

# Rockingham - Harrisonburg Circuit Court

SERVING THE RESIDENTS OF ROCKINGHAM COUNTY AND THE CITY OF HARRISONBURG

## Concealed Handgun Permit Application Instructions

Any person twenty-one years of age or older may apply in writing to the clerk of the circuit court in which he or she resides, or if he or she is a member of the United States Armed Forces, the county or city in which he or she is domiciled, for a five-year permit to carry a concealed handgun.

**Code Reference: §18.2-308**

## Procedure for Filing a Concealed Handgun Permit Application:

**Please read the following instructions carefully. Compliance with the procedures is required for your application to be properly filed with the Circuit Court Clerk's Office.**

In accordance with **§18.2-308 (D)**, the court shall issue the permit or temporary permit within forty-five (45) days of receipt of the completed application unless it is determined that the applicant is disqualified or the application is incomplete.

### FIRST TIME APPLICANTS:

**In addition to the completed application**, you must provide the clerk with:

- One additional copy of the entire original completed application (**all pages**).
- Two copies of your certificate of competence with a handgun (see pg. 2).
- Fingerprinting at Rockingham County Sheriff's Office (county residents) or Harrisonburg Police Department (city residents).
- Two (2) copies of all addresses for last five years.
- A self-addressed stamped envelope.

### RENEWAL APPLICANTS:

**Application for permit renewal should be submitted at least 45 days prior to expiration of your current permit.**

**In addition to the completed application**, you must provide the clerk with:

- One additional copy of the entire original completed application (**all pages**).
- Two copies of the previous Concealed Handgun Permit issued by this court or another Virginia circuit court.
- A self-addressed stamped envelope.
- Fingerprinting is not required.

## Filing Fee:

- **\$50.00** - (includes \$10.00 Clerk's fee; \$5.00 State Police fee; and \$35.00 Local Law Enforcement fee) = **\$50.00**.
- Payable by cash, check, Visa, Master Card, or money order.  
Checks made payable to: **County Clerk**  
A four percent (4%) surcharge is added to all credit card transactions.  
**Pursuant to §17.1-275(A)(27)**

## File the Completed Application:

- Submit to **Rockingham-Harrisonburg Circuit Court Clerk's Office** at the Court Square Courthouse: **Monday – Fridays, 9 a.m. to 5 p.m.**

## Competence with a Handgun:

As part of the police background check it **will be required** that the applicant demonstrate competence with a handgun pursuant to **§18.2-308 (G)** of the 1950 Code of Virginia, as amended.

A photocopy of a certificate of completion of any of the courses or classes; an affidavit from the instructor, school, club, organization, or group that conducted or taught such course or class attesting to the completion of the course or class by the applicant; or a copy of any document which shows completion of the course or class or evidence of participation in firearms competition shall constitute evidence of qualification under this subsection.

## The applicant must **PROVIDE** such competence in the following ways:

- Completing any hunter education or hunter safety course approved by the Department of Game and Inland Fisheries or a similar agency of another state;
- Completing any National Rifle Association firearms safety or training course;
- Completing any firearms safety or training course or class available to the general public offered by a law-enforcement agency, junior college, college, or private or public institution or organization or firearms training school utilizing instructors certified by the National Rifle Association or the Department of Criminal Justice Services;
- Completing any law-enforcement firearms safety or training course or class offered for security guards, investigators, special deputies, or any division or subdivision of law enforcement or security enforcement;
- Presenting evidence of equivalent experience with a firearm through participation in organized shooting competition or current military service or proof of an honorable discharge from any branch of the armed services;

**CONTINUED**

## Competence Continued:

- Obtaining or previously having held a license to carry a firearm in this Commonwealth or a locality thereof, unless such license has been revoked for cause;
- Completing any firearms training or safety course or class conducted by a state certified or National Rifle Association certified firearms instructor;
- Completing any governmental police agency firearms training course and qualifying to carry a firearm in the course of normal police duties; or
- Completing any other firearms training which the court deems adequate.

## After the Concealed Handgun Application is Filed:

### Background Check:

After an application is filed at the Rockingham-Harrisonburg Circuit Court Clerk's office, the Rockingham County Sheriff or City of Harrisonburg Police Department will conduct a background check on each applicant. As part of the background check, an applicant may be asked to undergo a voluntary interview with the police if the background check indicates a potential reason to disqualify the applicant. The Commonwealth's Attorney will also review each application and background check prior to making a recommendation to the Circuit Court judges.

### Processing the Concealed Handgun Permit:

- The clerk will make two (2) photocopies of the Concealed Handgun Permit: one copy for the case file; the other copy for the Virginia State Police for further processing.
- The State Police will enter the permit holder's name and description in the Virginia Criminal Information Network so that the permit's existence and current status will be made known to law-enforcement personnel accessing the Network for investigative purposes.

### Granting or Denying the Application:

After the Rockingham County Sheriff or City of Harrisonburg Police Department has completed its investigation, the application and background information is sent to a circuit court judge. The judge will enter an order in court either granting or denying the Concealed Handgun Permit application.

