

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



Carry Concealed Weapons License Application

STEP 1

INITIAL 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 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 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
 - Proof of Residency: 2 proofs of residency (must be in your name, dated within 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. 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. All appointments are conducted at the following address:

Sutter County Sheriff's Office
1077 Civic Center Blvd
Yuba City, CA 95993

5. When the first review of your application submission is complete, you will be notified. Notification will be provided within 90 days of the application submission date.
 - a. If the Sheriff determines that your application **does** meet State requirements, you will be contacted to come in and get a livescan.
 - b. If the Sheriff determines your application **does not** meet the State requirements, a denial letter will be sent to you providing the reason(s) for denial and advising you of your right to appeal.

STEP 2

LIVESCAN - APPLICABLE FEES - BACKGROUND

1. When you receive notification that your application has been approved, you will be instructed to complete a LIVESCAN (fingerprinting).
2. Fees are paid online via the online CCW application program. The application fee

covers a percentage of the local administrative fees, fingerprint fees, and the required State fee.

- **Standard (2-year) License: \$161.00** (\$43.00 local administrative fee, \$25.00 agency fingerprint processing fee, \$93 State processing fee)
 - **Judicial (3-year) License:** (\$7.00 local administrative fee, \$25.00 agency fingerprint processing fee, \$115 State processing fee)
 - **Custodial/Reserve (4-year) License:** (\$137.00 State processing fee)
3. Upon successful completion of the application process the remaining local administrative fees can be paid through the Online CCW Application software and will need to be paid before the issuance of your permit.
- **Standard (2-year) remaining fee: \$44.00**
 - **Judicial (3-year) remaining fee: \$7.00**

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.

4. 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**.
5. Upon return of documentation from the California Department of Justice and the Federal Bureau of Investigation indicating that you are eligible to possess a firearm, a local criminal history check will be conducted.
6. When all requested responses from various agencies have been received, your file will be reviewed by the sheriff. If you are approved after this review, you will be notified in writing and receive instructions on how to proceed to **Step 3** of the application process. If you are denied after this review, you will be notified in writing; this letter will advise you of your right to appeal.

STEP 3

WEAPONS/RANGE QUALIFICATIONS AND TRAINING

1. Each CCW license holder is mandated by California state law to attend a firearms safety class. Individuals are also required to qualify with their weapon(s) under the direction of a qualified range master to ensure that each license holder is competent in the safe handling of firearms.

2. Your training and qualification certification must be dated and submitted within **90** days of your application.
3. Proof of training and qualification must be submitted via the “Order Tracker” feature on Permitium. You may submit your training certificate before or after your livescan. Submitting at the time of initial application will expedite the processing time but is not required.
4. Having a California CCW does not exempt you from California firearm laws. It is the responsibility of the licensee to ensure every weapon listed on their CCW is legal with in the state of California. It is recommended that you consult an attorney that specializes in firearms in California if there are any questions.
5. 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.
6. 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**

STEP 4

FINAL REVIEW

1. The Sheriff will conduct a final review of the application after training and qualification certification has been submitted.
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 the Online CCW Application program when your license is available for pick up.
5. If you are not approved after this review, you will be notified in writing. The letter will advise of your right to appeal.

Further questions regarding the application process can be sent to:
scsorecords@co.sutter.ca.us

APPEAL PROCESS

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