

Concealed Handgun Permit

What you need:

- Application SP-248 (07-1-2021)
- Your Driver's License showing your address in Northumberland County
- If new application:
 - Your **original** certificate showing completion of an **IN PERSON Hunter Safety** course or **original IN PERSON Handgun Training Course**, or your **Military DD-214**.
- If renewing:
 - If renewing, a copy of your concealed handgun permit.
- **A self-addressed stamped envelope**
- \$25.00 payable by Credit Card (Visa, Master Card or Discover), check, money order or cash Exact Change
 - ** Checks and money orders are to be made out to Northumberland County Circuit Court (NCCC)
 - There will be a convenience fee if you use your credit card
- **NO REFUNDS**

How to complete the form:

- NAME: Enter complete legal name. **NO INITIALS**
- ADDRESS: Write your P.O. Box **and** Physical address on the application.
 - **Attach a separate listing of all addresses within the last 5 year period.**
 - Email address must be written clearly
- PHYSICAL FEATURES:
 - First line: Enter height in feet and inches
 - Second line: Enter weight
 - Fourth line: Enter race
 - Fifth & Sixth line:
 - **Write your hair and eye color using to following codes:**

Hair Color

Code	Color
ABN	Auburn
BLD	Bald
BLK	Black
BLN	Blond
BLU	Blue
BRO	Brown
GRY	Gray
GRN	Green
ONG	Orange
PGY	Partial Gray
PNK	Pink
PLE	Purple
RED	Red
SDY	Sandy
STB	Strawberry
XXX	Unknown
WHI	White

Eye Color

Code	Color
BLK	Black
BLU	Blue
BRO	Brown
GRY	Gray
GRN	Green
HAZ	Hazel
MAR	Maroon
MUL	Multicolored
PNK	Pink

- Enter place of birth

After the Concealed Handgun Application has been signed:

- Leave the application with us and we will give it to the Sheriff's Office; they will perform your background check
- Once the Sheriff's Department has completed the background check, they will either approve or deny the application and return it to the Circuit Court Clerk's office
- An order will be prepared for the judge to sign
- Once the order has been signed, we will mail you your permit in the self-addressed envelope, or a copy of the order denying your application.
- This process may take up to 45 days from the date of application.
- Please sign your permit **immediately** upon receipt.
- As a courtesy, we will laminate your card. Just stop by our office at your convenience.

**Fees waived for Concealed Weapon Permits can be found at §18.2-308.03

For more information please check the Virginia code §18.2-308

RENEWALS

Permits may be renewed six (6) months prior to the expiration date.

To renew you will need the following:

- Application SP-248 (07-1-2021)
- Your Driver's License showing your address in Northumberland County
- a copy of your concealed handgun permit.
- **A self-addressed stamped envelope**
- \$25.00 payable by Credit Card (Visa, Master Card or Discover), check, money order or cash Exact Change
 - ** Checks and money orders are to be made out to Northumberland County Circuit Court (NCCC)
 - There will be a convenience fee if you use your credit card
- This process may take up to 45 days from the date of application.
- Please sign your permit **immediately** upon receipt
- As a courtesy, we will laminate your card. Just stop by our office at your convenience.