

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



**Carry Concealed Weapons  
License Application  
Nonresident**

# 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 resident of states and U.S. Territories outside of California and be able to legally own, purchase and possess a firearm capable of being concealed upon your person. Additionally, you shall be member, at the time of submission, of one or more of the following groups:
  - (a) the California Rifle & Pistol Association, Incorporated,
  - (b) Gun Owners of America, Inc.,
  - (c) Gun Owners of California, Inc., or
  - (d) The Second Amendment Foundation
  - (e) Firearms Policy Coalition
  
2. To process your application, you must provide copies of the following documents with your submission:
  - Valid state driver's license or state ID
  - Membership card from one of the above approved groups
  - A digital photo of you from the top of the shoulders up (like a passport photo)
    - Nothing in the background and neutral in color
    - No Shadows
    - Natural pose and facial expression
    - Do not digitally alter or add effects
    - No hats or glasses
    - Must be a color photo (no black and white)
    - JPEG file format
  - Signed affidavit stating you will be visiting Sutter County within the next 12 months (Pursuant to *Hoffman et al. v. Bonta*, No.3:24-cv-664-CAB-MMP, Firearms Policy Coalition members do not need to check this box.)
  - Your current home address must be on record with your local jurisdictions Department of Motor Vehicles. If your current residence address does not match your state issued driver's license or identification card, you shall supply one of the following:
    - A current resident CCW license for the state/jurisdiction where you reside

- Proof of residency: copies of two (2) consecutive statements that reflect your name and your current residence address from one of the following service providers: **(Statements must be dated within the last 60 days. We DO NOT accept past due statements. We DO NOT accept any items other than those listed)**

- Gas/Electric
- Water
- Garbage
- Home Internet
- Cable/Satellite
- Home Phone
- Mortgage statement/lease agreement from a property management company

3. Once you have all the above documents gathered, complete the State Standard Application online at <https://sutterca.permitium.com/ccw/start>, and attach all the supporting documents.

4. All interviews are held virtually using Pacific Standard Time (PST). Once scheduled, you will receive an email with the interview details and virtual hyperlink. Make sure you are logged into the provided virtual link at the time of your interview. If you are late, the interview can be rescheduled at the interviewer's discretion.

During the interview, your camera must be on and your face must be completely visible (no masks or filters). If the interviewer is unable to clearly see your face or determines there are too many distractions, you will be warned and provided an opportunity to correct the problem. If the problem continues, the investigator can end the interview and reschedule you for the next available date.

Any questions can be directed to the Records Division at [scsorecords@co.sutter.ca.us](mailto:scsorecords@co.sutter.ca.us)

5. You will be notified in writing, (usually via email), when the first review of your application is complete. Notification is typically provided within 90 days of the interview date.

- If the sheriff determines that your application **does** meet State requirements, you will be given the option to LiveScan (digital fingerprinting) at the Sutter County Sheriff's Office or complete an FBI Form FD-258 under their states fingerprint authority's discretion.
- 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 schedule a LIVESCAN (fingerprinting) appointment (instructions will be provided at that time).
2. Fees are paid online via the online CCW application program. The cost 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, \$93.00 State processing fee)
3. Upon successful completion of the application process, the remaining fee, **\$44.00** can be paid through the online CCW application software. This fee is required upon issuance of the CCW license. This amount is the remaining 50% of the local administrative fees.
4. Fees are reassessed on July 1<sup>st</sup> of every year and are subject to change as allowed by law. These fees are for processing and 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. Once responses are received from the criminal history check, the Sheriff will review your file. If your file is approved, you will be notified in writing and receive instructions on proceeding to **Step 3** of the application process. If your file is denied, you will be notified in writing and you will be informed 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. Please do not submit proof of training and qualification targets prior to Step 3 of the application process. Your training and qualification certification must be dated and submitted within **90** days of your approval notification.
3. Proof of training and qualification must be submitted via the “Order Tracker” feature on Permitium.
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 recognizes only the following training facilities to satisfy your training and qualification requirements. Training from any other facility will not be accepted. **NO EXCEPTIONS**

<https://www.californiaonlineccw.com/nonresident>

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.

# 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 it is warranted. The restrictions may include time, place, manner, and circumstances under which the licensee may carry the weapon.
4. Your CCW will be mailed to the address on file.
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](mailto:scsorecords@co.sutter.ca.us)

### **Special Requirements for a Digital Photo**

<b>Photo Element</b>	<b>Requirement</b>
Dimensions	Make sure the image has large dimensions. Be sure there is lots of space around your head and shoulders to allow room for cropping by our photo tool. The dimensions can be rectangular. Your photo must be at least 600 x 600 pixels.
Color	Use a color photo. You cannot upload a photo in black and white.
Format	Your photo must be in JPEG file format.
Size	Your photo must be at least 54 kilobytes and no more than 10 megabytes.
Compression	Use the highest quality settings on your camera so your photo has a high resolution. If you are saving or emailing the photo, select the highest quality setting (large file size). Do not edit or change your photo using software or a mobile app. To avoid compressing your image, do not send the image via text message.

## APPEAL PROCESS

If you are denied at any point during the application process, you may appeal the sheriff's decision. The appeal process is conducted via the court system, and you will be provided with the required information at the time of your denial.