

New Michigan Concealed Pistol License Requirements Checklist:



- Attend the required concealed pistol license safety and training course with The Advocates and obtain your completion certificate.

- Request an appointment with the Ingham County Clerk's office to file your CPL application by emailing: clerk@ingham.org or call **517-676-7201**.

- Before your appointment, complete the CPL Application neatly, in ink. Fill out all fields EXCEPT THE SIGNATURE PORTION. **DO NOT SIGN THE APPLICATION.** The application MUST be signed under oath, the oath will be administered by the county clerk or his or her representative at your appointment.

- The day of your appointment, you will take your concealed pistol license safety and training course completion certificate, your government issued ID, and your completed CPL Application (NOT SIGNED) with you to your appointment at the Ingham County Clerk's office located at: 341 S. Jefferson, Mason MI 48854. Pay all applicable fees. For all non-renewal or non-emergency applications, a \$100.00 non-refundable application and licensing fee is payable to the county clerk. The county clerk will provide a receipt for payment of fees.

- After filing your application to the Clerk's Office, you will be provided a receipt that you will take, along with your ID, to be fingerprinted. You must have classifiable fingerprints taken by the county clerk, state police, sheriff's office, local police agency, or other entity that provides fingerprinting services. The entity providing fingerprint services will fingerprint the applicant and immediately forward the fingerprints to the Michigan State Police (MSP) for processing.

Once your CPL application is approved, your concealed permit license will be mailed to you. Your picture from your Michigan Driver's License or Identification Card will be used on your CPL.

If you have any questions please contact The Advocates via Facebook Messenger, at (517) 574-8031, or at bb2aadvocates@gmail.com

FINGERPRINTING INFO:

You should plan on getting fingerprinted immediately after your Clerk appointment, they are currently doing them on site (\$15 fee). You may also make an appointment with the Sheriff's Office by calling (517) 676-8224 or online at sh.ingham.org. They are located at: 630 North Cedar Street, Mason, MI and fingerprint from 9:00 am to 4:00 pm, Monday through Friday (except holidays) **by appointment only** (\$15 fee).

Fingerprinting triggers a Michigan State Police background check to determine your eligibility to be issued a CPL. **You have 45 days to be fingerprinted or your application is automatically withdrawn.**

The entity providing fingerprinting services shall issue a receipt when fingerprints are taken so long as the applicant has provided an application receipt. The fingerprinting receipt must contain:

- Name of the applicant.
- Date and time the receipt is issued.
- The amount paid.
- The name of the entity providing fingerprint services.
- The applicant's state issued driver's license or personal identification card number.
- The statement "This receipt was issued for the purpose of applying for a concealed pistol license. As provided in section 5b of 1927 PA 372, MCL 28.425(b), if a license or notice of statutory disqualification is not issued within 45 days after the date this receipt was issued, this receipt shall serve as a concealed pistol license for the individual named in the receipt when carried with an official state issued driver's license or personal identification card. The receipt is valid as a license until a license or notice of statutory disqualification is issued by the county clerk. This receipt does not exempt the individual named in the receipt from complying with all applicable laws for the purchase of firearms."

Note: Possession of a valid receipt of application for a CPL does not exempt the holder from the requirement to obtain a license to purchase a pistol or exempt a firearms dealer from running a background check prior to the sale of a pistol.

A completed application and all associated receipts expire one year from the date of application.

Keep your fingerprinting receipt!

The county clerk shall issue a license or notice of statutory disqualification within 45 days after the date the applicant has classifiable fingerprints taken. *If a license or notice of statutory disqualification is not issued within 45 days after the date the receipt was issued the receipt is valid as a license until a license or notice of statutory disqualification is issued by the county clerk.*