



## **SACRAMENTO COUNTY SHERIFF'S OFFICE**

### ***Renewal, Modification & Duplicate Instructions***

Your Sacramento County Sheriff's Office STANDARD or RENEWAL CCW Permit is valid for two years. You have a Standard Permit unless you fall into a special category (e.g., Judges, Reserve Deputy Sheriffs, etc.) To submit any type of application use the following link: <https://sacramentoca.permitium.com/ccw/start>

**ADDRESS MODIFICATIONS:** You must change your home address with DMV within 10 days of the day you move per California Vehicle Code Section 14600(a) and with the CCW Bureau within 10 days per Penal Code Section 26210. You must submit an online **Modification** Application to notify the CCW Bureau of your move within 10 days of the day that you move. **Failure to do so could result in the revocation or denial of your CCW Permit.** There is a \$15 fee plus a processing fee and credit card fee. You will be required to upload two *acceptable* proofs of residency (refer to Proof of Residency section below) and a copy of your California driver's license or ID.

**LOST/STOLEN PERMIT:** If your CCW Permit is lost/stolen you must file a report with the law enforcement agency having jurisdiction where the loss/theft occurred and upload a copy of the report and a copy of your California driver's license or ID into your CCW Order. Submit a *Duplicate* online application (same fee as *Modification* fee noted above) to request a duplicate CCW Permit.

**RENEWAL APPLICATIONS:** You can renew your CCW Permit no sooner than 45 days prior to your CCW Permit's expiration. Anniversary dates are not retained so if you renew too early you will lose time on your Permit. There is a 60-day grace period for expired permits; however, after the 60 days have expired you will have to start the process over as a New Applicant. **PLEASE NOTE:** this grace period includes successfully uploading all required documents prior to expiration of the 60-day grace period. You **cannot** conceal carry once your CCW Permit has expired. You must successfully complete a 4-hour Refresher course and qualify with up to three firearms *even if they are the same firearms from your previous Permit* (you cannot submit a prior qualification). You must upload the Sacramento Sheriff's CCW Training and Qualification form and the Instructor's Training Certificate to verify successful completion of your training & qualification courses. Please make sure all handgun information matches EXACTLY on both forms. We do not accept forms with cross-outs, white-outs or write-overs. All Instructors and Firearm Instructors must be certified by the California Department of Justice, Bureau of Firearms, California Department of Consumer Affairs, Bureau of Security and Investigative Services.

**PROOF OF RESIDENCY:** We DO NOT accept any documents from DMV, tax bills, lease agreements or insurance policies. Acceptable proofs of residency include: utility bills, phone bills, credit card bills or bank statement. The bills must be dated in the last 60 days and cannot be overdue or include a past due balance. Please upload at least the entire first page of the bill and the payment coupon so we can view the service location and the address where the bill is mailed. We do not accept PO Boxes as mailing addresses.



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### **CCW Policies & Procedures**

#### ***Conditions on Approved Permits:***

- No firearm is permitted to be carried unless qualification documentation is on file with this Office and the weapon is listed on the CCW Permit.
- Permit holders must report to the Sacramento Sheriff's Office within 10 days of any arrest of the permit holder, or any contact by law enforcement or incident involving any firearm and provide full details of the incident. Please submit an email to [ccw@sacsheriff.com](mailto:ccw@sacsheriff.com) and provide full details of the incident or contact, including the date/time of occurrence, if you disclosed your status as a CCW permit holder, if you were armed with your CCW handgun, and whether you pointed it displayed it at anyone, or whether anyone pointed a handgun at you.
- Permit holders must report to the Sacramento Sheriff's Office within 10 days of any change in residency by filing an online Modification Application and changing their home address with the California DMV (must be done within 10 days per California Vehicle Code Section 14600(a) and Penal Code Section 26210).

***Violation of any of the above conditions may result in the revocation of your CCW Permit.***

#### ***Restrictions Applicable to All Sacramento Sheriff's Office Permit Holders (Permit will be invalid if violated):***

- Not valid if consuming alcohol or remaining at any establishment that primarily serves alcohol.
- No permitted weapon is allowed where weapons are prohibited by law.
- No permitted weapon is allowed at locations where a sign is posted prohibiting weapons.
- CCW Permit shall NOT be copied or altered in any manner or form.
- The Sheriff may impose additional restrictions.
- During any law enforcement contact, you are required to disclose your status as a CCW permit holder and you must disclose whether or not you are carrying a weapon on your person or otherwise present.

***Failure by the CCW Permit Holder to adhere to these restrictions will result in the revocation of the CCW Permit.***

**Additional Information:** For additional information or questions regarding the Sacramento Sheriff's Office's CCW process, please contact the CCW Bureau at (916) 874-8450 or via e-mail at [ccw@sacsheriff.com](mailto:ccw@sacsheriff.com).