

Paul C. Vescovo, III
Sheriff



Frank Stathopoulos
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 state approved CCP Instructor. You can find approved Instructors by searching the internet. Once you have located an instructor contact the Sheriff's Office to verify they are an approved Instructor.

Once the firearms safety course has been 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 19 years of age, or I am at least 18 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 plead 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 explosive weapon , firearm, firearm silencer, or gas gun*
- *I have not been convicted of, plead 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 of two or more misdemeanor offenses involving driving while under the influence of intoxicating liquor or drugs or 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 of 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 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;*

Concealed Carry Permits are processed Monday through Friday from 9am to 3 pm

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. (Current water bill, electric bill, rental agreement, 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
- May need birth certificate or documentation of naturalization if not born in the United States

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 which gives access to all open and closed records. The Sheriff has a total of 45 days to issue or deny an application, regardless of whether all background checks have been completed. If your application has been denied, you 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, which we will provide at the time of renewal, and the required renewal fee, by the Sheriff of the county of the applicant's residence. The renewal process includes a background investigation done at the time of renewal. Upon successful completion of all renewal requirements, the Sheriff shall issue a permit which contains the date the permit was renewed. A concealed carry permit is good for five years from the date of issue.

What do I need to bring for a Carry and Conceal Renewal?

- Applicant must bring his or her current driver license or non-driver license containing a CCW endorsement with current address- if your driver's license or non-driver's license does not have your correct address; we will need proof of residency such as; a letter or mail with your name on it. It can be rental papers, water, gas bill, ect.
- A money order, cashier's check or **exact cash** for \$50.00 payable to the Clay County Sheriff's Department. (Which is non-refundable) we do not accept debit or credit cards.

There is a grace period of six months, but there is also a \$10.00 per month late fee assessed by the Sheriff. 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 shall notify the Sheriff's Office of their **new** jurisdiction. The permit holder has **thirty days** to notify the new Sheriff after they change their permanent residence. The permit holder shall furnish proof-of residency to the Sheriff's office of the new jurisdiction. The Sheriff of the new jurisdiction will charge a fee for processing of \$10.00 exact cash or money order.

What if my Concealed Carry Permit is lost or destroyed?

Any person issued a concealed carry permit 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.** 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. 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.