



CONCEALED PISTOL LICENSE (CPL) INFO SHEET

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253-863-6384

PLEASE ENSURE THAT YOU MEET ALL REQUIREMENTS BEFORE APPLYING. FAILURE TO FOLLOW APPLICATION REQUIREMENTS MAY RESULT IN A DELAY OR DENIAL OF YOUR APPLICATION. MISREPRESENTING OR FALSIFYING APPLICATION INFORMATION MAY SUBJECT YOU TO CRIMINAL PROSECUTION UNDER RCW 9A.72.040.

Where can I apply? Is there a residency requirement?

RCW 9.41.070 (13) – A person may apply for a concealed pistol license:

- (a) To the municipality or to the county in which the applicant resides if the applicant resides in a municipality;*
- (b) To the county in which the applicant resides if the applicant resides in an unincorporated area; or*
- (c) Anywhere in the state if the applicant is a nonresident.*

Residency is determined primarily by the address on your state-issued ID card or driver license, which is considered your "address of record" (RCW 46.08.195). State law requires that any change of address must be reported to the Department of Licensing (DOL) within 10 days (RCW 46.20.205). You can easily update your address online with DOL.

If have questions, please call us first at 253-863-6384. Having a "Sumner" mailing address or postal address does not necessarily mean the same thing as residing within the city limits. If the address on your ID does not match the address you provide on the application, or if available information suggests you do not live inside the city limits, we may ask you to show proof of residency.

If you wish to apply for a new/original CPL, you must make an appointment. Renewals and replacements may walk in.

What will I need to bring with me?

- Completed CPL Application (if printing and filling out before arriving – available at www.sumnerwa.gov/police)
- Current and valid state-issued driver's license or identification card
- Proof of residency (if necessary)
- Permanent Resident Alien Card and/or Alien Firearm License, if applicable
- Payment (**cash or check/money order only, payable to CITY OF SUMNER**)
- Your old CPL, if available (for renewals)

How much does a CPL cost?

If You:	Apply For:	Cost:
Never had a CPL before, or your CPL is expired beyond 90 days	Original (New)	\$49.25
Currently have a valid CPL, and are within 90 days of expiration	Renewal	\$32
Have a recently expired CPL, but not by more than 90 days	Late-Renewal	\$42
Lost your still-valid CPL, or wish to update your info	Replacement	\$10
CPL payments are non-refundable – please ensure you meet all requirements before submitting your application.		

Do I have to get fingerprinted and background-checked?

A background check is completed for every applicant (even replacements), but fingerprints are only taken for new licenses. Sumner PD provides CPL fingerprinting by appointment only - call to inquire about times and dates. For security reasons, the person being fingerprinted cannot be accompanied by anyone else while in the secure area.

How long will it take to get my CPL?

Processing may take up to 30 days (60 day for non-residents). If approved, we will mail your CPL to the address provided on your application.



CONCEALED PISTOL LICENSES CRIMINAL HISTORY AND DISQUALIFIERS

PLEASE READ THIS INFORMATION CAREFULLY



Generally, Washington firearms law is covered in Chapter 9.41 RCW. Federal firearms law, in terms of prohibiting statutes, is generally covered in the United State Code (USC), Title 18, Chapter 44, Section 922. However, there are many other statutes which play a role in regulating firearms and who may purchase, own, or possess them.

The definition of a "CONVICTION" is specifically defined in Washington State firearms law and may be more expansive than other definitions (see RCW 9.41.010):

"Conviction" includes a dismissal entered after a period of probation, suspension, or deferral of sentence, and also includes equivalent dispositions by courts in jurisdictions other than Washington state.

The list below does not, by any means, comprise all of the possible prohibitors and does not cover every exact or possible interpretation of the law. Juvenile offenses may be disqualifying, regardless of the final disposition. If you have concerns, questions, or confusion about your eligibility, you may wish to consult with an attorney before applying.

➤ **DOMESTIC VIOLENCE (DV) CONVICTIONS**

- In Washington State, the definition of "domestic violence" often includes crimes against "household members" such as roommates, and/or romantic or intimate partners.

➤ **ANY FELONY CONVICTION AND/OR ANY COMPARABLE/EQUIVALENT CONVICTION FROM OTHER JURISDICTIONS**

- For example: "Taking Motor Vehicle Without Permission" can be a misdemeanor in California, but it is a felony in Washington. A conviction under the California misdemeanor statute is comparable to a felony in Washington and would be disqualifying.

