

**COUNTY OF VENTURA
VENTURA COUNTY SHERIFF'S OFFICE
LICENSE TO CARRY WEAPONS POLICY**

Ventura County Sheriff's Office (VCSO) policy titled "**Carry Concealed Weapons License (CCW)**", is hereby revised and re-adopted as of November 2, 2015, by Sheriff Geoff Dean and shall constitute the policy and practices of the VCSO relating to licenses and applications for licenses to carry firearms under Cal. Penal Code §§ 26150, *et seq.*

1. PURPOSE AND SCOPE

The Sheriff, upon proof that the person applying is of good moral character, that the person applying satisfies residency or business location requirements, and has completed a course of training (as set forth in this policy) may issue to that person a **carry concealed weapons license (CCW)**. This policy will serve as the Office's written process for the application and issuance of such licenses. Pursuant to Cal. Penal Code § 26160, this policy shall be made accessible to the public.

2. QUALIFIED APPLICANTS

In order to be approved for a Concealed Weapons License, the applicant **must** meet the following requirements:

- a. Be a resident of the County of Ventura.
- b. Be at least 21 years of age.
- c. Complete an application that will include substantial personal information, much of which may be subject to disclosure under the California Public Records Act.
- d. Be free from criminal convictions or other prohibiting conditions that would disqualify the applicant from carrying a concealed weapon.
 - i. Note: applicants may inquire as to their eligibility to possess and own firearms prior to submitting an application by completing the "Personal Firearms Eligibility Check" form, which can be found at <http://ag.ca.gov/firearms/forms/pdf/pfecapp.pdf>, and submitting it to the California Department of Justice ("DOJ") in accordance with their instructions.
- e. Provide fingerprints and successfully complete a criminal background check.
- f. Be of good moral character. For purposes of this policy, with respect to a determination of 'good moral character' factors taken into consideration include, but are not limited to: honesty, arrests or negative contacts with law enforcement agencies, conviction of any crime (*including expunged convictions*), alcohol or drug-related incidents, numerous moving violations of the California Vehicle Code, civil judgments, pending lawsuits, liens, etc.
- g. Good cause exists for issuance of the license. For purposes of this policy in reference to good cause, a need for personal safety or self-defense is currently satisfactory.
- h. Pay all required fees in the manner prescribed in this policy.
- i. Complete the required training.

3. APPLICATION PROCESS

The application process for a CCW shall consist of four phases. The applicant shall promptly complete all requirements of one phase before proceeding to the next.

a. PHASE ONE - APPLICATION AND INITIAL FEES

i. **New applicants (those who have never applied to the VCSO for a CCW), and applicants who currently have a CCW issued by another California licensing authority but are applying to the VCSO for the first time** (for example, a current applicant who has recently moved into this jurisdiction), shall fully complete a DOJ standard application form (BOF 4012, Revised 11/2012) and return it and the initial fees to the VCSO. The application must be signed by the applicant in front of and witnessed by VCSO personnel to be considered complete. No other form is required of the applicant.

A. Standard application forms may be downloaded at VCSO's website at www.vcsd.org. Applicants may receive a free copy of the application at the following VCSO location:

**Ventura County Sheriff's Office – Records Bureau/Licensing Unit
1st Floor, Sheriff's Annex
800 S. Victoria Avenue
Ventura, CA 93009**

B. The VCSO requires an appointment to submit an application. *Appointments may be scheduled by calling (805) 654-2371.* Appointments are available between the hours of **9:00 A.M. - 11:00 A.M. and 1:00 P.M. - 3:00 P.M. MONDAY- THURSDAY.**

C. The completed application, along with required paperwork, shall be submitted by the applicant to the **VCSO**, at the following address:

**Ventura County Sheriff's Office – Records Bureau/Licensing Unit
1st Floor, Sheriff's Annex
800 S. Victoria Avenue
Ventura, CA 93009**

D. The VCSO will not accept incomplete applications. All sections must be completed before the time of your appointment, including section 7, titled Investigators Notes. Additionally, California residents must provide a valid driver's license or identification card listing the current residential address. Post Office box addresses are not acceptable as a residential address. Active military personnel shall provide station orders and a valid home-state driver's license or identification card.

