



Police Department

1042 Walnut Street, San Luis Obispo, CA 93401-2729
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slocity.org

LICENSE TO CARRY A CONCEALED WEAPON (CCW) APPLICATION PROCEDURE

In order to apply for a License to Carry a Concealed Weapon, applicants must meet the following requirements:

- Be a resident of the City of San Luis Obispo
- Be at least 21 years of age
- Fully complete a Standard Application for License to Carry a Concealed Weapon (CCW)
- Be free from criminal convictions
- Be of good moral character
- Show good cause for the issuance of the license
- Pay all associated fees
- Provide proof of ownership and registration of any weapon to be licensed for concealment
- Be free from any psychological conditions that might make the applicant unsuitable for carrying a concealed weapon
- Complete the required training

The application process shall consist of two phases. Upon successful completion of each phase, the applicant will advance to the next phase, until the process is completed and the license is either issued or denied.

Phase One:

1. Submit the completed application (The application will include substantial personal information, much of which may be subject to public access.) The entire application must be completed, including pages 9-11.
 - **Please note: Any applicant who provides false information or statements on the application will be removed from further consideration and may be prosecuted for a criminal offense.**
2. Submit proof of ownership and registration of each weapon to be licensed for concealment (limit of 2).
3. Submit a check payable to "City of SLO" for \$113.00 which includes:
 - \$20.00 - 20% of the \$100.00 San Luis Obispo Police Department application fee to cover the cost of processing (full payment of the remainder of the application fee of \$80.00 will be required upon issuance of a license)
 - \$93.00 - Department of Justice fingerprint processing and eligibility fee.
 - *PLEASE NOTE: Both of these fees are set by statute and will not be refunded, even if the application is later denied.*
4. Submit one passport-sized photo taken within the last 90 days.
5. Bring your Driver's License (we will make a copy for you).

6. Plan to be fingerprinted on a Tuesday or Thursday between the hours of 11:30am-1:30pm.

Once the Administrative Captain or authorized designee has reviewed the completed application package and relevant background information, and we have received Criminal History information from both DOJ and FBI as well as the Bureau of Firearms Eligibility to Possess Firearms letter, the application will either be advanced to phase two or denied.

If your application is denied at the conclusion of phase one, you will be notified in writing within 90 days of the initial application, or within 30 days after receipt of the applicant's criminal background check from DOJ, whichever is later, and will not move forward to phase two.

Phase Two: (To be completed only by those applicants who have successfully completed phase one)

Upon successful completion of phase one the Administrative Captain or authorized designee will call the applicant to schedule an appointment for a personal interview.

1. Applicant will bring firearm(s) – limit of 2 per applicant – to be considered for license
 - a. **Applicant must bring firearm(s) in a LOCKED case UNLOADED.**

Once you have completed your interview with the Administrative Captain and have been approved to continue the process you will need to do the following:

1. Schedule and successfully complete a psychological examination by our approved psychologist, Dr. Katz. Call 818-426-3787 to schedule an appointment. Please be aware that Dr. Katz is located at 950 County Square Dr. #115 in Ventura. (The cost of the examination is approximately \$150.00 and shall be paid by the applicant.) After written proof of successful completion of the exam has been provided to the Department, continue to step 2 below.
2. Submit a certificate indicating you attended an eight (8) hour CCW instruction course. The course will include range qualification, a firearms safety and proficiency examination, and a weapon/s and ammunition inspection. Approved CCW Course Providers are:
 - a. RangeMaster
11 South Higuera Street
San Luis Obispo, CA 93401
805-545-0322
 - b. The Gun School
Atascadero & Santa Maria
Danny Wells – Owner/Instructor
Cell: 559-936-9909
www.thegunschool.com
dan@thegunschool.com
 - c. Advantage Personal Defense & Tactics
Ian McKnight
1450 15th St.
Los Osos, CA 93402
805-310-3003 <http://selfdefensedynamics.com/>

Once the Department has verified the successful completion of phase two, the license to carry a concealed weapon will be granted or denied and you will receive written notification within 90 days of the initial application, or within 30 days after receipt of the applicant's criminal background check from DOJ, whichever is later.

If your license is granted you will need to submit the remaining \$80.00 of the application fee when you pick up your permit.

****PLEASE NOTE: Once you have had your interview with the Administrative Captain and have been approved to move to Phase Two, you have 90 days to complete the psychological testing and your firearms course unless there are extenuating circumstances that have been communicated to our department. Failure to meet this requirement could result in termination of the approval process.**

RENEWALS:

- Fully complete a Standard Application for License to Carry a Concealed Weapon (CCW)
 - The application must be submitted no later than **90 days before** the current CCW license expires.
 - Submit a check payable to the City of SLO for \$25.00 to cover the cost of processing the renewal.
- Once the application is received, it will be reviewed by the Administrative Captain to determine good cause to grant the renewal.
- You will be notified by mail that good cause exists to renew your permit or that your permit renewal is denied.
 - Provide proof of completion of department-approved training course (see approved list on page 2) of no less than 4 hours.
- You will need to submit a check to DOJ in the amount of \$52.00 to cover their renewal fee.

AMENDMENTS:

The following amendments to licenses will be considered upon receipt of a written Application for License Amendment:

- Addition or deletion of authority to carry a firearm listed on the license.
- Changes to restrictions or conditions previously placed on the license.
- Changes to the address or other personal information of the licensee. Licensee must notify San Luis Obispo Police Department in writing within 10 days of any change of place of residency. If the licensee moves out of the city of issuance, the license shall expire ninety (90) days after the licensee has moved.
- **An amendment to any license will not serve to extend the original expiration date and an application for amendment will not constitute an application for renewal of the license.**
- You will need to fill out a Carry Concealed Weapons License Amendment form.

- If you are attempting to remove a firearm from your permit and add one in its place, you will need to do the following:
 - Provide proof of ownership of the new firearm
 - Provide proof of qualification with the new firearm
 - Schedule a time for your new firearm to be inspected by the Administrative Captain or designee

If you have any questions as you proceed through this process, please feel free to contact Tina Allen at (805) 781-7066.