

**To Apply For A Concealed Pistol License: (Effective December 2018)**

1. You must be at least 21 years of age to apply for a concealed pistol license.
2. You may only apply to the city police department if you live within the city limits. Please apply at the county sheriff's office if you live in the county. Renewal licenses and replacement licenses are handled in the same manner. If you live out-of-state, you may apply at any Washington state police department or sheriff's office. We have sixty (60) days to issue a license to a person who does not reside in the state of Washington and thirty (30) days for Washington residents.
3. Please fill out the application completely and return it to this office. (Please provide full middle name, maiden name under other names, the city and state of birthplace, and your residential address – not P.O. Box address.

If you have any further questions, please contact our office at 585-4208.

4. A copy of your driver's license (or other picture i.d.) will be taken at the time you turn in your application.
5. The application process includes one full set of fingerprints to be taken and submitted to the Washington State Patrol Identification Section and the FBI. There is no additional fee charged for fingerprinting by this department. We do not require a full set of fingerprints on renewals or replacements. We will not accept fingerprints taken by another agency. **Fingerprinting hours are only on Wednesdays and Fridays 12:00 p.m. until 4:00 p.m.** It is your responsibility to ensure that you complete this before the thirty (30) days have expired from the date you submitted your application. If the fingerprint card is not completed within this time period, the license will not be issued until you have been fingerprinted. We will hold approved applications for sixty (60) days. You may have an additional thirty (30) days to complete the fingerprinting process, but the thirty (30) day issue time will start the day your fingerprints are taken. If your concealed pistol license permit is issued to you before the processed fingerprints are returned by the Washington State Patrol Identification Section and the FBI, and there is information later received that would deny you a concealed pistol license, your license will be revoked. If your concealed pistol license is revoked for any reason, you will not be refunded any portion of the license fees.
6. All licenses, if approved are mailed to the mailing address listed on the application. If denied, you will be mailed a letter advising the reason you were denied.
7. Fees are as follows:

Original License - \$49.25 (Valid for five (5) years)

Renewal License - \$32.00 (Valid for five (5) years from expiration date on old license)

Late fee - \$10.00 (\*see below for info)

Replacement License- \$10.00 (Valid until expiration date on old license)

Licenses can be renewed up to ninety (90) days prior to the expiration date or within ninety (90) days after the expiration date. \*If the license is renewed from one (1) day to ninety (90) days after the expiration date, there will be a \$10.00 late fee added to the \$32.00 renewal fee. If your license has been expired for more than ninety (90) days, you must re-apply for an original license.

Kennewick Police Department's business hours are 8:30am – 4:30pm, Monday-Friday. We are closed on New Year's Day, Thanksgiving, day after Thanksgiving, and Christmas.

**Aliens Firearms Certificate:**

Aliens or non-citizens are required to have an Alien Firearms License prior to applying for a concealed pistol license and/or purchase/possession of a firearm. The license is valid for five (5) years and costs \$50.00, plus an additional \$13.25 for the FBI fingerprinting fee. It is issued by the Department of Licensing in Olympia, WA. All fees are non-refundable. Declarations of intent are not acceptable to apply for a concealed pistol license and/or purchase/possession of a firearm. Contact the Department of Licensing Firearms Unit at (360) 664-6616 for forms.

Any person who provides false information regarding citizenship may face permanent revocation of all firearm rights and/or be charged with the offense of False Swearing.

**Possession of Firearms:**

A person has to be eligible to own a firearm (includes pistols/revolvers, shotguns, rifles, etc.). The prohibitive crimes listed on the back of the concealed pistol license application form also apply to possession of firearms.

