

## **INSTRUCTIONS AND PROCESS DESCRIPTION:**

### **APPLICATION FOR LICENSE TO CARRY CONCEALED WEAPONS (CCW)**

**PLEASE READ THIS DOCUMENT IN ITS ENTIRETY BEFORE PROCEEDING FORWARD WITH ANY FURTHER APPLICATION PROCESSES!** Failure to read and understand the contents of this document will likely cause you delays and frustration as you attempt to move forward within the application process and may ultimately result in the denial of your application due to errors or omitted information and procedural steps. **If you have any questions about the application process, please contact the Sheriff's Office of Professional Standards at (805) 681-4292.**

The included California Department of Justice CCW application form is presented to all applicants seeking a license to carry a concealed weapon, via the Santa Barbara Sheriff's Office. Each of the following steps **must** be completed in their entirety before the application is submitted for review.

#### **DOJ APPLICATION FORM AND INITIAL REQUIRED PROCESSES:**

1. Carefully consider and complete the included standardized DOJ application form. **Each question must be answered completely and truthfully.** Answers are subject to verification through the background process. If you have any questions about the application form or the application process, please contact the Sheriff's Office of Professional Standards at (805) 681-4292.
  - It is not mandatory that the application be typed, but it must be legible.
  - **PLEASE NOTE: WE REQUIRE THAT YOU FILL OUT SECTIONS 6, 7 AND 8 OF THE STANDARDIZED CALIFORNIA DEPARTMENT OF JUSTICE CCW APPLICATION FORM.**
    - It is our agency's intent to insure that all aspects of our CCW application process are fair, objective and transparent. To that end, all information and material that a CCW applicant wishes be considered by the Sheriff must be submitted in writing and/ or via other documentation included within the application package submitted by the applicant.
      - It is very important that you include detailed information when describing the reason/s you are requesting the issuance of a CCW license (page 13 of the application - you may attach additional sheets as necessary/ desired).
      - As part of our effort to insure fairness, objectivity and transparency, the applicant bears sole responsibility for documenting their "good moral character" and "good cause," thus removing any potential for interpretive error that may occur when someone other than the applicant attempts to document the applicant's thoughts.

- Extenuating circumstances: If for whatever reason, the applicant is incapable of properly filling out/ completing the application form, they may be assisted by a third party in doing so.
  - The CCW coordinator will normally speak with the applicant about their submitted application, reasons for applying for a CCW and provide the applicant with information about the application process.
    - Unless extenuating circumstances are present, the purpose of this discussion will NOT be to allow or require the CCW coordinator document additional information about the applicant's "good moral character" and "good cause".
    - If additional pertinent information is addressed/ learned during this discussion, the CCW coordinator will provide the applicant with an opportunity to revise or augment their submitted application form and/ or other submitted documentation to include any such additional information.
- In filling out the application, please consider that **it is the applicant's responsibility to establish they meet all requirements of California Penal Code section 26150**, including:
  - The applicant is responsible for establishing they are a permanent resident of Santa Barbara County. Although not the only means by which the applicant may accomplish this, property tax receipts, proof of voter registration or a rental/ lease contracts are examples of means by which the applicant can sufficiently establish their residency.
  - The applicant is responsible for establishing they are of "good moral character." It is recommended that applicants obtain and submit three or more letters of character reference from members of the Santa Barbara County community, who are not members of your immediate family. Although this is not a requirement, it may assist the applicant in showing Sheriff Brown that they are of "good moral character," as is required by California Penal Code section 26150.
  - Finally, the applicant is responsible for establishing they are that "good cause" is present for the issuance of a concealed weapons license to the applicant. The single most restrictive aspect of California CCW law is the requirement that applicants show "good cause" for the issuance of a CCW. Furthermore, California law places the responsibility for determining whether or not "good cause" is present on the individual county sheriff or police chief. Ultimately, as an applicant, you must convince Sheriff Brown that "good cause" is present to issue you a CCW license. Please keep this in mind when preparing your application and deciding what if any supporting documentation you wish to submit. If you do not

write it on your application (or otherwise cause it to be documented within your submitted paperwork), it will not be considered by Sheriff Brown when evaluating your application.

