

**STANLY COUNTY SHERIFF'S OFFICE
ALBEMARLE NORTH CAROLINA**

INSTRUCTIONS FOR COMPLETING APPLICATION

**EACH QUESTION MUST BE ANSWERED EXACTLY AS INSTRUCTED. FAILURE TO COMPLY OR INCOMPLETE ANSWERS
WILL DELAY YOUR APPLICATION**

1. Print or type all information

2. **Name:** Last name, First name, Middle name, Maiden name.

3. **Address:** This block must include your house number, street or road name, city and zip code. A post office box is not an address

4. **Mailing address:** If you receive mail at a location other than the above address, list it here.

5. **Telephone number:** indicate area code and home phone number. This number will remain on file.

If you change your telephone numbers please notify our agency.

6. **County of Residence:** You must be a resident of this county to apply here. You must be a resident of NC for 30 days prior to application being filed.

7. **Date of Birth:** Must be exactly as your birth certificate

8. **State Driver's License Number:** Your address on your license must match the address on your application.

9. **State:** This field please indicate NC for North Carolina

10. **Military Status:** Check the appropriate box. Must provide documentation. DD-214

11. **Race, Sex Hair, Eyes, Height, and Weight:** Accuracy is important

12. **Other Physical Description:** Describe surgical scars, tattoos, amputations.

THIS APPLICATION MUST BE NOTARIZED

All requested documentation shall be submitted with Application, all fees paid in CASH, and fingerprints shall be taken on date of submission

Application Fee: 80.00

Fingerprint fee: 10.00

Total Submitted to the Sheriff's Office: 90.00

When this application is returned to the Sheriff's Office for processing the following documents shall be included:

- ✓ Application/ **NOTARIZED**
- ✓ Waiver to release information/ **NOTARIZED**
- ✓ Original Certificate from training course
- ✓ Copy of Birth Certificate, Citizenship papers or Passport
- ✓ Copy of Social Security Card (If you have misplaced your card please go the Social Security Administration and apply for a new card)
- ✓ Copy of State Driver's License
- ✓ Copy of Military Status DD-214 (reserve status excluded)
- ✓ Payment of Fees (CASH ONLY)
- ✓ Include a list of all previous addresses for the past 20 years If you can not remember the address please list the county

General information for applicant:

On the date you submit this application for concealed handgun permit the State of North Carolina mandates a maximum completion of 90 Days.

We are required to verify all information submitted, conduct a thorough background investigation and submit fingerprint cards to the NCSBI and FBI. Fingerprint processing will consume 4 weeks of the allotted processing time. Mental health releases are mailed to different agencies and take approximately 4 weeks to process.

Upon completion the results are compiled and a determination is made whether our agency can issue you a permit.

All approved permits are issued through Raleigh and delivered to the Sheriff for distribution.

You are asked to refrain from calling to check the status of the application unless it has passed the 90 day period and you have not received a call or letter from the Sheriff's Office.

I understand the application process and that the fee paid for a concealed permit is non-refundable even if my application is denied.

Signature of Applicant

Previous Addresses: (Last 20 years)

Past criminal history: (any infractions such as speeding, seatbelts, can be excluded)

List of Scars, Marks or Tattoos and their location:

Cell number: _____

Employer: _____