### Receiving the Concealed Handgun Permit:

- The Permit will be mailed to the applicant once the Order has been entered granting the Concealed Handgun Permit.
- The applicant must immediately sign the permit.

## Denial of Application:

### Most Common Reason for Denial of a Concealed Handgun Permit:

The most common reason's for denial of a Concealed Weapon Handgun Permit, other than a criminal offense, is the failure of applicants to completely fill out question number two regarding length of residence on the application and or the failure to answer all questions. Failure to provide necessary information and failure to answer all questions results in an "incomplete application".

#### Residency:

- If you have lived in your current home less than five (5) years, you must provide a separate listing of all addresses where you have lived within the last five years.
- The Police Department must be able to verify your residence.
- Provide the information and documentation as listed in the "Notice to Concealed Handgun Applicant."

#### Application Incomplete:

- Failure to answer any questions on the application may result in a denial of your permit.
- Any questions that do not apply to your situation would need to have an answer either of "N/A" or "not applicable", if appropriate.

## NOTICE CONCEALED HANDGUN APPLICANTS:

As part of the Concealed Handgun Application investigations process the Rockingham County Sheriff and/or the City of Harrisonburg Police Department must verify you reside in the Rockingham-Harrisonburg Circuit Court jurisdiction. By attaching one of the appropriate documents listed below to your completed application, this will expedite the investigation process.

**If the address cannot be verified and you fail to submit one of the stated documents, this may significantly delay the processing of your application or result in its denial.**

### ALL APPLICANTS MUST ATTACH ONE OF THE FOLLOWING DOCUMENTS TO YOUR COMPLETED APPLICATION:

- A copy of a current utility bill, cable or telephone bill in the applicant's name.
- A copy of a current personal property tax receipt. (Note: County sticker receipt is not acceptable.)

**CONTINUED**

**NOTICE CONTINUED:**

- A copy of a voter registration card.
- A copy of a current lease agreement.
- For applicants who are renting or leasing: A notarized statement from the owner of the residence where the applicant lives stating that the applicant lives at the address that is stated on the application and how long the applicant has lived at said address.

If the applicant fails to attach one (1) of the above documents and the address is unable to be verified, the application may be deemed "incomplete."

**For additional information please contact:  
Sheriff's Department at 540-564-3800 or the  
Harrisonburg Police at 540-437-2640**

**REQUEST FOR DUPLICATE PERMIT:**

**In some instances a duplicate concealed handgun permit can be issued.**

**Criteria:** The original concealed handgun permit must be current and issued by Rockingham-Harrisonburg Circuit Court.

**Reasons:**

- Change of Address: \$10.00 fee, old permit will need to be surrendered prior to/or upon issuance of new Permit.
- Lost, Stolen or Destroyed: If your permit is lost, stolen or destroyed you may request a replacement.

**Documents to be filed:**

- Request for a Duplicate Permit
- Self Address Stamped Envelope (if you want re-issued permit mailed to you)

**Fees:****\$10.00 Methods of Payment:**

- Cash (if paying in-person)
- Personal Check
- Certified Check
- Money Order

## DUPLICATE INSTRUCTIONS CONTIUED:

### Where to File:

**Rockingham-Harrisonburg Circuit Court Clerk's Office  
Courthouse, Court Square  
Harrisonburg, Virginia 22801  
Attention: CWP Clerk**

**NOTE:** The Concealed Weapon Permit Clerk will notify you once the permit has been re-issued.

### Fees Waived for Concealed Handgun Permit:

If you are filing a Concealed Handgun Permit application and are requesting that fees be waived in accordance with **§18.2-308(K)** of the 1950 code of Virginia as amended, you will need to include with your application documentation to show proof of retirement or service in accordance with this code section.

No fee shall be charged beyond the \$10 processing fee for issuance of such permit to a person who has retired from service:

- (i) as a magistrate in the Commonwealth of Virginia;
- (ii) as a special agent with the Alcoholic Beverage Control Board or as a law enforcement officer with the Department of State Police, the Department of Game and Inland Fisheries, or a sheriff or police department, bureau or force of any political subdivision of the Commonwealth, after completing 15 years of service or after reaching age 55;
- (iii) as a law-enforcement officer with the United States Federal Bureau of Investigation, Bureau of Alcohol, Tobacco and Firearms, Secret Service Agency, Drug Enforcement Administration, United States Citizenship and Immigration Services, Customs Service, Department of State Diplomatic Security Service, U.S. Marshals Service or Naval Criminal Investigative Service, after completing 15 years of service or after reaching age 55;
- (iv) as a law-enforcement officer with any police or sheriff's department within the United States, the District of Columbia or any of the territories of the United States, after completing 15 years of service; or
- (v) as a law-enforcement officer with any combination of the agencies listed in clauses (ii) – (iv) after completing fifteen years of service.

### Questions:

**Contact the Concealed Weapon Permit Clerk's at  
540-564-1164 or 540-564-3110.**