



Safe Insight



www.safeinsight.net

Arizona CCW Application Instructions



Use Application On Following Pages

- 1) Complete the Arizona CCW application**
- 2) Include two completed fingerprint cards - DO NOT BEND OR FOLD**
- 3) Include a copy of your Safe Insight Arizona CCW Certificate**
- 4) Include cashier's check or money order for the Arizona application fee**
- 5) Mail everything back to Arizona Department of Public Safety:**

**ARIZONA DEPARTMENT OF PUBLIC SAFETY
PO BOX 6488
PHOENIX, AZ 85005-6488**

Please read all instructions prior to completing the application and fingerprint cards. You Must submit the following:

- New Permit Application, complete both pages of the form. All questions must be answered. Print and sign both pages. Both pages must be mailed along with the required documents and fee. Applications may not be submitted electronically or by email at this time.
 - The FIREARMS QUALIFICATION AND STATUTORY REVIEW AFFIDAVIT section on the second page of the application must be completed by all applicants. Indicate where you received your firearms training from in accordance with Arizona Revised Statute 13-3112.
 - You must sign and date attesting that you have reviewed and are knowledgeable of the Arizona Revised Statutes Title 13, Chapter 4 and Chapter 31.
- A copy of a document demonstrating competence with a firearm in accordance with Arizona Revised Statute 13-3112(E)(6 a-d) and/or 13-3112(N)(1-8).
 - This document must be consistent with where you indicated your firearms training was taken from under the FIREARMS QUALIFICATION AND STATUTORY REVIEW AFFIDAVIT.
 - Only 1 type of acceptable firearms training is needed to apply for an Arizona permit.
- Two completed fingerprint cards. See instructions for completing the required information on the fingerprint cards. Fingerprint images shall be taken by a qualified fingerprint technician, they must be classifiable, not smudged or outside of the allowable box area. They must be submitted on FBI form FD-258, which is the Blue Applicant Fingerprint card. Do NOT bend the fingerprint cards. Fingerprinting services are available at multiple locations, search the internet, or check with your local police department or sheriff's office.
- \$60.00 cashier's check, money order, or certified check payable to AZ DPS
- If applicable, record your address and signature on the cashier's check or money order.
 - Personal checks, business checks, credit card payments, and cash are NOT accepted.
- If applicable, in reference to the 2nd question on the application, if yes, submit a copy of one of the following: Certificate of Naturalization; record of birth abroad to American citizen; record of birth abroad to armed service personnel; or a current United States passport.
- If applicable, in reference to the 3rd question on the application, if yes, submit a copy of your Permanent Resident Alien card (front and back). The "A" number must be clearly visible, and the issue and expiration dates must be imprinted on the front of the card. The card must be current. Conditional Residents do not qualify for an Arizona permit. You must also submit documentation to prove residency in the state of Arizona. Documentation may include an Arizona Driver's License or ID card, or two documents issued from two separate businesses, organizations or government agencies (utility bills, credit card/bank statements, insurance policy, lease, etc.) with your name and physical address listed (not a P.O. Box), matching the address provided on your application.
 - You must either be a US citizen or an Arizona resident; with a valid Permanent Resident Alien card, to obtain an Arizona Concealed Weapons permit in accordance with Arizona Revised Statute 13-3112(E)(1).

Do not send original documents as proof of firearms training, unless you are using your expired Arizona Concealed Weapons permit which has passed its renewal timeframe. In this instance, you must submit the original expired Arizona Concealed Weapons permit card.

NOTE: Do not send any original documents. Original documents will not be returned.

**Mail application packet to: AZ DPS CWPU
P.O. Box 6488
Phoenix, AZ 85005**

Packet must include:

Completed Application, both pages

Two completed fingerprint cards

Certificate or document demonstrating firearms competence

Payment \$60.00 (money order or cashier's check)

****Additional documents are required if you are a US Citizen born outside of the USA or you are a documented permanent resident residing in Arizona**

Application packets that are incomplete, or inaccurate, will be returned to the applicant.

The New Permit Application is on the next page.



ARIZONA DEPARTMENT OF PUBLIC SAFETY
PERMIT APPLICATION



ENSURE ALL BLOCKS ARE FILLED
PLEASE TYPE OR PRINT LEGIBLY USING BLACK INK ONLY.

