

**THE ONLINE APPLICATION IS NOT A CELLPHONE APP! You will need a computer with printer and scanner.**

**YOUR HANDGUN PURCHASE APPLICATION CAN NOT BE PROCESSED UNTIL ALL REQUIRED DOCUMENTS ARE RECEIVED. APPLICATIONS EXPIRE AS INCOMPLETE FORFEIT YOUR FUNDS IF REQUIRED DOCUMENTS ARE NOT UPLOADED TO APPLICATION WITHIN TEN BUSINESS DAYS.**

## **REQUIRED DOCUMENTS**

- 1. REQUIRED IDENTIFICATION DOCUMENTS: ACTIVE DUTY MILITARY OR DEPENDENT:** A copy of the front only of your driver's license, no matter what state, and proof of active duty status which can be a current Leave and Earning Statement, Command Letter, Front Only of Military ID, or any other current official military document that proves active duty service.
- 2. PROOF OF RESIDENCE: MILITARY AND MILITARY DEPENDENT: YOUR NORTH CAROLINA DRIVERS LICENSE MUST HAVE YOUR CURRENT PHYSICAL ADDRESS AS PROVIDED ON YOUR APPLICATION / IF YOUR NORTH CAROLINA DRIVERS LICENSE HAS YOUR COMMAND ADDRESS, OR IF YOU DO NOT HAVE A NORTH CAROLINA DRIVERS LICENSE:** You must ALSO provide Proof of your current physical address. (This can be any official one page document such as a utility bill, fishing license, vehicle registration etc, so long as it shows your name and the address used.)
- 3. BARRACKS RESIDENTS:** (If you live in the barracks and you are a United States Marine, you should provide your "MY CONTACT INFO" page of your MOL, which must be current and show your barracks building number and your room number. Navy may use a barracks assignment letter with building number and room number. You may also use a North Carolina Fishing License with the same information.)
- 4. CITIZENSHIP DOCUMENTS: IF BORN OUTSIDE OF THE UNITED STATES:** Proof of your citizenship status.
- 5. PROOF OF HONORABLE DISCHARGE: IF PRIOR SERVICE:** you will need to provide proof of Honorable Discharge. This can be any of the following, A veteran's Services Benefit Letter, VA ID, Retired ID, Page 4 of DD214, or any other DOD acceptable document of honorable discharge.
- 6. RECORD RELEASE FORM: ALL APPLICANTS:** Must provide a signed, dated, and notarized copy of the record release form you were supposed to download at the time of application: Effective December 1, 2015, North Carolina General Statute 14-404(e1) requires applicants to sign a release of court orders concerning mental health and capacity for pistol purchase permits. *If you did not print off this release form when you submitted your application, you can print this from the order tracker.*

To access the Order Tracker - [https://onslowso.permitium.com/order\\_tracker](https://onslowso.permitium.com/order_tracker) - you will need your order number, the email address used during the application process, and the password you created during the application process.

Once logged in, you can print it from the Print Application button.

Just print it out, sign it and date it. (Digital Signatures are not accepted. You do not have to get it notarized at this time.)

### **DO NOT DROP OFF DOCUMENTS AT THE SHERIFF'S OFFICE!!**

Scan and save your documents as JPG files. If you do not have a scanner, use your cellphone to Photograph them as JPG files, close up, flat, with no background. Distorted images will not be accepted.

Once you have uploaded your documents to your file using Order Tracker, be sure to send us an Email to

[john.moore@onslowcountync.gov](mailto:john.moore@onslowcountync.gov) . The software does not notify us when you upload documents after your application date.

**IF YOU DO NOT SEND THE CONFIRMATION EMAIL THAT YOU HAVE UPLOADED YOUR DOCUMENTS, THE APPLICATION DOES NOT GET ACTIVATED FOR PROCESSING!!**

If you are unable to upload your documents using order tracker, you can email them to us at [pistolpermits@onslowcountync.gov](mailto:pistolpermits@onslowcountync.gov). Be sure to include your name and your order number.