- The applicant must sign all appropriate portions of the application prior to the submission of the application (pages 3, 10 and 14 of the standardized DOJ application form).
  - The standardized DOJ application form indicates the applicant should sign the application at the time of submission in front of a department employee witness. Our application process is such that the applicant may fully complete and sign the application prior to its submission for consideration.

*If at any time in the application process it is determined that an applicant answered question/s untruthfully, or that required material information was withheld by the applicant, the application process will be immediately terminated and the application will be denied. Any fees paid to that point will not be refunded. The applicant should also note that it is a misdemeanor violation of California criminal law to knowingly make any false statements on their CCW application (California Penal Code section 26180 (a) and (b)).*

#### **SUBMISSION OF APPLICATION AND REQUIRED PROCESSES:**

1. The completed application may be returned by mail or in person. However, we recommend the applicant turn it in at the same time the applicant completes required DOJ livescan fingerprint process at our Headquarters Building in Santa Barbara (detailed below). If mailing the application, please address it to:

Office of Professional Standards  
Santa Barbara County Sheriff's Office  
4434 Calle Real  
Santa Barbara, Ca. 93110

2. In conjunction with submitting the application, the applicant must schedule and complete the California Department of Justice livescan fingerprinting process at the Santa Barbara Sheriff's Office headquarters building in Santa Barbara (appointments must be scheduled through the Sheriff's Forensics Bureau, telephone number: (805) 681-4117). The application submission process will not be considered complete and the Sheriff will not review the application until the above noted livescan fingerprinting process is completed through the Sheriff's Forensics Bureau.
  - At the time of the livescan process, the applicant must pay the required CCW application fees. *These initial application fees are nonrefundable.* The majority of the fees are remitted to the California Department of Justice, through the Sheriff's Office.

- Please note: Regardless of any past instances in which an applicant was fingerprinted as part of a background investigation/ eligibility check through CA DOJ or the FBI, the applicant must still schedule and complete the CCW livescan process as indicated above. This specific CCW livescan process is the only means by which the California Department of Justice will accept CCW licensing requests.
- In order to expedite the livescan fingerprinting process, it is recommended that you bring a completed DOJ livescan form (included within the application package) to present to the livescan operator at the beginning of your appointment.

### **Frequently Asked Questions:**

1. Why am I being directed/ required to fill out Section 7 - Investigator interview notes within the application form... Shouldn't that be filled out by a member of the Sheriff's Office?
  - As part of our effort to insure fairness, objectivity and transparency within our CCW application process, we require the applicant complete this portion of the application form.
    - Section 7 of the DOJ standard application form is the means by which the "good moral character" and "good cause" of the applicant is documented.
    - In considering and evaluating the "good moral character" and "good cause" of applicants, the Sheriff only considers information contained within the application form and other written documentation submitted by the applicant.
    - This policy removes any potential for interpretive or omission errors that may occur when someone other than the applicant attempts to document the applicant's thoughts.
    - This policy insures appropriate governmental transparency, allowing interested parties to verify the fairness and objectivity of the Sheriff's CCW licensing program.
    - If there are extenuating circumstances that prevent the applicant from effectively completing this portion of the application, the Sheriff's Office will remain flexible and work with the applicant to find an appropriate solution.
2. Applicants are **NOT REQUIRED** to complete any training courses prior to submitting their CCW application. The training described in the applicable Penal Code sections need only be completed if the applicant is approved by the Sheriff and the Sheriff intends to issue the applicant a CCW license.
  - Prior voluntary completion of the training course is unlikely to assist the applicant in meeting the "good cause" and "good moral character" requirements.
  - **Beware of unapproved training vendors!** - Any training must be obtained through a SBSO approved training vendor, or via successful completion of a POST PC832 Firearms class through a community

college. A list of SBSO approved training vendors is available by contacting the Sheriff's Office of Professional Standards, (805) 681-4292.

3. Contrary to what the DOJ application form may seem to indicate, applicants are NOT required to purchase or possess a handgun prior to submitting their application and beginning the application process. The applicant may leave that portion of the DOJ application form blank.
  - If/ once the application is approved, the applicant will need to legally possess an appropriate handgun, holster and ammunition in order to complete the Phase II processes and be issued a CCW license.
4. If an applicant resides in an incorporated city within Santa Barbara County, the applicant is NOT REQUIRED to first attempt to apply for a CCW through the city's Chief of Police prior to submitting your application with the Sheriff's Office. On the other hand, potential applicants are free to apply to their city's Chief of Police prior to, at the same time, or after having submitted their application to the Sheriff's Office.