LEGAL NAME (Last)		(First)	(Middle)	COUNTY
RESIDENCE ADDRESS (Street number and name including Apartment / Lot)		CITY		STATE ZIP CODE
MAILING ADDRESS (if different from above)		CITY		STATE ZIP CODE
BIRTH DATE (mm/dd/yyyy)	CONTACT PHONE NO. (Include Area Code)		EYE COLOR	HAIR COLOR
ORIGIN / RACE <input type="checkbox"/> American Indian or Alaskan Native (I) <input type="checkbox"/> Asian / Pacific Islander (A) <input type="checkbox"/> Black (B) <input type="checkbox"/> Hispanic / White (W)	SOCIAL SECURITY NO. (Optional)		<input type="checkbox"/> Black <input type="checkbox"/> Green <input type="checkbox"/> Blue <input type="checkbox"/> Gray <input type="checkbox"/> Brown <input type="checkbox"/> Hazel	<input type="checkbox"/> Bald <input type="checkbox"/> Gray <input type="checkbox"/> Black <input type="checkbox"/> Red or Auburn <input type="checkbox"/> Blonde <input type="checkbox"/> Sandy <input type="checkbox"/> Brown <input type="checkbox"/> White
	GENDER	HEIGHT		
<input type="checkbox"/> Male				
<input type="checkbox"/> Female	WEIGHT			

All applicants: Please answer "YES" or "NO" to each question below. **ALL questions MUST be answered.**

YES NO

- Are you a United States citizen born in the United States or one of its territories?
- Are you a United States citizen born outside of the United States or one of its territories? If YES, submit a copy of one of the following: certificate of naturalization; record of birth abroad to American citizen; record of birth to armed service personnel; or a current United States passport.
- Are you an alien admitted to the United States as a lawful permanent resident? *

**If you responded Yes to the permanent resident question, submit a copy (front & back) of your Permanent Resident Alien card. The "A" number must be clearly visible, and issue and expiration date must be imprinted on front of card. Submit documentation to prove residency in the state of Arizona. Documentation may include an Arizona Driver's license or ID card, or two documents issued from two separate businesses, organizations or government agencies (utility bills, credit card/bank statements, insurance policy, lease, etc.) with your name and physical address listed (not a P.O. Box), matching the address provided on your application.*

- Are you currently under indictment for a felony arrest?
- Have you ever been convicted of a felony offense? If YES, the conviction must be expunged, set aside, vacated or pardoned; or you must have your firearm rights restored to be considered for a permit. **Please provide court documentation.** You must not be a prohibited possessor under state or federal law.
- Have you been adjudicated delinquent for a felony? If YES, you must have your firearm rights restored. **Please provide court documentation.**
- Are you an unlawful user of, or addicted to, any controlled substances?
- Are you currently under indictment for a misdemeanor crime of domestic violence?
- Have you ever been convicted of a misdemeanor crime of domestic violence? If YES, the conviction must be set-aside, vacated, expunged or pardoned in order to be considered for a permit. **Please provide court documentation.**
- Have you been discharged from the United States Armed Forces under dishonorable conditions? If YES, you are disqualified from obtaining a permit.
- Have you been adjudicated as mentally incompetent or committed to a mental institution? If YES, you are disqualified from obtaining a permit

Applications are processed in accordance with Arizona Revised Statute §13-3112 and Arizona Administrative Code Title 13, Chapter 9 which are available on our website at www.azdps.gov.

I attest under penalty of perjury that all statements made on this application are true.

X
 APPLICANT SIGNATURE

DATE mm/dd/yyyy

INSTRUCTIONS

1. Complete and sign page one of application.
2. Your social security number is requested in accordance with AAC R13-9-202(1)(d). Disclosure is voluntary and the information will be used as an identification tool. Failure to provide the information may impact our ability to immediately verify an applicant's identity resulting in processing delays.
3. Review and become knowledgeable of Arizona Revised Statutes Title 13, Chapter 4 and Chapter 31 on the Arizona State Legislature web site: <http://www.azleg.gov/ArizonaRevisedStatutes.asp>.
4. All applicants must complete & sign the Firearms Qualifications & Statutory Review Affidavit (below)
5. You must attach a firearms-safety certificate of completion or document demonstrating firearm competence. This may include an NRA certificate of completion, a certificate of completion of any course instructed by a current NRA certified instructor, a certificate or card from a hunter education or safety course, another state's permit (if approved by DPS), a governmental police agency firearms qualification certificate along with a copy of a valid LE identification credential, an Arizona armed security guard certification of training by a DPS approved instructor, a US Department of Defense DD-214 or active duty military credentials demonstrating firearms competence.
6. Submission of fingerprints is required of all initial CCW applicants. DPS does not provide fingerprint services. However, fingerprint services may be available at your local law enforcement agency or through a private fingerprint service.
7. Fingerprints submitted will be used to check criminal history records of the FBI. Procedures for obtaining a copy of FBI criminal history records are set forth at Title 28, Code of Federal Regulations (CFR), section 16.30 through 16.33 or go to the FBI website at <http://www.fbi.gov/about-us/cjis/background-checks>. Procedures for obtaining a change, correction, or updating of an FBI criminal history record are set forth at title 28, code of regulations (CFR), section 16.34
8. Fingerprint data is transmitted electronically to the FBI for processing. If the FBI is unable to process the images, the Concealed Weapon Permit Unit will mail a reject notice, blank fingerprint card and pre-addressed return envelope to the applicant requesting submission of a second fingerprint card
9. To avoid fingerprint processing delays, submit two fingerprint cards with the initial application.
10. Submit the completed application, two completed fingerprint cards and applicable fee to DPS in the envelope provided.
11. **Acceptable forms of payment include a money order, cashier's or certified check for \$60.00 made payable to AZ DPS.** Fees are non-refundable. Personal checks are **not** accepted.

