



# Concealed Carry Weapon License Process

(Public Document)

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## Initial Application, Phase One:

1. Full-time resident living in the unincorporated area of Santa Cruz County.
2. Complete Standard Application for License to Carry a Concealed Weapon (Cal DOJ form BOF4012). Initial every page of the document.
3. Three signed character reference letters from individuals other than relatives.
4. Good cause for the issuance of the license (Penal Code § 26150; Penal Code § 26155)  
*The Sheriff's Office defines good cause as convincing evidence of a clear and present danger to life or of great bodily injury to the applicant, his (or her) spouse, or dependent child, which cannot be adequately dealt with by existing law enforcement resources, and which danger cannot be reasonably avoided by alternative measures, and which danger would be significantly mitigated by the applicant's carrying of a concealed firearm.*
5. Proof of ownership and registration of each weapon to license for concealment.
6. Interview.

If approved, applicant moved to phase two. If denied, the applicant will be notified in writing/phone.

## Phase Two:

7. Two recent passport size photos (2" x 2") of the applicant.
8. Complete Live Scan applicant fingerprinting for CCW application (DOJ fees paid by applicant).
9. If necessary, Medical doctor review.
10. Psychological examination.
11. CCW qualification (8 hour) with all handguns applied for with approved instructor.
12. If Approved, \$25 dollar processing fee (cash or check) made out to the County of Santa Cruz.

If approved or denied at the conclusion of phase two, the applicant will be notified in writing/phone.

## Renewal Application, Phase One:

1. Full-time resident living in the unincorporated area of Santa Cruz County.
2. Complete Standard Application for License to Carry a Concealed Weapon (Cal DOJ form BOF4012). Initial every page of the document.
3. Three signed character reference letters from individuals other than relatives.
4. Good cause for the issuance of the license (Penal Code § 26150; Penal Code § 26155)  
*The Sheriff's Office defines good cause as convincing evidence of a clear and present danger to life or of great bodily injury to the applicant, his (or her) spouse, or dependent child, which cannot be adequately dealt with by existing law enforcement resources, and which danger cannot be reasonably avoided by alternative measures, and which danger would be significantly mitigated by the applicant's carrying of a concealed firearm.*
5. Proof of ownership and registration of each weapon to license for concealment.
6. Interview.

If approved, applicant moved to phase two. If denied, the applicant will be notified in writing/phone.

**Renewal Phase Two:**

7. Two recent passport size photos (2" x 2") of the applicant.
8. \$52 dollar fee paid to DOJ for renewal costs once license is issued.
9. If necessary, Medical doctor review.
10. If necessary, Psychological examination.
11. CCW qualification (8 hour) with all handguns applied for with approved instructor.
12. \$25 dollar processing fee (cash or check) made out to the County of Santa Cruz.

If approved or denied at the conclusion of phase two, the applicant will be notified in writing/phone.

**Fees**

1. The fees for an Initial Application or a Renewal Application are \$25.00 payable to the County of Santa Cruz only if the CCW is approved and issued.