

APPLICATION REQUIREMENTS FOR A CONCEALED WEAPON PERMIT

1. Applicant must be **21 years of age** or older. All applicants **MUST** include a copy of current, unexpired Drivers License with application
2. **RESIDENCY:** Applicant must be a resident of the CITY OF ALEXANDRIA (NOT the Alexandria section of Fairfax County). Proof of residence will be required, such as an unexpired Virginia Drivers License, lease agreement or utility bill (no more than 30 days old) that reflects your current City of Alexandria address. **MILITARY:** If you are active military with an out-of-state driver's license, you will need to provide copies of your Military ID, current state driver's license and a lease agreement showing your name and City of Alexandria address.
3. **COMPETENCE WITH A HANDGUN:** Proof of handgun training is required and can be provided by one of the following:
 - a. Completing any hunter education or hunter safety course approved by the Department of Game and Inland Fisheries or a similar agency of another state;
 - b. Completing any National Rifle Association firearms safety or training course;
 - c. 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;
 - d. 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;
 - e. 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;
 - f. 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previously having held a license to carry a firearm in this Commonwealth or a locality thereof, unless such license has been revoked for cause; **(Please attach copy of previous carry permit)**
 - g. Completing any firearms training or safety course or class conducted by a state-certified or National Rifle Association-certified firearms instructor;
 - h. Completing any governmental police agency firearms training course and qualifying to carry a firearm in the course of normal police duties; or
 - i. Completing any other firearms training which the court deems adequate.

Attach a copy of proof of competency with a handgun and bring the original for viewing. **MILITARY:** You need to have **MORE** than a Military ID. Example: A sharpshooter's certificate, retired military papers, or letter from commander on letterhead paper. If you have a current or previous Carry Permit, attach a copy of your permit to the application.

4. **NOTARY:** All applications will need to be notarized **before** they are brought to the Alexandria Clerk of Circuit Court.
5. **WHERE & WHEN TO TURN IN APPLICATION:** A complete, notarized application shall be filed in the Alexandria Clerk of Circuit Court (520 King Street, Suite 307) between the hours of 9:00 am to 4:30 pm, Monday thru Friday (except holidays). A **SELF-ADDRESSED, STAMPED ENVELOPE MUST BE INCLUDED** with the application to have your Carry Permit mailed back to you. The permit is mailed from the Circuit Court.

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6. **PAYMENT:** Payment of \$50.00 is required at the time of submittal to the Clerk's Office. Acceptable methods of payment are **check, money order** (made payable to "Clerk of Circuit Court"), **cash or credit card (Visa & MasterCard only, additional \$2.00 convenience fee is collected)**.
7. **FINGERPRINTING:** If you are applying for a Carry Permit for the first time, you will need to be fingerprinted in order to complete a full background check. The applicant shall get fingerprinted within the next 48 hours after submitting their application to the Clerk's Office in order to initiate the required background check. We will provide a copy of the application for you to take to the **Alexandria Police Department** which is located at 3600 Wheeler Ave., Alexandria, Virginia 22304 between the hours of 10:00 am to 1:00 pm, Monday, Wednesday and Thursday (closed holidays). You are **NOT** required to provide the fingerprint cards; the Police Department provides them as part of the process. A **second self-addressed stamped envelope is needed ONLY** if you would like your fingerprint card returned to you. The fingerprint card is mailed from the Police Department after it has been processed and returned from the State Police. This may take several months.
8. **RENEWALS:** If you are renewing an existing, current, **UNEXPIRED** VA Carry Permit, as defined by Virginia Code Section 18.2-308(D), you do not have to be fingerprinted.

NOTE: The Police Department performs a background investigation as part of the application process. To start the background investigation, the applicant shall get fingerprinted within the next 48 hours after submitting their application to the Clerk's Office. After review by the Commonwealth's Attorney's Office, the paperwork is forwarded to the Clerk of the Alexandria Circuit Court where the Circuit Court Judge renders a decision. The process can take up to 45 days. Once completed, the permit will be mailed to you via the stamped, self-addressed envelope that you included with the application.

Revised 01/05/2012