

PUEBLO COUNTY SHERIFF'S OFFICE



909 Court Street

Pueblo, CO 81003

(719) 583-4941

CONCEALED HANDGUN PERMIT INFORMATION PACKET

Carefully separate and complete the Concealed Handgun Permit Application and the Concealed Handgun Permit Information Packet. The documents must be read thoroughly, and the application printed in ink or typed and completed in full. Please use additional sheets of paper if necessary to respond to the questions. If the application is not fully completed, it cannot be processed.

Upon completion, please call 719-583-4941 to schedule an appointment to process your application. Appointments are generally scheduled several weeks in advance, due to the high demand of applicants. The appointment will take approximately 30 minutes. You will have your application processed, photograph and signature taken, and you will be fingerprinted at that time.

The applicant will need to sign the completed permit application in person, before a notary public at the Sheriff's Office; upon a sworn oath that the applicant knows the contents of the permit application and that the information contained in the permit application is true and correct.

An applicant who knowingly and intentionally makes a false or misleading statement on a permit application or deliberately omits any material information requested on the application commits perjury as described in Colorado Revised Statute (C.R.S.) 18-8-503 . Upon conviction, the applicant shall be punished as provided in 18-1.3-501 of the Colorado Revised Statutes. In addition, the applicant shall be denied the right to obtain or possess a permit, and the Sheriff shall revoke the applicant's permit if issued prior to conviction.

The information portion of the packet should be kept for your future reference.

In addition to the completed application form (last page of packet), you must submit:

- A copy of documentary evidence demonstrating competence with a handgun as specified in section 18-12-203 (1) (h) of the Colorado Revised Statute. (see TRAINING REQUIREMENTS SECTION for further details)
- Proof of residency. A copy of (Colorado Driver's License, Colorado ID Card or Military ID Card and Duty Orders)
- A **\$152.50** processing fee in the form of a **cashier's check or money order, or personal check**, made payable to the **Pueblo County Sheriff's Office** must be submitted with your application. This fee pays for a state and national criminal history check (fingerprints) and for an Insta-check (NICS) per Statute. This is required for all regular civilian applicants. This fee pays for forms, ID cards, local criminal history checks, and other administrative costs.
- Acceptable forms of payments include:
 - Personal Check
 - Money Order
 - Cashier's Check
 - **The Pueblo County Sheriff's Office does NOT accept credit or debit cards.**

C.R.S. DEFINITIONS

18-12-202 (2) "CERTIFIED INSTRUCTOR" MEANS AN INSTRUCTOR FOR A FIREARMS SAFETY COURSE WHO IS CERTIFIED AS A FIREARMS INSTRUCTOR BY:

- (a) A COUNTY, MUNICIPAL, STATE OR FEDERAL LAW ENFORCEMENT AGENCY;
- (b) THE PEACE OFFICER STANDARDS AND TRAINING BOARD CREATED IN SECTION 24-31-302, C.R.S.;
- (c) A FEDERAL MILITARY AGENCY; OR
- (d) A NATIONAL NONPROFIT ORGANIZATION THAT CERTIFIES FIREARMS INSTRUCTORS, OPERATES NATIONAL FIREARMS COMPETITIONS, AND PROVIDES TRAINING, INCLUDING COURSES IN PERSONAL PROTECTION, IN SMALL ARMS SAFETY, USE, AND MARKSMANSHIP.

18-12-202 (3) "CHRONICALLY AND HABITUALLY USES ALCOHOLIC BEVERAGES TO THE EXTENT THAT THE APPLICANT'S NORMAL FACULTIES ARE IMPAIRED" MEANS:

- (a) THE APPLICANT HAS AT ANY TIME BEEN COMMITTED AS AN ALCOHOLIC PURSUANT TO SECTION 25-1-310 OR 25-1-311, C.R.S.; OR
- (b) WITHIN THE TEN-YEAR PERIOD IMMEDIATELY PRECEDING THE DATE ON WHICH THE PERMIT APPLICATION IS SUBMITTED, THE APPLICANT:
 - (I) HAS BEEN COMMITTED AS AN ALCOHOLIC PURSUANT TO SECTION 25-1-308 OR 25-1-309, C.R.S.; OR
 - (II) HAS HAD TWO OR MORE ALCOHOL-RELATED CONVICTIONS UNDER SECTION 42-4-1301 (1) OR (2), C.R.S. OR A LAW OF ANOTHER STATE THAT HAS SIMILAR ELEMENTS, OR REVOCATION RELATED TO MISDEMEANOR, ALCOHOL-RELATED CONVICTIONS UNDER SECTION 42-2-126, C.R.S., OR A LAW OF ANOTHER STATE THAT HAS SIMILAR ELEMENTS.

