



State of Utah
Department of Public Safety
APPLICATION FOR CONCEALED FIREARM PERMIT
INSTRUCTIONS



NEW APPLICANT

Anyone, at least 21 years of age, may apply for the Utah Concealed Firearm Permit. Please answer all questions by typing or clearly printing in ink.

Applications may be submitted in person or by mail to:

Bureau of Criminal Identification
3888 West 5400 South
Taylorsville UT 84118-3549
Office Hours: M-Th, 7:00 a.m. until 6:00 p.m.

Applications must be accompanied by all required documentation (see below). Every application must be signed by the applicant prior to submission.

If applying by mail, please send application and everything that must accompany it in a 9 x 12 envelope, if possible.

COST TO APPLY

The following **non-refundable** fee must be included with your application:

Utah Residents: \$60.00

Non-Residents: \$65.00

PAYMENT OPTIONS

The Bureau accepts cash, check, money order, VISA and MASTERCARD. **Credit card payment must include the 3-digit control number on the back of the card.**

Name and address must be imprinted on checks (no "counter checks" please). Please make check or money order payable to: **Utah Bureau of Criminal Identification.** There will be a \$20 service charge for returned checks. **PLEASE DO NOT SEND CASH IN THE MAIL.**

CONCEALED FIREARM COURSE SURVEY

Please complete the course survey available at:
<http://www.publicsafety.utah.gov/bci/CFPSurvey.html>
You may return the survey by email to:
DPSFIREARMS@Utah.gov

WHAT MUST ACCOMPANY THE APPLICATION

☐ PHOTOCOPY OF YOUR DRIVER LICENSE OR STATE ISSUED IDENTIFICATION CARD

☐ 1 (BLUE & WHITE) APPLICANT FINGERPRINT CARD
BCI does offer fingerprint services. The fee is \$15.00

☐ PHOTOGRAPH:

One recent **color** photograph of **passport quality (2x2, no hats or sunglasses please).** **NAME MUST BE ON BACK OF PHOTO!!** **BCI does offer photo services for our permits. The fee for a photo is \$15.00**

☐ Application must include permanent physical residence and mailing address (if applicable).

☐ **NON-RESIDENT PROOF OF PERMIT**

If you reside in a state that recognizes the validity of the Utah CFP or has reciprocity with Utah, you must obtain a CFP or CCW from your home state and submit a copy of it with your application for a Utah permit. For a list of reciprocal states visit: <http://www.publicsafety.utah.gov/bci/FAQother.html> Residency will be determined by your state-issued identification. If your state does not recognize the Utah permit this does not apply.

☐ **FINGERPRINT CARDS:**

Blue and white (FD-258) Applicant fingerprint cards can be obtained from BCI or your local police department. Fingerprint card must be filled out completely, including signatures of both the applicant and official. **USE BLACK INK ONLY.** Writing and prints must be legible. Fingerprint cards that are not legible will be returned to the applicant and will cause a delay in processing the application. Private businesses and many local law enforcement agencies provide this service, check your local listings.

☐ **APPLICANTS BORN OUTSIDE OF U.S.:**

If you were born outside of the U.S. you must include your Alien Registration Number or INS Registration Number on your application and fingerprint card, or include a copy of your U.S. issued born abroad birth certificate. A copy of a valid U.S passport will also be accepted for proof of citizenship if born outside the US.

☐ **WEAPON FAMILIARITY CERTIFICATION:**

Applicants must complete a firearms familiarity course, certified by the Bureau, before applying for a permit. Please have your instructor complete the certification information on the application. Holders of a valid Concealed Firearm Permit from another state other than Utah are not exempt from taking the weapon familiarity course from an approved Utah instructor. **BCI must receive your application within one year from the date the course was completed.**

☐ **APPLICATION PROCESSING**

Upon receipt of your completed application packet, we will process your payment, then applications will be reviewed in the order they were received. Upon completion of the background investigation, if it is determined that the criteria established by law has been met, the permit will be mailed to you. Please do not call to check the status of your permit, the review process may take up to 60 days.

WARNING

Falsification of any information in the application may result in denial or revocation of a permit and possible criminal prosecution.

