



Fairfax Police Department

CWP Application Checklist

The information below will assist you with your application process to ensure the completion of specific documents/processes. Please refer to the Fairfax Police Department Policy 218 and DOJ application packet for a complete and comprehensive explanation of procedures and requirements. We are not obligated and will not return incomplete applications.

PHASE 1: To be submitted/completed

- Investigator interview
- DOJ Application
- Proof of Residence (i.e. utility bill or other)
- Check made payable to California Department of Justice (DOJ) for \$93.00
- Check made payable to Town of Fairfax \$28.60 (\$18.60 is 20% of DOJ fee \$10 is CWP License)
- LiveScan Fingerprinting (there is a DOJ fee determined at time of printing + Town of Fairfax Fee of \$20.00)
- Two Passport size photo's
- Three signed character reference letters (not relatives)
- Proof of ownership of each firearm to be licensed

PHASE 2:

- Chief or designee interview
- Psychological exam (Fee not to exceed \$150 paid directly to Doctor)
- Course of Training that complies with PC 26155 (at applicants' expense)
- Submit all firearms to Rangemaster that is to be licensed or to authorized gunsmith
- Complete firearms safety/proficiency exam with rangemaster or provide proof of successful completion of another dept approved firearms safety/proficiency exam (cost is at applicant's expense)

RENEWAL CHECKLIST:

- Verify all information submitted in original application (under penalty of perjury)
- Complete dept approved training course pursuant to PC 26165
- Submit any firearms for license renewal for safety inspection.
- Pay nonrefundable renewal application fee to DOJ \$52.00
- Pay to Town of Fairfax \$25.00 Administration Fee

Note:

Any need to replace a CWP license requires a \$15 processing fee

Applicants name, city of residence and status of CWP are subject to California Public Records Act Request disclosure.