18-12-202 (4) "HANDGUN" MEANS A HANDGUN AS DEFINED IN SECTION 18-12-101 (1) (e.5); EXCEPT THAT THE TERM DOES NOT INCLUDE A MACHINE GUN AS DEFINED IN SECTION 18-12-101 (1) (g).

18-12-202 (5) "HANDGUN TRAINING CLASS" MEANS:

- (a) A LAW ENFORCEMENT TRAINING FIREARMS SAFETY COURSE;
- (b) A FIREARMS SAFETY COURSE OFFERED BY A LAW ENFORCEMENT AGENCY, AN INSTITUTION OR ORGANIZATION OR FIREARMS TRAINING SCHOOL, THAT IS OPEN TO THE GENERAL PUBLIC AND IS TAUGHT BY A CERTIFIED INSTRUCTOR; OR
- (c) A FIREARMS SAFETY COURSE OR CLASS THAT IS OFFERED AND TAUGHT BY A CERTIFIED INSTRUCTOR.

18-12-202 (6) "PERMIT" MEANS A PERMIT TO CARRY A CONCEALED HANDGUN ISSUED PURSUANT TO THE PROVISIONS OF THIS ARTICLE 12 OF TITLE 18; EXCEPT THAT "PERMIT" DOES NOT INCLUDE A TEMPORARY EMERGENCY PERMIT ISSUED PURSUANT TO SECTION 18-12-209.

18-12-202(7) "SHERIFF" MEANS THE SHERIFF OF A COUNTY, OR HIS OR HER DESIGNEE, OR THE OFFICIAL WHO HAS THE DUTIES OF A SHERIFF IN A CITY AND COUNTY, OR HIS OR HER DESIGNEE.

18-12-202(8) "TRAINING CERTIFICATE" MEANS A CERTIFICATE, AFFIDAVIT, OR OTHER DOCUMENT ISSUED BY THE INSTRUCTOR, SCHOOL, CLUB, OR ORGANIZATION THAT CONDUCTS A HANDGUN TRAINING CLASS THAT EVIDENCES AN APPLICANT'S SUCCESSFUL COMPLETION OF THE CLASS REQUIREMENTS.

PURPOSE

The purpose of the application is to ensure the following are met:

- To protect the safety of both the public and the permit holder, by reasonably ensuring that the licensee is mentally and physically capable of the proper conduct while handling a handgun.
- To provide a reasonable assurance that a person so licensed is knowledgeable in the use of firearms and is informed of the statutory restrictions on such use of firearms.
- To prevent the licensing of persons who are prohibited by law from the possession of such firearms.

APPLICATION CRITERIA

The application packet is to be read thoroughly and the application printed or typed and completed in full to be processed by the Sheriff of the county or city and county in which the applicant resides; or to the Sheriff of the county or city and county in which the applicant maintains a secondary residence or owns real property used by the applicant in a business. Only an original application will be accepted.

The applicant must meet the following criteria:

- Is a legal resident of the State of Colorado. A person, who is a member of the Armed Forces and is stationed pursuant to permanent duty station orders at a military installation in this state, and a member of the person's immediate family living in Colorado, shall be deemed to be a legal resident of the State of Colorado.
- Is twenty-one years of age or older (or is at least 18 years of age if seeking a Temporary, Emergency permit).
- Is not ineligible to possess a firearm pursuant to section 18-12-108.
- Has not been convicted of perjury under section 18-8-503, in relation to information provided or deliberately omitted on a permit application.
- Does not chronically and habitually use alcoholic beverages to the extent that the applicant's normal faculties are impaired.
- Is not an unlawful user of or addicted to a controlled substance as defined in section 18-18-102(5). Whether an applicant is an unlawful user of or addicted to a controlled substance shall be determined as provided in federal law and regulations.
- Is not subject to:
 1. a Restraining Order issued pursuant to section 18-1-1001 or section 19-2-707, C.R.S. that is in effect at the time the application is submitted,

