



# CLERMONT COUNTY SHERIFF'S OFFICE

Instructions for

## NEW Handgun License



You must be an Ohio resident of Clermont, Brown, Clinton, Hamilton, or Warren County, or be an out of state resident employed in these counties to apply at our office.

1. Make certain that you clearly **PRINT all** required information on the application and sign where indicated. Include ALL requested information. Applicants must apply at our office: 4470 State Route 222, Batavia 45103.
2. You **must** secure (using paste or tape on the photo back) a 2" x 2" **COLOR passport style photograph** of your **face only** taken within the past **30 days** to the application.
3. A legible **copy** of your **Firearms Training Certificate** (meeting the requirements of O.R.C. 2923.125; completed in the last 3 years) must be submitted with your application (Your original certificate will not be returned). The certificate must contain your name and the name and phone number of the instructor. If within the past 10 years you completed the Ohio Peace Officer Training Academy, or within the past 10 years were a local, state, or federal law enforcement officer, or served honorably in the active or reserve military, no firearms training is required. You must provide written verification of your law enforcement/military service or Ohio Peace Officer Training Academy training.
4. If you are a retired peace officer, retired state trooper, or retired federal law enforcement officer there is no application fee. Bring in a letter or other documentation verifying retirement. If you are an active, reserve, or retired member of the armed forces, or honorably discharged, there is no fee to renew your license. At the time of renewal you must present an active duty or retired ID, or a form DD-214 showing an honorable discharge. **NOTE:** the DD-214 must read "Honorable" or "Honorable Discharge" in the Character of Service box. "General Discharge", "General Discharge Under Honorable Conditions", or similar language does not meet the requirements of the Ohio Revised Code to obtain a fee free license. **NOTE:** The Attorney General monitors the number of license fees waived statewide and caps the total amount allowed to be waived at \$1.5 million each year. When the funds are depleted statewide, the fee will no longer be waived until November 5<sup>th</sup> of the following year.

Other applicants who have been residents of Ohio for **FIVE CONSECUTIVE YEARS OR MORE** must pay a NON-Refundable **\$67.00** fee with the application in the form of **cash** (exact amount), **money order**, or **cashier's/certified check** (NO uncertified personal or business checks will be accepted). If you have not been an Ohio resident **FOR THE LAST FIVE CONSECUTIVE YEARS**, the NON-refundable application fee is **\$77.00** (cash exact amount) or pay by money order or certified/cashier's check payable to: CCSO CCW License Fund.

If you are not an Ohio resident, but work in Clermont County or an adjoining county, you may apply for a license by following steps 1 thru 3, and providing current verification (paystub or employer letter) of employment in Clermont County or an adjoining county. The NON-refundable application fee is \$77.00 (exact amount) or pay by money order or certified/cashier's check payable to: CCSO CCW License Fund.

5. Applications are accepted **Monday thru Friday from 9 a.m. to 4 p.m.** (excluding Holidays). Prior to arrival, check [www.clermontsheriff.org](http://www.clermontsheriff.org) for scheduled maintenance closings. **No appointment is necessary**, first come first served basis. Applicants must bring a state issued photo ID (e.g. driver's license).

6. **Your license will be mailed to you.** You will be given an envelope to self-address.

**DO NOT CALL OUR OFFICE** to check on your application unless you do not receive your license within 45 days from submission. If you have a record of convictions or dismissed charges, the process will take longer.

Effective December 19, 2017, by Order of the Ohio Attorney General (Opinion 2017-045), the Clermont County Sheriff shall not issue a concealed handgun license pursuant to RC 2923.125 to a person who is not eligible under Federal law to receive or possess a firearm. All applicable Ohio laws, as stated on the Application Form, remain in full force and effect. With regard to the State of Ohio Application for License to Carry a Concealed Handgun, it is the intention of the Ohio Legislature that this law (RC 2923.125) is compliant with the National Instant Criminal Background check system. This system of checks contains disqualifiers not specifically enumerated in Section III and/or IV of the application. If a disqualifier is found, your application will be denied.

**NOTE:** Before submitting your application and NON-refundable fee you should ensure you are legally qualified to receive a concealed carry license. We cannot provide legal advice or assessment of individual applications.