

INSTRUCTIONS

1. **The applicant will complete the form (pen and ink or typewriter) and affix his or her signature which must be witnessed by a notary.**
2. **The completed form will be presented to the Sheriff of the applicant's resident county accompanied by the required \$75.00 application fee.**
3. **The Sheriff will conduct an investigation relative to the information contained in the application as required by state law. Any request for criminal history information from the State Police will be made using established protocol.**
4. **Upon completion of the investigation and if a license to carry a concealed pistol/revolver is approved and issued, the applicant will pay to the Sheriff an additional \$15.00 fee. The Sheriff will immediately forward to the State Police a certified copy of the approved application and will forward within thirty days the \$15.00 fee to the following address:**

**Superintendent
West Virginia State Police
Attention: Criminal Records Section
725 Jefferson Road
South Charleston, West Virginia 25309-1698**

NOTE: When forwarding the \$15.00 fee to the West Virginia State Police, the Sheriff must provide the name, date of birth and date of application approval for each \$15.00 fee remitted.