➤ **PERSONS WHO ARE UNLAWFUL USERS OF OR ADDICTED TO ANY CONTROLLED SUBSTANCE**

UNDER FEDERAL LAW, MARIJUANA IS STILL A CONTROLLED SUBSTANCE AND CONSIDERED ILLEGAL. AS A RESULT, INDICATIONS OR ADMISSIONS OF RECENT USE, POSSESSION, OR DRUG-RELATED INCIDENTS MAY BE DISQUALIFYING.

➤ **ACTIVE/OUTSTANDING WARRANT FROM ANY JURISDICTION**

➤ **ACTIVE COURT CASE FOR A "SERIOUS OFFENSE"**

➤ **ANY ACTIVE FELONY INDICTMENT OR INFORMATION**

➤ **ACTIVE PROTECTION ORDERS (OR OTHER COURT ORDERS WHICH PROHIBIT FIREARMS)**

➤ **INVOLUNTARILY COMMITTED TO A MENTAL HEALTH OR SUBSTANCE ABUSE TREATMENT FACILITY BY A COURT, BOARD COMMISSION, OR OTHER LAWFUL AUTHORITY**

➤ **DISHONORABLE DISCHARGE FROM THE US ARMED FORCES**



Concealed Pistol License Application

Office use only

ID number _____
SID number _____
FBI number _____
CPL number _____

PRINT or TYPE all information

Application type <input type="checkbox"/> Original application <input type="checkbox"/> Renewal of license <input type="checkbox"/> Late renewal of license <input type="checkbox"/> Replacement license					
Name (Last, First, Middle)			CPL number, if applicable		Expiration date
Other names by which you have been known (for example: maiden name)			Driver license number		State
Physical address—required			City	State	ZIP code
Mailing address (if different)			City	State	ZIP code
Date of birth	Birthplace (City, State/Province, Country)		10-digit phone (optional)		Gender <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Non-binary
Height ___ feet ___ inches	Weight _____ pounds	Eyes (color)	Hair color	Ethnicity <input type="checkbox"/> Hispanic or Latino <input type="checkbox"/> Not Hispanic or Latino	
Race (Check all that apply) <input type="checkbox"/> Black or African American <input type="checkbox"/> American Indian or Alaska Native <input type="checkbox"/> White <input type="checkbox"/> Asian <input type="checkbox"/> Native Hawaiian or Other Pacific Islander					
Email address for concealed pistol license renewal (optional)					
List type and location of all marks, scars, and tattoos					
Residency					
1. Are you a U.S. citizen? <input type="checkbox"/> Yes <input type="checkbox"/> No If no, enter country of citizenship _____					
2. Are you a permanent resident alien? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, enter your permanent resident card number _____					
3. Are you a legal alien temporarily residing in Washington? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, enter your alien registration/I-94 number _____ and; Enter your alien firearms license number: _____ Expiration date: _____					
Answer the following					
1. Have you ever been convicted in adult court or adjudicated in a juvenile court of a felony, or of the following crimes when committed by one family or household member against another, on or after July 1, 1993: assault in the fourth degree, coercion, stalking, reckless endangerment, criminal trespass in the first degree, or violation of the provision of a protection order or no-contact order restraining the person or excluding the person from a residence? . . <input type="checkbox"/> Yes <input type="checkbox"/> No					
2. Are you now on bond or personal recognizance pending trial, appeal or sentence for any serious offense as defined in RCW 9A.010 or for a felony for any crime where the judge can imprison you for more than one year? <input type="checkbox"/> Yes <input type="checkbox"/> No					
3. Have you been convicted of 3 or more violations of Washington's firearms laws within any 5-year period? . . <input type="checkbox"/> Yes <input type="checkbox"/> No					
4. Are you an unlawful user of, or addicted to, marijuana, or any depressant, stimulant, or narcotic drug, or any other controlled substance? <input type="checkbox"/> Yes <input type="checkbox"/> No					
5. Have you ever been adjudicated mentally defective (which includes having been adjudicated incompetent to manage your own affairs) or have you ever been committed to a mental institution? <input type="checkbox"/> Yes <input type="checkbox"/> No					
6. Have you been discharged from the Armed Forces under dishonorable conditions? <input type="checkbox"/> Yes <input type="checkbox"/> No					
7. Are you subject to a court order restraining you from harassing, stalking, or threatening your child or an intimate partner or child of such partner? <input type="checkbox"/> Yes <input type="checkbox"/> No					
8. Have you been convicted in any court of a misdemeanor crime of domestic violence? <input type="checkbox"/> Yes <input type="checkbox"/> No					
9. Have you ever renounced your United States citizenship? <input type="checkbox"/> Yes <input type="checkbox"/> No					
10. Are you an alien illegally in the United States? <input type="checkbox"/> Yes <input type="checkbox"/> No					

Signing this application authorizes the Department of Social and Health Services, as well as mental-health institutions and other health-care facilities, to release information relevant to your eligibility for a concealed pistol license to an inquiring court or law-enforcement agency.

