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Sheriff



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Under Sheriff

Obtaining & Maintaining a Concealed Carry Permit in Clay County

If you wish to obtain a concealed carry permit, you must first complete a firearms safety course of least 8 hours in length by a Clay County or State approved CCW Instructor. You can find approved CCW Instructors by searching the internet. Once you located an instructor contact the Sheriff's Office to verify they are an approved instructor.

Once the firearms safety course is completed, the next step is to apply at your local sheriff's office. The application will contain a sworn statement. It hereby affirms the following:

- *I am currently a resident of the State of Missouri; I am a member of the armed forces of the United States of America stationed in the State of Missouri; or I am a spouse of a member of the armed forces of the United States of America stationed in the State of Missouri;*
- *I am a citizen or permanent resident of the United States;*
- *I am at least nineteen years of age, or I am at least eighteen years of age or older and a member of the United States Armed Forces or honorably discharged from the United States Armed Forces;*
- *I have not pled guilty to or been convicted of a crime punishable by imprisonment for a term exceeding one year under the laws of any state or of the United States other than a crime classified as a misdemeanor under the laws of any state and punishable by a term of imprisonment of two years or less that does not involve an explosive weapon, firearm, firearm silencer or gas gun;*
- *I have not been convicted of, pled guilty to, or entered a plea of nolo contendere to one or more misdemeanor offenses involving crimes of violence within a five-year period immediately preceding application for a permit and I have not been convicted to two or more misdemeanor offenses involving driving while under the influence of intoxicating liquor or drugs or the possession or abuse of a controlled substance with-in a five-year period immediately preceding application for a permit;*
- *I am not a fugitive from justice or currently charged in an information or indictment with the commission of a crime punishable by imprisonment for a term exceeding one year under the laws of any state or of the United States other than a crime classified as a misdemeanor under the laws of any state and punishable by a term of imprisonment of two years or less that does not involve an explosive weapon, firearm, firearm silencer or gas gun;*
- *I have not been discharged under dishonorable conditions from the United States Armed Forces;*
- *I am not adjudged mentally incompetent at the time of this application or for five years prior to application, or have not been committed to a mental health facility, as defined in section 632.005 or a similar institution located in another state or that my release or discharge from a facility in this state pursuant to chapter 632, or a similar discharge from a facility in another state, occurred more than five years ago without subsequent recommitment;*

What to bring to Sheriff's Office

- ✓ **A valid Missouri driver's license - If your driver's license does not have your correct address; we will need proof of residency as to a letter or mail with you name on it. It can be rental papers, water, gas bill, etc.**
- ✓ **Copy of your Missouri State Instructor Qualification form (should be provided by your instructor.)**
- ✓ **A money order, cashier's check or exact cash for \$100.00 payable to the Clay County Sheriff's Office (which is non-refundable.) We do not accept debit or credit cards.**

Upon receipt of an application, you will be fingerprinted. Within 3 days, the sheriff is required to request a criminal record check from the Missouri State Highway Patrol and the Federal Bureau of Investigation. The Sheriff has a total of 45 days to issue or denied an application, regardless of whether all background checks have been completed. If an applicant is denied, they may file an appeal in small claims court.

FAQ Concealed Carry Permits

What are the renewal procedures for my Concealed Carry Permit?

A concealed carry permit shall be renewed for a qualified applicant upon receipt of the properly completed renewal application and the required renewal fee by the sheriff of the county of the applicant's residence. The renewal application shall contain the same required information as set forth in subsection 3 of section 571.101, except that in lieu of the fingerprint requirement of subsection 5 of section 571.101 and the firearms training. A concealed carry permit is good for five years from the date of issue. **The applicant need only display his or her current driver's license or nondriver's license containing a concealed carry endorsement. The process for renewing concealed carry endorsements issued prior to August 28, 2013 will be the same as renewing a concealed carry permit, except that the applicant need only display his or her current driver's license or non-driver's license containing the endorsement in lieu of the fingerprint and firearms safety training requirement. CCW permit renewals are processed Monday through Friday from 9am till 3 pm.** The cost to renew a CCW permit is **\$50.00** in **money order** form or exact cash. Please **NO** *personal checks, credit or debit cards*.

There is a grace period of six months to renew your CCW permit, you will be assessed an additional \$10.00 per month passed your CCW permit expiration date. After the 6 month grace period, the applicant is required to undergo another background check and pay the \$100.00 fee.

What should I do if I change my residence?

Any person issued a concealed carry permit that changes their address from one county to another will only need to notify the new sheriff of that jurisdiction. This permit holder has **30 days** to notify the new sheriff after they change their permanent residence. The permit holder shall furnish proof of residency to the new sheriff. The new sheriff shall charge a \$10.00 fee and issue a new permit card. The new sheriff shall notify the old sheriff of the change of address.

What if my Concealed Carry Permit is lost or destroyed?

Any person issued a concealed carry permit pursuant to sections 571.101 to 571.121 shall notify the sheriff of his or her permit holder's county of residence **within seven days** after actual knowledge of the loss or destruction of his or her concealed carry permit. **The permit holder shall furnish a statement to the sheriff that the concealed carry permit has been lost or destroyed.** After notification of the loss or destruction of the concealed carry permit, the sheriff shall reissue a new permit within three working days of being notified by the concealed carry permit holder of its loss or destruction. The new concealed carry permit may contain the same personal information, including expiration date, as the original concealed carry permit. There is a \$10.00 exact cash or money order processing fee for the new concealed carry permit.

What should I do if I change my name?

If a person issued a concealed carry permit changes his or her name, the person to whom the permit was issued shall obtain a corrected concealed carry permit with a change of name from the sheriff who issued such permit. Permit holders shall furnish proof of the name change to the sheriff within **thirty days** of changing his/her name. A concealed carry permit shall be automatically invalid after 30 days if the permit holder has changed his/her name and not notified the sheriff as required. The sheriff will charge a processing fee of \$10.00 exact cash or money order for costs associated with obtaining a corrected or new concealed carry permit.

What if I DON'T update my residence or name change within the state's required time?

A concealed carry permit shall be automatically **invalid after thirty days** if the permit holder has changed his or her name or changed his or her residence and not notified their local sheriff office/department of a change of name or residence.