2. a Permanent Restraining Order issued pursuant to Article 14 of Title 13, C.R.S., or
 3. a Temporary Restraining Order issued pursuant to Article 14 of Title 13, C.R.S. that is in effect at the time the application is submitted.
- Demonstrates competence with a handgun by submitting:
 1. evidence of experience with a firearm through participation in organized shooting competitions or current military service,
 2. evidence that, at the time the application is submitted, the applicant is a certified instructor,
 3. proof of honorable discharge from a branch of the United States Armed Forces within the three years preceding submittal of the application, or
 4. proof of honorable discharge from a branch of the United States Armed Forces that reflects pistol qualifications obtained within the ten years preceding submittal of the application,
 5. a training certificate from a “handgun training class” (see definitions) obtained within the ten years preceding submittal of the application. The applicant shall submit the **original training certificate** or a photocopy thereof **that includes the original signature** of the class instructor, as well as the instructor’s NRA-issued training identification number. In obtaining a training certificate from a handgun training class, the applicant shall have discretion in selecting which handgun training class to complete.

POLICY

The issuing county Sheriff’s Office will conduct criminal history background investigations on all applicants, to include queries of national, state, and local databases and issue or deny a permit within 90 days of receiving a completed application. If the applicant resides in a municipality or town, the Sheriff **shall** consult with the police department of the municipality or town in which the applicant resides, and the Sheriff may consult with other local law enforcement agencies. Regardless of whether an applicant meets the criteria in the previous section, **if the Sheriff has a reasonable belief that documented previous behavior by the applicant makes it likely the applicant will present a danger to self or others if the applicant receives a permit to carry a concealed handgun, the Sheriff may deny the permit.** Accordingly, a permit routinely will be denied to a person:

- Ineligible to possess a firearm pursuant to C.R.S. (Colorado Revised Statutes) 18-12-108, having been convicted of a felony offense, or convicted of an attempt or conspiracy to commit a felony, under Colorado or any other state’s law or under federal law, or having any unresolved felony charges pending under the laws of this state, or any other state within the United States.

- Convicted of perjury under C.R.S. 18-8-503.
- Previously convicted of Third Degree Assault as described in C.R.S. 18-3-204, Misdemeanor Third Degree Sexual Assault as described in C.R.S. 18-3-404, Misdemeanor Child Abuse as described in C.R.S. 18-6-401, or any municipal ordinance or law of any other state or the United States that includes similar elements, where the offense involved Domestic Violence as defined in Code of Federal Regulations and does not have any such unresolved charges pending under the laws of this state, any other state within the United States.
- Is the subject of an outstanding Warrant for arrest?
- Has been adjudicated a juvenile delinquent pursuant to Article 2 of Title 19, C.R.S., or similar laws of any other state, for an act that would have constituted a felony had the applicant been an adult at the time of the commission of the act, and does not have any unresolved charges for such an act pending under the laws of this state, any other state within the United States.
- Is the subject of any valid Restraining or Emergency Protection Order, temporary or permanent, issued pursuant to C.R.S. 18-1-1001 or Section 19-2-707, C.R.S. that is in effect at the time the application is submitted.
- Who is an unlawful user of or addicted to any controlled substance as defined in section 102 of the Controlled Substances Act (21 U.S.C. 802).
- Chronically and habitually uses alcoholic beverages to the extent that the applicant's normal faculties are impaired. It shall be presumed that an applicant chronically and habitually uses alcoholic beverages to the extent that the applicant's normal faculties are impaired if the applicant has been committed as an alcoholic pursuant to C.R.S. 25-1-310 or 25-1-311 or has had two or more alcohol-related convictions or revocations under C.R.S. 42-4-1301 or 42-2-126, or any law of another state that has similar elements, within the ten-year period immediately preceding the date on which the permit application is submitted. The prohibition specified shall not apply to an applicant who provides an Affidavit, signed by a professional counselor who is licensed pursuant to Article 43 of Title 12, C.R.S. and specializes in alcohol addiction, stating that the applicant has been evaluated by the counselor and has been determined to be a recovering alcoholic who has refrained from using alcohol for at least three years; except it shall apply if the person was ever involuntarily committed as an alcoholic.
- Has been adjudicated mentally defective, which includes having been adjudicated incompetent to manage their own affairs, or has been committed to a mental institution.