I certify under penalty of perjury under the law of Washington that the foregoing is true and correct.

X

What do I need to apply for a concealed pistol license?

- Bring a photo ID such as a valid state driver license or ID card.
- Bring your permanent resident card if you are a permanent resident alien.
- If you have an alien firearms license, bring your original passport and United States issued alien number or admission number.
- Bring your original certificate of rehabilitation or firearms restoration orders, if applicable.

How much does it cost for a concealed pistol license?

- Original license—\$36
- Renewal license—\$32
- Late renewal license—\$42
- Replacement license—\$10

Plus background check fees. All fees are non-refundable.

Do I need to get a fingerprint or background check?

- Yes. The law enforcement agency will take your fingerprints and conduct a background check before they issue an original CPL.
- The background check process will usually be completed within 30 days from the date you apply.
- If you do not have a valid Washington driver license or Washington state identification card or have not been a resident of Washington state for the prior 90 consecutive days, then the process may take up to 60 days.

Are there any other requirements?

Yes. Your application can be denied if:

- You have a concealed pistol license in a revoked status
- You are under 21 years of age
- You are subject to a court order or injunction concerning the possession of firearms
- You are free on bond or personal recognizance pending trial, appeal, or sentencing for a felony offense
- You have an outstanding warrant for your arrest from any court of competent jurisdiction for a felony or misdemeanor
- You have been ordered to forfeit a firearm within one year before filing a concealed pistol license application

Who do I contact if I have any questions?

- Contact your local law enforcement agency or county sheriff's office.

CAUTION: Although state and local laws do not differ, federal law and state law on the possession of firearms differ. If you are prohibited by federal law from possessing a firearm, you may be prosecuted in federal court. A state license is not a defense to federal prosecution.

Local law enforcement use only		
Database	Date	Checked by _____
<input type="checkbox"/> NICS	_____	_____
<input type="checkbox"/> WACIC/NCIC	_____	_____
<input type="checkbox"/> Warrant file	_____	_____
<input type="checkbox"/> DOL firearms file	_____	_____
<input type="checkbox"/> DSHS	_____	_____
<input type="checkbox"/> Local check	_____	_____
<input type="checkbox"/> Fingerprints (original application only)	_____	_____
<input type="checkbox"/> Approved <input type="checkbox"/> Denied By _____ Date _____		

NONCRIMINAL JUSTICE APPLICANT'S PRIVACY RIGHTS

As an applicant who is the subject of a national fingerprint-based criminal history record check for a noncriminal justice purpose (such as an application for employment or a license, an immigration or naturalization matter, security clearance, or adoption), you have certain rights which are discussed below. All notices must be provided to you in writing.¹ These obligations are pursuant to the Privacy Act of 1974, Title 5, United States Code (U.S.C.) Section 552a, and Title 28 Code of Federal Regulations (CFR), 50.12, among other authorities.

- You must be provided an adequate written FBI Privacy Act Statement (dated 2013 or later) when you submit your fingerprints and associated personal information. This Privacy Act Statement must explain the authority for collecting your fingerprints and associated information and whether your fingerprints and associated information will be searched, shared, or retained.²
- You must be advised in writing of the procedures for obtaining a change, correction, or update of your FBI criminal history record as set forth at 28 CFR 16.34.
- You must be provided the opportunity to complete or challenge the accuracy of the information in your FBI criminal history record (if you have such a record).
- If you have a criminal history record, you should be afforded a reasonable amount of time to correct or complete the record (or decline to do so) before the officials deny you the employment, license, or other benefit based on information in the FBI criminal history record.
- If agency policy permits, the officials may provide you with a copy of your FBI criminal history record for review and possible challenge. If agency policy does not permit it to provide you a copy of the record, you may obtain a copy of the record by submitting fingerprints and a fee to the FBI. Information regarding this process may be obtained at <https://www.fbi.gov/services/cjis/identity-history-summary-checks> and <https://www.edo.cjis.gov>.
- If you decide to challenge the accuracy or completeness of your FBI criminal history record, you should send your challenge to the agency that contributed the questioned information to the FBI. Alternatively, you may send your challenge directly to the FBI by submitting a request via <https://www.edo.cjis.gov>. The FBI will then forward your challenge to the agency that contributed the questioned information and request the agency to verify or correct the challenged entry. Upon receipt of an official communication from that agency, the FBI will make any necessary changes/corrections to your record in accordance with the information supplied by that agency. (See 28 CFR 16.30 through 16.34.)
- You have the right to expect that officials receiving the results of the criminal history record check will use it only for authorized purposes and will not retain or disseminate it in violation of federal statute, regulation or executive order, or rule, procedure or standard established by the National Crime Prevention and Privacy Compact Council.³

