



Carry Concealed Weapon (CCW) License Initial/New Application Guidelines

LONG BEACH POLICE DEPARTMENT

Wally Hebeish, Chief of Police

Failure to comply with any section of these instructions may result in delays in processing your application.

For questions, please email the CCW Licensing Unit at

LBPD-CCW@longbeach.gov

*** PHASE 1 *****STEP 1: COMPLETE THE ONLINE APPLICATION**

You must be a **full-time** resident of the City of Long Beach who can legally own, purchase and possess a registered firearm capable of being concealed upon your person.

1. **REQUIRED DOCUMENTATION TO BE INCLUDED WITH YOUR APPLICATION SUBMISSION.** Obtain copies of the following documents and scan each one individually prior to submitting your application.
 - Valid government-issued photo ID (CA Drivers/State ID) with your current residential address. **P.O. Boxes are NOT allowed!**
 - One (1) recent passport-size photo (2 inches by 2 inches) of the applicant shall be submitted. The applicant shall submit digital photos in accordance with the United States Department of State Special Requirements for a Digital Photo. Selfies, pictures of photos, and scanned images of photos are **not** accepted.
 - Proof of firearm ownership/registration with State Department of Justice.
 - **TWO (2) proofs of Residency** - Copies of two statements must be dated within the last 90 days. We **DO NOT** accept past due statements.
 - If renting or leasing, a copy of current rent/lease agreement, gas, water, electric, or trash.
 - If you do not pay the utilities mentioned above, we will accept the following: cell phone bill, cable/internet bill, bank or credit card statement, auto loan statement, W-2 (as long as it shows your residence address), medical bill, or a tax document.
 - Any other supporting documentation as requested by CCW Licensing Unit staff.
 - **Military Veterans** a copy of your DD214 form (Discharge document).
 - **Active-Duty Military** members need to provide the following documents:
 - Home State Driver's License
 - Military ID
 - Current Station Orders
 - If renting or leasing, copy of rental/lease agreement.
 - Copies of separate utility bills: gas, water, electric, or trash (2 minimum).
 - **Retired Peace Officer (Federal)** A certification letter from the agency from which the officer or agent retired certifying the applicant's service in the state, the nature of the applicant's separation, and indicating the agency's concurrence that the applicant should be accorded the privilege of carrying a concealed firearm.
2. **SUBMIT YOUR APPLICATION TO:** <https://longbeachpdca.permitium.com/ccw/start>
 - Please allow for at least an hour to complete the application. At the time the completed application is submitted, the applicant shall submit a non-refundable 20% payment of the total application fee (Penal Code § 26190).
 - Please have a form of payment ready as you will be unable to save/return to complete the application. **ALL FEES ARE NON-REFUNDABLE.**
 - For technical assistance with, please contact help@permitium.com
 - For questions, please email the CCW Licensing Unit at LBPD-CCW@longbeach.gov

STEP 2: LIVE SCAN AND BACKGROUND INVESTIGATION

When you receive notification that your application has been submitted, you will be provided Live Scan instructions. You will need to submit your fingerprints to initiate a complete state and federal criminal background check. Applicants may use any Live Scan fingerprinting service authorized by the California Department of Justice (DOJ) to complete the fingerprinting process. A current list of authorized locations is available on the DOJ website at www.ag.ca.gov/fingerprints/publications/contact.php.

DOJ fees will be paid at the live scan facility plus their rolling fees. DOJ fees will be determined by the type of license requested. The license type and associated fees are listed below:

- Standard (2-year) License \$93.00 State cost + Rolling Fees
 - Judicial (3-year) License \$115.00 State cost + Rolling Fees
 - Reserve (4-year) License \$137.00 State cost + Rolling Fees
1. Staff will conduct an in-depth background investigation and upon receipt, will review all documentation from the California Department of Justice and the Federal Bureau of Investigation.
 2. When all requested responses from various agencies have been received, the completed application package and relevant background information will be reviewed, and the application will either be advanced to Phase Two or denied.
 3. If you are approved after this review, you will be notified in writing and receive instructions on how to proceed to **PHASE 2** of the application process. If you are denied after this review, you will be notified in writing; the notice will state which requirement was not satisfied (Penal Code § 26205).

