



**City of Chowchilla Police Department**  
**122 Trinity Avenue**  
**Chowchilla, CA 93610**  
**Chief Jeffrey Palmer**

**New CCW (Initial Applicant) Instructions**

**1. Obtain a CCW Application Packet**

This packet may be picked up at the Chowchilla Police Department. The CCW application packet consists of written instructions, FAQ's, a list of authorized CCW class instructors, Request for Live Scan Service form, and the California DOJ Standard Application for License to Carry a Concealed Weapon (CCW).

**2. Attend a CCW Class**

Initial CCW applicants must complete an approved course of training prior to submitting their application. Approved courses may be obtained from any of the authorized instructors on the attached list. The class must be no less than an 8-hour class and no more than 16 hours per PC section 26165. The course shall include instruction on firearm safety, firearm handling, shooting technique, and laws regarding the permissible use of a firearm. The course shall also include live-fire shooting exercises on a firing range and shall include a demonstration by the applicant of safe handling of, and shooting proficiency with, each firearm that the applicant is applying to be licensed to carry.

**3. Complete the DOJ Standard Application**

Answer all the questions completely and truthfully. You must fill out the "Investigators Interview Notes" page 9 of this document completely, prior to arrival. Failure to answer all questions appropriately may result in a delay and/or denial of the application. Do not sign the application in places where a witness is required, you will sign these portions when you meet with Police personnel to submit the application.

**4. Schedule an appointment Call the Chowchilla Police Department (559-665-8600) to schedule an appointment to submit the application. The appointments are scheduled in one-hour blocks but normally do not take a full hour. You will need to bring:**

1. Completed (but not signed) DOJ Standard Application for CCW License
2. Completed Request for Live Scan Service form
3. Three (3) signed letters of character reference from individuals other than relatives
4. CCW Course completion certificate
5. California ID (with current address in the City of Chowchilla)
6. Current utility bill for proof-of-residence (PG&E, water, landline telephone). It must have your name and actual address on it (if utility is not in your name, have the named party write on the bill that you reside at the residence and sign it). **PO Box addresses are not acceptable.**

At the time of your appointment you will take a written test, be photographed, and Live Scan fingerprinted. The applicant shall submit payment of \$118.00 by cash, money order, credit card (Visa or Master Card) or a check made payable to The Chowchilla Police Department. The remaining \$30.00 will be due upon completion of the process if your CCW is approved. The initial fee of \$118.00 is not refundable if the applicant fails to pass the background check.

**5. Process Completion**

After your initial appointment is completed, your application will be forwarded to DOJ and FBI for background clearance. Once DOJ and FBI transmit an approval, the applicant will be notified to schedule an appointment to come in to pick up the CCW permit and pay the remaining \$30.00 fee. The whole process typically takes 6-12 weeks. If the application is rejected, the applicant will be notified in writing of the reason for rejection. Remember that you need to renew the CCW every two years (except for judges which are three years, and Reserve Peace Officers which are four years). The Chowchilla Police Department does not send out reminders.