#### **ONCE THE APPLICATION IS SUBMITTED:**

1. Within 90 days of our receipt of the completed application and concurrent completion of the livescan fingerprinting process, the applicant will be notified in writing if their application was approved or denied by the Sheriff.
  - If the application is denied, this written notification will include the basis for the denial, as required by California law and Sheriff's Office policy.

*Note: If the applicant chooses to submit their application prior to completing the livescan process, the Sheriff's decision and subsequent notification may be delayed, but the applicant will be informed of the Sheriff's decision within 30 days of our agency receiving the DOJ notification letter, informing our agency of the applicant's firearms ownership eligibility (we generally receive this notification letter 2-3 weeks after the applicant completes the DOJ livescan fingerprint process) **This is the reason we recommend applicants submit the application in conjunction with completing the livescan fingerprint process.***

2. If the application is approved the prospective licensee will be required to successfully complete the following "Phase Two" processes:
  - a). The prospective licensee is generally required to submit to and pass a psychological evaluation by the department's psychologist. You will be given detailed instructions regarding this evaluation at the proper time.
  - b). The prospective licensee must attend and successfully complete the firearms training and qualification course through:
    - SBSO approved training vendor - 16 hour department approved training course that will include basic firearms training, self defense concepts, legal and ethical concerns and range qualification. At the appropriate time you will be provided with detailed information about the course or;

- At this time, the only approved training vendors are:
    - Bill Tanner (805) 683-3440 (based in Santa Barbara)
    - Jim Spoerer (805) 937-6647 (based in Santa Maria)
  - Successfully complete a PC832 Firearms course at a community college.
  - If the prospective licensee previously completed one of the above noted training requirement, but did so more than one year prior to their submission of the application, they will only be required to complete the 4 hour update/ renewal class.
- c). As a reasonable restriction upon all CCW licenses issued by the Santa Barbara Sheriff's Office, all weapons and ammunition to be used in conjunction with CCW license issued by the Sheriff must be inspected and approved by the Sheriff's Office armorer and be determined safe and appropriate for the purposes of concealed carry and self defense. This must be accomplished through the Sheriff's Training Bureau. There is no cost/ fee associated with this inspection. At the appropriate time, the applicant will be provided with detailed information about scheduling this inspection.

#### **FEES:**

##### Phase one

- The applicant is required to pay the current DOJ CCW application fees in cash at the time of the livescan fingerprint process. This fee is remitted to CA DOJ, through the Sheriff's Office. **\$93 payable in cash to the Sheriff's Office**
  - Fees required by CA DOJ are subject to change, at the direction of CA DOJ.
  - The standard SBSO livescan fingerprint rolling fee is included.
- The applicant will be required to pay the first 20% of the current Santa Barbara County CCW application processing fee (\$100). This fee is meant to cover the costs incurred by the Sheriff's Office in processing and evaluating the application. **\$20 payable in cash to the Sheriff's Office**

*Fees must be paid at the appropriate time. If the application process is terminated for any reason (including the Sheriff's denial of the application), fees already paid will not be refunded.*

##### Phase two:

- Psychological evaluation: The Santa Barbara Sheriff's Office utilizes a private psychologist for all psychological testing services. The applicant is responsible for paying the psychologist's current evaluation fee. The applicant must pay this fee directly to the psychologist and is not remitted to or through the Sheriff's Office.

- Firearms training and qualification: The applicant will be required to pay fees to the approved training vendor prior to the start of the training course and range qualification. The applicant must pay these fees directly to the approved training vendor and are not remitted to or through the Sheriff's Office.
- Prior to the issuance of the CCW license, the applicant must pay in cash, the remaining 80% of the current Santa Barbara County CCW license application processing fee, \$100. This fee is meant to cover the costs incurred by the Sheriff's Office in processing and evaluating the application. **\$80 payable in cash to the Sheriff's Office**

*Fees must be paid at the appropriate time. If the application process is terminated for any reason, fees already paid will not be refunded.*