

Concealed Weapons Permit Applications

Please use the following lists as checklists when applying for your permit:

First-Time Applicants:

This is what you are required to submit when applying for your first Concealed Weapons Permit:

1. Completed Form SP-248 (7-1-2011). **No** prior versions of this form will be accepted. **All four** pages must be submitted with application.*
2. Self-addressed stamped envelope
3. Copy of Certificate from your gun safety course (or military DD214)*
4. Notarized application
5. \$50 check or money order made payable to "Circuit Court Clerk"
6. If applicable, list all previous addresses within the past 5 years

* Note: If you have not had gun safety training, try calling a gun dealer such as Green Top or DeGoff's, etc.

Renewal Applicants:

This is what you are required to submit when renewing your Concealed Weapons Permit:

1. Completed Form SP-248 (7-1-2011). **No** prior versions of this form will be accepted. **All four** pages must be submitted with application.*
2. Self-addressed stamped envelope
3. Copy of your current/expiring permit
4. Notarized application
5. \$50 check or money order made payable to "Circuit Court Clerk"
6. If applicable, list all previous addresses within the past 5 years

You must apply for your permit in the County in which you reside.

Mail your application and all other required documentation to:

The Hanover County Sheriff's Office
P.O. Box 40
Hanover, VA 23069

Or you may deliver your application and other required documentation to the Hanover Sheriff's Office at 7522 County Complex Road, located in the Vaughan-Bradley Law Enforcement Building in the Hanover County Government Center. You may call (804) 365-6110 if you need directions or have any questions.

Processing usually takes at least six weeks. If approved, your permit will be mailed to you in the self-addressed envelope that you provided.

*LINK TO THE VIRGINIA STATE PLICE WEBSITE FOR APPLICATION REQUIRED:

<http://www.vsp.state.va.us/FormsPublications.shtm>