



PETALUMA POLICE DEPARTMENT
CARRY CONCEALED WEAPONS LICENSE (CCW)
NEW APPLICATION PROCESS

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 PETALUMA CA 94952
 707-778-4372
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QUALIFICATIONS

In order to qualify for a license to carry a firearm, the applicant must meet the following initial requirements:

- Be a resident of the City of Petaluma (Penal Code §26150(a)(3))
- Be at least 21 years of age (Penal Code §27505(a), §29610)
- Demonstrate good cause that a need to carry a weapon exists (Penal Code §26150, §26155); good cause may include:
 - Evidence of specific circumstances that there will likely be an ongoing attempt on the part of a second party to cause the applicant, or the applicant’s immediate family, serious harm that cannot be minimized by other non-lethal alternatives.
 - The applicant’s lawful presence is required in an area where the applicant can demonstrate a substantive danger that requires self-defense that cannot otherwise be provided by other non-lethal alternatives.
 - The nature of the lawful business or lawful occupation of the applicant is such that it subjects the applicant to an articulable high personal risk of criminal attack that cannot be minimized by other non-lethal alternatives.
- Be free from criminal convictions that would disqualify the applicant from carrying a firearm
- Be of good moral character (Penal Code §26150, §26155); applicants must demonstrate that they have a history of using sound judgment, and that their everyday lives are unsullied by traits that may impair their ability to safely handle a firearm, under stress, in a public setting. Factors which will bear negatively on issuance are:
 - A long-term history of mental or emotional instability, alcoholism, drug use, or addiction to controlled substances
 - A history of fault in serious accidents with firearms, automobiles or other dangerous instruments or equipment
 - A history of citations, arrests, convictions, civil lawsuits, employment terminations, license denials, license revocations or other actions indicating a possible propensity for violence, moral turpitude, dishonesty, or carelessness with weapons
- Be free from any psychological conditions that might make the applicant unsuitable for carrying a firearm

If you believe you meet the above initial requirements, you may apply for a license to carry a firearm by following the steps below.

APPLICATION PROCESS

STEP 1: Complete the Application

Read the *DOJ STANDARD INITIAL AND RENEWAL APPLICATION FOR LICENSE TO CARRY A CONCEALED WEAPON* in its entirety. All signature lines must be signed in the presence of a Petaluma Police Department official, but all other required areas must be fully completed before submission. The application includes substantial personal information, much of which may be subject to public access under the Public Records Act (Government Code §6250 et seq.).

Page	What you need to do
1	Read
2	Read
3	Leave the signature area blank Complete all the other fields (Sections 1 & 2)
4	Complete all fields (Section 2)
5	Complete all fields (Section 3) Read (Section 4)
6	Read (Section 5)

Page	What you need to do
7	Read (Section 5)
8	Leave blank (Section 6)
9	Complete all fields (Section 7)
10	Complete all fields (Section 7)
11	Leave blank (Section 8)
12	Read
13	Read

STEP 2: Submit the Application and Supporting Documents

Bring the items listed below to the front desk of the Petaluma Police Department, Monday through Thursday, 8am to 5pm; a \$21.40 non-refundable application processing fee will be collected when you submit your application:

- Completed application
- Contact information (phone number, email address, etc)
- Current valid CA Driver License or Identification Card
- Proof of City of Petaluma residency (if CDL doesn't display residence address)
- A copy of your birth certificate issued by a county recorder of official holder of the record, or naturalization papers if applicable. A hospital birth record will not be accepted as proof of US citizenship.
- A copy of your Social Security card
- At least three original and individual letters of character reference from non-relatives who can render an opinion concerning the moral character of the applicant and corroborate the applicant's need to carry a concealed firearm
- Written evidence from a licensed physician that the applicant is not currently suffering from any medical condition which would make the individual unsuitable for carrying a concealed weapon. All costs associated with this requirement shall be paid by the applicant.
- Proof of registration of all weapons listed on the DOJ application
- Military discharge papers if applicable (DD214, Certificate of Retirement, or DD256)
- Other documents may be required depending on the circumstances