¹ Written notification includes electronic notification, but excludes oral notification.

² <https://www.fbi.gov/services/cjis/compact-council/privacy-act-statement>

³ See 5 U.S.C. 552a(b); 28 U.S.C. 534(b); 34 U.S.C. § 40316 (formerly cited as 42 U.S.C. § 14616), Article IV(c); 28 CFR 20.21(c), 20.33(d) and 906.2(d).

DERECHOS DE PRIVACIDAD DE SOLICITANTES - JUSTICIA, NO CRIMINAL

Como solicitante sujeto a una indagación nacional de antecedentes criminales basado en huellas dactilares, para un propósito no criminal (tal como una solicitud para empleo o una licencia, un propósito de inmigración o naturalización, autorización de seguridad, o adopción), usted tiene ciertos derechos que se entablan a continuación. Toda notificación se le debe proveer por escrito.¹ Estas obligaciones son de acuerdo al Privacy Act of 1974, Title 5, United States Code (U.S.C.) Section 552a, y Title 28 Code of Federal Regulations (CFR), 50.12, entre otras autorizaciones.

- Se le debe proveer una Declaración de la Ley de Privacidad del FBI (con fecha de 2013 o más reciente) por escrito cuando presente sus huellas digitales e información personal relacionada. La Declaración de la Ley de Privacidad debe explicar la autorización para tomar sus huellas digitales e información relacionada y si se investigarán, compartirán, o retendrán sus huellas digitales e información relacionada.²
- Se le debe notificar por escrito el proceso para obtener un cambio, corrección, o actualización de su historial criminal del FBI según delineado en el 28 CFR 16.34.
- Se le tiene que proveer una oportunidad de completar o disputar la exactitud de la información contenida en su historial criminal del FBI (si tiene dicho historial).
- Si tiene un historial criminal, se le debe dar un tiempo razonable para corregir o completar el historial (o para rechazar hacerlo) antes de que los funcionarios le nieguen el empleo, licencia, u otro beneficio basado en la información contenida en su historial criminal del FBI.
- Si lo permite la política de la agencia, el funcionario le podría otorgar una copia de su historial criminal del FBI para repasarlo y posiblemente cuestionarlo. Si la política de la agencia no permite que se le provea una copia del historial, usted puede obtener una copia del historial presentando sus huellas digitales y una tarifa al FBI. Puede obtener información referente a este proceso en <https://www.fbi.gov/services/cjis/identity-history-summary-checks> y <https://www.edo.cjis.gov>.
- Si decide cuestionar la veracidad o totalidad de su historial criminal del FBI, deberá presentar sus preguntas a la agencia que contribuyó la información cuestionada al FBI. Alternativamente, puede enviar sus preguntas directamente al FBI presentando un petición por medio de <https://www.edo.cjis.gov>. El FBI luego enviará su petición a la agencia que contribuyó la información cuestionada, y solicitará que la agencia verifique o corrija la información cuestionada. Al recibir un comunicado oficial de esa agencia, el FBI hará cualquier cambio/corrección necesaria a su historial de acuerdo con la información proveída por la agencia. (Vea 28 CFR 16.30 al 16.34.)
- Usted tiene el derecho de esperar que los funcionarios que reciban los resultados de la investigación de su historial criminal lo usarán para los propósitos autorizados y que no los retendrán o diseminarán en violación a los estatutos, normas u órdenes ejecutivos federales, o reglas, procedimientos o normas establecidas por el National Crime Prevention and Privacy Compact Council.³

¹ La notificación por escrito incluye la notificación electrónica, pero excluye la notificación verbal.

² <https://www.fbi.gov/services/cjis/compact-council/privacy-act-statement>

³ Vea 5 U.S.C. 552a(b); 28 U.S.C. 534(b); 34 U.S.C. § 40316 (anteriormente citada como 42 U.S.C. § 14616), Article IV(c); 28 CFR 20.21(c), 20.33(d) y 906.2(d).

