

INSTRUCTIONS: APPLYING FOR A CONCEALED WEAPON LICENSE

The Bureau of Criminal Investigation (BCI) is prohibited by law from providing information about the status of an application, even to the applicant. **PLEASE DO NOT CALL WITH THESE INQUIRIES.** Information on application processing times, test administrators, completing the form, Class 1 and Class 2 testing requirements, and more is available on the **Concealed Weapon License page** at www.ag.nd.gov. **To avoid delays processing your application, DOUBLE-CHECK THE FORM & ATTACHMENTS BEFORE SUBMITTING TO THE BCI.**

AGE: Applicant must be at least age 21 to apply for a Class 1 license, or at least age 18 to apply for a Class 2 license.

RESIDENCY: Residency is determined by your driver's license or state-issued identification card. Applicant must be (a) a resident of North Dakota OR (b) a resident of a state that recognizes non-resident ND licenses OR (c) active duty military stationed in ND. Reciprocity information is on the **Concealed Weapon License page** at www.ag.nd.gov.

APPLICATIONS: Complete application online at www.ag.nd.gov. Applications must be properly completed, signed and dated, with all required documentation. You must disclose ALL convictions, EVEN if the charges were later dismissed (i.e. deferred imposition). Incomplete/unsigned applications will be returned. Applications submitted to the BCI must be postmarked **within 30 days** of testing. List your permanent residence address (not PO Box) and mailing address (if different).

APPLICATION FEE: A non-refundable application processing fee of **\$60.00 payable to ND Attorney General** must be included with the application.

PAYMENT OPTIONS: Certified check or money order **only**. No cash/personal checks. No joint payments. Applicant's name must appear or be written on the certified check/money order.

CONCEALED WEAPONS LICENSE TESTING: ALL new applicants must complete the open-book test. In addition, applicants for a **Class 1 license** must (1) attend classroom instruction, (2) demonstrate familiarity with the firearm, AND (3) successfully complete the proficiency (shooting) test. All classroom instruction and testing must be completed within the State of North Dakota and cannot be held in conjunction with instruction or testing for any other state. No additional testing is required of currently licensed ND law enforcement officers. The testing cannot be waived for any other applicant.

TESTING FEES: A test administrator can charge a maximum of \$50.00 (plus applicable range fees). The test administrator must provide to each applicant, at no additional charge, a complete copy of the current Concealed Weapon License Manual (July 2015) for the applicant to keep.

RENEWAL: No additional testing is required to renew a valid Class 2 license. In order to renew a Class 1 license, applicant must repeat ALL required testing (see above). An expired license is not valid and cannot be renewed; applicant must start over as a new applicant (including all required testing).

INVALID APPLICATIONS: Invalid applications cannot be processed. An application is invalid if it is (a) submitted more than 30 days after completion of required testing, (b) a renewal submitted outside the renewal period or after the expiration of an existing license, or (c) an outdated application (issue date prior to 07/2015). Applicant will be required to restart the application process, including all testing.

PHOTOS: Applicant must remove sunglasses, prescription eyewear, hats, and other headgear. No uniforms. **Passport quality photos only.** Print name on back of photos.

WHAT MUST ACCOMPANY THE APPLICATION:

- ALL APPLICANTS:** Attach (1) Two passport quality photos; (2) a **copy** of your state-issued driver's license; and (3) the non-refundable application processing fee.
- NEW Applicants AND if UPGRADING to Class 1:** You also must submit **two fingerprint cards**. Contact law enforcement or a test administrator. Fingerprints are **not** required for renewal of same Class license.
- NON-ND RESIDENT Applicants from Reciprocal states:** You must **attach** a copy of a **valid concealed carry license from your home state**. If you do not have one, **or** your state is not reciprocal with ND, you are **not eligible** for a ND concealed weapon license.
- Active Duty Military only:** Attach a copy of your PCS orders to ND. You are not required to have a concealed carry permit in your home state.
- Any applicant born outside the United States:** You must be a legal resident of the US. If you were born outside the United States or its territories, **attach** a copy of your: US-issued Born Abroad birth certificate, or Alien Registration/INS Registration documentation, or Naturalization certificate, or valid US Passport.
- ALL Class 1 applicants AND any applicant answering yes to Q13:** You **MUST** also sign and date the authorization form (bottom portion of page 2)

APPLICATION PROCESSING: Applications must be submitted by MAIL. Place each application in a **separate envelope (no joint or bulk submissions)**. The application review process takes **up to 60 days** from the date the BCI receives a *satisfactorily completed* application with *all* attachments. If applicant satisfies the criteria established by law, the license is issued & mailed; if not, applicant receives a denial letter.



