

**WOOD COUNTY SHERIFF'S OFFICE**  
License Application Instructions  
WV Code §61-7-4  
License to Carry Concealed Handgun

The Concealed Handgun License Application may be downloaded from the website of the Wood County Sheriff's Office, the Attorney General's Office or the West Virginia State Police.

Once the application is completed and notarized, it may be returned with proper application fee, necessary firearms certification form, and a copy of the applicant's valid driver's license or WV ID card with photo to the Wood County Sheriff's Tax Office, Conceal Carry Window located within the Judge Black Annex Building at 319 Market Street, Parkersburg, WV 26101.

The fifty dollar (\$50.00) **Non-Refundable** application fee must be paid by cash, check, money order, or credit card.

A certification of completion or an affidavit from a certified firearm instructor or institution which proves that you have completed the Firearms Safety Course is required for issuance of a Concealed Handgun License. Applicants should contact a National Rifle Association representative, gun dealer or firearms instructor to receive information as to the course necessary for certification. After your application is submitted to the Sheriff's Office, it will be processed and available within 45 days if approved for pickup by the applicant. If the application isn't approved for a specific reason, you will be notified by telephone and US Postal Service.

**Licenses are only issued at the Wood County Sheriff's Tax Office, Conceal Carry Window located within the Judge Black Annex Building at 319 Market Street, Parkersburg, WV. The license will only be released to the applicant, who Must Show Proper Photo Identification.**

Applicants will also be notified by telephone as to the approval of their application. When completing the application the applicant should list a phone number so they can be contacted if a question arises. If you determine that you need to modify the information contained on your application, you may do so by sending the correct information in writing.

Questions should be directed to the Wood County Tax Office, Conceal Carry Division at 304-424-1923.

## **Frequently asked questions about the Concealed Handgun License application**

- **Where can I get an application?** Applications may be picked up at the Wood County Sheriff's Tax Office, Conceal Carry Window located within the Judge Black Annex located at 319 Market Street, Parkersburg, WV. Applications may be downloaded from the website of the Wood County Sheriff's Office, the Attorney General's Office or the West Virginia State Police.
- **How are applications returned?** Applications must be returned to the Wood County Sheriffs Tax Office, Conceal Carry Window with the additional required items below.
- **Is the permit good statewide?** Yes.
- **How can payment be made?** Payment may be made by cash, check, money order, or credit card (If paying by CC a \$2 processing fee is charged by Certified Payments) at the Wood County Sheriffs Tax Office, Conceal Carry Window located within the Judge Black Annex located at 319 Market Street, Parkersburg, WV.
- **Where can I obtain information about firearms certification training?** From a local National Rifle Association representative, gun dealers or any certified firearms instructor.
- **How long does the application process take?** Approximately 45 days.
- **Can I apply in any county?** No, only the county in which you live.
- **Is there a fee for retired police officers?** No.
- **Do you have to carry a photo ID with the license?** Yes, a state issued photo identification card must be carried at all times.
- **Are there places where weapons cannot be carried?** Yes. These places include Federal property, public office buildings, schools, premises of a court of law (including county courthouses and the State Capitol buildings), Sheriff or State Police Departments/offices and in any private residence or public business which is posted that weapons are not permitted. Some municipalities also have laws against carrying weapons on city property.

## **PISTOL PERMIT CHECKLIST**

Individuals making application for license to carry a concealed handgun, must submit the following with a completed application form:

1. Fifty (\$50) **Non-Refundable** application fee: payable by cash, check, money order or credit card (If paying by CC a \$2 processing fee is charged by Certified Payments);
2. Notarized application. (Applicant must have application notarized before submitting it);
3. Approved certification of firearms training (as outlined in WV Code 61-7-4);
4. Proof of the firearms trainer's instructor certification;
5. Photo static copy of applicant's photo bearing WV Driver's License or WV Identification card.

### **INSTRUCTIONS:**

1. **The applicant will complete the form (pen and ink or typewriter) and affix his or her signature, which must be witnessed by a notary public.**
2. **The completed form will be presented to the Sheriff of the applicant's resident county accompanied by the required non-refundable \$50.00 application fee.**
3. **The Sheriff will conduct an investigation relative to the information contained in the application as required by state law. Any request for criminal history information from the State Police will be made using established protocol.**
4. **Once the background check has been completed and the Concealed Hangunr License has been approved the Sheriff will notify the applicant by telephone that his / her license can be picked up.**

## WEST VIRGINIA STATE POLICE APPLICATION FOR CONCEALED PISTOL/REVOLVER LICENSE

(This application must be completed in ink or by typewriter)

To the Sheriff of Wood County, I, the below named applicant, swear/affirm, under penalty of law, that the information contained within this application is true and correct to the best of my knowledge.

DATE SUBMITTED: \_\_\_/\_\_\_/\_\_\_ APPLICATION TYPE:  Initial  Renewal No Fee: NOT APPLICABLE

NAME: \_\_\_\_\_ CONTACT #: \_\_\_\_\_  
Last First Middle

ADDRESS: \_\_\_\_\_  
Street City State Zip

DOB: \_\_\_/\_\_\_/\_\_\_ SS# \_\_\_\_\_ PLACE OF BIRTH: \_\_\_\_\_

COUNTRY OF CITIZENSHIP: \_\_\_\_\_ ALIEN/ADMISSION #: \_\_\_\_\_ (If not US citizen)

HT: \_\_\_ Ft. \_\_\_ In. WT: \_\_\_\_\_ RACE: \_\_\_\_\_ SEX:  M  F EYES: \_\_\_\_\_ HAIR: \_\_\_\_\_

SCARS, MARKS, AND/OR TATTOOS (Description and location): \_\_\_\_\_

I am a bona fide resident of Wood county, WV and present the following original, valid WV issued photo ID in support of this assertion (Photocopy of ID must be attached to this application):