E. Any person who files an application knowing that statements contained therein are false is guilty of a misdemeanor/felony.

F. Any person who knowingly makes a false statement on the application regarding any of the following shall be guilty of a felony:

The denial or revocation of a license, or the denial of an amendment to a license, issued pursuant to Cal. Penal Code § 26150, et seq.; a criminal conviction; a finding of not guilty by reason of insanity; the use of a controlled substance; a dishonorable discharge from military service; a commitment to a mental institution; a renunciation of United States citizenship.

- G. The applicant shall also submit with the completed application fees in the amount of \$125.00 made payable to “Ventura County Sheriff’s Office” for fingerprinting, which includes the DOJ background check, FBI check, and Bureau of Firearms report.
- H. The balance of the local fee of \$80 made payable to “Ventura County Sheriff’s Office” shall be collected only if the application is approved. Payment is due at the time of the CCW ID hard card appointment.
 - 1. Payment of local fees may be waived if the applicant has been deputized or appointed as a peace officer by the Sheriff pursuant to subdivision (a) or (b) of Cal. Penal Code § 830.6.
 - I. For the purposes of this policy, the following are acceptable forms of payment: personal check, business check, cash, credit card (*service fee applicable*) and money order/cashier’s check. Checks should be made out to “Ventura County Sheriff’s Office.”

ii. Renewal applicants who have an active CCW issued by the VCSO, and whose fingerprints and DOJ fee HAVE BEEN previously sent to the DOJ shall apply for a CCW as follows:

A. RENEWAL APPLICANTS ISSUED A CCW BY THE VCSO:

- 1. No earlier than 120 and no later than 90 days prior to the expiration of their license,
 - a. May submit to the VCSO a signed Standard application by appointment. *Appointments may be scheduled by calling (805) 654-2371. Appointments are available Monday –Thursday 9:00 A.M. – 11:00 A.M. and 1:00 P.M. - 3:00 P.M. at the following address:*

**Ventura County Sheriff’s Office – Records Bureau/Licensing Unit
1st Floor, Sheriff’s Annex
800 S. Victoria Avenue Ventura, CA 93009**

- 2. The applicant shall submit with the renewal request their payment in the amount of \$77.00 for the renewal fees, which includes a \$25.00 local fee in addition to a \$52.00 DOJ background check fee.
- 3. Thumbprint and signature shall be required; applicants proceed to Phase 3.
- 4. Renewal applicants **who fail to submit their application on or before the date of permit expiration** are subject to re-applying as a new applicant

iii. PREVIOUSLY DENIED APPLICANTS whose fingerprints and DOJ fee have been previously sent: *May (if you are re-applying and would like to provide additional information not contained in your initial application) re-apply as new applicants as described under section 3(a)(i).*

b. PHASE TWO - FINGERPRINTING & BACKGROUND CHECK

- i. New applicants and previously denied applicants who must submit fingerprints to the Department of Justice (those applicants subject to (3)(a)(i) or (iii), above) shall complete Phase Two as follows:

- A. After the applicant has completed Phase One, the VCISO shall take the applicants' fingerprints in the manner prescribed by the Department of Justice and promptly forward them to the DOJ for processing. The DOJ requires licensing authorities use the "Live Scan" fingerprinting method.
- ii. DOJ will mail to the Department a report of all data and information pertaining to any applicant, of which there is a record in its office, including information as to whether the person is prohibited by state or federal law from possessing, receiving, owning, or purchasing a firearm.
- iii. Subsequent to submission of the application and fingerprints, the applicant will be contacted for an interview appointment by the investigator to determine the completeness of the application and provide time to clarify and interpret the information provided. Please allow at least 45 minutes to one hour for the interview appointment.

