

# CONCEALED HANDGUN LICENSE

## Deschutes County Sheriff's Office General Information Guide

### **You must be at least 21 years of age.**

Your principle residence (own or rent) must be in **Deschutes County** to be eligible for a concealed handgun license. Provide proof of residency by showing a **valid Oregon Drivers License at the time of application or documentation that you own or lease property in Deschutes County.**

Pass a background check. The purpose of the background check is to verify that all required paperwork has been completed. In addition, if the applicant meets all criteria specified, the sheriff may deny a concealed handgun license if the sheriff has reasonable grounds to believe that the applicant has been or is reasonably likely to be a danger to self or others, or to the community at large, as a result of the applicant's mental or psychological state, as demonstrated by past pattern of behavior or participation in incidents involving unlawful violence or threats of unlawful violence (ORS 166.293 (2)). A criminal record check, including the National Crime Information Center (NCIC), a driving record check with the Oregon Department of Motor Vehicles, a check with the Oregon Department of Corrections, and a mental health check will be completed.

Pay **non-refundable** processing fee to cover the costs associated with the fingerprinting and background checks. This fee is due upon submission of the completed application.

**Failure to follow the required procedures will result in an incomplete application which can not be accepted.**

**In addition, at the time of application, you must be able to demonstrate firearms competence by any one of the methods provided by law below:**

1. Completion of any N.R.A. firearms safety or training course, if handgun safety was a component of the course.
2. Completion of any firearms safety or training course or class available to the general public offered by law enforcement, community college, private or public instruction, or organization or firearm training school utilizing instructors certified by the N.R.A. or law enforcement agency, if handgun safety was a component of the course.
3. Completion of any law enforcement firearms safety or training course or class offered for security personnel, investigators, reserve law enforcement officers or any other law enforcement officer if handgun safety was a component of the course.
4. Present evidence of equivalent experience with a handgun through participation in organized shooting competition or military service.
5. Proof you are licensed or have been licensed to carry a firearm in this state, unless the license has been revoked.
6. Completion of any firearms training or safety course or class conducted by a firearms instructor certified by a law enforcement agency or the NRA if handgun safety is a component of the course.

### Frequently Asked Questions

#### How long does it take to get my permit?

ORS 166.292 states that the Sheriff's Office has 45 days from the date of application to approve or deny an application. We will mail either the permit or a letter stating reasons for denial within that time.

#### How long is the permit valid?

The permit is valid for four (4) years from the date of issuance, unless cancelled or revoked during that time. A renewal notice will be sent to you for your convenience.

#### What do I do if I move?

ORS 807.110(3) requires a DMV license to contain the residence address of the person to whom the license is issued. You are required to change your CHL address within the same 30 days of moving. Failure to do so could result in revocation.

If you have moved to or within Deschutes County, you must change your address with DMV prior to changing your CHL address. You will be asked to bring in your Valid Oregon Driver's License that reflects your new address.

If you move out of Deschutes County, you must apply for a new permit in the county which you reside.



Deschutes County Sheriff's Office

63333 W. Highway 20, Bend, OR 97703

**An appointment is required**

**Appointments available**

**Monday through Friday**

**9:00 a.m. to 4:00 p.m.**

**Follow link to online calendar  
([sheriff.deschutes.org](http://sheriff.deschutes.org)) or call 541-383-4425 to  
schedule your appointment**

# New Application Process

**Fees are Non-Refundable.**

**You must follow the instructions below and bring the following items to your appointment. If any of these items are not with you, your application will not be processed and your appointment will be rescheduled.**

At the time of your appointment, bring with you.

1. A new application dated the day of your appointment.
2. A valid Oregon Drivers License showing an address in Deschutes County to prove residency.
3. A stamped, self-addressed business size envelope.
4. Cash, check, debit card (\$1.00 processing fee) or money order in the amount of: **\$115.00**. If bringing cash, please bring the exact amount.
5. Proof of firearms training or your current concealed handgun license.
6. **All applicants must provide proof of U.S. Citizenship.** (NOTE: do not mail documents; bring them to your appointment.) **A work permit or a legal resident alien card do not meet this requirement.**

Methods that can prove your citizenship status include:

- a) A valid original U.S. Passport
- b) Certificate of Citizenship
- c) FFS240 (Foreign Service Document) issued at birth

Methods that can prove your citizenship status include (continued):

- d) Original certified copy of U.S. Birth Certificate
- e) Original Naturalized Citizenship Certificate

**No photocopies will be accepted for any of the above documents.**

**PLEASE NOTE:** You will be fingerprinted and photographed during your appointment. In addition, a thorough background check will be conducted prior to your license being issued or denied.

