

# Steps for Applicants to Take in Acquiring a License to Carry a Concealed Weapon

## Applicant Seeking Permit

Applicant contacts local sheriff's office to identify *Certified Instructors* in that county or other area of the state who are authorized to teach the required course.

Applicant arranges to enroll in one-day training class conducted by *Certified Instructor*.

Within five working days after completing the course, the *Certified Instructor* forwards information regarding the applicant's pass or fail training status to DOCJT in Richmond.

Within 15 days of receiving information from the *Certified Instructor*, the DOCJT will, if the applicant successfully completed the training, issue a **Certificate of Training**. If the applicant fails the training, the DOCJT will notify the applicant they will not be certified.

KSP will conduct background check and issue or deny license to applicant within 90 days.

Within 5 working days, the sheriff transmits the application and accompanying materials to the Kentucky State Police (KSP).

Applicant submits **Certificate of Training**, application material, and \$60 fee to sheriff's office in county in which applicant resides.

KSP mails "Flash Pak" to Applicant notifying Applicant to pick up license at sheriff's office.

Applicant becomes licensee and may carry weapon concealed.

*License must be renewed five years from date of issue*

**Special Notice**

Applicants who are peace officers currently certified by KLEC, or a retired peace officer who is a member of KERS, SPRS, CERS, or other retirement system operated by a city, county or urban-county in KY, do not have to meet the training requirement or pay license fees.