



Walla Walla Police Department

Concealed Pistol License Instruction Sheet

1. **COMPLETE ONLY IF YOU LIVE INSIDE THE CITY LIMITS OF WALLA WALLA OR YOU ARE AN OUT OF STATE RESIDENT.**

- If you live outside the city limits of Walla Walla, but live in Washington State, you will need to apply at the jurisdiction in which you reside.

2. You must be fingerprinted before we can begin processing the application. Fingerprinting is done at the Walla Walla County Jail on the corner of 5th & Alder. The cost for fingerprinting is \$4.00 (cash only, exact change only) payable at the County Jail. **Please make sure you bring this form with you and present it to the jail staff employee taking your fingerprints.** With the exception of your signature, PLEASE DO NOT FILL OUT THE FINGERPRINT CARDS. Either the jail staff or we will type in your information.

Fingerprinting Hours:

8:30 A.M. - 11:30 A.M. & 12:30 P.M. - 4:30 P.M Tuesday – Saturday

3. Complete the attached application forms (first three pages.)

4. What to bring back to the Walla Walla Police Department:

- Fingerprint cards signed by you and the Jail Officer taking your prints
- Completed and signed application packet
- Valid Driver’s License or state ID card
 - If your identification lists a different address other than the one you provided on the application, you are required to bring in proof of your address, such as a copy of your water bill that includes your name and address.
- Proof of 90 consecutive days of residency in Washington State
- Cash or check made payable to the Walla Walla Police Department
 - **\$46.75** for a new CPL
 - **\$46.75** for a CPL that is expired more than 90 days. (Treat as a new CPL, including fingerprint cards.)
 - We are unable to accept \$100 bills

5. The process normally takes approximately 30 days



*******COUNTY JAIL STAFF*******

Walla Walla PD ORI: WA0360100
 Fingerprint reason: Concealed Pistol License Applicant

Signature of official taking the fingerprints

Date

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 to apply?

- The non-refundable fee is \$50.75 and can be paid by cash, check, or money order payable to the law enforcement agency where you are getting your license.

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"/> WASIS/NCIC III	_____	_____
<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"/> Approved <input type="checkbox"/> Denied		By _____ Date _____