APPLICATION FOR CONCEALED WEAPON LICENSE
OFFICE OF ATTORNEY GENERAL BUREAU OF CRIMINAL INVESTIGATION
 SFN 9756 (07/2015) PREVIOUS VERSIONS ARE INVALID – DO NOT USE

I am applying for:		I currently have a ND CWL:	
<input type="checkbox"/> Class 1	<input type="checkbox"/> Class 2	<input type="checkbox"/> Yes	<input type="checkbox"/> No
ND CWL Number		Expiration :	
PCN (IF APPLICABLE)			
Mail application & attachments to:			
BCI-CWL, PO BOX 1054 BISMARCK, ND 58502-1054			
Completed applications MUST BE mailed.			

FOR OFFICIAL USE ONLY		
ND COURT	NO / YES	RECEIPT
CWIS	NO / YES	DATE CHECKED
ND RECORD	NO / YES	CWPTN
PRO	NO / YES	NICS
NCIC	NO / YES	LICENSE
III HIT	NO / YES	PROCESSED BY:
PRINTS	NO / YES	REVIEWED BY:

Your application can be processed **ONLY** if it is properly completed, signed, dated and has all required attachments: (i) 2-passport quality photographs; (ii) a copy of your current driver's license; (iii) a copy of valid concealed carry license from reciprocal home state (non-ND residents only); (iv) PCS orders (active duty military only); (v) 2-fingerprint cards (new applicants AND if upgrading from Class 2 to Class 1); (vi) documentation of status (applicants born abroad); and (vii) a cashier's check/money order (no personal checks) for \$60.00 payable to ND Attorney General. **Every application must be mailed in a separate envelope with a separate fee. MAKE SURE YOU SIGN & DATE THE APPLICATION.**

PRIVACY ACT NOTIFICATION: Your Social Security number is requested to permit the ND BCI to conduct a background investigation pursuant to N.D.C.C § 62.1-04-03 before the issuance of a license to carry a concealed weapon. Disclosure of your SSN is voluntary. However, not providing your SSN will result in delays or denial due to misidentification, or criminal records check requirements of other state, local, or federal agencies.

TO BE COMPLETED BY TEST ADMINISTRATOR: Please remind applicants to sign in both places, and to submit the application within 30 days of the testing date.

TEST ADMINISTRATOR NAME (PRINT CLEARLY)	POST BOARD / TEST ADMINISTRATOR NUMBER	TESTING DATE	LOCATION OF TESTING SITE
WRITTEN TEST: PASS / FAIL			
PROFICIENCY TEST: PASS / FAIL <input type="checkbox"/> NOT APPLICABLE	DATE	SIGNATURE OF TEST ADMINISTRATOR (must be an <u>original</u> signature – NO stamps)	

APPLICANT INFORMATION						I AM A US CITIZEN: YES / NO		If NO, provide Alien /INS Registration #	
If we cannot read it, we will return it. PLEASE write legibly in BLOCK letters.									
NAME (LAST)			(FIRST)		(MIDDLE)	SUFFIX	MAIDEN/PRIOR/OTHER NAMES		NICKNAME/ALIAS
DATE OF BIRTH		PLACE OF BIRTH (CITY AND STATE/COUNTRY)				SOCIAL SECURITY NUMBER (SSN)		DAYTIME TELEPHONE NUMBER	
SEX	RACE	HEIGHT	WEIGHT	EYE COLOR	HAIR COLOR	DRIVER'S LICENSE/ID NO.		EXPIRATION DATE	STATE
RESIDENCE STREET ADDRESS (NOT PO BOX)				CITY		COUNTY		STATE	ZIP CODE
MAILING ADDRESS (IF DIFFERENT FROM STREET ADDRESS)				CITY		COUNTY		STATE	ZIP CODE
PRIOR ADDRESS(ES) FOR THE PAST FIVE YEARS. ATTACH ADDITIONAL SHEET IF MORE THAN TWO PRIOR ADDRESSES									
STREET AND NUMBER			UNIT NUMBER		CITY		STATE/ZIP		
NEW APPLICANTS: CIRCLE ALL STATES IN WHICH YOU HAVE LIVED AS AN ADULT (18 YRS. OR OLDER). RENEWAL APPLICANTS: CIRCLE ALL STATES FROM THE PAST FIVE YEARS. WRITE FOREIGN COUNTRY(IES) AND TERRITORY(IES) below:						AL AK AZ AR CA CO CT DE DC FL GA HI ID IL IN IA KS KY LA ME MD MA MI MN MS MO MT NE NV NH NJ NM NY NC ND OH OK OR PA RI SC SD TN TX UT VT VA WA WV WI WY			
PRESENT EMPLOYER			EMPLOYER'S ADDRESS			CITY		STATE	ZIP CODE
PRESENT EMPLOYER'S TELEPHONE NUMBER			YOUR CURRENT OCCUPATION/JOB TITLE					RETIRED	<input type="checkbox"/>
								UNEMPLOYED	<input type="checkbox"/>