WV Driver's License# \_\_\_\_\_  WV Non-Driver's ID # \_\_\_\_\_  Other (Describe) \_\_\_\_\_

Answer each of the following questions by checking YES or NO:

QUESTION	YES	NO
1. Are you under 21 years of age? If yes Provisional Application form 44C must be completed	<input type="radio"/>	<input type="radio"/>
2. Are you addicted to alcohol, a controlled substance or drug, or are you an unlawful user thereof?	<input type="radio"/>	<input type="radio"/>
3. Have you been convicted of a felony?	<input type="radio"/>	<input type="radio"/>
4. Have you been convicted of an act of violence or an act of Domestic Violence?	<input type="radio"/>	<input type="radio"/>
5. Are you under indictment or do you have any criminal charges pending against you?	<input type="radio"/>	<input type="radio"/>
6. Are you currently serving a sentence of confinement, parole, probation or other court ordered supervision due to a charge of domestic violence as provided for in 61-2-28 of the Code of West Virginia?	<input type="radio"/>	<input type="radio"/>
7. Are you the subject of a restraining order as a result of a domestic violence act as defined in 61-2-28 of the Code of West Virginia or subject to a verified petition of domestic violence or subject to a protective order as provided for in 48-2a of the Code of West Virginia?	<input type="radio"/>	<input type="radio"/>
8. Have you ever been adjudicated to be mentally incompetent?	<input type="radio"/>	<input type="radio"/>
9. Do you have two (2) or more convictions for DUI related offenses?	<input type="radio"/>	<input type="radio"/>
10. In the last three (3) years prior to this application, have you been in a residential or court ordered treatment facility for alcoholism and /or alcohol/drug detoxification treatment?	<input type="radio"/>	<input type="radio"/>
11. If you are applying for a license to carry a concealed handgun, have you qualified under the minimum requirements for the handling and firing of a handgun as set forth in 61-7-4 of the Code of West Virginia? If YES, attach a copy of the certificate of completion to this application. The Sheriff will determine applicability of this section to Retired Law Enforcement Officers and Renewal Applicants.	<input type="radio"/>	<input type="radio"/>

**NOTE:** If any of questions 2-10 listed above are answered YES, then a brief letter of explanation for each question must accompany this form.

I hereby authorize the Sheriff of Wood County, to conduct an investigation into information contained in this application. Furthermore, I understand that the falsification of any information contained within this application constitutes false swearing and is a misdemeanor punishable under the provisions of 61-5-2 of the Code of West Virginia.

Applicant's Signature X \_\_\_\_\_ Date \_\_\_\_\_

**WEST VIRGINIA STATE POLICE  
APPLICATION FOR CONCEALED PISTOL/REVOLVER LICENSE**

(This application must be completed in ink or by typewriter)

1. The applicant will complete the form (ink or type) and affix his/her signature which must be witnessed by a notary.
2. The completed form will be presented to the Sheriff of the applicant's resident county accompanied by the required \$25.00 application fee.
3. The Sheriff will conduct an investigation relative to the information contained in the application as required by state law. Any request for criminal history information from the State Police will be made using established protocol.
4. **Upon completion of the investigation and if a license to carry a concealed pistol/revolver is approved and issued, the applicant will pay to the Sheriff an additional \$25.00 fee.** The Sheriff will immediately forward to the State Police a certified copy of the approved application and will forward within thirty (30) days the \$25.00 fee to the following address:

Superintendent  
 West Virginia State Police  
 Attention: Concealed Weapon Registry  
 701 Jefferson Road  
 South Charleston, WV 25309-1698

**NOTE:** Fees waived for the following officials effective July 1, 2013 or July 1, 2020:

Any justice of the Supreme Court of Appeals of West Virginia; any circuit judge; any retired justice or retired circuit judge designated senior status by the Supreme Court of Appeals of WV; any family court judge; any magistrate; any prosecuting attorney; any assistant prosecuting attorney; any duly appointed investigator employed by a prosecuting attorney; or any honorably discharged military veteran.

**NOTE: No application will be accepted without the NICS Transaction Number listed.**

**NOTE:** When forwarding the \$25.00 fee to the West Virginia State Police, the Sheriff must provide the name, date of birth and date of application approval for each \$25.00 fee remitted.

Applicant Name: \_\_\_\_\_

Applicant DOB: \_\_\_\_\_ Phone contact: \_\_\_\_\_

<p>Subscribed and sworn before me, in said County and State, this the _____ day of _____, 20____.</p> <p>My commission expires: _____</p>	<p><b>THIS BLOCK TO BE COMPLETED ONLY UPON APPROVAL OF APPLICATION BY SHERIFF</b></p> <p>III Check <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>WV CRIMINAL RECORD CHECK <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>STATE ID No. _____ WV0540000</p> <p>NICS Check: <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>NICS TRANSACTION No.(NTN): _____</p> <p><b>NOTE: Application will be returned without NTN#</b></p> <p>I, _____ R.L. Woodyard _____</p> <p>Sheriff of _____ WOOD _____ County, WV certify this document to be a true and accurate copy of the APPROVED APPLICATION for a Concealed Pistol/Revolver Permit for the person identified herein and have issued a permit as required by law.</p>
<p>Notary public signature</p>	<p>Signature</p>
<p>SEAL:</p>	<p>Approval Date</p>
<p>Date application received: ____/____/____</p>	<p>Expiration Date</p>
<p>Received by: _____</p> <p><b>SHERIFF DEPARTMENT USE ONLY</b></p>	