



CONCEALED CARRY WEAPON LICENSE PROCESS

California Penal Code Section 26155

INITIAL APPLICATION:

Phase One:

1. Full-time resident living in the City of Scotts Valley. Proof of residency to include the following:
 - a. California Driver's License OR current active military ID and original state ID
 - b. County certified birth certificate or naturalization papers/certificate
 - c. Current utility bill in your name with service address (must be gas, water, electric, or trash)
2. Complete the Standard Application for License to Carry a Concealed Weapon:
 - a. CAL DOJ Form BOF 4012
 - b. Initial the bottom right corner of each page of the application.
 - c. Applicant is to complete section 7
 - d. Sign sections 1, 6, and 8 when instructed upon submittal to this agency
3. Three signed character reference letters from individuals other than relatives.
 - a. Letters shall be mailed directly to Captain Garner at: 1 Civic Center Dr, Scotts Valley, CA 95066
 - b. Letters shall include reference contact to include: Email, Phone, and Address information
4. Proof of ownership and registration of each weapon to license for concealment
5. Complete Pre-Background Interview Form
6. Complete Employment and Residence History Form
7. Complete Live-Scan applicant fingerprinting for CCW application (Fees paid by applicant):
 - a. www.scottsvalleypd.com/fingerprinting
 - b. Take application to Live-Scan agency for processing, submit signed form to this agency
8. Pay the application fee to the Scotts Valley Police Department

If approved, applicant moved to phase two. If denied, the applicant will be notified in writing or by phone.

Phase Two:

1. Participate in a personal history interview
2. If necessary, medical doctor review
3. Psychological examination
4. Two recent passport size photos (2" x 2") of the applicant
5. CCW qualification with all handguns applied for with approved instructor (See approved list)

If approved or denied at the conclusion of phase 2, the applicant will be notified in writing.

Captain Scott Garner

8/29/2022

CONCEALED CARRY WEAPON LICENSE RENEWAL:

Phase One:

1. Must be a full-time resident living in the city limits of Scotts Valley.
2. Complete the Standard Application for License to Carry a Concealed Weapon:
 - a. CAL DOJ Form BOF 4012
 - b. Initial each page of the application.
 - c. Applicant is to complete section 7
 - d. Sign sections 1, 6, and 8 when instructed upon submittal to this agency
3. Three signed character reference letters from individuals other than relatives.
4. Proof of ownership and registration of each weapon to license for concealment
5. Participate in a personal history interview
6. Complete Live-Scan applicant fingerprinting for CCW application (All fees paid by applicant)
7. Pay the application fee to the Scotts Valley Police Department

If approved, applicant moved to phase two. If denied, the applicant will be notified in writing/phone.

Phase Two:

6. Two recent passport size photos (2" x 2") of the applicant
7. If necessary, medical doctor review
8. Psychological examination (If there is evidence to indicate a test is necessary)
9. CCW renewal qualification with all handguns applied for with approved instructor
10. Pay fee (\$52) to CA DOJ (Bureau of Firearms – FLPS, PO Box 160367, Sacramento, CA 95816-0367)

If approved or denied at the conclusion of phase 2, the applicant will be notified in writing.

Fees:

1. The application fees are as follows:
 - a. Initial Application: \$195
 - b. Renewal Application: \$195

Proof of Residency Examples:

1. Mortgage statement
2. Property tax statement
3. Utility bill
4. Cell phone bill
5. Lease/Rental Agreement

Santa Cruz County Live Scan Locations:



Santa Cruz County

Fingerprint / Background Checks (Effective July 13, 2022)



SANTA CRUZ LIVE SCAN

877 Cedar Street, Suite 150
Santa Cruz, CA 95060
Office: 831-621-5041
Mon-Fri, 10:00am-3:00pm
Mobile services offered M-F by Appointment Only
Cash, Check, Money Orders or Credit Cards

The UPS Store / Santa Cruz 831/426-4422
The UPS Store / Capitola 831/462-5909
The UPS Store / Scotts Valley 831/438-7038
The UPS Store / Watsonville 831/728-1919

COUNTY OFFICE OF EDUCATION (LIVE SCAN ONLY)

400 Encinal Street
Santa Cruz, CA 95060
Office: 831-466-5750
Mon-Fri, 8:30-10:00am Appointment Only
Mon-Fri, 1:30-3pm Walk-In
Checks, Money Order

DOJ/FBI fees can vary in price by type of license, certificate or employment that you are applying for.

CABRILLO COLLEGE SHERIFF'S OFFICE (LIVE SCAN & INK PRINTS)

6500 Soquel Drive
Aptos, CA 95008
Office: 831-479-6314
Mon-Fri, 8:00am-2:00pm Walk-In Only
Cash, Checks