ALL APPLICANTS: ANSWER EVERY QUESTION BELOW. If you answer YES, provide additional information on the form OR attach a separate page explaining your answer (write your name on the top). Disclose ALL information requested. **FAILURE TO DISCLOSE INFORMATION IS A "MATERIAL MISSTATEMENT" AND WILL RESULT IN DENIAL OF YOUR APPLICATION.**

1. Have you ever RENOUNCED your United States citizenship, or are you an alien illegally in the US?	NO	YES EXPLAIN
2. Are you currently under indictment, charged with a crime or awaiting sentencing for a crime in any court?	NO	YES EXPLAIN, WHERE?
3. Are you a FUGITIVE FROM JUSTICE?	NO	YES EXPLAIN, WHERE?
4. Is there CURRENTLY a PROTECTION/RESTRAINING ORDER against you?	NO	YES EXPLAIN, WHERE? EXPIRATION?
5. Have you ever been discharged from the Armed Forces under DISHONORABLE conditions?	NO	YES EXPLAIN & attach copy of your discharge documents
6. Have you ever had your RIGHT TO POSSESS/CARRY A FIREARM RESTORED?	NO	YES EXPLAIN, WHERE? WHEN?
7. Has the FBI NICS Section issued you a VOLUNTARY APPEAL FILE UPIN NUMBER?	NO	YES EXPLAIN, ATTACH COPY OF DOCUMENTATION
8. At ANY TIME IN YOUR LIFE, have you been convicted of a FELONY or ANY OTHER CRIMINAL OFFENSE including any crime involving VIOLENCE? (NOTE: this also INCLUDES ANY criminal offense for which you received a DEFERRED SENTENCE EVEN IF IT WAS LATER DISMISSED.)	NO	YES EXPLAIN
9. AS AN ADULT, have you ever been convicted of a crime involving DOMESTIC VIOLENCE, EVEN IF THE CHARGES WERE LATER REDUCED?	NO	YES EXPLAIN
10. In the last 10 YEARS, have you been convicted of any offense involving the use of alcohol, EVEN if the charges were reduced? (DUI, open container, public intoxication, MIP/MIC, etc.)	NO	YES EXPLAIN
11. Are you an UNLAWFUL USER OF, OR ADDICTED TO marijuana or any depressant, stimulant, narcotic or drug, or any other controlled substance?	NO	YES EXPLAIN
12. In the last 10 YEARS, have you been convicted of an offense involving marijuana, any depressant, stimulant, narcotic or drug or other controlled substance (including paraphernalia), EVEN IF THE CHARGES WERE LATER DEFERRED OR DISMISSED?	NO	YES EXPLAIN
13. Have you EVER been ADJUDICATED MENTALLY INCOMPETENT (which includes a determination by a court, board, commission or other lawful authority that you are a danger to yourself or others or are incompetent to manage your own affairs) OR BEEN COMMITTED TO A TREATMENT FACILITY AS A PERSON REQUIRING TREATMENT?	NO	YES EXPLAIN, FACILITY NAME, CITY and STATE:

➤ ALL APPLICANTS: sign & date this section or your application will be returned.

DATE:

I authorize the BCI to make inquiry into my military, police, or medical history, and to obtain copies of records if necessary for determining eligibility for a Concealed Weapons License. I certify that the answers given above are true and correct. I understand that making any false or misleading answer will result in denial of my application and may result in criminal prosecution.

SIGNATURE OF APPLICANT

➤ ALL APPLICANTS – COMPLETE, SIGN & DATE THE AUTHORIZATION BELOW. If this authorization is not completed, the application will be returned.

AUTHORIZATION TO RELEASE MENTAL HEALTH/SUBSTANCE ABUSE TREATMENT INFORMATION.

DATE

I specifically authorize the ND State Hospital & _____ to release to the Bureau of Criminal Investigation
LEAVE BLANK OR PRINT THE NAME OF THE TREATMENT FACILITY

(BCI) any mental health and drug/alcohol treatment records, including any evaluations and expert examination reports, social history/admission/ discharge summary, mental health and psychiatric records, for BCI to determine eligibility for a Concealed Weapons License. I SPECIFICALLY AUTHORIZE THE RELEASE OF MENTAL HEALTH AND DRUG/ ALCOHOL TREATMENT RECORDS. I understand this authorization is voluntary, and my healthcare providers and health care plan cannot condition treatment, payment, enrollment or eligibility for benefits on whether I sign this authorization. This authorization remains in effect for five years from the date hereof unless specifically revoked by written notice to BCI or the treatment providers identified above. (Refer to your treatment provider's notice of privacy practices for further information on your revocation rights.) Information disclosed pursuant to this authorization is no longer protected by HIPAA and may be re-disclosed by BCI in accordance with N.D.C.C. § 62.1-04-03(9) and as allowed or required by federal law. Information may be disclosed to BCI in any form, including orally or electronically.

APPLICANT NAME (PRINT CLEARLY)

_____/_____/_____
SOCIAL SECURITY NUMBER

_____/_____/_____
DATE OF BIRTH

SIGNATURE OF APPLICANT