

HAND GUN PERMIT APPLICATION PROCESS

Welcome to the Cleveland County Sheriff's Office. In an effort to better serve you, we are making improvements to the gun permit application process, which became effective February 1, 2006. Gun permits are required to purchase a hand gun or cross bow in North Carolina. The information below will address the entire process.

WHAT DOCUMENTS WILL I NEED TO FILL OUT AN APPLICATION TO OBTAIN A PERMIT TO PURCHASE A HAND GUN?

- You must provide a copy of your driver's license with your current, up-to-date, address (*if your address is not current, you must first obtain a new driver's license; if we run your information through our computer system and it does not match the address on your license, your application will be voided*);
- You must provide your original social security card (*no metal cards will be accepted*). If your original social security card has been lost/stolen, you may go to the Social Security Administrative Office located at 707 Schenck Street in Shelby, NC, and apply for a duplicate card. They will then provide you with a computer print-out showing us your social security number and that you have applied for another card. We can accept this computer print-out, but only if your card has been lost/stolen, *no exceptions*.

WHEN CAN I APPLY FOR A HAND GUN PERMIT:

- You may apply for a hand gun permit anytime Monday through Friday, between the hours of 8:00 a.m. – 5:00 p.m. (we do not close for lunch) at the Control Room area of the Sheriff's Office.

WHEN CAN I PICK UP MY HAND GUN PERMIT:

- We will make every reasonable effort to have your gun permit approved within three to five business days from the date of your application. However, if you wish, you may call (704) 484-4788 to inquire if your permit is ready, before leaving home.
- Hand gun permits are \$5.00 each IN CASH (*correct change is required as we cannot make change*). NO COINS WILL BE ACCEPTED.
- You must pick up your hand gun permit within **30 DAYS** from the date of your initial application or your application **WILL BE VOIDED** and you will have to reapply, **PER FEDERAL REGULATION.**

- If you've ever been **CONVICTED OF A FELONY**, are **CONVICTED OF A DOMESTIC VIOLENCE CHARGE** or are **CURRENTLY NAMED AS A DEFENDANT IN A DOMESTIC VIOLENCE ORDER**, you are **INELIGIBLE** to apply for a hand gun permit. Furthermore, if you have any charges **PENDING**, we must have a final disposition from the Clerk of Court's Office before your application can be accepted.
- **ANY FALSIFICATION OF INFORMATION ON YOUR HAND GUN PERMIT APPLICATION WILL RESULT IN AN AUTOMATIC DENIAL.**
- **APPLICANT MUST PICK UP THEIR HAND GUN PERMIT IN PERSON. (NO ONE MAY PICK IT UP FOR YOU.) YOU MUST BRING A PHOTO ID WITH YOU IN ORDER TO PICK UP YOUR PERMIT, NO EXCEPTIONS.**

WE WILL MAKE EVERY EFFORT TO HAVE YOUR HAND GUN PERMIT APPROVED WITHIN THREE - FIVE BUSINESS DAYS, FROM THE DATE OF YOUR APPLICATION.

**HOWEVER, IF YOU WISH, YOU MAY
CALL (704) 484-4788
TO INQUIRE IF YOUR PERMIT IS READY, BEFORE LEAVING HOME.**

The Cleveland County Sheriff's Office has gun locks available to the public, free of charge, while supplies last.