FIREARMS QUALIFICATION AND STATUTORY REVIEW AFFIDAVIT **(ALL applicants MUST complete this section)**

I attest that I have satisfactorily demonstrated competence with a firearm through completing a firearms safety course provided by:

(Print name of organization, governmental police agency, or branch of military)

I further attest that I have reviewed and am knowledgeable of Arizona Revised Statutes Title 13, Chapter 4 and Chapter 31.

X

Applicant's Signature

Date mm/dd/yyyy

Fingerprint Card Instructions:

All fingerprints must be submitted on an FBI form FD-258, which is blue and is identified as an Applicant fingerprint card. Those using the ink and roll method must use **black** thermal-impregnated fingerprint ink. Prints must be classifiable, within the designated space and in the correct sequence. Fingerprint images shall be taken by a qualified fingerprint technician.

*The following boxes must be filled in with **black ink and neatly printed:***

Signature of person fingerprinted: Self explanatory

Residence of person fingerprinted: Complete Address, self explanatory

Date: MMDDYY or MMDDYYYY; January 4, 2002 would be 010402 or 01042002

Signature of person taking fingerprints: Self explanatory.

NAM: Last, First Middle

AKA: Previous names, maiden names, etc.

CTZ: US (or leave blank if a non-citizen)

SOC: Do not use dashes between numbers: 123-45-6789 would be 123456789

DOB: All numbers, MMDDYY or MMDDYYYY: January 4, 1950 would be 010450 or 01041950

SEX: Single letter, M for male, F for female

RACE: Single letter, Hispanic/White: W, Black: B, Asian/Pacific Islander: A,
American Indian/Alaskan Native: I

Note: Persons are classified by race according to Federal Bureau of Investigations National Crime Information Center standards. Therefore, Hispanic decent is classified as White.

HGT: Three numbers, no other marks or letters (6 feet 2 inches: 602; 5 feet 10 inches: 510)

WGT: Three numbers, no other marks or letters (210 pounds: 210; 98 pounds: 098)

HAIR: Three letters, Blonde: BLN; Brown: BRO; Red: RED; Grey: GRY; Black: BLK; White; Bald: XXX

EYES: Three letters, Blue: BLU; Brown: BRO; Hazel: HZL; Green: GRN; Grey: GRY; Black: BLK

POB: State only (or country only, if born outside of the United States or its territories). Chicago, Illinois would be ILLINOIS. Munich, Germany would be GERMANY

PRIVACY ACT STATEMENT

Authority: The FBI's acquisition, preservation, and exchange of fingerprints and associated information is generally authorized under 28 U.S.C. 534. Depending on the nature of your application, supplemental authorities include Federal statutes, State statutes pursuant to Pub. L. 92-544, Presidential Executive Orders, and federal regulations. Providing your fingerprints and associated information is voluntary; however, failure to do so may affect completion or approval of your application.

Principal Purpose: Certain determinations, such as employment, licensing, and security clearances, may be predicated on fingerprint-based background checks. Your fingerprints and associated information/biometrics may be provided to the employing, investigating, or otherwise responsible agency, and/or the FBI for the purpose of comparing your fingerprints to other fingerprints in the FBI's Next Generation Identification (NGI) system or its successor systems (including civil, criminal, and latent fingerprint repositories) or other available records of the employing, investigating, or otherwise responsible agency. The FBI may retain your fingerprints and associated information/biometrics in NGI after the completion of this application and, while retained, your fingerprints may continue to be compared against other fingerprints submitted to or retained by NGI.

Routine Uses: During the processing of this application and for as long thereafter as your fingerprints and associated information/biometrics are retained in NGI, your information may be disclosed pursuant to your consent, and may be disclosed without your consent as permitted by the Privacy Act of 1974 and all applicable Routine Uses as may be published at any time in the Federal Register, including the Routine Uses for the NGI system and the FBI's Blanket Routine Uses. Routine uses include, but are not limited to, disclosures to: employing, governmental or authorized non-governmental agencies responsible for employment, contracting, licensing, security clearances, and other suitability determinations; local, state, tribal, or federal law enforcement agencies; criminal justice agencies; and agencies responsible for national security or public safety.

Applicant Notification and Record Challenge

Your fingerprints will be used to check the criminal history records of the FBI. You have the opportunity to complete or challenge the accuracy of the information contained in the FBI identification record. The procedure for obtaining a change, correction, or updating an FBI identification record are set forth in Title 28, CFR, 16.34. You can find additional information on the FBI website at <https://www.fbi.gov/about-us/cjis/background-checks>