

**Sutter County Sheriff's Office  
Brandon Barnes, Sheriff-Coroner**



# **Carry Concealed Weapons Renewal Application**

## **RENEWAL APPLICATION INSTRUCTIONS – READ CAREFULLY**

**NOTICE! FAILURE TO COMPLY WITH ANY SECTION OF THESE INSTRUCTIONS MAY RESULT IN DELAYS IN PROCESSING YOUR APPLICATION.**

1. You must still be a **full-time** resident of Sutter County who can legally own, purchase and possess a firearm capable of being concealed upon your person.
2. Complete the State Standard Renewal Application online at <https://sutterca.permitium.com/ccw/start>.
3. Obtain copies of the following items to **INCLUDE WITH YOUR APPLICATION SUBMISSION:**
  - Valid CA Drivers/CA ID
    - Your current Sutter County address must be on record with California Department of Motor Vehicles
  - Weapons Qualification
  - Proof of Residency: 2 proofs of residency (must be in your name, dated within the last 60 days and current with no past due balance)
    - Utility bill (PG&E, Water, Home Internet, Recology, Cable, Home phone, Solar) No cell phone bills
    - Mortgage statement /lease agreement from a property management company
    - Sutter County voting record
    - Hunting or Fishing License (cannot be both)
    - Vehicle registration
    - Sutter County Property Tax

**• Military:**

If you served in the US Military, you will need to upload a copy of your DD-214 that displays the type of discharge you received. If currently serving: A VALID Active-Duty Military Identification card and a copy of current military orders showing duty status/location to establish residence.

- **US Residency:**

If you were not born in the United States you will be required to upload verification that you are here in the US legally by uploading to your application:

- Naturalization Certificate
- Resident Alien Card (be sure to upload the back side showing the expiration date, if applicable).
- Valid US Passport
- Certificate of Birth Abroad

4. Obtain and submit certification for the following:

- Firearms safety training and concealed carry course update (8 hours)
- Weapon inspection
- Weapon qualification

5. When you have obtained the necessary attachments, fill out the State Application online at <https://sutterca.permitium.com/ccw/start>. Any questions can be directed to the Records Department at [scsorecords@co.sutter.ca.us](mailto:scsorecords@co.sutter.ca.us)

6. Fees are paid online via the online CCW application program.

- **Standard (2-year) License** **\$65.00** (\$13 local fee, \$52 State cost)
- **Judicial (3-year) License** **\$82.50** (\$8.50 local fee, \$74 State cost)
- **Custodial/Reserve (4-year) License** **\$96.00** (\$96 State cost)

NOTE: If you believe you qualify to apply for a Judicial or Custodial/Reserve permit please contact Records at 530-822-4393 before applying to confirm.

7. Fees are reassessed July 1 of every year and subject to change as allowed by law. These fees are for processing and, as such, are **NON-REFUNDABLE**.

8. The Sutter County Sheriff's Office currently has no restriction on the number of firearms that an applicant can place on their permit. Prior to listing a firearm on a permit, the applicant must provide proof of qualification on the approved course of fire. All firearms must be registered in your name.

9. Training and qualification requirements must be completed with a Sutter County Sheriff's Office approved instructor. Please contact Records at 530-822-4393 for a list of approved instructors if needed. Training from any other facility will not be accepted. **NO EXCEPTIONS**

10. When you have obtained the necessary attachments, fill out the State Application online at <https://sutterca.permitium.com/ccw/start> once your application is processed you will be notified. Any questions can be directed to the Records Department at [scsorecords@co.sutter.ca.us](mailto:scsorecords@co.sutter.ca.us)

## REVIEW

1. The Sheriff will conduct a review of your submitted application.
2. If you are approved after this review, a license will be generated and signed by the Sheriff.
3. The Sheriff may place restrictions on a license if he/she deems warranted. The restrictions may include time, place, manner, and circumstances under which the licensee may carry the weapon.
4. You will be contacted via telephone or email when your permit is ready for pick up.
5. If you are not approved after this review, you will be notified in writing. The letter will advise the reason for denial and advise of your right to an appeal.

**Further questions regarding the renewal process can be sent to  
[scsorecords@co.sutter.ca.us](mailto:scsorecords@co.sutter.ca.us).**

## APPEAL PROCESS

1. If you have been denied at any point during the application process, you may appeal the Sheriff's decision. The appeal process will be through the court system, and you will be provided the required information at the time of your denial.