

**PLEASE READ FRONT & BACK BEFORE YOU APPLY!**

**WARNING: Purchasing a gun for someone that is not eligible or that has been denied the purchase of a gun is illegal. You could face criminal penalties such as fines and/or imprisonment**

**STATUTES: 18 U.S.C. § 922(a)(6); 18 U.S.C. § 924(a)(1)(A)**

**HANDGUN PURCHASE PERMIT APPLICATION PROCESS  
& REQUIREMENTS**

Payment for purchase permits is required when you submit your application and is **non-refundable**. Purchase permits are **\$5.00 cash for each permit**. You may purchase as many gun permits as you would like from one application, they are valid for five years. **Please have correct change.**

**Applicants must...**

- ❖ Be a U.S. citizen **or** have an alien registration card (If you were not born in the US you must present documentation.) **NO EXCEPTIONS**
- ❖ Be at least twenty-one (21) years of age
- ❖ Have been a resident of Cleveland County for at least 30 days
- ❖ You must Provide 2 forms of ID:
  - 1) Valid (current) N.C. Driver's license **or** valid (current) State issued ID
    - a. The License or State ID card **MUST** have the correct address
  - 2) Social Security card, **or** birth certificate, **or** passport, **or** Military ID**(No financial cards can be accepted as ID or Payment)**

**You must pick up your permit in person, with ID, and within 30 days from date permit is approved. Monday - Friday 8:30am – 5 pm; The Sheriff's Office does not close for lunch**

**ANY FALSIFICATION OF INFORMATION ON YOUR HANDGUN PURCHASE PERMIT APPLICATION WILL RESULT IN AN AUTOMATIC DENIAL**

**PAYMENT IS NON-REFUNDABLE.**

## **ADDITIONAL QUALIFICATION INFORMATION**

### **YOU MUST...**

- NOT** have been convicted of a felony or currently under indictment for a felony unless it was expunged and rights restored – bring paperwork
- **NOT** have been convicted of a misdemeanor of a violent nature or if the punishment of a misdemeanor could have resulted in a year or more in prison
- **NOT** have been convicted of a domestic violence offense.
- **NOT** be the subject of an active restraining order including a Domestic Violence Protective order (50B) that alleges any domestic violence or threat of domestic violence.
- **NOT** be a fugitive from justice.
- **NOT** be an unlawful user of or addicted to marijuana, any depressant, stimulant or narcotic drug or any other controlled substance.
- **NOT** have been found incompetent on grounds or mental illness, nor have been committed to any mental institution.
- **NOT** have unresolved charges pending.
- **NOT** have a substantial history or criminal convictions, arrests or reports demonstrating a continuing pattern of criminal activity or drug use.
- **NOT** have been discharged from the Armed Forces under dishonorable conditions.
- **NOT** have ANY open court cases of any kind (**traffic included**)

### **HOW TO MAIL A HANDGUN PURCHASE PERMIT APPLICATION**

You may mail in your application for a permit to purchase; but do not forget to mail in a **clear** copy of your Valid State ID, social security card, or other form of secondary ID and Money Order or Cashier's Check in the dollar amount of the number of permits you would like to purchase.

Purchase price is \$5.00 for each permit.

**Please mail permit to:**

**Cleveland County Sheriff's Office, Criminal Records, Post Office Box 1508, Shelby NC 28151-1508**

- You may access the application on the Sheriffs website:  
[www.sheriffclevelandcounty.com](http://www.sheriffclevelandcounty.com)
- **You will also need to have the Physical and Mental Health Check form notarized. (We will notarize the Physical and Mental Health form for you at no charge if your application is brought in person.)**
- **The Supplemental Questions for Non-US Citizens (PAGE 4 of Application) MUST have questions 1-3 filled out - even if you ARE A US Citizen.**

**NO APPLICATION WILL BE PROCESSED IF THIS FORM IS NOT:**

- **COMPLETED AND NOTARIZED**
- **SUPPLEMENTAL QUESTIONS FOR NON US CITIZENS QUESTIONS 1-3 FILLED OUT**
- **WITH A CLEAR COPY OF STATE ID**
- **WITH A CLEAR COPY OF 2<sup>ND</sup> ID (CHOICES LISTED ON FRONT)**
- **WITH A MONEY ORDER OR CASHIER'S CHECK (\$5 FOR EACH PERMIT)**