## Concealed Pistol License Application INFORMATION SHEET

**Requirements of each applicant: (regardless if applying for an original, renewal, or replacement license)**

- Must be at least 21 years old
- Must complete this application in its entirety
- Must provide the following items at time of application submittal:
  - Valid state driver's license or state ID (any state) \*\*passports will not be accepted in lieu of the state ID or license
  - If you are a **Permanent Resident** you must also provide your ORIGINAL current/valid Permanent Resident Card

**Fees are as follows:** Original Application: \$49.25 (includes license fee **plus** both Washington State & FBI fingerprint fees)  
 Renewal (license is still valid and not expired): \$32.00  
 Late Renewal (past expiration date but not beyond 90 days expired): \$42.00  
 Replacement: \$10.00

**\*\*All fees are non-refundable\*\***

**Eligibility:** Before submitting your application, please review the following information regarding license and firearm eligibility.

**If you have had any of the following as an adult or a juvenile, you may be ineligible:**

	Is possession of any firearm allowed?	Is possession of a concealed pistol license allowed?
<b>ANY FELONY conviction Without VALID Order of Restoration of Firearm Rights per RCW 9.41.040(4) (if applicable)</b>	<b>NO</b>	<b>NO</b>
<b>Any MISDEMEANOR Crime involving Domestic Violence on or after July 1, 1993 meeting the RCW 26.50.010 and/or RCW 10.99.020 definitions Without VALID Order of Restoration of Firearm Rights per RCW 9.41.040(4) (if applicable)</b>	<b>NO</b> <b>** further research may be required by staff to confirm eligibility **</b>	<b>NO</b> <b>** further research may be required by staff to confirm eligibility **</b>
<b>Any OUT OF STATE Felony Conviction Without VALID Order of Restoration of Firearm Rights FROM THAT STATE (if applicable)</b>	<b>NO</b>	<b>NO</b>
<b>Any OUT OF STATE Non-Felony Conviction</b>	<b>RESEARCH MAY BE REQUIRED</b>	<b>RESEARCH MAY BE REQUIRED</b>

**\*\* FOR ADDITIONAL INFORMATION, PLEASE REVIEW INFORMATION ON BACK SIDE OF THIS PAGE \*\***

A person is eligible to possess if he or she has received a Governor Pardon from the state of record, **or** a Presidential Pardon **or** has had his or her firearm rights restored specifically for that crime (or crimes) by the appropriate court per RCW 9.41.040(4) **or** the equivalent according to the state in which the prohibitor exists. Certificates of Rehabilitation issued by Washington courts per RCW 9.41.040(3) do not restore firearm rights. The restoration must be made under RCW 9.41.040(4).

Local laws and ordinances on firearms are preempted by state laws and must be consistent with state law. Although state and local laws do not differ, federal law and state law in regard to the possession of firearms may differ. You may be prosecuted in federal court if you are prohibited by federal law from possession of a firearm. A state license is not a defense to a federal prosecution.

### **Washington State Prohibitive Crimes/Convictions:**

- Convictions or adjudications for any felony offense in this state or elsewhere. Felony means any felony offense under the laws of this state or of any federal or out-of-state offense that is comparable to a felony offense under the laws of Washington
- Prohibitive crimes “Dismissed” after a guilty plea, or a guilty verdict, or a Deferred Sentence, or a Deferred Disposition, and/or Suspended Imposition of Sentence may still be prohibitive
- An Order to Vacate a Conviction does NOT automatically reinstate firearm rights. Rights must be restored per RCW 9.41.040(4) or per the state law in which the conviction occurred
- Crimes involving Domestic Violence that occurred on or after July 1, 1993 are prohibitive when they meet the definition cited within RCW 26.50.010 and/or RCW 10.99.020  
These include:
  - Assault in the fourth degree
  - Coercion
  - Stalking
  - Reckless endangerment
  - Criminal Trespass in the first degree
  - Violation of the provisions of a protection order or no-contact order that restrains or excludes the person from a residence
  - Harassment (**only if occurred on or after 06/07/2018**)

