



NEW & RENEWAL CCW APPLICATION GUIDELINES

PLEASE NOTE: Incomplete applications will not be processed.

At the time you submit your CCW application, you must be at least 18 years of age or older, U.S. Citizen or Permanent Lawful resident, and be a resident of the State of Montana for at least 6 months. Big Horn County will not process permits for persons living in other counties. As well as provide the Sheriff's Office with the following:

- A copy of a certified firearms safety course
 - Hunters Safety Education (Bow Hunters Card does not apply; *Duplicate MT Hunters Ed Certificates can be printed from the MT Fish, Wildlife and Parks website: <https://myfwp.mt.gov/fwpPub/hunterEdCert>*);
 - DD-214;
 - Any NRA Certified Instructional Course
 - **If you do NOT have any of the above you will be required to complete a firearms knowledge checklist and hands-on Range Day, which you will be responsible for providing your own ammunition and targets, with the Firearms Instructor to show that you have the proper knowledge to use a firearm**
- All permits require a completed Application packet.
- Valid Montana Driver's License or ID Card
- Photo – taken at the time your application is turned in
- Fingerprints – completed if Detention Staff is available
 - Required for new applications
 - Required if your permit is over a month expired
- Social Security Number – Required for background check but will **NOT** appear on your permit
- **Applicant must list any/all arrests on the application including DUI's, Criminal Notices to Appear, Criminal Summons, and Arrest Warrants. Omission of any of this information may result in denial of a permit.**
- **Applicant must list each/every conviction, including court martials if applicable, on the application. Criminal conviction or omission thereof, may result in denial of a permit.**

121 WEST 3RD STREET

PO BOX 905

HARDIN MONTANA 59034

PH. 406.665.9780

FAX 406.665.9797

- **Applicant must list 3 references on the application. References must know Applicant for a minimum 5 years and cannot be a relative (including in-law) or past/present employer. Failure to provide references may result in denial of permit. Applicants must have concealed weapons permit personal reference questionnaire filled out and returned with application.**

APPLICATION CHECKLIST

- Completed/Unsigned application
- Montana Photo ID
- Proof of certified firearms safety course or no-expired Conceal Weapons permit
- Fee – exact cash, check payable to Big Horn County Sheriff’s Office.

Please allow sixty (60) days for the processing of both new and renewal permits. You will be contacted when your permit has been approved. If denied a letter from the Sheriff will be sent explaining reasons for denial.

PAYMENTS WILL BE ACCEPTED UPON APPROVAL OF YOUR PERMIT

- NEW - \$50.00
- RENEWAL - \$25.00
- Replacement CCW Card - \$5.00
- Cash, Check or Money Order Accepted
 - Make payable to Big Horn County Sheriff’s Office

Permits are valid for four (4) years, but can be revoked at any time. Renewals can be done no sooner than 90 days prior to expiration date for the renewal fee. After expiration date will be charged the new permit fee.

Any questions please contact our office.

CONCEALED WEAPON PERMIT INFORMATION (Montana Codes Annotated 45-8-315 through 45-8-329)

Definition. "Concealed weapon" means a firearm that is wholly or partially covered by the clothing or wearing apparel of the person carrying or bearing the weapon.

Application fee is \$50.00 (4-year permit), payable when you submit your application. Must be a US citizen or Permanent legal resident, Montana resident for at least 6 months prior to applying, 18 years of age or older who holds a valid Montana driver's license or a state picture ID, and must show proof of firearms safety training by at least one of the following:

- a) military discharge form DD214;
- b) hunter's safety certificate;
- c) completion of a firearms safety or training course approved or conducted by the department of fish, wildlife, and parks; a similar agency of another state; a national firearms association; a law enforcement agency; an institution of higher education; or an organization that uses instructors certified by a national firearms association;
- d) completion of a law enforcement firearms safety or training course offered to or required of public or private law enforcement personnel and conducted or approved by a law enforcement agency;
- e) a concealed weapon permit from another state if c) or d) above was required to obtain the permit.

If you are issued a permit, you must be familiar with the MCA codes stated above. **IT IS YOUR RESPONSIBILITY TO BE FAMILIAR WITH THE LAW IF YOU ARE GOING TO CARRY A CONCEALED WEAPON.** You may obtain a copy of the code from the state law library. You may NOT:

- a) carry a concealed weapon while under the influence of an intoxicating substance;
- b) carry a concealed weapon in:
 1. portions of a building used for state or local government offices and related areas in the building that have been restricted;
 2. a bank, credit union, savings & loan institution, or similar institution;
 3. a room in which alcoholic beverages are sold, dispensed and consumed.

You will be ineligible to receive a concealed weapon permit if you:

- a) are ineligible under Montana or federal law to own, possess, or receive a firearm;
- b) have been charged and are awaiting judgment in any state or federal crime that is punishable by incarceration for 1 year or more;
- c) have been convicted in any state or federal court in any state of a crime punishable by more than 1 year of incarceration or, regardless of the sentence that may be imposed, a crime that includes as an element of the crime an act, attempted act, or threat of intentional homicide, violence, bodily or serious bodily harm, unlawful restraint, sexual abuse, or sexual intercourse or contact without consent;
- d) have been convicted under the following, unless you have been pardoned or 5 years have elapsed since the date of the conviction:
 1. carrying a concealed weapon while under the influence;
 2. carrying a concealed weapon in a prohibited place;
- e) have a warrant of any state or the federal government out for your arrest;
- f) have been adjudicated in a criminal or civil proceeding in a court of any state or in a federal court to be an unlawful user of an intoxicating substance and are under a court order of imprisonment or other incarceration, probation, suspended, or deferred imposition of sentence, treatment or education, or other conditions of release or are otherwise under state supervision;
- g) have been adjudicated in a criminal or civil proceeding in a court of any state or in a federal court to be mentally ill, mentally disordered, or mentally disabled and are still subject to a disposition order of that court; or
- h) were dishonorably discharged from the United States armed forces.

The sheriff may deny an applicant a permit to carry a concealed weapon if the sheriff has reasonable cause to believe that the applicant is mentally ill, mentally disordered, or mentally disabled or otherwise may be a threat to the peace and good order of the community to the extent that the applicant should not be allowed to carry a concealed weapon.

The permit may be revoked if any circumstances arise that would require the sheriff to refuse to grant the permittee an original license. If your permit is revoked you will be required to surrender it to any peace officer after notification by the sheriff.

A person with a permit to carry a concealed weapon who changes his/her county of residence shall within 10 days of the change inform the sheriffs of both the old and new counties of residence of this change of residence. If the residence changes either from or to a city or town with a police force, he shall also inform the chief of police in each of those cities or towns

For further information please visit the State of Montana website www.doj.mt.gov