

## Concealed Handgun Permit

***Effective January 1, 2021 firearms and safety courses must be taken IN PERSON to be used as proof of competency with a handgun. Online classes are no longer accepted. Please refer to VA Code Section 18.2-308.2. for further information.***

AS OF JULY 22 2020, ALL CHP APPLICATIONS COMPLETED ON THE 2017 OR THE JULY 1, 2020 VERSIONS OF THE FORM WILL NOT BE ACCEPTED. LOOK IN THE TOP LEFT AREA OF THE FORM FOR THE VERSION DATE.

### **Requirements:**

21 years of age or older

### **First Time Applicants:**

Applicants submit the Application for Concealed Handgun Permit SP-248 (7-16-2020) (PDF) **in person** to the Clerk of the Circuit Court in the County or City in which they reside. Note: Members of the United States Armed Forces apply in the county or city of domicile.

Bring one **valid** form of photo identification issued by a governmental agency of the Commonwealth, by the U.S. department of Defense or the U.S. State Department (passport) when submitting the application.

Also bring proof of handgun competency, as required by the Code of Virginia.

Payment of the **\$26.00** Application fee is due at the time of application submission. We accept cash, check or money order. Payments in the form of check or money order should be made payable to Caroline County Circuit Court.

Bring a self-addressed envelope for use in mailing your permit.

### **Process for Renewals:**

Persons who have previously held a concealed handgun permit submit the Application for Concealed Handgun Permit SP-248 (7-16-2020) (PDF) by mail or in person to the clerk of the circuit court in the county or city of residence.

If the application is sent by mail, it must be accompanied by a photocopy of the applicant's **valid** photo identification (Virginia Code Section 18.2-308.010) **and** a photocopy of the existing or expired permit.

**\$26.00 Renewal application fee-** if you wish to mail your application, we accept check or money order made payable to Caroline County Circuit Court. If you wish to apply in person, we also accept cash.

Please include a self-addressed envelope for use in mailing your permit.

NON- RESIDENT of the Commonwealth of Virginia information is available on the Virginia State Police Website and the Virginia Code Section 18.2-308.06