c. PHASE THREE - DETERMINATION

- i. After the applicant has completed phases One and Two (if required), and after the VCISO has received the DOJ background check report, the VCISO will make a determination upon the application. The VCISO shall give written notice to the applicant indicating if the license is approved or denied within 90 days of the initial application for a new license or a license renewal or 30 days after receipt of the applicant's criminal background check from the DOJ, whichever is later. **No license will be issued until after receipt of the background check report from the DOJ.**
- ii. Applicants who are denied may re-apply at any time by following the process outlined for new applicants (3)(a)(i), above.

d. PHASE FOUR - LICENSE ISSUANCE, GENERAL CONDITIONS, RESTRICTIONS

- i. Applicants who are approved must pay the balance of the local fee of \$80 and complete the required training in accordance with Section 4, "Training", of this policy within 90 days from the date of the conditional approval letter. It shall be the firearms instructor's responsibility to submit the original test and qualification scores in person or by mail to:

**Ventura County Sheriff's Office – CCW Unit 1st Floor
 Sheriff's Annex
 800 S. Victoria Avenue
 Ventura, CA 93009**

- ii. The issued license shall set forth the licensee's name, occupation, residence and business address, age, height, weight, color of eyes and hair, license type, and shall, in addition, contain a description of the weapon or weapons authorized to be carried, giving the name of the manufacturer, the serial number, the period of validity, and the caliber.
 - A. A "standard" license is valid for a period not to exceed two years.
 - B. A "judicial" license issued to a state or federal magistrate, commissioner, or judge will be valid for a period not to exceed three years.

- C. A license issued to any law enforcement officer as defined in Cal. Penal Code § 830.6 (a) or (b), or a custodial officer employed by the Sheriff / Police Chief as provided in Cal. Penal Code § 831.5, will be valid for a period not to exceed four years, except that such license shall be invalid upon the individual's conclusion of service as a reserve/custodial officer.
- iii. The VCSO will also issue a CCW ID hard card as an additional identification for the licensee. The licensee is required to carry either the license or ID card on their person at all times when they are carrying an approved concealed firearm. The applicant shall retain both the paper state license and the CCW ID hard card.
 - iv. The licensee shall present either the license or ID card to a peace officer, upon request, when the peace officer is acting in the course of his/her duties.
 - v. The licensee shall notify the VCSO in writing within ten days of any change of their place of residency. If the licensee moves out of the jurisdiction of issuance, the license shall expire ninety (90) days after the licensee has moved. Proof of the change of address will be required.
 - vi. A license may include any reasonable restrictions or conditions which the Sheriff deems warranted, including restrictions as to the time, place, manner, and circumstances under which the person may carry a pistol, revolver, or other firearm capable of being concealed upon the person. Any such restrictions shall be indicated on the license issued.
 - vii. The license shall be revoked if at any time either the VCSO is notified by the DOJ that an applicant is prohibited by state or federal law from owning or purchasing firearms, or the VCSO determines that the person is prohibited by state or federal law from possessing, receiving, owning, or purchasing a firearm.
 - viii. The license may be revoked if at any time information becomes available regarding criminal conduct, violation of the CCW license conditions and restriction, or any other type of misuse by the permit holder.
 - ix. If the VCSO revokes the license, the DOJ shall be notified of the revocation. The licensee shall also be immediately notified of the revocation in writing. Fees collected during the application process will not be refunded in case of revocation.

