

San Bernardino County Sheriff's Office

CARRY CONCEALED WEAPONS PERMIT

NONRESIDENT APPLICATION

INSTRUCTIONS



SECTION 1

INITIAL APPLICATION INSTRUCTIONS – PLEASE READ THROUGHLY

ATTENTION! THE PROCESSING OF THE APPLICATION MAY BE DELAYED IF YOU DO NOT COMPLY WITH THE ENTIRETY OF INSTRUCTIONS LISTED.

1. You must be a resident of states and U.S. Territories outside of California who can legally own, purchase and possess a firearm capable of being concealed upon your person. Additionally, you shall be a member at the time of submission to one of the following groups:
 - (a) the California Rifle & Pistol Association, Incorporated
 - (b) Gun Owners of America, Inc.,
 - (c) Gun Owners of California, Inc., or
 - (d) The Second Amendment Foundation
2. Complete the Nonresident Standard Application online at:
<https://sbcsd.permitium.com/ccw/start>
3. Obtain copies of the following items to **INCLUDE WITH YOUR APPLICATION SUBMISSION:**
 - Valid State Driver’s License/State ID
 - Proof of Membership
 - A 2x2 Passport Photo
 - Current utility bill in YOUR name with service address which must reflect your current residence (must be gas, water, electricity or trash. We **DO NOT ACCEPT** cable bills, phone/internet bills or “past due” bills).
4. Applications are accepted by **appointment only**. **Nonresident appointments are held virtually, and it is not required for you to come physically into the office.** The assigned investigator will send a link during the scheduled time for you to access the appointment. Moreover, please ensure you are in a location which has minimal noise/distractions as it may disrupt the continuation of the interview,

and the investigator **will have the choice** to reschedule if there is a lack of compliance.

5. When you have obtained all required documentation, fill out the Nonresident Application at <https://sbcsd.permitium.com/ccw/start> and the end of the application will allow you to schedule your appointment date/time. Please keep in mind all scheduled appointments are conducted at Pacific Standard Time (PST) and if you need to reschedule log back into Permitium to do so.
6. Once the interview has been completed, your investigator will continue with their background investigation and will notify you if they require additional information or documentation.

PLEASE KEEP IN MIND THIS IS A NONREFUNDABLE PROCESS AND INCOMPLETE APPLICATIONS WILL BE AT RISK OF BEING WITHDRAWN.

SECTION 2

FINGERPRINTS – BACKGROUND INVESTIGATION

1. The CCW Nonresident application process requires you to submit your fingerprints on an FBI Form FD-258 to satisfy the requirements of Penal Code section 26185. It is imperative for you to complete your fingerprint cards **BEFORE** your appointment as there is a time frame given to our office from the Department of Justice to process the application to ensure there is no withdrawal.
2. Nonresident Applicants should seek out fingerprinting services in their area such as local law enforcement agencies as many of them provide hard card fingerprinting. It is recommended applicants seek out their state fingerprinting

authority for a list of providers that provide hard card services. **THE CARD MUST BE ON CARDSTOCK TO AVOID PROCESSING ISSUES AND YOU MUST SEND IN A TOTAL OF 2 FINGERPRINTS CARDS.**

3. The required fields for FBI Form FD-258 are: Name, Originating Agency Identifier (ORI #: CA0360000), Agency Name (SBCSD) and Address, Date of Birth, Place of Birth, Sex, Miscellaneous No. (must provide Driver's License or Identification Number), Signature of Person Fingerprinted, Signature of Official Taking Fingerprints, date fingerprinted, reason fingerprinted (list CCW Applicant Type: Standard or Judicial and the type of license: Concealed Weapon License), and proper completion of fingerprint impression boxes.
4. Once complete, Nonresident Applicants must mail the completed FBI Form FD-258 to:

ATTN CCW
SAN BERNARDINO COUNTY SHERIFF'S OFFICE
P.O. BOX 569
SAN BERNARDINO CA 92402

- An example of an FBI Form FD-258 is below. For information on fingerprints, please visit: <https://oag.ca.gov/fingerprints/agencies>.
(This is just an example of the form, but the actual document MUST BE on cardstock.)