**ANY FALSIFICATION OF INFORMATION ON YOUR HANDGUN PURCHASE PERMIT APPLICATION WILL RESULT IN AN AUTOMATIC DENIAL AND PAYMENT IS NON-REFUNDABLE.**

Cleveland County Sheriff Office  
Personal Identification Sheet

**SCANNED**

**\*(For Office Use Only)**

**APPROVED/DENIED**

Application Received By: \_\_\_\_\_ Date: \_\_\_\_\_

Entered in RMS: \_\_\_\_\_ Application #: \_\_\_\_\_ PAID: \$ \_\_\_\_\_ for \_\_\_\_\_

Application reviewed by: \_\_\_\_\_ Mental Record: Yes  No

Involvement  NC Aware  CCH Record  50B Files  AOC

Application Approved By: \_\_\_\_\_ Application Denied By: \_\_\_\_\_

Permit Numbers: \_\_\_\_\_

Notes: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Applicant**

**Maiden:** \_\_\_\_\_

**First:** \_\_\_\_\_ **Middle:** \_\_\_\_\_ **Last:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **ZIP:** \_\_\_\_\_

**Primary Phone #:** \_\_\_\_\_ **Second Phone #:** \_\_\_\_\_

**Sex:** \_\_\_\_\_ **Race:** \_\_\_\_\_ **Date of Birth:** \_\_\_\_\_

**Driver's License #:** \_\_\_\_\_ **Social Security #:** \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

**Place of Birth (city, state and county):**

\_\_\_\_\_

**Tattoo's (WHERE AND WHAT):**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

DO YOU HAVE ANY PENDING COURT DATES? YES  NO

**(THIS INCLUDES TRAFFIC TICKETS)**

<b>STATE OF NORTH CAROLINA</b>		<b>APPLICATION FOR PERMIT(S) TO PURCHASE A HANDGUN</b>	
Name of Applicant: (Last, First, Middle, Maiden) ▶ Attach listing of all previous addresses and all name changes including location and court file number (If Applicable)		<input type="checkbox"/> NEW PERMIT	
		N. C. G. S. §14-402 et seq.	
Street Address:		Date of Birth:	Social Security Number: ▶ See Notification on page 2
Time at Present Address: Yrs: ___ Months: ___	Email Address: (Optional)	City, County and State of Birth:	
City:	State:	Zip Code:	Driver's License Number: (State ID Number if no Driver's License) State:
Mailing Address:		Military Status: <input type="checkbox"/> Active <input type="checkbox"/> Reserve <input type="checkbox"/> Discharged <input type="checkbox"/> Retired <input type="checkbox"/> N/A	Race: ▶ See below for code    Sex:
Telephone Number:	County of Residence:	Eyes:	Hair:    Height:    Weight:    Other Physical Description:

▶ RACE CODES: **A**-Asian or Pacific Islander, **B**-Black, **I**-American Indian or Alaskan Native, **U**-Unknown, **W**-White

### APPLICATION

**I, the undersigned applicant, hereby make application for a North Carolina Permit(s) to Purchase a Handgun and state that the following information is correct to the best of my knowledge.**

(Check Appropriate Boxes)

1. Are you lawfully in the United States? (1)     Yes     No
2. Are you a citizen of the United States? ▶ *Non-US Citizens must complete the Supplemental Questions Document.* (2)     Yes     No \*  
\* **If No**, provide your US Citizenship and Immigration Services Number here: \_\_\_\_\_
3. Are you 18 years of age or older? (3)     Yes     No
4. Are you ineligible to own, possess, or receive a firearm under the provisions of state or federal law? (4)     Yes     No
5. Are you under indictment or has a finding of probable cause been entered against you for a pending felony charge? (5)     Yes     No
6. Have you been adjudicated guilty in any court of a felony? (6)     Yes\*     No  
\* **If Yes:** Have your firearm rights been restored pursuant to N.C.G.S. § 14-415.4, or have you received a pardon which allows you to possess firearms?  
▶ **If Yes**, attach documentation. \*     Yes     No
7. Are you a fugitive from justice? (7)     Yes     No
8. Are you an unlawful user of, or addicted to marijuana, or any depressant, stimulant, or narcotic drug, or any other controlled substance as defined in 21 U.S.C. § 802? (8)     Yes     No
9. Have you ever been adjudicated mentally incompetent or been committed to a mental institution? (9)     Yes     No
10. Have you been discharged from the U.S. Armed Forces under dishonorable conditions? (10)     Yes     No
11. Have you ever renounced your U.S. citizenship? (11)     Yes     No
12. Are you currently subject to a court order that restrains you from harassing, stalking, or threatening an intimate partner or child of an intimate partner, or engaging in other conduct that would place an intimate partner in reasonable fear of bodily injury to the partner or child? (12)     Yes     No
13. Are you currently under any type of probation or parole? (13)     Yes     No

