

INSTRUCTIONS TO COMPLETE THE APPLICATION FOR A PENNSYLVANIA LICENSE TO CARRY FIREARMS

The following instructions correspond to the applicable sections and/or blocks below. If the answer to any block is either “none” or “not applicable,” e.g., applicant does not have a telephone, does not have an employer or business, does not have a middle name, etc., the word “**NONE**” or “**N/A**” shall be placed in the corresponding block, unless otherwise indicated below.

Check the New Applicant box. A photograph is **NOT** required.

1. LAST NAME - Self-explanatory
2. JR., ETC. - Self-explanatory (**Write N/A if not applicable**)
3. FIRST NAME - Self-explanatory
4. MIDDLE NAME - Self-explanatory
5. PA PHOTO ID/DRIVER LICENSE NUMBER - If available, enter the driver’s license number. If you do not have a driver’s license number you must possess a PA Photo ID available through the Drivers License Exam Center (781-8231).
6. STATE: Enter the state of issuance.
7. DATE OF BIRTH - Enter date of birth in an eight-digit month/day/year format, e.g., 12/07/1965, 08/11/1966.
8. SOCIAL SECURITY NUMBER – Optional, but will help prevent misidentification.
9. AGE - Self-explanatory
10. SEX - Enter the sex, i.e., F – Female, M – Male, or U – Unknown.
11. RACE - Enter the race, i.e., American Indian or Alaskan Native, Asian or Pacific Islander, Black, White, or Unknown.

12. HEIGHT - Enter three-digit height in feet and inches, e.g., 5 foot, 8 inches as “508”, six foot as “600”.
13. WEIGHT - Enter a three-digit weight in pounds, e.g., 096, 185.
14. HAIR COLOR - Enter the hair color, i.e., Bald, Black, Blond or Strawberry, Blue, Brown, Gray or Partially Gray, Green, Orange, Pink, Purple, Red or Auburn, Sandy, White, or Unknown or Completely Bald.
15. EYE COLOR - Enter the eye color, i.e., Black, Blue, Brown, Gray, Green, Hazel, Maroon, Multicolored, Pink, or Unknown.
16. STREET ADDRESS - Enter the street address of the residence. If the address is an RD number, e.g., RD1, Box 345, an actual street name shall also be required such as RD1 (Old Jonestown Road), Box 345.
17. CITY - Self-explanatory
18. STATE - Self-explanatory
19. ZIP CODE - Self-explanatory
20. HOME TELEPHONE NO. – Enter the area code and telephone number of the residence.
21. EMPLOYER/BUSINESS NAME - Self-explanatory
22. WORK TELEPHONE NO. - Self-explanatory
23. OCCUPATION - Self-explanatory
24. ADDRESS - Enter the street address of the applicant’s employer/business. If the address is RD number, e.g., RD1, Box 345, an actual street name shall also be required such as RD1 (Old Jonestown Road), Box 345.
25. CITY - Self-explanatory
26. STATE - Self-explanatory

27. ZIP CODE - Self-explanatory

28. REASON FOR A LICENSE TO CARRY FIREARMS - Check the appropriate box (es) to indicate reason for obtaining a License to Carry Firearms, i.e., Employment, Gun Collecting, Hunting & Fishing, Other, Self Defense, or Target Shooting. If other is checked, indicate the reason in the space provided.
****NOTE:** only one reason will be printed on your permit.

29. PLACE OF BIRTH – Self-explanatory

30. TWO REFERENCES – NOT FAMILY MEMBERS – Enter the name, address and telephone number of two individuals who have known you for at least two years. Please provide phone numbers that are reachable during business hours, 8:30-4:00p.m.

31-41 QUESTIONS - Self-explanatory

SIGNATURE OF APPLICANT/DATE OF APPLICATION - Self-explanatory

**PRIOR TO SUBMITTING THE APPLICATION PLEASE
DETACH THE INSTRUCTIONS**

The license is valid for five years unless sooner revoked. Please bring your driver's license with you for identification purposes.

Office hours are Monday through Friday from 8:30 a.m. to 4:00 p.m. excluding holidays. The following are Saturdays that the Sheriff's Office will be open from **9:00 a.m. to 12:00 p.m.**. *Please use the rear entrance of the Courthouse, as this will be the only door open on a Saturday.*

February 25, 2012
June 2, 2012
September 8, 2012
December 1, 2012

You may mail this application to our office at: Elk County Sheriff's Office, Elk County Courthouse, 250 Main Street, P.O. Box 336, Ridgway, PA 15853. You will receive a phone call when the application is completed and ready for issuance. The permit is valid for a period of five years unless sooner revoked at a fee of **\$20.00**. The fee is not collected until after you have been approved and the permit is issued to you.

DO NOT SEND THE PERMIT FEE WITH THIS APPLICATION.