STEP 3: Initial Review

An initial review of your application will be conducted. A license application may be denied at this step or any subsequent step of the application process, and an issued license may be canceled or revoked at any time, due to reasons including, but not limited to, the following:

- Residence not within Petaluma Police Department jurisdiction
- Not a US citizen
- Criminal history
- Controlled substance abuse
- Dishonorable discharge from military service
- History of mental illness
- Previous denial or revocation of a license to carry a concealed weapon
- Unstable personality or threats/history of violence
- Potential liability to City/County if license is issued
- Physically unable to safely handle weapon
- Failure to demonstrate good cause
- General fear of crime with no specific information to substantiate it
- To protect assets when other means of protection are readily available
- License sought for executive protection or financial gain
- Any other reason, not listed above, that created concern for the community or the Petaluma Police Department

If your application is denied, you will be notified in writing within 90 days of submitting your application or within 30 days after fingerprint clearance, whichever is later.

STEP 4: Investigator Interview and Fingerprinting

If the initial review finds that your application meets the initial requirements, you will then be contacted to schedule an interview with an Investigator; you will sign the application and be fingerprinted at that time. Bring \$93 cash or check (payable to City of Petaluma) for DOJ Live Scan fingerprinting fees with you to the interview.

STEP 5: Background Investigation and Deputy Chief Interview

A complete background investigation will then be conducted, which may include a polygraph examination at no cost to the applicant. If the background check finds that your application meets the background requirements, you may then be contacted to schedule an interview with the Deputy Chief.

Step 6: Firearms Inspection and Additional Documents

If the Deputy Chief finds that your application meets the initial requirements, you will then be contacted by an Investigator to schedule an inspection of the firearms listed on your application. Bring the following items with you to the inspection:

- All firearms listed on your application: unloaded, secured in cases, and rendered inoperable by gun locks
- Two recent passport-size photos (2 inches by 2 inches)
- Proof of completion of a CCW firearms safety training course taught by an approved training provider. The applicant must have completed the course within the last two years, using the weapon(s) listed on the application. All costs associated with this requirement shall be paid by the applicant.

Approved Training Course Providers

Big Ranch Defensive Firearm Training 707-815-0985	Ray Higbee 707-744-1261	Northern Firearms Instruction 530-999-1822
Crosshair Training 707-486-4445	Jack Jennings (renewals only) 707-479-0337	Peter Koch Associates 415-497-1983

- Written evaluation from an approved licensed psychologist. All costs associated with this requirement shall be paid by the applicant.

Approved Psychologists

Mark A. Clementi, Ph.D.
Public Safety Psychology
50 Old Courthouse Sq., Ste. 400
Santa Rosa, CA 95404
(707) 527-0456

STEP 7: License Approval and Restrictions

If your application is approved, you will be notified in writing within 30 days after fingerprint clearance. The license may include any restrictions or conditions that the Petaluma Police Department deems warranted, including restrictions as to the time, place, and circumstances under which you may carry a concealed firearm. All restrictions will be indicated on the license. The following restrictions shall apply to all license holders:

To any Peace Officer: Carrying a weapon is not authorized when the holder of this license is under psychiatric care, or is under the influence of medication, illicit substances, or has consumed any alcoholic beverage. Nor is it authorized when the holder is present on the premises where the service of alcoholic beverages is the primary function. Absent an exemption noted on this license, this license expressly prohibits the carrying of firearms on the property of any school, court building, courtroom, jail or prison facility, or any other place where firearms are prohibited. If the holder of this license comes to your attention under any of the above circumstances, or is arrested for criminal misconduct, this license is to be seized and returned to the Petaluma Police Department.

STEP 8: License Issuance

You may pick up your license at the front desk of the Petaluma Police Department, Monday through Thursday, 8am to 5pm, upon payment of the \$85.60 license issuing fee.