FBI Form FD-258 Example:

| | | | | | | | | | | | | | |
|--|--|---|--|--|--|---------------------------|--|---|--|---------------------------------|--|---|--|
| APPLICANT <small>* See Privacy Act Notice on Back</small> FD-258 (Rev. 10/31/2023) <small>110-0046 (Exp. 05/31/2028)</small> | | LEAVE BLANK | | TYPE OR PRINT ALL INFORMATION IN BLACK | | | | | | FBI | | LEAVE BLANK | |
| SIGNATURE OF PERSON FINGERPRINTED | | RESIDENCE OF PERSON FINGERPRINTED | | LAST NAME NAM | | FIRST NAME | | MIDDLE NAME | | DATE OF BIRTH Month Day Year | | DOB Year | |
| DATE | | SIGNATURE OF OFFICIAL TAKING FINGERPRINTS | | ALIASES AKA | | OR I | | | | CITIZENSHIP CTZ | | SEX RACE HGT. WGT. EYES HAIR PLACE OF BIRTH POB | |
| EMPLOYER AND ADDRESS | | REASON FINGERPRINTED | | YOUR NO. OCA | | UNIVERSAL CONTROL NO. UCN | | ARMED FORCES NO. MNU | | SOCIAL SECURITY NO. SOC | | MISCELLANEOUS NO. MNU | |
| | | | | | | | | | | LEAVE BLANK | | CLASS _____ | |
| | | | | | | | | | | | | REF. _____ | |
| 1. R. THUMB | | 2. R. INDEX | | 3. R. MIDDLE | | 4. R. RING | | 5. R. LITTLE | | | | | |
| 6. L. THUMB | | 7. L. INDEX | | 8. L. MIDDLE | | 9. L. RING | | 10. L. LITTLE | | | | | |
| LEFT FOUR FINGERS TAKEN SIMULTANEOUSLY | | | | L. THUMB | | R. THUMB | | RIGHT FOUR FINGERS TAKEN SIMULTANEOUSLY | | | | | |

- When our office receives the fingerprint cards, the investigators will await for further clearance from the California Department of Justice and the Federal Bureau of Investigation as they continue their own investigations. Once all clearance has been received, you will get an e-mail letting you know when to take your CCW 16HR Initial Course with further instructions.

SECTION 3

WEAPONS/RANGE QUALIFICATIONS AND TRAINING

1. San Bernardino County allows a CCW permit holder to **list three (3) weapons on an issued permit.**
2. Each CCW license holder is mandated by California State Law to attend a firearms safety class. Individuals are required to qualify with their weapon(s) under the direction of a qualified range master to ensure that each license holder is competent in the safe handling of firearms.
3. To take your training/qualification course you would need to go to a range vendor located within 70 miles of your residence, but you **MUST** contact our office and let us know who you plan on qualifying with. **REMEMBER:** The San Bernardino County Sheriff's department must approve the vendor you choose to go to before you take your required instructional and qualification course.
 - If you choose to go through one of our preapproved vendors, it'll be listed to you in the e-mail confirmation you receive alerting you to take your initial course.
4. California Penal Code 26205 mandates issuing agencies must give written notice to the applicant indicating that the application has been approved or denied within 120 days of the initial application for a new license or a license renewal, or 30 days after receipt of the applicant's criminal background check from the California Department of Justice, whichever is later.
5. **Incomplete applications exceeding 120 days will be withdrawn and are non-refundable.**

6. Proof of training and qualification can be submitted via the “Order Tracker” (https://sbcasd.permitium.com/order_tracker) feature of the online application process.

SECTION 4

FINAL REVIEW – APPEAL PROCESS

1. Our CCW Coordinator will conduct a final review of the application after the training certificate and qualification have been submitted.
2. If you are approved after this review, your CCW permit will be generated and will be mailed to the address on file.
 - We will **REQUIRE** the 2x2 passport photo and fingerprint card by this point as they are inserted onto the CCW permit before being printed.
3. If you are not approved after this review, you will be notified, and the letter will advise you of your right to appeal. **IMPORTANT:** San Bernardino County Sheriff Department CCW’s office is a **nondisclosure office** and if you are denied we contain the right to not share the nature of the denial. The denial letter will contain all the instructions needed to file an appeal through the court system.

****DIRECT ANY FURTHER QUESTIONS TO:****

OUR CCW E-MAIL: CCWINFO@SBCSD.ORG

OR YOU MAY CONTACT OUR OFFICE AT (909) 473-3893