



## 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. 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 with a deputy to show that you have the proper knowledge to use a firearm**
- Valid Montana Driver's License
- 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
- **Any omission of arrests and/or convictions may result in denial of the permit**

Please allow thirty (30) 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.