*** PHASE 2 ***

STEP 3: IN-PERSON INTERVIEW

Subsequent to submission of the application, fingerprints and the background investigation, the applicant will be contacted for an interview appointment to determine the completeness of the application and provide time to clarify and interpret the information provided. Please allow at least 45 minutes to one hour for the interview appointment.

In-person interviews will be held at 400 West Broadway, Long Beach, CA 90802.

1. To determine if applicants have "good moral character," the Department will review the applicant's criminal history. Examples of facts that could be used as a basis for finding an application to lack "good moral character" include, but are not limited to:
 - Criminal history that prohibits the applicant from owning or possessing firearms under state or federal law;
 - Untruthfulness or lack of candor by the applicant at any point during the CCW application process;
 - Being a user/dependent on or addicted to any controlled substance;
 - Prior negligent or reckless use of a firearm;
 - Convictions for crimes of moral turpitude;
 - Known affiliation with criminal street gangs or other criminal enterprises.

If you are approved after this review, you will be notified in writing and receive instructions on how to proceed to **STEP 4** of the application process. If you are denied after this review, you will be notified in writing; the notice will state which requirement was not satisfied (Penal Code § 26205).

STEP 4: PSYCHOLOGICAL EVALUATION

The Department requires psychological testing for all new CCW applicants. When you receive written notification that you are referred to an authorized psychologist used by the Department for psychological testing of employees.

The cost of such psychological testing shall be paid by the applicant. Any costs above the maximum allowed per State regulation shall be paid by the Department. The license type and associated fees are listed below:

- Standard (2-year) License \$150.00
- Judicial (3-year) License \$150.00
- Reserve (4-year) License \$150.00

The purpose of any such psychological testing is intended only to identify any indications or history of psychological problems that would render the applicant unfit to carry a firearm. This testing is not intended to certify in any other respect that the applicant is psychologically fit. If it is determined that the applicant is not a suitable candidate for carrying a concealed firearm, the applicant shall be removed from further consideration (Penal Code § 26190).

The following non-exhaustive criteria will be considered by the Department contracted psychologist:

- Current mental health issues;
- History of any mental health issues;
- History of violence and/or anger management issues;
- Past criminal behavior;
- Significant impulse control problems;
- Cognitive issues including, but not limited to, significant developmental disabilities, cognitive deficits, and head injuries.

If you are approved after this review, you will be notified in writing and receive instructions on how to proceed to **STEP 5** of the application process. If you are denied after this review, you will be notified in writing; the notice will state which requirement was not satisfied (Penal Code § 26205).

STEP 5: FIREARM TRAINING AND QUALIFICATION

Penal Code sections 26150 and 26155 specify that new license applicants must complete a course of training. The training may consist of any course acceptable to the licensing authority. You will be notified in writing to proceed to **STEP 5** of the application process.

Training and qualification certification must be dated and submitted within 90 days of the written notification/approval to proceed with training. **Training and qualification certification will not be accepted prior to approval notification or after 90 days of the official notification letter.**

1. New applicants must complete a 16-hour training course. Renewal applicants must complete a 4-hour training course.
2. Only one (1) firearm may be listed on a license at a time. Any licensee may apply to amend/modify a license to add or delete a firearm listed on the license.
3. The firearm to be listed on a license must be registered with State DOJ'S Dealer Record of Sale (DROS) under the name of the applicant.
4. All listed firearms must be inspected to ensure it is in a safe, legal, and operable condition. Individuals are required to qualify with their weapon under the direction of a qualified range master to ensure that each license holder is competent in the safe handling of firearms.
5. Training/inspection(s) must be completed at an Authorized Los Angeles County Sheriff's Department (LASD) Training Provider.
6. CCW licenses will not be issued until the training is complete. Proof of training, hours completed, live-fire qualification, and/or other certificates must be signed and emailed by the Approved Training Provider to: LBDP-CCW@longbeach.gov.
7. Modifications are allowed for approved CCW listed handguns so long as the gun and all parts/modifications **are legal in the State of California**. All firearms/modifications must be inspected at the time of training to ensure the weapon is in safe working order.
8. If a training modification(s) is done after the issuance of the license, you must complete the training/inspection as if it were a newly listed weapon. The training certificate will be added to your file.
9. The CCW license does not define magazine capacity, just the firearm model, serial number, and caliber. If the magazine and firearm **are legal to possess in the State of California**, and the firearm is approved to be listed on the license, a CCW permit holder may carry.
10. **California firearms laws/regulations are subject to change. It is the responsibility of the owner/applicant to ensure the firearm and magazine are in compliance with State law at the time of carry.**

11. Any violations or failure to adhere to state laws/regulations will result in immediate suspension and/or revocation of license.

