

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 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 **twelve (12)** hours of weapons proficiency training as required by the law. (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 have a certificate of training from the National Rifle Association (NRA) or the Ohio Police Officer Training Academy (OPOTA) and are certified as instructors to teach firearms training. Ask to see their credentials and certification.
- 3). Upon successful completion of the training and your receipt of a firearm's training certificate from the 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 reception desk of the Portage County Sheriff's Office, Monday through Friday 8:00 am to 4:00 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 3:15 p.m., **TUESDAY'S WEDNESDAY'S and THURSDAY'S ONLY** (except for holidays). Applicants are encouraged to call ahead and make 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.**
- 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:
 - a). Your completed application form.
 - b). Copy of information pamphlet (Supplied from the Attorney Generals Office)
 - c). "Original copy" of your firearms training certificate. (No photo-copies will be accepted)
 - d). Current photo identification (i.e. drivers license, state identification)
 - e). Passport size color photo taken within the last thirty-days. (Affixed to your application)
 - f). One of the following methods of payment for the **NON-REFUNDABLE APPLICATION FEE**: a money order, cashier's check, certified bank check or cash in the amount of \$55.00 made payable to the "**Portage County Treasurer**". SORRY, WE CANNOT ACCEPT PERSONAL CHECKS OR BUSINESS CHECKS. If you have lived in the state of Ohio for less then five years, the fee is \$79.00.
 - g). **PLEASE, DO NOT BRING ANY FIREARMS TO THE SHERIFF'S OFFICE!**
- 6). Only one applicant can be processed at a time, and their completed application, information pamphlet 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.
- 7). 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.
- 8). Within forty-five days (45) you will either have received your license in the mail, or a letter to advise you if your application has been denied and the reason for the denial. The appeal process will also be explained in the certified letter to the applicant if their application is denied.

As always it is a pleasure to serve you and if we can be of any further assistance please contact the Sheriff's Office at 330-678-7012.