

## **C.C.W. Applicant Checklist - What you need to bring:**

Applications are accepted Monday thru Friday (excluding legal holidays), opening promptly at 8am and closing promptly at 3pm. **No appointment is required.** Applicants **MUST** apply in person at 345 W. Second St. in downtown Dayton, on the 2<sup>nd</sup> floor. Forms of payment accepted are cash, check, or money order. No credit/debit cards are accepted. If you have concerns about whether or not a prior conviction will prevent you from getting a C.C.W. permit, it is highly recommended that you review the list of disqualifying offenses listed on the Montgomery County Sheriff's Office website to ensure you are eligible. [www.mcoho.org/sheriff/ccw.cfm](http://www.mcoho.org/sheriff/ccw.cfm) (Disqualifying criteria link is toward the bottom of the page.)

Here at the Montgomery County Sheriff's Office we strive to make the process for obtaining your Concealed Carry Weapon Permit as smooth and efficient as possible. To best serve you, the following is a checklist of items you will need to bring with you when you submit your application or your renewal. Since Montgomery County does not require an appointment, we do receive a very high volume of applications which are accepted on a first come/first serve basis. Having the following items prepared/completed and with you upon your arrival allows the application submission process to go faster:

- APPLICATION.** A **completed** application form - needed for new applicants as well as renewals. Application forms can be downloaded from the Ohio Attorney General's Office website at [www.ohioattorneygeneral.gov](http://www.ohioattorneygeneral.gov) (if you type *concealed carry application* in the search block, the application link will be one of the results listed. It will say '2015 Application and Renewal Application' - that's the right one).
- TRAINING CERTIFICATE.** A Certificate of Competency from a Concealed Weapon Training/Firearms Course. The State of Ohio requires 8 total hours of training for the C.C.W. certificates - 6 hours classroom/2 hours shooting. The Montgomery County Sheriff's Office does not recommend any one instructor/facility over another. Instructors can be found in the Yellow Pages or by searching the internet.  
**For Renewals:** You will need to bring the 2015 Application, your current or expired C.C.W. Permit and a valid Driver's License/Identification Card. If your permit is from a county other than Montgomery, you must provide a picture or pay the \$6 fee for a picture.  
**For Military:** You may provide a military document (DD-214, FORM 522, etc.) in lieu of the above mentioned training certificate. The form **MUST** be dated within the last 10 years **AND** specifically document weapons/firearms experience on the form.
- PHOTOGRAPH.** A photograph of yourself taken within the last 30 days, cropped down to an approximate 2"x2" size, similar to a passport photo. Please have the photograph already cropped and attached (taped/stapled/glued) to the front of application form in the space designated prior to your arrival. No photo? - No problem! We will be happy to take one for you for a small fee, \$6 (which is typically less expensive than purchasing a passport photo). \*Note - a second photo will be taken when you submit your application. The photo you provide is attached to the application. The photograph we take will be the one on your permit.
- FEES.** Original Permit fee is \$67. Renewal Permit fee is \$50. If you do not provide a photograph, there is an additional fee of \$6. If you have not lived in Ohio for the most recent 5 years, there is an additional \$24 fee for an FBI background check.
- IDENTIFICATION.** You **MUST** bring a **VALID** photo I.D./driver's license/I.D. card, etc.

Once submitted, the application goes through an extensive background and criminal history check. If the applicant is approved for the concealed carry permit he/she will be contacted by phone (automated messaging system) when the permit is available for pick-up. Permit pick-up is 24 hours a day, 7 days a week at the first floor Records Section window, as soon as you walk through the front doors. If the permit is denied, the applicant will be notified by certified mail.