If you are approved after this review, you will be notified in writing and receive instructions on how to proceed to **STEP 6** of the application process. If you are denied after this review, you will be notified in writing; the notice will state which requirement was not satisfied (Penal Code § 26205).

AUTHORIZED TRAINING PROVIDERS

1. Training/inspection(s) must be completed at an Authorized Los Angeles County Sheriff's Department (LASD) Training Provider.
2. Training providers must cover firearm safety that includes holstering, retention, safe storage, firearm handling, shooting technique, the law regarding the permissible use of a firearm, civil and criminal liability, license restrictions and conditions, and how to interact with law enforcement officers when carrying a concealed firearm.
3. Live fire shooting exercises should be conducted after the classroom portion of the certification/training course. Applicants must receive a passing score of 70 percent or better on a live fire course using the same weapon that will be listed on the license.
4. Training Providers and CCW Licensing Unit Staff may prohibit a firearm from being listed on the applicant's license if an alteration or modification of the firearm's action has been made; this includes, but is not limited to, modifying the firearm's trigger components. Cosmetic or ergonomic changes such as replacement grips or night sights are acceptable.
5. Only certificates of completion accompanied by our Shooting Proficiency Standards Form will be accepted from LASD Authorized Training Providers.
6. Proof of training, hours completed, live-fire qualification, and/or certificates of completion must be signed and emailed by the Approved Training Provider to: LBPD-CCW@longbeach.gov.

STEP 6: CHIEF OF POLICE REVIEW

If your application is approved by the Chief of Police, you will submit a non-refundable 80% payment of the total application fee upon written notification of your approved application. Payment must be made by way of the Department's application system.

The Department may place any restrictions or conditions limiting the time, place, manner and circumstances under which any license shall be valid.

STEP 7: APPLICANT IS ISSUED A FIREARM LICENSE

In the event a license to carry a concealed firearm is issued, the following will apply:

1. You will be contacted to schedule an appointment to pick up the license.
2. The license shall not be valid outside the State of California, unless recognized by another State.
3. The Department will issue the licensee the state license (FD 4501) and a CCW identification (ID) card. When carrying a concealed firearm, the applicant must retain both the FD 4501 and the CCW ID, and present these to a peace officer upon request.
4. Expectations of Conduct: License holders agree to conduct themselves in an ethical manner at all times. They must not engage in criminal, dishonest conduct, or any other conduct deemed by the Long Beach Police Department to violate the Restrictions and Conditions Agreement signed by the applicant. **Any violation of any of the restrictions and conditions may result in the immediate revocation of the license.**
5. Licensees agree to notify the CCW Licensing Unit within **five (5)** days of any law enforcement contact (includes calls for service, traffic stops, citations, restraining orders, etc.) Notifications shall be made by contacting the CCW Licensing Unit via email to: LBDP-CCW@longbeach.gov. Please include the original date of incident, law enforcement agency involved and department incident/report number in the notification.
6. The licensee shall notify the Department in writing within ten (**10**) days of any change of place of residency, including within in the City of Long Beach.
7. If the licensee's place of residence was the basis for issuance of a license and the licensee moves out of the City of Long Beach, the license shall expire 90 days after the licensee has moved. (Penal Code § 26210)
8. Stolen/Lost/Damaged CCW License: The licensee holder will immediately report the theft or loss of the ID card and/or FD 4501 with the local jurisdiction and e-mail the report number to LBDP-CCW@longbeach.gov. A police report must be filed to accompany the application for a duplicate license. For damaged licenses, the damaged original document will need to be returned to the department at the time of application. There is a \$10 fee for the replacement and/or duplication of licenses.

**For further questions, please email the CCW Licensing Unit at:
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