

FILE NUMBER:

APPLICATION FOR CONCEALED HANDGUN PERMIT
COMMONWEALTH OF VIRGINIA
VIRGINIA CODE § 18.2-308

RESIDENT PERMIT
NONRESIDENT PERMIT
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)
2. DATE OF BIRTH (YOU MUST BE AT LEAST 21 YEARS OF AGE)

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)

4. PHYSICAL FEATURES
HEIGHT WEIGHT SEX RACE HAIR COLOR EYE COLOR
SCARS, MARKS, TATTOOS, PECULIAR CHARACTERISTICS:
5. SOCIAL SECURITY NUMBER (OPTIONAL)
SEE NOTICE 1 ON PAGE 3

6. PLACE OF BIRTH 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.)
7. TELEPHONE NUMBER
HOME OTHER
ALIEN REGISTRATION NUMBER:

8. CHECK YES OR NO FOR EACH OF THE FOLLOWING QUESTIONS
A. 1. HAVE YOU EVER BEEN CONVICTED OF A FELONY OFFENSE?
2. HAVE YOU BEEN CONVICTED OF A MISDEMEANOR OFFENSE WITHIN THE FIVE-YEAR PERIOD IMMEDIATELY PRECEDING THIS APPLICATION?
B. HAVE YOU BEEN COMMITTED TO THE CUSTODY OF THE COMMISSIONER OF MENTAL HEALTH, MENTAL RETARDATION, AND SUBSTANCE ABUSE SERVICES?
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?
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?
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?
F. ARE YOU THE SUBJECT OF, OR NAMED AS A RESPONDENT IN A RESTRAINING ORDER OR A PROTECTIVE ORDER?
G. ARE YOU ADDICTED TO, OR AN UNLAWFUL USER OR DISTRIBUTOR OF MARIJUANA OR ANY CONTROLLED SUBSTANCE?
H. ARE YOU AN ALIEN NOT LAWFULLY ADMITTED FOR PERMANENT RESIDENCE IN THE UNITED STATES?
I. HAVE YOU BEEN DISCHARGED FROM THE ARMED FORCES OF THE UNITED STATES UNDER DISHONORABLE CONDITIONS?
J. ARE YOU A FUGITIVE FROM JUSTICE?
K. DO YOU HAVE ANY CRIMINAL CHARGE PENDING?
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?
M. DO YOU CURRENTLY HAVE A VALID RESIDENT CONCEALED HANDGUN PERMIT ISSUED BY A VIRGINIA CIRCUIT COURT?
9. ATTACH A PHOTOCOPY OF THE DOCUMENTATION THAT DEMONSTRATES YOUR COMPETENCE WITH A HANDGUN (INITIAL PERMITS ONLY).
10. COMPLETE FINGERPRINT CARDS MAY BE REQUIRED WITH THIS APPLICATION FOR SUBMISSION TO THE CENTRAL CRIMINAL RECORDS EXCHANGE AND TO THE FEDERAL BUREAU OF INVESTIGATION, FOR CRIMINAL HISTORY BACKGROUND CHECKS TO BE CONDUCTED (INITIAL RESIDENT 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.

MONTH DAY YEAR APPLICANT'S SIGNATURE

STATE OF CITY COUNTY TO WIT:

ACKNOWLEDGED, SUBSCRIBED AND SWORN TO BEFORE ME ON

MONTH DAY YEAR NOTARY PUBLIC MY COMMISSION EXPIRES REGISTRATION #

COURT CLERK:

**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.

**FORM 2**

**PART A COMMITMENTS TO THE COMMISSIONER OF MENTAL HEALTH, MENTAL RETARDATION, AND SUBSTANCE ABUSE 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 THE DATE OF RESTORATION?  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 THE DATE OF RESTORATION?  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 THE DATE OF RESTORATION?  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 THE DATE OF RESTORATION?  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**

COMPLETE AND NOTARIZED APPLICATIONS FOR **RESIDENT PERMITS** SHALL BE FORWARDED 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.

COMPLETE AND NOTARIZED APPLICATIONS FOR **NONRESIDENT PERMITS** SHALL BE FORWARDED TO THE VIRGINIA STATE POLICE, FIREARMS TRANSACTION CENTER, POST OFFICE BOX 85608, RICHMOND, VIRGINIA, 23285-5608, 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) 674-2675.

## **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 PARTS D, I, L AND SECTION 17.1-410]

**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)674-2675, OR WRITE TO THE FTC AT POST OFFICE BOX 85608, RICHMOND, VIRGINIA 23285-5608, 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.

## **COMMITMENTS TO THE COMMISSIONER OF MENTAL HEALTH, MENTAL RETARDATION AND SUBSTANCE ABUSE SERVICES**

## **NOTICE 4**

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 OR POSSESSING 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** \_\_\_\_\_

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

**GRANTED**

**DENIED** (SEE EXPLANATION BELOW)

**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