

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



**Carry Concealed Weapons  
Modification Application**

# MODIFICATION APPLICATION INSTRUCTIONS – READ CAREFULLY

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

1. Complete the State Standard Modification form online at <https://sutterca.permitium.com/ccw/start>
2. Fees are paid online via the online CCW application program. The modification fee is \$10.00
3. 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**.
4. If modifying license for the purpose of an **ADDRESS CHANGE**, PLEASE **SUBMIT** the following items **WITH YOUR APPLICATION SUBMISSION**:
  - California Driver's License reflecting new address. If you have not yet received your updated Driver's License, please submit a copy of a receipt from DMV stating that a change of address has been submitted.
  - Two proofs of residency such as current month utility bill or other sufficient proof of full-time residency as indicated on your application
5. If modifying license for the purpose of a **WEAPON CHANGE**, please submit the following certification documents **WITH YOUR APPLICATION SUBMISSION**:
  - California Driver's License
  - Weapon inspection
  - Weapon qualification
6. If it has been more than 6 months since you received your permit you will need to provide 2 proofs of residency again.
7. If modifying license for the purpose of a **NAME CHANGE**, please submit the following items **WITH YOUR APPLICATION SUBMISSION**:
  - California Driver's License showing name change
  - Two proofs of residency with your new name
  - Marriage certificate or court documents showing legal name change

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 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 completed the State modification application, and obtained the necessary attachments and required payments, you must complete the Online CCW modification request at <https://sutterca.permitium.com/ccw/start>

## **REVIEW**

1. The Sheriff will conduct a review of your submitted application.
2. A modified CCW license will be generated and signed by the Sheriff.
3. You will be contacted via the Online CCW Program when your permit is ready for pick up.

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