

CONCEALED WEAPONS PERMIT APPLICATION INSTRUCTION SHEET

* **Please note:** An appointment is **required** to submit an application for a CWP.
CALL PAMELA 447-8259

LEWIS & CLARK COUNTY RESIDENTS ONLY. WE DO NOT PROCESS OUT OF COUNTY APPLICANTS.

Conditions to be met:

1. U. S. Citizen or Permanent lawful resident. Permanent residents must provide a Permanent Resident ID card. If you were born abroad we may require a Passport or a Consular Report of Birth Abroad.
2. 18 years or older.
3. Must have a valid Montana Driver's License or other picture I.D. issued by the State of Montana.
4. Must be a resident of the state of Montana for 6 months or more.
5. Must show proof of hunters safety education or approved firearms safety training course or DD214.

*Duplicate Hunters Education Certificates can be printed from the MT Fish Wildlife and Parks website:
www.fwp.mt.gov ; more specifically: <http://fwp.mt.gov/education/hunter/born.html>*

6. **Must properly fill out entire application prior to your appointment** and sign in Sheriff's presence or his designee. If you do not have a *completed* application prior to your appointment we may need to reschedule your appointment.
7. Application must be accompanied by \$50.00 (\$25.00 for non-expired renewal).
8. Must be fingerprinted at the DOJ. (New permits & permits over a year expired). Instructions on how to do this will be given to you at your appointment. **They charge \$5.00 for fingerprinting.**
9. **RENEWALS:** MCA 45-8-322(3) states in part: "The permit must be renewed for additional 4-year periods upon payment of a \$25 fee per renewal and upon request for renewal made *within 90 days before expiration* of the permit." **If the permit is expired it is \$50.00.**

PLEASE COMPLETE THE APPLICATION -- **DO NOT SIGN OR DATE IT** -- YOU WILL BE REQUIRED TO SIGN THE APPLICATION IN THE PRESENCE OF THE SHERIFF'S DESIGNEE.

CHECK, CASH OR MONEY ORDER PREFERRED. THERE IS AN EXTRA CHARGE FOR CREDIT/DEBIT CARDS.
PLEASE BRING CORRECT CHANGE IF CASH IS USED
APPOINTMENT REQUIRED: CALL 447-8259

Sheriff's Civil Division
406 Fuller Avenue, Helena MT 59601

For further information please visit the State of Montana website www.doj.mt.gov and
<https://dojmt.gov/features/frequently-asked-firearms-questions/>