

Concealed Handgun Permit

What you need:

- Application SP-248 (10-1-2017)
- **Please write out your hair and eye color using to following codes:**

Hair Color

Eye Color

<u>Code</u>	<u>Color</u>
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

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

- **Please write your height out completely using feet & inches only (just inches will not be accepted)**
- Emails must be written clearly
- Write your P.O. Box **and** Physical address on the application
- Your Driver Licenses showing your address in Northumberland County
- Your certificate showing completion of Hunter Safety course, your Military DD-214 or 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**

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.
- Please sign your permit **immediately** upon receipt

****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

(Revised 01-2020)