### **Federal law prohibits the following person from receiving a concealed pistol license or a firearm of any kind:**

- Anyone who is an unlawful user of, or is addicted to, narcotics or other controlled substances (\*\*please note: Although the use of marijuana and the possession of marijuana as less than 40 grams is legal in the state of Washington, possession, admission of use, or being under the influence of marijuana when contacted by a law enforcement officer will cause you to be federally prohibited for at least 1 (one) year from date of contact)
- Anyone who is of unsound mind, is adjudicated as mentally defective, or who has been involuntarily committed to a mental institution (per state and/or federal statutes)
- Anyone who has been dishonorably discharged from the Armed Forces
- Anyone who is an alien and is in the U.S. illegally or unlawfully
- Anyone who has renounced his or her U.S. citizenship
- Anyone convicted of, or under indictment/information for a felony crime punishable by imprisonment for a term that is longer than one year
- Anyone that is a fugitive from justice

# Privacy Act Statement

*This privacy act statement is located on the back of the [FD-258 fingerprint card](#).*

Authority: The FBI's acquisition, preservation, and exchange of fingerprints and associated information is generally authorized under 28 U.S.C. 534. Depending on the nature of your application, supplemental authorities include Federal statutes, State statutes pursuant to Pub. L. 92-544, Presidential Executive Orders, and federal regulations. Providing your fingerprints and associated information is voluntary; however, failure to do so may affect completion or approval of your application.

Principal Purpose: Certain determinations, such as employment, licensing, and security clearances, may be predicated on fingerprint-based background checks. Your fingerprints and associated information/biometrics may be provided to the employing, investigating, or otherwise responsible agency, and/or the FBI for the purpose of comparing your fingerprints to other fingerprints in the FBI's Next Generation Identification (NGI) system or its successor systems (including civil, criminal, and latent fingerprint repositories) or other available records of the employing, investigating, or otherwise responsible agency. The FBI may retain your fingerprints and associated information/biometrics in NGI after the completion of this application and, while retained, your fingerprints may continue to be compared against other fingerprints submitted to or retained by NGI.

Routine Uses: During the processing of this application and for as long thereafter as your fingerprints and associated information/biometrics are retained in NGI, your information may be disclosed pursuant to your consent, and may be disclosed without your consent as permitted by the Privacy Act of 1974 and all applicable Routine Uses as may be published at any time in the Federal Register, including the Routine Uses for the NGI system and the FBI's Blanket Routine Uses. Routine uses include, but are not limited to, disclosures to: employing, governmental or authorized non-governmental agencies responsible for employment, contracting, licensing, security clearances, and other suitability determinations; local, state, tribal, or federal law enforcement agencies; criminal justice agencies; and agencies responsible for national security or public safety.

As of 03/30/2018

## NONCRIMINAL JUSTICE APPLICANT'S PRIVACY RIGHTS

As an applicant who is the subject of a national fingerprint-based criminal history record check for a noncriminal justice purpose (such as an application for employment or a license, an immigration or naturalization matter, security clearance, or adoption), you have certain rights which are discussed below. All notices must be provided to you in writing.<sup>1</sup> These obligations are pursuant to the Privacy Act of 1974, Title 5, United States Code (U.S.C.) Section 552a, and Title 28 Code of Federal Regulations (CFR), 50.12, among other authorities.

