



**Walla Walla Police Department  
New Concealed Pistol License Instruction Sheet**

**1. Complete attached application**

- Complete application if you live in the city limits of Walla Walla or you are an out of state resident.
- If you live outside of the city limits of Walla Walla, but live in Washington State, you will need to apply at the jurisdiction in which you reside.

**2. Make an Appointment to be Fingerprinted**

- All new applicants must be fingerprinted before we can begin processing the application. Fingerprinting is done at the WWPD by appointment. **Please call 509-527-4434 and select option 1 to set up your appointment.**
- Fingerprinting at the WWPD is done by appointment on Tuesday, Wednesday, and Thursday between 2:30pm and 3:30pm.

**3. Submit Your Application**

- You will submit your application and payment when you come in for your fingerprinting appointment at the WWPD.
- What to bring:
  - Complete 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. It is suggested that you update your address information online with the WA State DOL at:  
<http://www.dol.wa.gov/driverslicense/addresschange.html>
- Proof of 90 consecutive days of residency in Washington State
- Cash or check made payable to the Walla Walla Police Department
  - \$49.25 for a new CPL
  - \$49.25 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**

**4. The process takes approximately 30 days.**



\*\*\*\*\* WWPD Staff \*\*\*\*\*



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

Signature of official taking the fingerprints

Date

# 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

## **Disclosure of Social Security Number is VOLUNTARY FD-258 Fingerprint Card States**

Requires that Federal, State, or local government agencies inform individuals whose social security number is requested whether such disclosure is mandatory or voluntary, basis of authority for such solicitation and uses which will be made of it.

## AGENCY PRIVACY REQUIREMENTS FOR NONCRIMINAL JUSTICE APPLICANTS

Authorized governmental and non-governmental agencies/officials that conduct a national fingerprint-based criminal history record check on an applicant for a noncriminal justice purpose (such as employment or a license, immigration or naturalization matter, security clearance, or adoption) are obligated to ensure the applicant is provided certain notices and that the results of the check are handled in a manner that protects the applicant's privacy. All notices must be provided 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), Section 50.12, among other authorities.

- Officials must ensure that each applicant receives an adequate written FBI Privacy Act Statement (dated 2013 or later) when the applicant submits his/her fingerprints and associated personal information.<sup>2</sup>
- Officials must advise all applicants in writing that procedures for obtaining a change, correction, or update of an FBI criminal history record are set forth at 28 CFR 16.34. Information regarding this process may be found at <https://www.fbi.gov/services/cjis/identity-history-summary-checks> and <https://www.edo.cjis.gov>.
- Officials must provide the applicant the opportunity to complete or challenge the accuracy of the information in the FBI criminal history record.
- Officials should not deny the employment, license, or other benefit based on information in the FBI criminal history record until the applicant has been afforded a reasonable time to correct or complete the record or has declined to do so.
- Officials must use the FBI criminal history record for authorized purposes only and cannot 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>

The FBI has no objection to officials providing a copy of the applicant's FBI criminal history record to the applicant for review and possible challenge when the record was obtained based on positive fingerprint identification. If agency policy permits, this courtesy will save the applicant the time and additional FBI fee to obtain his/her record directly from the FBI by following the procedures found at 28 CFR 16.30 through 16.34. It will also allow the officials to make a more timely determination of the applicant's suitability.

Each agency should establish and document the process/procedures it utilizes for how/when it gives the applicant the FBI Privacy Act Statement, the 28 CFR 50.12 notice, and the opportunity to correct his/her record. Such documentation will assist State and/or FBI auditors during periodic compliance reviews on use of FBI criminal history records for noncriminal justice purposes.

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

<sup>2</sup> See <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), 50.12(b) 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 + \*\*\$13.25= **\$49.25**
- 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	Completed/Received	Initials
<input type="checkbox"/> WACIC/NCIC_____	_____	_____	_____
<input type="checkbox"/> DOL Firearms_____	_____	_____	_____
<input type="checkbox"/> Local MH CWCOMP_____	_____	_____	_____
<input type="checkbox"/> State MH DSHS_____	_____	_____	_____
<input type="checkbox"/> DAPS Firearms Online_____	_____	_____	_____
<input type="checkbox"/> Fingerprints_____	_____	_____	_____
<input type="checkbox"/> Local CPL Entry_____	_____	_____	_____
<input type="checkbox"/> Local Database_____	_____	_____	_____
<input type="checkbox"/> Check Court Database_____	_____	_____	_____
<input type="checkbox"/> NICS (QNP)_____	_____	_____	_____
<input type="checkbox"/> YOUNG CO IIIA PUD_____	_____	_____	_____
<input type="checkbox"/> Approved <input type="checkbox"/> Denied   By _____			Date _____