**APPLICATION**

**Reason for the request for a Permit to Purchase a Handgun:**

- 1. Protection of myself, home, business, property or family
- 2. Collecting
- 3. Target Shooting
- 4. Hunting
- 5. Number of permits requested \_\_\_\_\_

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date Application Signed

**CAUTION:** Federal law and State law on the purchase or possession of handguns and firearms may differ. If you are prohibited by federal law from purchasing or possessing a handgun or a firearm, you may be prosecuted in federal court. A State permit is not a defense to a federal prosecution.

**SHERIFF USE ONLY**

**The following items were submitted – check applicable boxes:**

- 1. Permit to Purchase Application .....
- 2. Nonrefundable Permit Fee(s) Paid .....   
(\$5.00 for each permit requested)
- 3. Copy of Government Issued Identification .....
- 4. Proof of Residency: .....
- 5. Signed Release for Mental Health Orders .....
- 6. Date Issued Permit(s) \_\_\_\_\_
- 7. Date Denied Permit(s) \_\_\_\_\_
- 8. NICS Transaction Number (NTN) \_\_\_\_\_
- 9. Date Transactions Ran \_\_\_\_\_
- 10. Permit Number(s) \_\_\_\_\_

**Signature of Sheriff:** \_\_\_\_\_

*Original – Sheriff / Copy – Applicant*

► **SOCIAL SECURITY NUMBER:** The disclosure of your social security number as a part of this Permit to Purchase application is voluntary. The purpose of requesting the social security number is to assist in your identification and to help distinguish you from other persons with similar names. No Permit to Purchase will be denied for failure to **disclose** a social security number.

# SUPPLEMENTAL QUESTIONS FOR NON-US CITIZENS

Federal law makes it unlawful for aliens who are illegally or unlawfully in the United States to receive or possess firearms. In addition, subject to certain exemptions, aliens who are in a Non-Immigrant status are prohibited from possessing or receiving firearms in the United States.

**Immigrant Alien**– Legally accorded the privilege of residing permanently in the U.S. to work without restrictions. Typically, these individuals receive an ICE-Issued Permanent Resident Card/Green Card. ICE provides a United States Citizenship and Immigration Services (USCIS) #, which was formerly Alien Registration (AR) #.

**Non-Immigrant Alien** – An individual having permanent residency from another country but admitted into the U.S. for a temporary period of time, i.e. student, worker. ICE provides an I-94 # that can be obtained by the applicant from [www.cbp.gov](http://www.cbp.gov). In addition to the I-94#, those Non-Immigrants who work in the U.S. may also have an AR/USCIS #. Either number can be provided. NOTE: Most Non-Immigrants will be admitted into the U.S. under a Visa. It is necessary to know if the Non-Immigrant is under a Visa to make a final determination.

In order to determine if Non-U.S. Citizens are prohibited from possessing firearms under Federal law, it is necessary to obtain answers to the following questions.

- ALL applicants must fill out 1-3
- 1) Name \_\_\_\_\_
- 2) What is your country of citizenship? \_\_\_\_\_
- 3) What is your place of birth? (Country) \_\_\_\_\_

## **SELECT APPROPRIATE IMMIGRANT CLASSIFICATION: (only choose one)**

4) **Immigrant Alien?** .....  YES  NO

What is your ICE-issued AR/USCIS#? \_\_\_\_\_

If the answer to Question 4 is "YES", use "F" in the Citizenship (CTZ) field and enter the AR code and number in the Miscellaneous Number (MNU) field of the appropriate QDOF/QNP transaction.

5) **Non-Immigrant Alien?** .....  YES  NO

What is your ICE-issued I-94#? \_\_\_\_\_

If the answer to Question 5 is "YES", proceed to Question 5a.

5a) **Admitted under Non-Immigrant Visa?** .....  YES  NO

If the answer to Question 5a is "YES", proceed to Question 5b.

If the answer to Question 5a is "NO", use "F" in the Citizenship (CTZ) field, "N" in the Exception Documentation (EXC) field since an exception is not required and enter the AR code and number in the Miscellaneous Number (MNU) field of the appropriate QDOF/QNP transaction.