- You must be provided an adequate written FBI Privacy Act Statement (dated 2013 or later) when you submit your fingerprints and associated personal information. This Privacy Act Statement must explain the authority for collecting your fingerprints and associated information and whether your fingerprints and associated information will be searched, shared, or retained.<sup>2</sup>
- You must be advised in writing of the procedures for obtaining a change, correction, or update of your FBI criminal history record as set forth at 28 CFR 16.34.
- You must be provided the opportunity to complete or challenge the accuracy of the information in your FBI criminal history record (if you have such a record).
- If you have a criminal history record, you should be afforded a reasonable amount of time to correct or complete the record (or decline to do so) before the officials deny you the employment, license, or other benefit based on information in the FBI criminal history record.
- If agency policy permits, the officials may provide you with a copy of your FBI criminal history record for review and possible challenge. If agency policy does not permit it to provide you a copy of the record, you may obtain a copy of the record by submitting fingerprints and a fee to the FBI. Information regarding this process may be obtained at <https://www.fbi.gov/services/cjis/identity-history-summary-checks> and <https://www.edo.cjis.gov>.
- If you decide to challenge the accuracy or completeness of your FBI criminal history record, you should send your challenge to the agency that contributed the questioned information to the FBI. Alternatively, you may send your challenge directly to the FBI by submitting a request via <https://www.edo.cjis.gov>. The FBI will then forward your challenge to the agency that contributed the questioned information and request the agency to verify or correct the challenged entry. Upon receipt of an official communication from that agency, the FBI will make any necessary changes/corrections to your record in accordance with the information supplied by that agency. (See 28 CFR 16.30 through 16.34.)
- You have the right to expect that officials receiving the results of the criminal history record check will use it only for authorized purposes and will not retain or disseminate it in violation of federal statute, regulation or executive order, or rule, procedure or standard established by the National Crime Prevention and Privacy Compact Council.<sup>3</sup>

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<sup>1</sup> Written notification includes electronic notification, but excludes oral notification.

<sup>2</sup> <https://www.fbi.gov/services/cjis/compact-council/privacy-act-statement>

<sup>3</sup> See 5 U.S.C. 552a(b); 28 U.S.C. 534(b); 34 U.S.C. § 40316 (formerly cited as 42 U.S.C. § 14616), Article IV(c); 28 CFR 20.21(c), 20.33(d) and 906.2(d).



**What do I need to apply for a concealed pistol license?**

- Bring a photo ID such as a valid state driver license or ID card.
- Bring your permanent resident card if you are a permanent resident alien.
- If you have an alien firearms license, bring your original passport and United States issued alien number or admission number.
- Bring your original certificate of rehabilitation or firearms restoration orders, if applicable.

**How much does it cost for a concealed pistol license?**

- Original license – \$36
- Renewal license – \$32
- Late renewal license – \$42
- Replacement license – \$10

Plus background check fees. All fees are non-refundable.

**Do I need to get a fingerprint or background check?**

- Yes. The law enforcement agency will take your fingerprints and conduct a background check before they issue an original CPL.
- The background check process will usually be completed within 30 days from the date you apply.
- If you do not have a valid Washington driver license or Washington state identification card or have not been a resident of Washington state for the prior 90 consecutive days, then the process may take up to 60 days.

**Are there any other requirements?**

**Yes.** Your application can be denied if:

- You have a concealed pistol license in a revoked status
- You are under 21 years of age
- You are subject to a court order or injunction concerning the possession of firearms
- You are free on bond or personal recognizance pending trial, appeal, or sentencing for a felony offense
- You have an outstanding warrant for your arrest from any court of competent jurisdiction for a felony or misdemeanor
- You have been ordered to forfeit a firearm within one year before filing a concealed pistol license application

**Who do I contact if I have any questions?**

- Contact your local law enforcement agency or county sheriff's office.

**CAUTION: Although state and local laws do not differ, federal law and state law on the possession of firearms differ. If you are prohibited by federal law from possessing a firearm, you may be prosecuted in federal court. A state license is not a defense to federal prosecution.**

Local law enforcement use only		
Database	Date	Checked by _____
<input type="checkbox"/> NICS	_____	_____
<input type="checkbox"/> WACIC/NCIC	_____	_____
<input type="checkbox"/> Warrant file	_____	_____
<input type="checkbox"/> DOL firearms file	_____	_____
<input type="checkbox"/> DSHS	_____	_____
<input type="checkbox"/> Local check	_____	_____
<input type="checkbox"/> Fingerprints (original application only)	_____	_____
<input type="checkbox"/> Approved <input type="checkbox"/> Denied	By _____	Date _____