

THE PROCESS TO GET A PERMIT IN VENTURA COUNTY

1. Go online and download and complete the standard California CCW application form BOF 4012 from the Ventura County Sheriff's (VSO) website Click [HERE](#).
2. Schedule an appointment with the Sheriff's office to submit the application by calling 805-654-2371.
3. Gather the requested documents demonstrating you are a current resident of Ventura County and a U.S. Citizen. Have your paperwork ready for your appointment. Submit your application and paperwork. You will also have your Live Scan fingerprinting done and pay the initial \$125 fee for your background check and processing.
4. Someone will contact you from the VSO to set your interview appointment.
5. Attend your appointment at the VSO where an investigator will review your application and paperwork to make sure everything is completed and to see if any information needs clarifying.
6. Within 90 days of the initial application or within 30 days after return of your criminal background check from the DOJ (whichever is later), you will receive the VSO's determination as to whether your license is approved or denied. You will be instructed to complete the required CCW training by an approved VSO approved trainer. NOTE: THE PROCESS CURRENTLY TAKES APPROXIMATELY 1 YEAR FROM THE APPLICATION TIME.
7. Sign up with an approved Training Provider and complete the CCW handgun course which can vary in length, but cannot exceed 16 hours. This may be done up to 6 months **BEFORE** the application is approved. You **DON'T** have to wait for your license approval to take the class, but the VCSO does ask that you wait until you have at least filed the application.
8. Your Training Provider will email your completion documents to the VSO within 5 days of completing the course. Once the document is received by the VSO, you will be contacted to pay the final local fee of \$80 and pick up your license at the VSO.