

## CARRY CONCEALED WEAPONS LAW

The following information has been provided by the Portage County Sheriff's Department to assist you in obtaining your "Concealed Carry License." Listed below are the minimum requirements for training which will enable you to apply for your Concealed License.

Please take the time to read the information below, and if you have any questions, there is a phone number provided so that someone from the staff may assist you.

1. You must first obtain the twelve (12) hours of weapons proficiency training as required by law. (Check with local sporting goods stores, gun clubs or colleges). This course is not offered by the Portage County Sheriff's Office.
2. Please make sure that the instructor(s) offering the weapons training have a certificate from the National Rifle Association (NRA) or the Ohio Police Officer Training Academy (OPOTA) and are certified as instructors to teach firearms training. Ask to see their credentials and certification.
3. Upon successful completion of the training and your receipt of a firearm's training certificate of training entity, the applicant must obtain a "CCW APPLICATION FORM" and the "OHIO CONCEALED CARRY LAW PAMPHLET" as prepared by the Ohio Attorney General's Office. The application forms and pamphlets are available at the reception desk of the Portage County Sheriff's Office, Monday through Friday 8:00 AM to 4:00 PM or on the Attorney General's website at <http://www.ag.state.oh.us> or the Portage County Sheriff's Office website at <http://www.co.portage.oh.us/sheriff.htm>
4. CCW applications are processed at the Portage County Sheriff's Office, 8240 Infirmary Rd., Ravenna, Ohio. Applicants may walk-in for processing from 9:00a.m. to 3:00 p.m., Monday thru Friday (except for holidays). However, applicants are encouraged to call ahead and schedule an appointment to have their application processed. Those individuals with appointments will have priority over walk ins. APPLICATIONS MUST BE COMPLETED PRIOR TO A PERSON BEING PROCESSED.
5. You must have the following items when coming to the Portage County Sheriff's Office to process your application for a Carrying Concealed Weapons Permit:
  - a. Your completed application form.
  - b. "Original copy" of your firearms training certificate. (no photo copies will be accepted)
  - c. Current photo identification (i.e. driver's license, state identification id). Passport size color photo taken within the last thirty days. (Affixed to your application)
  - d. One of the following methods of payment for the NON-REFUNDABLE APPLICATION FEE: a money order, cashier's check, certified bank check or cash in the amount of \$67.00 made payable to the "Portage County Treasurer". SORRY, WE CANNOT ACCEPT PERSONAL CHECKS OR BUSINESS CHECKS. If you have lived in the state of Ohio for less than five years, the fee is \$91.00
6. Only one applicant can be processed at a time, and their completed application, and method of payment will be reviewed for completeness and accuracy. Your fingerprints will be obtained through the WebCheck system and sent electronically to the bureau of Criminal Investigation & Identification for a background check.

7. The applicant will provide all the necessary information to conduct the required background investigation by the Sheriff's Office. You will then be notified as outlined, of the next step in the process.
8. Within forty-five days (45) you will either have received your license in the mail, or a letter to advise you if your application has been denied and the reason for the denial. The appeal process will also be explained in the certified letter to the applicant if the application is denied.

**PLEASE, DO NOT BRING ANY FIREARMS INTO THE SHERIFF'S OFFICE!**

If further assistance is needed, please contact the Sheriff's at (330) 678-7012

## **Carry Concealed Weapons CCW License**

What you will need to do to apply for a CCW license:

- ❖ Complete a 12 hour CCW certified course (10 hours classroom, 2 hours gun range)
- ❖ Completed CCW application (applications available on our web-site or Sheriff's Office)
- ❖ Recent passport photo (you may have those taken at any Walgreen, Post Office, CVS, Rite-Aid, and BMV)
- ❖ Valid Drivers License
- ❖ Call the Sheriff's Office to schedule an appointment
- ❖ CCW applications are processed between the hours of 9:00 AM – 3:00 PM, Monday through Friday. Walk-in's are accepted, but a scheduled appointment is highly recommended.

The cost of a CCW License:

- ❖ \$67.00 New Issue, Resident for more than 5 years
- ❖ \$91.00 New Issue, Resident for less than 5 years & FBI fee
- ❖ \$50.00 Renewal, Resident for more than 5 years
- ❖ \$74.00 Renewal, Resident for less than 5 years

Portage County Sheriff's Office ~ 8240 Infirmary Road ~ Ravenna, Ohio 44266  
Phone: 330-678-7012 ~ Fax: (330) 298-2110 ~ <http://www.co.portage.oh.us>