

To Apply For A Concealed Pistol License: (Effective February, 2015)

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.) You must also sign and date the page titled Notice – Concealed Pistol License Applicants. It is pertaining to the September 30, 1996 change in the federal firearms law. 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 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 - \$50.75 (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 \$36.00, plus an additional \$14.75 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.