

PORTAGE COUNTY SHERIFF'S OFFICE

CARRY CONCEALED WEAPONS LAW

As your Portage County Sheriff, I have compiled the following information which I hope will assist you in obtaining your "Concealed Carry License." Listed below are the **minimum requirements** for training which will enable you to apply for your Concealed License.

Please take the time to read the information below, and if you have any questions, there is a phone number provided so that someone from my staff may assist you...

- 1) You must first obtain the **eight (8)** hours of weapons proficiency training as required by law. Six (6) hours of class time and two (2) hours of range time. (Check with local sporting goods stores, gun clubs or colleges). This course is **not offered** by the Portage County Sheriff's Office.
- 2) Please make sure that the instructor(s) offering the weapons training course (whether on-line or classroom) is a certified instructor through the National Rifle Association (NRA) or the Ohio Police Officer Training Academy (OPOTA), and certified to teach firearms training (both range and classroom). Ask and/or look to see credentials and certification. ALL certificates must include the certified instructors printed name, signature and ID number.
- 3) Upon successful completion of the training and your receipt of a firearm's training certificate of training entity, the applicant must obtain a "**CCW APPLICATION FORM**" and the "**OHIO CONCEALED CARRY LAW PAMPHLET**" as prepared by the Ohio Attorney General's Office. The application forms and pamphlets are available at the C.C.W. office of the Portage County Sheriff's Office, Monday through Friday 9:00 AM to 3:00 PM or on the Attorney General's website at www.ag.state.oh.us or the Portage County Sheriff's Office website at <http://www.co.portage.oh.us/sheriff.htm>
- 4) CCW applications are processed at the Portage County Sheriff's Office, 8240 Infirmary Rd., Ravenna, Ohio. Applicants may walk-in for processing from 9:00 a.m. to 3:00 p.m., Monday thru Friday (except for holidays).

However, applicants are encouraged to call ahead and schedule an appointment to have their application processed. **Those individuals with appointments will have priority over walk-ins.** **APPLICATIONS MUST BE COMPLETED PRIOR TO A PERSON BEING PROCESSED.**

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- 5) You **must** have the following items when coming to the Portage County Sheriff's Office to process your application for a Carrying Concealed Weapons Permit:
- Your completed application form
 - "Original copy" of your firearms training certificate - **no photo-copies will be accepted**
 - Current photo identification (i.e. drivers license, state identification)
 - Passport size color photo taken within the last thirty-days. (Affixed to your application)

- 6) **Forms of Payment:** One of the following methods of payment for the NON-REFUNDABLE APPLICATION FEE:

EFFECTIVE 11/01/2016 – THE PORTAGE COUNTY SHERIFF'S OFFICE WILL ONLY ACCEPT EXACT CASH OR MONEY ORDER ONLY – NO CHANGE WILL BE GIVEN AND NO EXCEPTIONS

- a money order, cashier's check, certified bank check made payable to the "Portage County Treasurer". SORRY, WE CANNOT ACCEPT PERSONAL CHECKS OR BUSINESS CHECKS
 - CASH OR MONEY ORDER ONLY in the amount of \$67.00 **If you have lived in the state of Ohio for five (5) years or more**
 - CASH OR MONEY ORDER ONLY in the amount of \$91.00 **if you have lived in the state of Ohio for less than five (5) years**
- 7) Only one applicant can be processed at a time, and their completed application, and method of payment will be reviewed for completeness and accuracy. Your fingerprints will be obtained through the WebCheck system and sent electronically to the bureau of Criminal Investigation & Identification for a background check.
- 8) The applicant will provide all the necessary information to conduct the required background investigation by the Sheriff's Office. You will then be notified as outlined, of the next step in the process pending background investigation.
- 9) Within forty-five days (45) you will either have either received your license the day of your appointment, or by mail and/or a letter to advise you if your application has been denied (with the reason for the denial). The appeal process

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will also be explained in the certified letter to the applicant if the application is denied.

- 10)** Renewals – In order for a C.C.W. license to be considered a “Renewal,” the Original C.C.W. file needs to be through the Portage County Sheriff’s Office.

Renewal Items include:

- a. Completed Application
 - b. \$50.00 (see “Forms of Payment”) if you have been a resident of the state of Ohio for the last five (5) years
 - c. \$74.00 if you have been a resident of the state of Ohio for less than five (5) years
 - d. 2x2 passport size photo taken within the last thirty (30) days
 - e. Current Driver’s License or State ID
 - f. EXACT CASH OR MONEY ORDER ONLY
- 11)** Adjoining County – An adjoining county is any county that is adjoined to Portage County.
- a. If your original C.C.W. license is through an **adjoining county and you wish to renew your C.C.W. license through the Portage County Sheriff’s Office, you will be considered a “NEW” C.C.W. holder for Portage County and the fee will be \$67.00.**

PLEASE, DO NOT BRING ANY FIREARMS INTO THE SHERIFF’S OFFICE!

As always, it is a pleasure to serve you! If I can be of any further assistance regarding Concealed Carry licenses, please contact the CCW office at **(330) 298-4486**.

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