TRAINING REQUIREMENTS

The applicant must demonstrate competence with a handgun by submitting the following:

1. Evidence of experience with a firearm through participation in organized shooting competitions or current military service.
2. Evidence that, at the time the application is submitted, the applicant is a certified instructor.
3. Proof of honorable discharge from a branch of the United States Armed Forces within the three years preceding submittal of the application.
4. Proof of honorable discharge from a branch of the United States Armed Forces that reflects pistol qualifications obtained within the ten years preceding submittal of the application.
5. A certificate showing retirement from a Colorado Law Enforcement Agency that reflects pistol qualifications obtained within the ten years preceding submittal of the application.
 - a. a training certificate from a “handgun training class” (see definitions) obtained within the ten years preceding submittal of the application. The applicant shall submit the original training certificate or a photocopy thereof that includes the original signature of the class instructor, as well as the instructor’s NRA-issued training identification number. In obtaining a training certificate from a handgun training class, the applicant shall have discretion in selecting which handgun training class to complete.

The applicant must submit with the application an accurate photocopy of the certificate, affidavit, or other document form the instructor, school, club, business, organization, or group that conducted or taught the course or class attesting to the successful completion of the training by the applicant. To fulfill your training requirement, you can contact the NRA at nrainstructors.org for a list of classes.

CONDUCT

A permittee, in compliance with the terms of a permit, may carry a concealed handgun as allowed by State Law. The permittee shall carry the permit, together with valid photo identification, at all times during which the permittee is in actual possession of a concealed handgun and shall produce both documents upon demand by a law enforcement officer. Failure to produce a permit upon demand by a law enforcement officer raises a reputable presumption that the person does not have a permit. Failure to carry and produce a permit and valid photo identification upon demand is a Class 1 Petty Offense.

A person who may lawfully possess a handgun or carry a handgun under the following circumstances without obtaining a permit and the handgun shall not be considered concealed:

1. The handgun in possession of a person who is in a private automobile or in some other private means of conveyance and who carries the handgun for a legal use, including self-defense.
2. The handgun is in the possession of a person who is legally engaged in hunting activities within the state of Colorado.

CARRY RESTRICTIONS

A permit to carry a concealed handgun authorizes the permittee to carry a concealed handgun in all areas of the state except as specifically limited as follows:

1. a person may not carry a concealed handgun into a place where the carrying of firearms is prohibited by Federal Law,
2. a person may not carry a concealed handgun on to the real property, or into any improvements erected thereon, of a public elementary, middle, junior high or high school,
3. a person may not carry a concealed handgun into a public building at which security personnel and electronic weapons screening devices are permanently in place,
4. a person may not carry a concealed handgun where a private property owner, private tenant, private employer or private business entity disallow.

PERMIT FEE

A **\$152.50** fee must accompany the application. This fee shall be paid in the form of personal check, money order, or cashier's check made payable to the Pueblo County Sheriff's Office.

These fees are non-refundable in the event the permit is denied or not issued.

Fees shall be waived for retiring employees (within the first five years after retirement) of the issuing Sheriff if all other requirements are met and the applicant was previously fingerprinted as part of a pre-employment background investigation conducted by the issuing Sheriff.

EXPIRATION PERIOD

This permit is valid for a period of **five years** after the date of issuance and may be renewed as provided in C.R.S. section 18-12-211. A permit issued pursuant to this part, including temporary/emergency, permits issued pursuant to Section 18-12-209, is effective in all areas of the state, except as otherwise provided in Section 18-12-214.

A permit issued pursuant to Section 18-12-105.1 as it existed prior to its repeal shall permanently expire on June 30, 2007, or on the expiration date specified on the permit, whichever occurs first. Within 120 days prior to the expiration of a permit issued prior to its repeal, the issuing authority shall send a notice of expiration to the permittee of the permit expiration and of his or her ability to renew the permit or obtain a new one.

