

INSTRUCTIONS TO APPLICANT

READ CAREFULLY

State of Oregon Concealed Handgun License
Issued by Benton County Sheriff's Office

ORIGINAL PERMIT

The following must be in your envelope when you turn it in:

- 1. APPLICATION FORM, FILLED OUT AND SIGNED**
- 2. FEE: \$65.00 – (4-Year License)**
Make check payable to Benton County Sheriff's Office in the amount of \$65.00
Cash will also be accepted
- 3. FINGERPRINT CARD**
One Fingerprint Card required. Fingerprints are taken on the second floor of the Law Enforcement Center (enter at the Adult Parole & Probation door) on any Wednesday evening between 7:00 – 8:00 PM. Inform the person taking your fingerprints that you are applying for a License to Carry a Concealed Handgun. No additional fees will be collected from you. Top of fingerprint card must be filled out and signed.
- 4. COPY OF DOCUMENT SHOWING PROOF OF COMPETENCY**
(see second page)
- 5. SIGNED REFERENCES FORM**
- 6. PICTURE – WILL BE TAKEN WHEN YOU TURN IN YOUR COMPLETED APPLICATION>**

You may turn in your application at the following times:

Tuesdays – 10:30 am to 12:30 pm

Thursdays – 12:30 pm to 2:00 pm

RENEWAL PERMIT

Complete the following:

- 1. COMPLETE AND SIGN THE APPLICATION FORM.**
- 2. MAKE A CHECK IN THE AMOUNT OF \$50.00 PAYABLE TO THE BENTON COUNTY SHERIFF'S OFFICE (4-Year License)**
- 3. PICTURE – WILL BE TAKEN WHEN YOU TURN IN YOUR COMPLETED APPLICATION**

You may turn in your application at the following times:

Tuesdays – 10:30 am to 12:30 pm

Thursdays – 12:30 pm to 2:00 pm

PROOF OF COMPETENCE WITH A HANDGUN

YOU MUST BE ABLE TO DEMONSTRATE COMPETENCE BY ANY OF THE METHODS PROVIDED BY LAW AS FOLLOWS:

- A. Completion of any NRA firearms safety or training course if handgun safety was a component of the course.
- B. Completion of any firearms safety or training course or class available to the general public offered by law enforcement, community college, or private or public institution or organization or firearms training school utilizing instructors certified by the NRA or a law enforcement agency if handgun safety was a component of the course.
- C. Completion of any law enforcement firearms safety or training course or class offered for security guards, investigators, reserve law enforcement officers or any other law enforcement officers if handgun safety was a component of the course.
- D. Present evidence of equivalent experience with a handgun through participation in organized shooting competition or military service.
- E. Is licensed or has been licensed to carry a firearm in this state, unless the license has been revoked.
- F. Completion of any firearms training or safety course or class conducted by a firearms instructor certified by a law enforcement agency or the NRA if handgun safety was a component of the course.

Diana Simpson, Sheriff
BENTON COUNTY

ADDITIONAL INFORMATION

Original Permit: Processing as required by law can take up to 45 days.

Renewal Permit: Because prints are not required, processing time will be approximately 2 weeks. Permit will be mailed to you.

If you have questions, please contact our Records Department at 766-6858.

CAUTION: Possession of a Concealed Handgun License does not authorize you to carry a firearm in any federal building, beyond the screening area in an airport, in a courtroom, jury room, judge's chambers or areas adjacent thereto, or any part of a courthouse where the presiding judge has posted notice of such prohibition. If you are apprehended with a weapon on these premises your Concealed Handgun License will be seized and returned to the Sheriff.