

Commonwealth of Virginia Concealed Handgun Permit Application

Documents & Links

- [Application \(PDF\)](#)

Application Requirements

- You must be 21 years old or older to apply.
- Upon completing the application in full, **you must return it to the Clerk of the Circuit Court** of the county or city where you will attest under oath to the information hereon and pay a non-refundable fee to the Circuit Court Clerk. Or
- if he is a member of the United States armed forces, the county or city in which he is domiciled, for a five-year permit to carry a concealed handgun.
- The application may be obtained from the circuit court, sheriff's office, or police department. The form (SP-248 Application for Concealed Handgun Permit) also may be downloaded and/or printed from this web site. This form can be viewed, downloaded and/or printed by visiting the [Virginia State Police Forms](#) page.
- The applicant must provide a photocopy of a certificate of completion of any of the courses or classes; an affidavit from the instructor, school, club, organization, or group that conducted or taught such 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 in firearms competition shall constitute evidence of qualification under this subsection.
- You must then bring the completed application, including the required proof of competence with a handgun, to the Circuit Court Clerk's Office for processing. Failure to return the completed application within 30 days voids said application. If this happens, you must reapply as well as repay the non-refundable fee.
- According to §18.2-308 (G) of the Code of Virginia, the court shall **require proof** that an applicant has demonstrated competence with a handgun. Such proof as defined below shall be attached to the completed application that you submit to the Circuit Court Clerk

Acceptable Means by Which to Demonstrate Competence with a Handgun

Proof of Competence:

- Completing any hunter education or hunter safety course approved by the Department of Game and Inland Fisheries or a similar agency of another state; (in most cases, one must have completed 15 years of service in an equivalent agency as a law enforcement officer i.e.

Customs Service, FBI, Department of State Diplomatic Security etc.. or reach the age of 55 years of age.

- Completing any National Rifle Association firearms safety or training course;
- Completing any firearms safety or training course or class available to the general public offered by a law-enforcement agency, junior college, college, or private or public institution or organization or firearms training school utilizing instructors certified by the National Rifle Association or the Department of Criminal Justice Services;
- Completing any law-enforcement firearms safety or training course or class offered for security guards, investigators, special deputies, or any division or subdivision of law enforcement or security enforcement;
- Presenting evidence of equivalent experience with a firearm through participation in organized shooting competition or current military service or proof of an honorable discharge from any branch of the armed services;
- Obtaining or previously having held a license to carry a firearm in this Commonwealth or a locality thereof, unless such license has been revoked for cause;
- Completing any firearms training or safety course or class conducted by a state-certified or National Rifle Association-certified firearms instructor;
- Completing any governmental police agency firearms training course and qualifying to carry a firearm in the course of normal police duties; or
- Completing any other firearms training which the court deems adequate.

Fingerprints

You must be fingerprinted on two cards for a criminal history background check. Fingerprints are required for original applications only.

Fees

The court shall charge a fee of \$10.00 for the processing of an application or issuing of a permit. Local law enforcement agencies may charge a fee not to exceed \$35.00 to cover the cost of conducting an investigation pursuant to this Code section. The State Police may charge a fee not to exceed \$5.00 to cover the cost associated with processing the application. The total amount of the charges may not exceed \$50.00, and payment may be made by any method accepted by the court.