**In addition, at the time of application, you must be able to demonstrate firearms competence by any one of the methods listed below as provided by law:**

1. Completion of any N.R.A. firearms safety or training course, if handgun safety was a component of the course.
2. Completion of any firearms safety or training course or class available to the general public offered by law enforcement, community college, private or public instruction, or organization or firearm training school utilizing instructors certified by the N.R.A. or law enforcement agency, if handgun safety was a component of the course.

3. Completion of any law enforcement firearms safety or training course or class offered for security personnel, investigators, reserve law enforcement officers or any other law enforcement officer if handgun safety was a component of the course.
4. Present evidence of equivalent experience with a handgun through participation in organized shooting competition or military service.
5. Proof you are licensed or have been licensed to carry a firearm in this state, unless the license has been revoked.
6. Completion of any firearms training or safety course or class conducted by a firearms instructor certified by a law enforcement agency or the N.R.A. if handgun safety is a component of the course.
7. Military documents stating training with a handgun or pistol, must be specific.

**FEE TABLE:**

New Permit.....	\$115.00
Renewal License.....	\$75.00
Address change.....	\$15.00
Replacement.....	\$15.00
Transfer.....	\$15.00
Transfer & Renewal.....	\$75.00

[Appointment Procedure](#)

Go online to the Deschutes County Sheriff's Office website ([sheriff.deschutes.org](http://sheriff.deschutes.org)) and follow the link to the online calendar or call 541-383-4425

# Renewal Process

You **do not need to schedule an appointment** to renew your Deschutes County Sheriff's Office CHL permit—even if it is expired.

Reminder: **Renewal fees are only \$75.00**

**A renewal notice will be mailed to you if you have a current CHL.**

Within 90 days prior to the expiration of your permit, you may request to renew your CHL. **However, your new expiration date will be the date we process your application. A new application is necessary for all renewals.** Your renewed CHL is valid for four (4) years unless cancelled or revoked during that time. **Fees are non-refundable.**

**Please bring the following with you to the Main Sheriff's Office**

**Located at:**

**Deschutes County Sheriff's Office  
63333 West Highway 20, Bend, OR 97703**

**During these times:**

**Monday through Thursday  
between the hours of 9:00 a.m. and 11:30 a.m.  
or 1:30 p.m. and 4:00 p.m.**

1. A new application dated the day you drop it off
2. Bring proof of U.S. Citizenship - original and valid U.S. Passport or an original Birth Certificate or an original certified copy of your Birth Certificate (see #6 on page 2 of New Application Process)
3. Bring a **Valid** Oregon Driver's License with your current Deschutes County address
4. Payment: we prefer a check made payable to "DCSO" in the amount of \$75.00. Alternate payment can be cash (EXACT Cash only) or Debit card (\$1.00 service fee). Please note: **Fees are non-refundable.**
5. A stamped, self-addressed business size (#10) envelope
6. Your current CHL permit

**NOTE: No photocopies will be accepted for any of the above documents.**

- ◆ We will make a copy of your proof of citizenship and return it to you.
- ◆ Your renewed permit will be mailed to you within two weeks of the date you drop off our application.

**Failure to follow the required procedures stated above will result in an incomplete application which cannot be accepted.**

# Transfer Process

You **need to schedule an appointment** to transfer your permit to Deschutes County. Please follow the link to the online calendar or call 541-383-4425 to schedule your appointment

- ◆ We will make a copy of your proof of citizenship and return it to you.
- ◆ You will receive your new permit at the time of your appointment.