VISIT OUR WEBSITE AT:

<http://publicsafety.utah.gov/bci/>
Any questions please contact BCI at 801-965-4445 or DPSFIREARMS@Utah.gov.



State of Utah
Department of Public Safety
APPLICATION FOR CONCEALED FIREARM PERMIT

Please read all instructions prior to completing this form. TYPE OR PRINT IN INK.

Your application will **not** be processed unless this form is completely filled out and all applicable questions answered. Be sure to provide all supporting documents: one complete fingerprint card, one photo **(with name on back)**, photocopy of resident state's permit (if applicable) and photocopy of drivers' license. Enclose the appropriate fee, **\$60.00 for Utah residents or \$65.00 for non-residents** in the form of check, money order or credit card made payable to "Utah Bureau of Criminal Identification". Name and address must be imprinted on check.

Bureau Use Only

FEES ARE NON-REFUNDABLE

Name _____ Date of Birth _____ Place of Birth _____
(Last) (First) (Middle) (If born outside of US provide documentation)
(Please print full name as it appears on your driver license or state issued ID card)

Previously used Name(S)(Maiden, etc.) _____ Social Security Number _____

Physical Address _____
(Street) (City) (County) (State) (Zip)

Mailing Address (if different from street address) _____

Home Phone# _____ Alt Phone # _____ Driver Lic # _____ St. _____

Height _____ Weight _____ Eye Color _____ Hair Color _____ Sex _____ Race _____

What is your Citizenship? _____ If born outside of US, include Alien Registration # or INS Registration # _____

ALL APPLICANTS: Please answer "Yes" or "No" to all questions below. A complete criminal background check will be conducted including expunged and juvenile court records. If you answer "Yes" to any question, attach documentation explaining your answer.

- ☐ Yes ☐ No Have you ever been convicted of a felony?
☐ Yes ☐ No Have you ever been convicted of a crime of violence?
☐ Yes ☐ No Have you ever been convicted of an offense involving the use of alcohol? (i.e. DUI/DWI, alcohol related reckless, unlawful use of alcohol, etc.)
☐ Yes ☐ No Have you ever been convicted of the unlawful use of narcotics or other controlled substances?
☐ Yes ☐ No Have you ever been convicted of any offense involving moral turpitude? (i.e., theft, criminal mischief, sex crimes, etc.)
☐ Yes ☐ No Have you ever been **arrested** for any offense involving domestic violence?
☐ Yes ☐ No Have you ever been adjudicated as mentally incompetent?
☐ Yes ☐ No Have you ever been involved in **any incident** in which you have used unlawful violence or threats of unlawful violence?
☐ Yes ☐ No Are you currently subject to a court sanctioned protective order?
☐ Yes ☐ No Have you ever been dishonorably discharged from the armed forces?

NEW APPLICANTS: A department approved firearms instructor must complete the following certification information:

The applicant, _____ has met the criteria established by the Utah Department of Public Safety and Utah Code Ann. § 53-5-704(8).
I certify this to be true and correct to the best of my knowledge and belief.

Instructor
Signature _____

Training Date _____
Month Day Year

The instructor's stamp goes in this box

ALL APPLICANTS: Please read and sign the statement below:

I understand that it is a class B misdemeanor to knowingly and willfully provide false information on a concealed firearm permit application and may result in the denial of a permit pursuant to Utah Code Ann. § 53-5-704(15). I hereby declare under criminal penalty of the State of Utah that the information contained on this application is true and correct.

Executed on: _____ at _____
(Date) (Time)

(Signature)

METHOD OF PAYMENT (CHECK APPROPRIATE BOX) Payment enclosed (check or money order only) ☐ Credit Card ☐

Credit Card payment must include 3 digit control number found on back of the credit card. There is a \$20.00 service charge for any returned check.

Credit Card Signature _____

Zip Code Associated with Credit Card _____

Credit Card Orders: *Visa ☐ *MasterCard ☐

Card Number

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3 Digit Control #

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Expiration Date

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Utah Bureau of Criminal Identification 3888 W 5400 S Taylorsville Utah 84129 801-965-4445 - - - - BCI-1523A-1007

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