

Concealed Handgun Permit

Effective January 1, 2021 NO ONLINE training courses will be accepted

What you need:

- An appointment: Call 580-3700 to schedule
- Application SP-248 (07-16-2020)
- **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

- **Write your height using feet & inches only** (just inches will not be accepted)
- Email address must be written clearly
- Write your P.O. Box **and** Physical address on the application
- Your Driver's License showing your address in Northumberland County
- Your **original** certificate showing completion of Hunter Safety course or **original** Handgun Training Course, or your Military DD-214.
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**

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 12-30-2020)