5b) Which of the following exceptions set forth in 18Z USC 922(y) do you meet? Please attach documentation to support your entitlement to the claimed exemption, if applicable.

- |  |  |
|--|--|
| <input type="checkbox"/> Valid Hunting License/Permit = Y                      | <input type="checkbox"/> Foreign Law Enforcement Officer = Y |
| <input type="checkbox"/> Official Representative of a Foreign Government = Y   | <input type="checkbox"/> Waiver from Prohibition = Y         |
| <input type="checkbox"/> Foreign Government Official/Distinguished Visitor = Y | <input type="checkbox"/> No Documentation Provided = N       |

**Validate** the exception and then use "F" in the Citizenship (CTZ) field, "Y" in the Exception Documentation (EXC) field and enter the AN code & number in the Miscellaneous Number (MNU) field of the appropriate QDOF/QNP transaction. NOTE: If an exception is not provided, then use "N" in the Exception Documentation (EXC) field. This individual is prohibited. Do not initiate a transaction until they obtain an appropriate exception.

**I certify that the above answers are true and correct.**

\_\_\_\_\_  
Immigrant's Signature

\_\_\_\_\_  
Date

## Release of Court Orders Concerning Mental Health and Capacity for Pistol Purchase Permit

<b>STATE OF NORTH CAROLINA</b>  <div style="border-bottom: 1px solid black; width: 80%; margin-left: 20px; display: inline-block;"></div> Cleveland County	<b>RELEASE OF COURT ORDERS CONCERNING MENTAL HEALTH AND CAPACITY FOR PISTOL PURCHASE PERMIT</b>  <div style="text-align: right;">G.S. 14-404(e1)</div>				
<i>Name And Address Of Applicant</i>	<i>Date Of Birth</i>				
	<i>Social Security No.</i>				
	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%; padding: 2px;"><i>State Drivers License No. (State Identification No. if no drivers license)</i></td> <td style="width: 20%; padding: 2px;"><i>State</i></td> </tr> </table>	<i>State Drivers License No. (State Identification No. if no drivers license)</i>	<i>State</i>		
<i>State Drivers License No. (State Identification No. if no drivers license)</i>	<i>State</i>				
<p>I hereby authorize and request any and all Clerks of Superior Court of North Carolina to inform the Sheriff of the county named above whether or not the clerk's files or records contain any court orders concerning my mental health or capacity. If so, I authorize the clerk to reveal to the sheriff the court orders within any confidential court files or records that the sheriff may reasonably require in order to determine whether or not to issue a pistol purchase permit to me.</p> <p>This Release may be treated as a motion in the cause for disclosure pursuant to G.S. 122C-54(d), which disclosure is necessary to enable the sheriff to determine my qualification to purchase or possess a handgun. I stipulate that a clerk may reveal to the sheriff any court orders pursuant to any specific or standing order entered in response to or anticipation of this motion.</p> <p>I understand that further disclosure or redisclosure by the sheriff of any information disclosed to the sheriff pursuant to this Release is prohibited without my further written consent unless otherwise provided for by state or federal law. I understand that I may revoke this authorization at any time except to the extent that action has already been taken in reliance on this Release. Even without my express revocation, this Release will expire upon the satisfaction of the request or one year from the date below, whichever occurs first.</p> <p>I authorize the sheriff to photocopy this Release after I sign it, and I authorize any clerk to whom a photocopy of this Release is presented to rely on the photocopy as being as effective as the original.</p>					
<b>SWORN/AFFIRMED AND SUBSCRIBED TO BEFORE ME</b>	<i>Date</i>				
<i>Date</i>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; padding: 2px;"><i>Signature Of Person Authorized To Administer Oaths</i></td> <td style="width: 50%; padding: 2px;"><i>Signature Of Applicant</i></td> </tr> </table>	<i>Signature Of Person Authorized To Administer Oaths</i>	<i>Signature Of Applicant</i>		
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<i>Date Commission Expires</i>					

**NOTE TO CLERK:** This Release authorizes the disclosure of only court orders concerning the mental health or capacity of the applicant for a pistol purchase permit pursuant to G.S. 14-404. Unless requested via a separate motion under G.S. 122C-54(d) and specifically ordered by the court, the clerk may not release any records or information from an involuntary commitment proceeding other than an actual court order in response to this Release.

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