

New Kent County Circuit Court

P. O. Box 98, 12001 Courthouse Circle
New Kent, VA 23124
(804) 966-9520

APPLICANTS FOR CONCEALED HANDGUN PERMITS PLEASE NOTE:

Pursuant to VA Code §18.2-308

All applicants must follow procedures listed below.

**This is NOT an application for a change of address.
Please contact the court that issued the original permit.**

- A. Complete all paperwork: coversheet, requirement met, and state application.
- B. You may mail in the completed application or bring it to the New Kent Circuit Court Clerk's Office between the hours of 8:30AM – 4:30PM, Monday-Friday. Attach all 4 (four) pages of the state application available at www.vsp.state.va.us. If you have not already had your signature notarized, a clerk can notarize your signature.
- C. There is a \$50.00 processing fee for both new and renewal applications. You may pay in cash, check or money order made payable to New Kent Circuit Court. This is a *non-refundable* application fee.
- D. **New** applicants are required to complete a handgun safety course. A certificate verifying successful completion of the course must accompany your application.

Military personnel must attach a copy of their discharge or active duty enrollment.

Law enforcement agency personnel must attach a departmental letter.

Renewal applicants must attach a copy of their current permit.
- E. If approved, your concealed handgun permit will be mailed to the address submitted on your application. If denied, an order outlining your ability to request a hearing will be mailed to you.

CONCEALED HANDGUN APPLICATION

Name of Applicant _____

Resident of New Kent County: YES____NO_____

Have you previously held a license for a concealed handgun permit? YES____NO_____

Choose one of the following to meet the requirements of VA Code Section 18.2-308:

1. Complete any hunter education or hunter safety course approved by the Department of Game and Inland Fisheries or a similar agency of another state;
2. Complete any National Rifle Association firearms safety or training course;
3. Complete any firearms safety or training course or class available to the general public offered by a law-enforcement agency, junior college, college, or private or public institution or organization or firearms training school utilizing instructors certified by the National Rifle Association or the Department of Criminal Justice Services;
4. Complete any law-enforcement firearms safety or training course or class offered for security guards, investigators, special deputies, or any division or subdivision of law enforcement or security enforcement;
5. Present evidence of equivalent experience with a firearm through participation in organized shooting competition or current military service or proof of an honorable discharge from any branch of the armed services;
6. Previously having held a license to carry a firearm in this Commonwealth or a locality thereof, unless such license has been revoked for cause;
7. Complete any firearms training or safety course or class conducted by a state-certified or National Rifle Association-certified firearms instructor;
8. Complete any governmental police agency firearms training course and qualifying to carry a firearm in the course of normal police duties; or
9. Complete any other firearms training which the court deems adequate.

Proof of one of the above MUST be furnished with your application. A photocopy is adequate.

I, _____, do certify that I have met requirement # _____, as listed above.

_____ **signature**

_____ **date**