



## CONCEALED HANDGUN LICENSE (CHL) INSTRUCTIONS TO APPLICANT

**APPOINTMENTS ARE REQUIRED to submit CHL applications - original and renewal.**

**To schedule an appointment, call 541-766-6606.**

Appointments are available on Tuesdays and Thursdays: 11:30am – 1:00pm  
at the **Law Enforcement Center, 2<sup>nd</sup> Floor**, 180 NW 5<sup>th</sup> Street, Corvallis

**ORIGINAL LICENSE:** If you are applying for an original license, bring the following items...

- FEE: \$65.00.** Make your check out in the amount of \$65.00 to the Benton County Sheriff's Office. Cash is also accepted; *exact change required*. This is the fee for a 4-year original license.
- APPLICATION FORM.** Must be completely filled out, legible and signed.
- SIGNED REFERENCE SHEET.** Have two character references complete and sign the "Concealed Handgun License Required References" form.
- COPY OF DOCUMENT SHOWING PROOF OF COMPETENCY.** See the reverse side for a list of ways to demonstrate competence with a handgun.
- PROOF OF BENTON COUNTY RESIDENCY.** Oregon Driver's License or document showing you currently lease or own property in Benton County or other document as described in ORS 166.291(9).
- PROOF OF CITIZENSHIP.** Birth certificate, passport or appropriate INS (Immigration and Naturalization Service) forms.
- FINGERPRINTS.** Your fingerprints will be taken during your application appointment. If you have recently been fingerprinted for your CHL, bring that fingerprint card with you.

A picture of you will be taken when you turn in your completed application.

**RENEWAL LICENSE:** If you are applying for a renewal license, bring the following items...

- FEE: \$50.00.** Make your check out in the amount of \$50.00 to the Benton County Sheriff's Office. Cash is also accepted; *exact change required*. This is the fee for a 4-year renewal license.
- APPLICATION FORM.** Must be completely filled out, legible and signed.
- PROOF OF BENTON COUNTY RESIDENCY.** Oregon Driver's License or document showing you currently lease or own property in Benton County or other document as described in ORS 166.291(9).
- PROOF OF CITIZENSHIP.** Birth certificate, passport or appropriate INS forms.

A picture of you will be taken when you turn in your completed application.

**NOTE:** If you are renewing an **EXPIRED** license, you will **also** need to bring:

- Your expired Benton County Concealed Handgun License, and
- A signed Reference Sheet with two character references.

**PROOF OF COMPETENCE WITH A HANDGUN:**

***You must be able to demonstrate competence with a handgun 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.

[ORS 166.291]

A number of local businesses offer firearms safety courses that meet this requirement and can be found through an internet search. The Benton County Sheriff’s Office cannot recommend one course over any other. Additionally, the Oregon State Sheriff’s Association (OSSA) has created an online class that meets this requirement and can be found at <http://oregonchl.org/>.

**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 prohibitions. If you are apprehended with a weapon on these premises, your Concealed Handgun License will be seized and returned to the Sheriff.***



Benton County Sheriff's Office

180 NW 5th St
Corvallis, OR 97330

(541) 766-6858
FAX (541) 766-6011

APPLICATION FOR LICENSE TO CARRY CONCEALED HANDGUN

Table with 2 columns: License Type and Fee. Rows include Original License (\$65.00), License Renewal (\$50.00), License Transfer (\$15.00), and Change of Address, Lost or Stolen (\$15.00).

Full Legal Name Last First Middle
Other Names Used Last First Middle

PLEASE READ CAREFULLY

I hereby declare as follows: (Check each box that applies)

Declaration form with 13 checkboxes and corresponding statements regarding citizenship, age, criminal history, and legal status.

Age Birthdate Birthplace State
Social security number
Height ft. in. Weight Hair Color Eye Color Sex
Current Address: Street
City State Zip Phone
Mailing address (if different)

**APPLICATION FOR LICENSE TO CARRY CONCEALED HANDGUN (CHL), continued**

List residence addresses for the past three years if different from present address:

Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

List all states in which you have resided as an adult (18 years and older)

\_\_\_\_\_

***I have read the entire text of this application, and the statements therein are true and correct. Making false statements on this application is a misdemeanor.***

I understand that I will be photographed and/or fingerprinted.

Signature of Applicant: \_\_\_\_\_

Date: \_\_\_\_\_

**SPACE BELOW FOR OFFICIAL USE ONLY**

Proof of Identification: *Two pieces of ID are required, one of which must bear the photograph of the applicant.*

Type		Number	
Type		Number	

Proof of Citizenship:  Birth Certificate  Passport  Other: \_\_\_\_\_

Competency with Handgun Documentation	Approved Course	<input type="checkbox"/>
	Military Service	<input type="checkbox"/>
	Concealed Handgun License	<input type="checkbox"/>

**LICENSE APPROVED**

**LICENSE DENIED**

BY: \_\_\_\_\_

Date Issued		Fee Paid		License #	
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Expiration Date	
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**CONCEALED HANDGUN LICENSE  
REQUIRED REFERENCES**

*(This reference sheet must be turned in with your application)*

<b>Original License</b>	Two character references are required. Please have your references sign the statements and print their names and addresses in the indicated spaces below.
<b>Renewal License</b>	<b>References are required if your license has expired.</b>

Applicant Name: \_\_\_\_\_

I agree to be a character reference for the above individual and know of no reason why this license should not be issued.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print name and address:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I agree to be a character reference for the above individual and know of no reason why this license should not be issued.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print name and address:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_