Privacy Act Statement

This privacy act statement is located on the back of the [FD-258 fingerprint card](#).

Authority: The FBI's acquisition, preservation, and exchange of fingerprints and associated information is generally authorized under 28 U.S.C. 534. Depending on the nature of your application, supplemental authorities include Federal statutes, State statutes pursuant to Pub. L. 92-544, Presidential Executive Orders, and federal regulations. Providing your fingerprints and associated information is voluntary; however, failure to do so may affect completion or approval of your application.

Principal Purpose: Certain determinations, such as employment, licensing, and security clearances, may be predicated on fingerprint-based background checks. Your fingerprints and associated information/biometrics may be provided to the employing, investigating, or otherwise responsible agency, and/or the FBI for the purpose of comparing your fingerprints to other fingerprints in the FBI's Next Generation Identification (NGI) system or its successor systems (including civil, criminal, and latent fingerprint repositories) or other available records of the employing, investigating, or otherwise responsible agency. The FBI may retain your fingerprints and associated information/biometrics in NGI after the completion of this application and, while retained, your fingerprints may continue to be compared against other fingerprints submitted to or retained by NGI.

Routine Uses: During the processing of this application and for as long thereafter as your fingerprints and associated information/biometrics are retained in NGI, your information may be disclosed pursuant to your consent, and may be disclosed without your consent as permitted by the Privacy Act of 1974 and all applicable Routine Uses as may be published at any time in the Federal Register, including the Routine Uses for the NGI system and the FBI's Blanket Routine Uses. Routine uses include, but are not limited to, disclosures to: employing, governmental or authorized non-governmental agencies responsible for employment, contracting, licensing, security clearances, and other suitability determinations; local, state, tribal, or federal law enforcement agencies; criminal justice agencies; and agencies responsible for national security or public safety.

As of 03/30/2018

See Page 2 for Spanish translation.

Declaración de la Ley de Privacidad

***Esta declaración de la ley de privacidad se encuentra al dorso del
[FD-258 tarjeta de huellas digitales.](#)***

Autoridad: La adquisición, preservación, e intercambio de huellas digitales e información relevante por el FBI es autorizada en general bajo la 28 U.S.C. 534. Dependiendo de la naturaleza de su solicitud, la autoridad incluye estatutos federales, estatutos estatales de acuerdo con la Pub. L. 92-544, Órdenes Ejecutivas Presidenciales, y reglamentos federales. El proveer sus huellas digitales e información relevante es voluntario; sin embargo, la falta de hacerlo podría afectar la terminación o aprobación de su solicitud.

Propósito Principal: Ciertas determinaciones, tal como empleo, licencias, y autorizaciones de seguridad, podrían depender de las investigaciones de antecedentes basados en huellas digitales. Se les podría proveer sus huellas digitales e información relevante/ biométrica a la agencia empleadora, investigadora, o responsable de alguna manera, y/o al FBI con el propósito de comparar sus huellas digitales con otras huellas digitales encontradas en el sistema Next Generation Identification (NGI) del FBI, o su sistema sucesor (incluyendo los depósitos de huellas digitales latentes, criminales, y civiles) u otros registros disponibles de la agencia empleadora, investigadora, o responsable de alguna manera. El FBI podría retener sus huellas digitales e información relevante/biométrica en el NGI después de terminar esta solicitud y, mientras las mantengan, sus huellas digitales podrían continuar siendo comparadas con otras huellas digitales presentadas a o mantenidas por el NGI.

Usos Rutinarios: Durante el procesamiento de esta solicitud y mientras que sus huellas digitales e información relevante/biométrica permanezcan en el NGI, se podría divulgar su información de acuerdo a su consentimiento, y se podría divulgar sin su consentimiento de acuerdo a lo permitido por la Ley de Privacidad de 1974 y todos los Usos Rutinarios aplicables según puedan ser publicados en el Registro Federal, incluyendo los Usos Rutinarios para el sistema NGI y los Usos Rutinarios Generales del FBI. Los usos rutinarios incluyen, pero no se limitan a divulgación a: agencias empleadoras gubernamentales y no gubernamentales autorizadas responsables por emplear, contratar, licenciar, autorizaciones de seguridad, y otras determinaciones de aptitud; agencias de la ley locales, estatales, tribales, o federales; agencias de justicia penal; y agencias responsables por la seguridad nacional o seguridad pública.

A partir de 30/03/2018