FILL OUT ALL PAGES

HANDGUN PURCHASE PERMIT APPLICATION PROCESS

New application process as of MAY 10, 2016.

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.

HANDGUN PURCHASE PERMITS REQUIREMENTS

Applicants must...

- Be a U.S. citizen or have an alien registration number
- Be at least twenty-one (21) years of age
- Have been a resident of Cleveland County for at least 30 days
- Provide 2 forms of ID
  1) Valid (current) N.C. driver's license **or** valid (current) state issued ID
  2) Social Security card, **or** birth certificate, **or** passport, **or Military ID, or Medicaid card, or Current Power bill or water bill (Listed IN YOUR NAME with your Home Address)**

(No financial cards can be accepted as ID or Payment)

QUALIFICATIONS TO APPLY, applicants must...

- **NOT** have been convicted of a felony or currently under indictment for a felony unless it was expunged and /or rights restored – bring paperwork
- **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 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** have unresolved charges pending.
- **NOT** have a substantial history or criminal convictions, arrests or reports demonstrating a continuing pattern of criminal activity.
- **NOT** have been discharged from the Armed Forces under dishonorable conditions.

We are located on the 2nd floor of the Court House (100 Justice Place, Shelby, NC 28150) and our hours are **Monday - Friday 8:30am - 4:30pm**; The Sheriff's Office does not close for lunch

You must pick up your permit in person, with ID, and within 30 days from date permit is approved

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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 ID LISTED ON FRONT), 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 Sheriffs Office Criminal Records Post Office Box
1508 Shelby NC 28151-1508

- You may access the application on the Sheriffs website: www.sheriffclevelandcounty.com
- **You will also need to have the Physical and Mental Heath Check form notarized. (We will notarize the Physical and Mental Health form for you at no charge if your application is brought in person.)**

NO APPLICATION WILL BE PROCESSED IF THIS FORM IS NOT:

- **COMPLETED AND NOTARIZED**
- **WITH A CLEAR COPY OF STATE ID**
- **WITH A CLEAR COPY OF 2ND 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.

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Cleveland County Sheriff's Office

Personal Identification Sheet

SCANNED **(FOR OFFICE USE ONLY)** APPROVED / DENIED

Application received by: _____ Date: _____

Entered in RMS: _____ Application # _____ Paid: $_____ For _____ Permits

Application reviewed by: _____ MH Record ☐Yes ☐NO

NC Aware ☐ CCH Record ☐ 50-B Files ☐ AOC Record ☐

Application Approved by: _____ PERMIT NUMBER (s)_____

Application Denied by: _____ Reason for Denial: _____

Misc. Notes: _____

_____

APPLICANT:

MAIDEN NAME _____

NAME: _____, _____, _____
LAST FIRST MIDDLE NAME

ADDRESS: _____
STREET ADDRESS

_____,_____,_____
CITY STATE ZIP

PHONE: _____ CELL: _____ RACE: _____

SEX: _____ Date of Birth: _____ DL or STATE ID _____

Place of Birth: _____
CITY STATE COUNTY

Tattoos: _____

_____

_____

Do you have ANY pending court cases? YES ☐ NO ☐ If yes, stop here. You must wait until ALL court cases are disposed. NO EXCEPTIONS

AOC-SP-917, New 12/15

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STATE OF NORTH CAROLINA CLEVELAND COUNTY	RELEASE OF COURT ORDERS CONCERNING MENTAL HEALTH AND CAPACITY FOR PISTOL PURCHASE PERMIT
Name:	Date of Birth
Address:	Social Security No.
City State Zip	State Driver's License No or State ID No |State |

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.

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.

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.

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.

SWORN/AFFIRMED AND SUBSCRIBED TO BEFORE ME		APPLICANT
Date	Signature of Person Authorized to Administer Oaths NOTARY	Signature of Applicant X
SEAL	Date Commission Expires	Date X

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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STATE OF NORTH CAROLINA

APPLICATION FOR PERMIT(S) TO PURCHASE A HANDGUN

☒ NEW PERMIT

☐ DUPLICATE

N. C. G. S. §14-402 et seq.

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)*	
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 ☐ Active ☐ Reserve ☐ Discharged ☐ Retired ☐ N/A / Race ▶ *See below for code* / Sex
Telephone Number / County of Residence	Eyes / Hair / Height / Weight / Other Physical Description

▶ **RACE CODES:** ***AI***-American Indian, ***A***-Asian, ***B***-Black, ***H***-Native Hawaiian, ***P***-Pacific Islander, ***W***-White, ***L***-Latino/Hispanic

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 Supplementary Questions for Applicants* (2) ☐ Yes ☐ No
   If No, provide your Alien Admission 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? ☐ Yes ☐ No
   ▶ ***If Yes***, *attach documentation*
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.

SUPPLEMENTARY QUESTIONS FOR APPLICANTS FOR A PERMIT TO PURCHASE A HANDGUN

Prohibitions applicable to certain aliens. 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.

A non-immigrant alien is not subject to this prohibition if the alien falls into certain categories such as but not limited to:

1) Is in possession of a valid hunting license or permit lawfully issued in the United States; **OR**
2) Is an official representative of a foreign government who is accredited to the United States Government or his or her government's mission to an international organization having its headquarters in the United States; **OR**
3) Has received a waiver from the prohibition from the Attorney General of the United States. See 18 USC 922(y)(2) for additional exceptions.

In order to determine whether applicants who are not U.S. citizens are prohibited from possessing firearms under Federal law, it is necessary to obtain answers to the following questions.

PRINT **1)** Name: _____

2) Are you a citizen of the United States? . . . . . ☐ YES ☐ NO

If your answer to Question 2 is "YES", there is no need to answer Questions 3-8. Go directly to the certification statement in Question 9.

SHERIFF: If the answer to Question 2 is "YES", use "**C**" in the Citizenship (CTZ) field of the **QNP** transaction.

3) What is your country of citizenship? List more than one if applicable.

_____

4) What is your place of birth? *(City and Country)* . . . . . _____

5) What is your INS-issued alien number or admission number? _____

6) Are you an alien illegally in the United States? . . . . . ☐ YES ☐ NO

7) Are you a non-immigrant alien? . . . . . ☐ YES ☐ NO

SHERIFF: If the answer to Question 7 is "YES", proceed to Question 8a.
If the answer to Question 7 is "NO", use "**F**" in the Citizenship (CTZ) field of the **QNP** transaction.

8a) Do you fall within any of the exemptions to the non-immigrant alien prohibitions set forth in 18 USC 922(y)?
☐ YES ☐ NO

SHERIFF: If the answer to Question 8a is "YES", proceed to Question 8b. If the answer to Question 8a is "NO", the NICS check cannot be initiated. As a non-immigrant, the subject is ineligible to purchase, possess, or redeem a firearm if they do not meet one of the non-immigrant exemptions.

8b) If you answered "YES" to Question 8a, under which exemption do you fall? _____
Please attach documentation to support your entitlement to the claimed exemption, if applicable.

SHERIFF: Validate the exemption item and indicate the exemption in the Exception Documentation (EXC) field of the **QNP** transaction. Then place "**F**" in the Citizenship (CTZ) field of the **QNP** transaction.

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

X _____ _____
Applicant's Signature Date