A maximum of two firearms may be listed on your license. Do not bring any ammunition with the firearm.
4. Bring the following monies to your appointment:
  - a. A personal check or cash for Department of Justice and County fees.

Note: If fees are accepted and the application is subsequently denied, you will be notified by mail, and fees will not be refunded.

5. Applicant will complete the License to Carry Concealed Pistol, Revolver or Other Firearm form (BOF4012), and submit to Live Scan fingerprinting and photographing.

Once the Department of Justice has processed the application and completed the background investigation, the license may be issued. However, if there is evidence of past criminal activity the application will automatically be denied.

Note: The license will not be issued until the Department of Justice report is returned.

### RESTRICTIONS

In addition to restrictions listed on Form BOF 4012, Section 4, all Concealed Weapon License applicants, while exercising the privilege granted to them under the terms of this license, whether they are applying for a new or renewal, shall not:

1. Violate any Federal, State, County or Municipal law.
2. Move from address listed on license without notifying the Permit Office of new address within 5 business days.
3. If you are either arrested, cited, booked into a jail or otherwise involved in any civil litigation or criminal prosecution, you are to immediately notify Undersheriff Tim Olivas at (805) 781-4550 (24 hour number (805) 781-4553)

In addition, you are required to be familiar with the applicable penal code sections listed in Section 5 of Form BOF 4012.

If you wish to add, delete or otherwise change the firearms listed on your License, you must contact the Permit Office at (805) 781-4575 to make an appointment to inspect the new firearm, pay appropriate fees, and make the necessary changes on your concealed carry License.

I hereby certify under penalty of perjury that I have read and understand the above information and agree to the provisions, conditions, and restrictions herein or otherwise imposed. The answers I have given within this document are true and correct to the best of my knowledge.

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness Signature / Badge Number

\_\_\_\_\_  
Date

When application is fully completed, please return entire application package to:

**San Luis Obispo County Sheriff's Office  
Attn: Permit Office  
1585 Kansas Avenue  
San Luis Obispo, CA 93405**