***You must follow the instructions below and bring the following with you to the Main Sheriff's Office for your appointment. If any of these items are not with you, your application will not be processed and your appointment will be rescheduled***

1. A new application dated the day of your appointment
2. A valid Oregon Drivers License showing an address in Deschutes County to prove residency.
3. Your CHL permit from the county you are transferring from.
4. All applicants must provide proof of U.S. Citizenship. **A work permit or a legal resident alien card do not meet this requirement.** Methods that can prove your citizenship status include:
  - A. A valid original U.S. Passport
  - B. Original Birth Certificate
  - C. Original Certified Birth Certificate
  - D. Original Naturalized Citizenship Certificate
  - E. Original Certificate of Citizenship
  - F. Original FFS240 (Foreign Service Document) issued at birth
5. Payment: we prefer a check payable to "DCSO". Alternate payment can be cash (exact cash only) or a Debit Card (\$1.00 service fee). **Please note: Fees are non-refundable.**
  - A. If you are just transferring your permit, the fee is \$15.00
  - B. If you are transferring and renewing your permit, then the fee is \$75.00

***NOTICE: You will be photographed during your appointment. In addition, a thorough background check will be conducted prior to your license being issued.***

**Failure to follow the required procedures stated above will result in an incomplete application which cannot be accepted.**



DESCHUTES COUNTY SHERIFF'S OFFICE

L. Shane Nelson, Sheriff
63333 W. Highway 20, Bend, OR 97703
Phone: 541-383-4425

APPLICATION FOR LICENSE TO CARRY CONCEALED HANDGUN

New Application Renewal Transfer County Expiration Date:

PRINT FULL LEGAL NAME

First FULL Middle Last

Other Names Used (Maiden, etc.)

Current Residential Street Address:

Mailing Address (if different than street address):

Address:

Address:

City: State:

City: State:

Zip Code: How Long?

Zip Code:

NOTE: Your Oregon Driver's License/ID card must reflect your current Deschutes County Address

List other states you have resided in as an adult:

Home Phone Number or Message Number: Work Phone Number:

Employer:

Address: Occupation:

(If self-employed, state type of business)

Date of Birth: Age: Height: Weight: Eye Color Hair Color:

Social Security Number: (Disclosure of your social security # is voluntary. Solicitation of the number is authorized under ORS 166.291(3)(a). It will be used only as a means of identification.)

State of Birth (or Foreign Country): Race: Sex:

All applicants must provide proof of U.S. Citizenship (please refer to "General Information Guide" for acceptable documents.)

PLEASE TURN THIS PAGE OVER TO CONTINUE

To be completed by Sheriff's Office Personnel only

Proof of identification: Two pieces of current ID are required, one of which must bear the photograph of the applicant.

1. Type Number

2. Type Number

Handgun competency: Instructor: NRA Number

U.S. Citizenship Documentation No.

Date Processed Initials

Application has been: APPROVED DENIED By Date

**Qualifications:**

You are required to answer the following questions to provide sufficient information to complete a full background check. Failure to answer any question will result in your application being denied as incomplete. Making a false statement in this application may result in prosecution for a misdemeanor and will result in an automatic denial of your application.

True  False I am at least 21 years of age.

True  False  Not applicable I have been discharged from the jurisdiction of the juvenile court for more than four (4) years, if while I was a minor, I was found to be within the jurisdiction of the juvenile court for having committed an act which, if committed by an adult, would constitute a felony or a misdemeanor involving violence, as defined in ORS 166.470.

True  False I have **NEVER** been convicted of a felony. This includes being found guilty of a felony by reason of insanity under ORS 161.295, in the State of Oregon or in any other state.

True  False I have **NOT** been convicted of a misdemeanor within the last four (4) years from the date of this application. This includes being found guilty of a misdemeanor by reason of insanity under ORS 161.295 in the State of Oregon or any other state. (4 years from the date of court conviction, not the date of the arrest.)

True  False There are no outstanding warrants for my arrest **AND** I am not free on any form of pretrial release including diversion. (DUII)

True  False I have **NOT** been committed to the Mental Health and Developmental Disabilities Services Division under ORS 426.130, nor have I been found mentally ill and been prohibited from possessing a firearm because of mental illness. For those previous criminal or mental health conditions that do apply to me, I have been granted relief from the disability under ORS 166.274 or 18 U.S.C. 925(c). Proof of relief must be attached to this application.

