



Yuba County Sheriff's Department

Applicant Guidelines for CCW Permits 5/6/2014

As an applicant for a CCW permit through the Yuba County Sheriff's Department we would like to ensure that you are aware of the steps involved in our CCW application process as well as some additional information regarding concealed weapons permits issued in Yuba County. These guidelines have been established in order to allow our staff to provide all applicants with excellent service and minimal processing times when applying for, renewing or modifying a CCW permit and are in addition to those outlined in Section 26150 of the Penal Code.

Process for Applying for an Initial CCW Permit:

1. Thoroughly read the "Standard Application for License to Carry a Concealed Weapons (CCW)" packet.
2. Complete Section 1, Section 2, Section 3 and also Section 7 of the application.
3. You may return your completed application to the Live Scan Operator located in the Sheriff's Department lobby on the first floor of the court house, Monday OR Thursday, between the hours of 1-4 p.m.; at which time you will be required to pay a **non refundable** portion of your fees in the form of exact cash or a check made payable to the Yuba County Sheriff's Department and submit your fingerprints via live scan to the Department of Justice for a background check pursuant to Sections 26190 and 26185 of the Penal Code.

All other CCW related business (providing additional paperwork, picking up permits etc.) may be conducted at our Records window located on the third floor of the court house, Monday - Friday from 8:30 a.m. to 5:00 p.m. or by appointment.

4. Upon receipt of the report of your background check from the Department of Justice, a representative from our office will contact you to set up an appointment for an interview. You will need to bring your weapon(s) to this interview to be verified.
5. After your interview, pursuant to Section 26202 of the Penal Code, you will receive written notification stating if a determination of good cause has been made regarding the issuance of a CCW permit to you or if your application has been denied. If the determination of good cause has been made, you will then be required to provide proof of successfully passing a course of training as described in Section 26165 of the Penal Code from one of our approved course instructors.
 - A list of approved course instructors is available upon request from our Records department and is also on our website: <http://sheriff.co.yuba.ca.us>
 - Please note that course certificates must provide the following information for each weapon listed on the permit: manufacturer, serial number, caliber, model and type (semi-automatic or revolver).
6. Once you have successfully completed the course of training, you will need to bring your certificate (or a copy) to our Records window so we may complete the process for your permit.
7. When the final process has been completed you will receive a phone call advising you when your permit will be available for pick up at which time your remaining fees will be collected. You may pick up your permit at your convenience Monday - Friday from 8:30 a.m. to 5:00 p.m. at our Records window.

Please see the 'Additional Information' section on the following page for other important guidelines.

Process for Renewing or Modifying a CCW Permit:

1. To renew or modify your concealed weapons permit, please bring the following items to the Records window at the Sheriff's Department any time during our normal business hours Monday - Friday from 8:30 a.m. to 5:00 p.m.:
 - Your existing permit; and
 - A qualification certificate from one of our approved course instructors that indicates you have successfully qualified with each weapon you would like on your new permit and also provides the manufacturer, serial number, caliber, model and type (semi-automatic or revolver) for those weapons. Please **do not** bring your weapon into the Courthouse; your qualification certificate is all that is required.

Note: We will also ask you to verify/update your personal information (address, employment etc.) at this time.
2. Once the process for your renewal or modified permit has been completed you will receive a phone call advising you when your permit will be available for pick up. Permits may be picked up at your convenience Monday - Friday from 8:30 a.m. to 5:00 p.m. at the Records window on the third floor.
3. When you pick up your permit you will need to pay the proper fees in the form of exact cash or a check made payable to the Yuba County Sheriff's Department.

Additional Information:

- Applicants will be allowed a **maximum** of 3 weapons on their permit.
- Modifications to add/delete weapon(s) to a permit **will not** be allowed within 90 days immediately following the date the permit is issued or the 90 days prior to the permit expiring.
- Modifications to add a weapon(s) to a permit will **require** a qualification certificate from one of our approved firearms course instructors and must include each weapon to be added. Certificates older than 6 months **will not** be accepted for modifications.
- When modifying a permit to add a weapon, please **do not** bring your weapon into the Courthouse; your qualification certificate is all that is required.
- Course certificates more than 6 months old will not be accepted; applicants will need to re-take the course.
- Permits expired for less than 90 days will require a **4-hour** firearms course.
- Permits expired 90 days or more will require an **8-hour** firearms course.
- Permits that have been expired for over 3 years will require the applicant to complete a new CCW application, provide certification of an 8-hour firearms course and have an interview with one of our department staff before the permit will be renewed.