



County of Santa Cruz

Sheriff-Coroner

701 Ocean Street, Suite 340, Santa Cruz, CA 95060
(831) 454-2985 FAX: (831) 454-2353

Phil Wowak
Sheriff-Coroner

February 27, 2014

Concealed Weapon License Application Process

Reference: Sheriff's Office Policy 218

Phase One (to be completed by all applicants)

1. Complete and submit a Standard Application for License to Carry a Concealed Weapon (Cal DOJ form BOF4012). Do not include separate attachments for information requested within the application. Initial every page of the document.
2. Based on current law, and in the absence of any applicable exclusionary factors, self-defense or personal safety qualifies as sufficient "good cause" for the issuance of a license. However, if the law changes in any respect, we may require applicants to supplement the "good cause" statement in order to retain any CCW License that has been issued based on the law in place at the time the license was issued.
3. Submit three signed letters of character reference from individuals other than relatives.
4. Submit proof of ownership and registration of each weapon to license for concealment.
5. Submit two recent passport size photos (2" x 2") of the applicant.
6. Complete Live Scan applicant fingerprinting for CCW application (DOJ fees paid by applicant): <http://www.scssheriff.com/Home/LiveScanFingerprinting.aspx> or 454-3007 for more information.

Once the application package has been reviewed, the application will either be advanced to phase two or will be denied. In the event the application is denied, the applicant will be notified in writing.

Phase Two (to be completed only by those applicants successfully competing phase one)

1. Participate in personal history interview.
2. If directed: provide written evidence from a licensed physician that the applicant is not currently suffering from any medical condition that would make the individual unsuitable for carrying a concealed weapon. All costs paid by applicant.
3. If directed: complete psychological testing by an authorized psychologist used by the Sheriff's Office. The cost to the applicant may not exceed \$150.00.
4. Complete a 4-hour (minimum) course of training approved by the Sheriff's Office. The cost of training is paid by the applicant directly to the approved trainer.

Whether the application is approved or denied at the conclusion of phase two, the applicant will be notified in writing.

If a license is issued, the applicant shall pay an Administrative fee payable to the County of Santa Cruz.

Mitchell Medina, Sergeant
Administration Bureau
701 Ocean Street, Room 340
Santa Cruz, CA 95060
(831) 454-2332