



CLERMONT COUNTY SHERIFF'S OFFICE

Instructions for

Handgun License RENEWAL



You may renew your license at any time before or after the expiration date

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 (employment proof required: paycheck stub, employee ID, etc.) to renew your license at our office.

NOTE: If you have an Ohio Concealed Handgun License and have changed residency to another state, you may not renew your license unless you are employed in the above counties or have re-established Ohio residency.

1. **PRINT** all required information on the application, and sign where indicated. Applicants must go to our office: 4470 State Route 222, Batavia 45103 to renew their license.
2. It is **NOT** necessary to attach a photograph to your renewal application.
3. For renewals, you are NOT required to submit proof of any firearms training.
4. If you are a retired peace officer, retired state trooper, or retired federal law enforcement officer, there is no renewal fee. You must bring in a letter or other documentation verifying retirement. Other applicants who have been residents of Ohio for **FIVE CONSECUTIVE YEARS OR MORE** must pay a NON-Refundable **\$50.00** fee (\$60.00 for residents less than 5 years) 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 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 5th of the following year.

If you are a resident of another state employed in Clermont, Brown, Clinton, Hamilton, or Warren County, you may renew your non-resident license by providing current verification (paystub or employer letter) of employment in Clermont County or an adjoining county, and paying a NON-refundable application fee of **\$60.00** (exact amount). Money order/certified/cashier's checks are 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 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) and your Concealed Handgun 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 and/or dismissals, your license will take longer to receive.

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. 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 license 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 license. We cannot provide legal advice or assessment of individual applications.