



CONCEALED PISTOL LICENSE (CPL)

Sumner Police Department – 1104 Maple Street, Suite 140, Sumner, WA 98390
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?

Residency requirements are set by state law – RCW 9A.070 (13)

If you reside *inside* the city limits, you can apply with Sumner PD. 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.

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 the background check shows you reside elsewhere, we may ask you to show proof of residency or your application may be denied.

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 (download from www.sumnerwa.gov/police, or fill out in person)
- 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, and are applying for the first time	Original (New)	\$51
Had a CPL previously, but it is expired by 90 days or more	Original (New)	\$51
Currently have a valid CPL, and it is 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
<i>CPL payments are non-refundable – please ensure you meet all requirements before submitting your application.</i>		

Do I have to get fingerprinted and background-checked?

Fingerprints are required for original (new) licenses only. A background check is completed for every applicant (even replacements). 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 days 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 possible prohibitors and does not cover every exact or possible interpretation of the law. Juvenile offenses may be disqualifying, regardless of the final disposition. A restoration of rights from a court may not provide relief from disqualifications in certain circumstances. 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 or romantic/intimate partners.

➤ **CERTAIN MISDEMEANOR AND/OR COMPARABLE CONVICTIONS AS DEFINED IN RCW 9.41.040**

➤ **ALL FELONY CONVICTIONS AND/OR COMPARABLE CONVICTIONS 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**

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

➤ **ACTIVE FELONY INDICTMENT OR INFORMATION, OR ACTIVE CASE FOR A "SERIOUS OFFENSE"**

➤ **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**

AGENCY PRIVACY REQUIREMENTS FOR NONCRIMINAL JUSTICE APPLICANTS

Authorized governmental and non-governmental agencies/officials that conduct a national fingerprint-based criminal history record check on an applicant for a noncriminal justice purpose (such as employment or a license, immigration or naturalization matter, security clearance, or adoption) are obligated to ensure the applicant is provided certain notices and that the results of the check are handled in a manner that protects the applicant's privacy. All notices must be provided 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), Section 50.12, among other authorities.

- Officials must ensure that each applicant receives an adequate written FBI Privacy Act Statement (dated 2013 or later) when the applicant submits his/her fingerprints and associated personal information.²
- Officials must advise all applicants in writing that procedures for obtaining a change, correction, or update of an FBI criminal history record are set forth at 28 CFR 16.34. Information regarding this process may be found at <https://www.fbi.gov/services/cjis/identity-history-summary-checks> and <https://www.edo.cjis.gov>.
- Officials must provide the applicant the opportunity to complete or challenge the accuracy of the information in the FBI criminal history record.
- Officials should not deny the employment, license, or other benefit based on information in the FBI criminal history record until the applicant has been afforded a reasonable time to correct or complete the record or has declined to do so.
- Officials must use the FBI criminal history record for authorized purposes only and cannot 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

The FBI has no objection to officials providing a copy of the applicant's FBI criminal history record to the applicant for review and possible challenge when the record was obtained based on positive fingerprint identification. If agency policy permits, this courtesy will save the applicant the time and additional FBI fee to obtain his/her record directly from the FBI by following the procedures found at 28 CFR 16.30 through 16.34. It will also allow the officials to make a more timely determination of the applicant's suitability.

Each agency should establish and document the process/procedures it utilizes for how/when it gives the applicant the FBI Privacy Act Statement, the 28 CFR 50.12 notice, and the opportunity to correct his/her record. Such documentation will assist State and/or FBI auditors during periodic compliance reviews on use of FBI criminal history records for noncriminal justice purposes.

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

² See <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), 50.12(b) and 906.2(d).



Concealed Pistol License Application

Office use only

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

PRINT or TYPE all information

Application type

☐ Original application ☐ Renewal of license ☐ Late renewal of license ☐ 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

☐ Male ☐ Female ☐ Non-binary

Height

___ feet ___ inches

Weight

___ pounds

Eyes (color)

Hair color

Ethnicity

☐ Hispanic or Latino ☐ Not Hispanic or Latino

Race (Check all that apply)

☐ Black or African American ☐ American Indian or Alaska Native ☐ White ☐ Asian ☐ 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? ☐ Yes ☐ No

If no, enter country of citizenship _____

2. Are you a permanent resident alien? ☐ Yes ☐ No

If yes, enter your permanent resident card number _____

3. Are you a legal alien temporarily residing in Washington? ☐ Yes ☐ 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? . . ☐ Yes ☐ 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? ☐ Yes ☐ No

3. Have you been convicted of 3 or more violations of Washington's firearms laws within any 5-year period? . . ☐ Yes ☐ No

4. Are you an unlawful user of, or addicted to, marijuana, or any depressant, stimulant, or narcotic drug, or any other controlled substance? ☐ Yes ☐ 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? ☐ Yes ☐ No

6. Have you been discharged from the Armed Forces under dishonorable conditions? ☐ Yes ☐ 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? ☐ Yes ☐ No

8. Have you been convicted in any court of a misdemeanor crime of domestic violence? ☐ Yes ☐ No

9. Have you ever renounced your United States citizenship? ☐ Yes ☐ No

10. Are you an alien illegally in the United States? ☐ Yes ☐ 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 **Print completed form and sign here.**

Date and place (city or county) signed

Applicant signature

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 _____
☐ NICS	_____	_____
☐ WACIC/NCIC	_____	_____
☐ Warrant file	_____	_____
☐ DOL firearms file	_____	_____
☐ DSHS	_____	_____
☐ Local check	_____	_____
☐ Fingerprints (original application only)	_____	_____
☐ Approved ☐ Denied By _____ Date _____		