1. Have you ever been dishonorably discharged from the United States Armed Forces?  Yes  No

If yes, when? \_\_\_\_\_

2. Have you ever been convicted of an offense (including a violation or infraction) involving controlled substance? A controlled substance is defined under ORS 475.005(6). Examples include, but are not limited to, marijuana, ecstasy, heroin, cocaine, LSD, peyote, or methamphetamine. Alcohol is not a controlled substance.  Yes  No

If yes, when and where? \_\_\_\_\_

\_\_\_\_\_

3. Have you ever been in a court-ordered diversion program related to controlled substance charge including violations and infractions?  Yes  No

If yes, when and where? \_\_\_\_\_

\_\_\_\_\_

4. Are you subject to any type of restraining or stalking order issued by any court?  Yes  No

4a. If you are subject to a restraining or stalking order, please provide information about the order: \_\_\_\_\_

\_\_\_\_\_

5. Have you ever been required to register as a sex offender in any state?  Yes  No

5a. If you answered Yes, what state required you to register? \_\_\_\_\_

5b. Is the requirement to register as a sex offender still in effect?  Yes  No

Explain: \_\_\_\_\_

**Citizenship Documentation:**

*All new and transfer applications must provide documentation of citizenship.*

I am a citizen of the United States and I am providing the following documentation as proof of citizenship.  
Select one: \_\_\_U.S. Birth Certificate \_\_\_U.S. Passport \_\_\_FFS240 (Military Service Foreign Birth) \_\_\_Naturalization

I am a legal resident alien who can document continuous residency in Deschutes County for at least six (6) months; **I have declared in writing to the Immigration and Naturalization Service my intention to become a citizen and I can present proof of receipt (the N-300 or N-400 form) to the Sheriff at the time of this application.** \_\_\_N-300 Form \_\_\_N-400 Form  
I will be eligible to apply for citizenship on: \_\_\_\_\_

**Residency Requirements:**

Please select **one (1)** of the following:

I have a current Oregon driver’s license showing a residence address in Deschutes County, or;

I have documentation showing that I currently own or lease real property in Deschutes County.

List residence addresses and dates for the past three (3) years if different than your current address:

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Dates: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Dates: \_\_\_\_\_

**Address Change Requirements for All Applications:**

*Please initial each:*

Initial \_\_\_\_\_ I understand that I am required to provide the Sheriff’s Office with my current address; ORS 166.291(3) (a).

Initial \_\_\_\_\_ I understand that the fee for a change of address is \$15.00. ORS 166.291(5) (c).

Initial \_\_\_\_\_ I understand that failure to update my address could be grounds for revocation of my Concealed Handgun License.

**References for New Applications Only:**

References are required for New Applications Only. List two character references that are not related to the applicant and not residing at applicant’s address.

1. Name \_\_\_\_\_ Address/City/State/Zip \_\_\_\_\_

Phone Number \_\_\_\_\_

2. Name \_\_\_\_\_ Address/City/State/Zip \_\_\_\_\_

Phone Number \_\_\_\_\_

**All payments are Non-Refundable**

ATTENTION: Oregon law prohibits the issuance of a concealed handgun license to anyone with a felony conviction, a misdemeanor conviction within the last four years, anyone on pretrial release, or anyone subject to a Family Abuse Prevention Act Restraining Order or Stalking Order. Oregon and Federal laws also prohibit a person from owning or possessing a gun if they have had a felony conviction that was reduced to a misdemeanor after completion of probation, any convictions of misdemeanor crimes of domestic violence, or is subject to a court protective order that was issued after a hearing in which the person had an opportunity to participate and restrains the person from harassing, stalking, or threatening an intimate partner or the child of such intimate partner.

Oregon law allows for the denial of a concealed handgun license if you have a history which shows an inclination toward confrontation with others, including neighbors, family members, etc. You may also be denied a concealed handgun license if you have a history of conflict with law enforcement officers, offenses with firearms, documented problems involving alcohol and/or drug abuse. If any of these conditions apply to you and you none the less feel you are eligible for a license, return to this office appropriate documentation, dates and explanation of circumstances including copies of any applicable pardons, certificates of discharge, or court orders surrounding your circumstances for further consideration.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_