

## CONCEALED FIREARMS PERMIT APPLICATION / RENEWAL PROCESS

The Park County Sheriff's Office does not issue Concealed Firearm Permits (CFP); CFPs are the responsibility of the Division of Criminal Investigation in Cheyenne. However, the Sheriff's Office of the county you reside is involved in the application process.

In order to apply for a CFP, the applicant will need the following:

- Four (4) copies of a completed application,
- Proof of firearms proficiency (DD Form 214, Hunter Safety Card, NRA certified course certificate, etc.),
- Completed fingerprint cards (new applications only),
- Wyoming Driver's License (for identification purposes), and
- All applicable fees.

### **APPLICATION**

The Park County Sheriff's Office NO LONGER ISSUES applications for Wyoming Concealed Firearm Permit. Applications are now available online only at the DCI website at <http://wyomingdci.wyo.gov>. Once at the DCI website, clicking on the link in the left hand column for "Concealed Firearm Permits" opens the Concealed Firearm Permits Page.

The Concealed Firearm Permits Page also features links to the following:

- Instructions for CFP Applicants (Non-Military),
- Wyoming CFP Application (Non-Military),
- Resident Wyoming Military Personnel Stationed out of State,
- Frequently Asked Questions, and
- Wyoming Concealed Firearm Permit Statute (Effective 07/01/2011).

To obtain an application for a Concealed Firearm Permit, select the link "Wyoming CFP Application." The application can be downloaded to your computer and filled out. Four (4) copies of the completed application form must then be printed out. You can also print out the form and complete it by hand. The "Wyoming CFP Application" is now used for new applications as well as renewal applications.

All four copies of the completed application form must be notarized and taken to the Park County Sheriff's Office located at 1402 River View Drive in Cody weekdays during normal business hours (8:00 a.m. – 5:00 p.m.). DO NOT SIGN the forms unless in the presence of a notary. A notary is usually available at the sheriff's office.

We DO NOT accept applications on Tuesdays as the Driver's License Bureau (where you must go for your CFP photo) is closed. Please call the Sheriff's Office at 307-527-8710 on the day you wish to turn in your application to ensure a notary is available and a deputy is also available to do your fingerprints. Make sure you bring your Wyoming Driver's license, proof of firearms proficiency, and applicable fees with you at this time.

### **PROOF OF FIREARMS PROFICIENCY**

An applicant for a concealed weapons permit in Wyoming is required to demonstrate familiarity with a firearm. Any of the following activities constitutes sufficient familiarity under Wyoming law:

- Completion of any certified firearm safety or training course utilizing instructors certified by the National Rifle Association or the Wyoming law enforcement academy;
- Completion of any law enforcement firearms safety or training course or class offered for security guards, investigators, special deputies, or any division of law enforcement or security enforcement;
- Experience with a firearm through participation in an organized shooting competition or military service;

- Completion of any firearms training or safety course or class conducted by a state certified or National Rifle Association certified firearms instructor;
- Certified as proficient in firearms safety by any Wyoming law enforcement agency under procedures established by that agency; or
- Honorable retirement as a federal or state peace officer who has a minimum of ten (10) years of service.

Proof of the above qualifying activity must be provided by submission of one of the following documents:

- A legible photocopy of a certificate of completion of any of the courses or classes;
- A notarized affidavit from the instructor, school, club, organization or group that conducted or taught the course or class attesting to the completion of the course or class by the applicant; or
- A copy of any document which shows completion of the course or class or evidences participation of firearms competition.
- Verification of honorably retired federal or state peace officer with a minimum of ten (10) years service from the former agency.

### **FINGERPRINT CARDS**

A full set of fingerprints administered by a law enforcement agency is required at the time of application. The actual cost of processing the set of fingerprints shall be borne by the applicant. The Park County Sheriff's Office will administer the fingerprint process at a cost of \$5.00. Please call the sheriff's office at 307-527-8700 to verify that a deputy is available to fingerprint you before coming to the sheriff's office to submit your application.

### **FEES**

**Attorney General/Division of Criminal Investigation** - Payment in the proper form must accompany the completed application forms brought to the Sheriff's Office. The fees are as follows:

- New Applications - \$64 (Cashier's Check or Money Order only)
- Renewal Applications before the expiration date - \$45 (Cashier's Check or Money Order only)
- Renewal Applications after the expiration date - \$55 (Cashier's Check or Money Order only)
- Duplicate permit application - \$5 (Cashier's Check or Money Order only)

The fees referenced above can only be in the form of a money order or cashier's check only made out to Division of Criminal Investigation. Cash, credit cards, debit cards, or personal checks **are not accepted** for this part of the application process.

**Local Fees** - In addition to the above fee, please provide the following separate amounts in cash only. You must bring the EXACT AMOUNT FOR EACH FEE SEPARATELY as there is no cash kept at the sheriff's office and each fee is forwarded individually to the appropriate agency. These fees will cover processing, background checks, fingerprints and notary services.

- \$10.00 - Park County Sheriff's Office (Processing)
- \$5.00 - Cody or Powell Police Department (Background Check)
- \$5.00 - Fingerprints
- \$2.00 - Notary Fee

No personal checks, credit cards or debit cards are accepted for any of these fees. Again, all fees are separate and cannot be bundled together. Any Questions, please call 307-527-8714 or 307-754-8714

### **PROCESSING**

Sheriff's Office personnel will retain all but one copy of your application form, which you will then need to take to the Wyoming Department of Transportation Driver's Services Office at 1501 Stampede Ave, Suite #3000, where

your picture will be taken for the permit. This must be done with 5 days of your application.

Processing times may take up to 90 days, depending on volume. The permit is sent to the Sheriff's Office, which will contact you once the process is complete.

State and county officials recommend that those interested in applying for a Concealed Firearm Permit review the Wyoming statutes that regulate the procedure, particularly its mandatory training provisions. (There is a link to the statutes on DCI's Concealed Firearm Permits Page.)

Questions or concerns may be directed to DCI in Cheyenne to [CFP@Wyo.gov](mailto:CFP@Wyo.gov) or by calling (307) 777-7181. Answers to many questions can be found on the DCI's Concealed Firearms Permit Page by clicking the "Frequently Asked Questions" link.