RENEWAL

Within 120 days prior to expiration of a permit, the permittee may obtain a renewal application form from the issuing Sheriff and renew the permit by submitting to the issuing Sheriff a completed renewal application form, and the submittal of a **\$50.00** renewal fee to the Sheriff. In addition the applicant must submit a fee of **\$13.00** to the Colorado Bureau of Investigation to conduct a NICS check and a criminal history records check of the Bureau's files.

If the applicant had not previously been fingerprinted, this will take place at the renewal appointment. An additional \$39.50 fee will be submitted to the Colorado Bureau of Investigation for a total of \$52.50.

No permit shall be renewed six months or more after its expiration date and the permit shall be deemed permanently expired. A person whose permit has permanently expired may reapply by submitting a new application and the required fees.

PERMIT SUSPENSION/REVOCAION/DENIAL

Any peace officer in the state of Colorado may confiscate any Concealed Handgun Permit issued by the issuing Sheriff's Office for delivery to the issuing Sheriff, when the peace officer has reasonable suspicion that the permit holder falls into a category for which the permit would not have been issued initially, or would present a danger to himself or herself or others if the permit holder retains the permit. *The issuing Sheriff will determine whether to suspend or revoke the permit.* The suspension or revocation of the permit may be appealed directly to the Sheriff if the permit holder believes the permit was unfairly confiscated and/or revoked.

Any arrest for alcohol/drug violations; or any alcohol or controlled substance abuse will result in suspension of the permit pending legal action on the matter. Any convictions for these charges will result in revocation of the permit.

If the applicant fails to qualify under the criteria listed in section 18-12-203 (1) or that the applicant would be a danger as described in section 18-12-203 (2) and the Sheriff denies the permit application, he or she shall notify the applicant in writing, stating the grounds for denial and informing the applicant of the right to seek a Second Review of the application by the Sheriff, to submit additional information for the record, and to seek Judicial Review pursuant to section 18-12-207.

TEMPORARY EMERGENCY PERMITS

A Sheriff may issue a Temporary Emergency Permit to carry a concealed handgun to a person whom the Sheriff has reason to believe may be in immediate danger. A person shall submit to the Sheriff of the county in which the person resides, or in which the circumstances giving rise to the emergency exist, the items specified in C.R.S. 18-12-205; except that an applicant for a Temporary Emergency Permit need not submit documentary evidence demonstrating competence with a handgun.

The applicant may be eighteen years of age or older.

The applicant shall submit a temporary permit fee of **\$25.00** to the Sheriff. In addition, the applicant must submit a fee of **\$30.50** to the Colorado Bureau of Investigation in the form of a *Cashier's Check or Money Order* to conduct a NICS check and a statewide fingerprint check. A **temporary emergency permit is valid for a period of ninety days** after the date of issuance.

MAINTENANCE OF PERMIT - ADDRESS CHANGE - INVALIDITY OF PERMIT

Within 30 days after a permittee changes the address specified on his or her permit or three business days after his or her permit is lost, stolen or destroyed, the permittee shall notify the issuing Sheriff of the change of address or permit loss, theft, or destruction. Failure to notify the Sheriff is a Class 1 Petty Offense.

If a permit is lost, stolen or destroyed, the permit is automatically invalid. The person to whom the permit was issued may obtain a duplicate upon submittal of a notarized statement to the issuing Sheriff that the permit was lost, stolen or destroyed and the replacement permit fee of **\$15.00**.

RECIPROCITY

Some states may honor your permit. As this information is determined, it will be posted on the Colorado Bureau of Investigations and the County Sheriff's of Colorado web sites. You may visit the following CBI website for a list of states currently within Colorado's CHP reciprocity:

<https://www.colorado.gov/pacific/cbi/chpreciprocity>

DATABASES

Each Sheriff shall maintain a list of permit holders. Information may be shared with other criminal justice agencies upon request for law enforcement purposes or for the purpose of determining the validity of the permit.

For more information on the Colorado Revised Statutes, please visit our website at:

www.sheriff.co.pueblo.co.us