4. TRAINING

- a. **For new license applicants**, the course of training shall not exceed 16 hours, performed by a VCSO-approved CCW firearms trainer, and include instruction on at least firearm safety and the law regarding the permissible use of a firearm. *Completion of Training is not required until conditional approval has been granted.*
- b. **For license renewal applicants**, the course of training shall be no less than four hours, performed by a VCSO-approved CCW firearms trainer, and shall include instruction on at least firearm safety and the law regarding the permissible use of a firearm. No course of training shall be required for any person listed as a VCSO-approved firearms trainer in order for that person to renew his/her license.
- c. Proof of completion of the required training must be signed and submitted by the instructor and **must not be dated more than 6 months prior to receipt of the letter of conditional approval.**
- d. A list of VCSO-approved CCW firearms trainers shall be made available with each copy of the application provided by the VCSO as well as at its website at www.vcsd.org.

5. AMENDMENTS TO LICENSES

- a. Any licensee may apply to amend a license at any time during the period of license validity by completing and submitting a standard DOJ “Modification of License” form along with the local processing fee of \$10 made payable to “Ventura County Sheriff’s Office.” The form must be submitted in person by making an appointment. *Appointments may be scheduled by calling (805) 654-2371. Appointments are available Tuesdays and Thursdays* at the following address:

**Ventura County Sheriff’s Office – Records Bureau/Licensing Unit
1st Floor, Sheriff’s Annex
800 S. Victoria Avenue
Ventura, CA 93009**

- i. License amendment application forms may be found at VCSO's website at www.vcsd.org.
- ii. Licensees may receive a free copy of the amendment application at the following VCSO location:

**Ventura County Sheriff’s Office – Records Bureau/Licensing Unit
1st Floor, Sheriff’s Annex
800 S. Victoria Avenue
Ventura, CA 93009**

- b. Licensees may apply for an amendment for any or all of the following reasons:
- i. Add or delete authority to carry a firearm under the license;
- ii. Change restrictions or conditions previously placed on the license;
- iii. Change the address or other personal information of the licensee;
- c. In the event that any amendment to a valid license is approved by the Sheriff, a new license will be issued reflecting the amendment(s).
- d. An amendment to any license will not serve to extend the original expiration date, and an application for an amendment does not constitute an application for renewal of the license.
- e. Both the CCW ID hard card and the paper state license must be modified. Applicants must bring in both documents for modification.

6. LIMITED 90-DAY LICENSE TO CARRY A CONCEALED WEAPON

- a. **The authority to issue a limited 90-day license to carry a concealed weapon to a non-resident applicant is granted only to the Sheriff of the county in which the applicant works. A chief of a municipal police department in the county in which the applicant works may not issue limited licenses (See Cal. Penal Code §§ 26150(a)(3), 26155(a)(3), and 26220(b)).**
- b. An individual who is not a resident of Ventura County may apply for a limited 90-day CCW license subject to approval of the Sheriff and if the following requirements are met:
- i. The applicant physically spends a substantial period of working hours in the applicant's principal place of employment or business within the County of Ventura;
- ii. A limited 90-day license will be valid for a period not to exceed 90 days from the date of issuance;
- iii. The license shall be **valid only within Ventura County**.

- iv. The applicant shall provide a copy of the license to the licensing authority of the city or county in which the applicant resides;
 - v. Any application for renewal or re-issuance of such a license may be granted only upon concurrence of the Ventura County Sheriff **and** the licensing authority of the city or county in which the applicant resides.
- c. An individual who is qualified to submit an application for a limited 90-day license under sections (2) and (6)(a)(b) above, shall complete all phases of the application process in accordance with sections (3) and (4) of this policy.

7. AGENCY REPORTING AND RECORDS

- a. Pursuant to Cal. Penal Code § 26225, the Department shall maintain a record of the following and immediately provide copies of each to the DOJ:
 - i. The denial of a license
 - ii. The denial of an amendment to a license;
 - iii. The issuance of a license;
 - iv. The amendment of a license;
 - v. The revocation of a license.
- b. The VCSO shall annually submit to the State Attorney General the total number of licenses issued to reserve peace officers and judges.
- c. Applications, licenses, and related documents may be public records and subject to disclosure under the California Public Records Act.