



WASHINGTON STATE DEPARTMENT OF
LICENSING

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)			(Area code) Telephone number (optional)	Gender <input type="checkbox"/> Male <input type="checkbox"/> Female
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 9.41.010 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 laws of the state of Washington that the foregoing is true and correct.

X

Date and place

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 _____
<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 _____		

Concealed Pistol License Application

Original: \$49.25
Renewal: \$32
Late Renewal: \$42
Replacement: \$10

You can use this form to apply for a concealed pistol license. To submit your application, you must:

- Must be at least 21 years of age.
- Take any of the following items to your local law enforcement agency:
 - A photo ID such as a valid state driver license or state ID card
 - Your permanent resident card, if you are a permanent resident alien
 - Proof of 90 day consecutive days of residency in Washington State
- Pay the non-refundable \$49.25 fee in cash or check or money order made payable to your law enforcement agency.
- Allow law enforcement to conduct a background check by signing and submitting your application when you are asked to do so. The background check will usually be completed within 30 days from the date you apply.
- Get fingerprinted by your law enforcement agency.

Notice

State law makes it unlawful for you to possess and purchase a firearm or concealed pistol license if you have been convicted in any court for domestic violence on or after July 1, 1993.

Domestic violence assault conviction

Conviction date	Is possession of a firearm allowed?	Is possession of a concealed pistol license allowed?
Prior to July 1, 1993 felony conviction	No	No
Prior to July 1, 1993 non-felony conviction	Yes	Yes
After July 1, 1993 felony conviction	No	No
After July 1, 1993 non-felony conviction	No	No

A person is not considered convicted if he or she has received a pardon or has had his or her firearms rights restored by the appropriate court. This does not include certificates of rehabilitation issued by Washington courts.

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

The application fees for a concealed pistol license are non-refundable. If you are not sure you are eligible to possess a firearm, we encourage you to contact an attorney before submitting an application for a concealed pistol license.

I have read and fully understand this notice.

X

Signature

Date

EMAIL: _____

Social Security Number: _____

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.

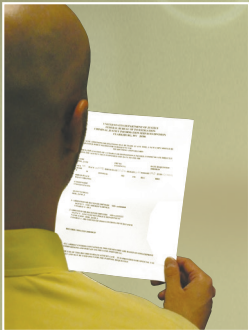
Usos Rutinarios: Durante el procesamiento de esta solicitud y mientras que sus huellas digitales e información relevante/biométrica permanezcan en el NGI, se podría divulgar su información de acuerdo a su consentimiento, y se podría divulgar sin su consentimiento de acuerdo a lo permitido por la Ley 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



How to Challenge and How to Obtain Your FBI Identity History Summary

What is an FBI Identity History Summary?



An FBI Identity History Summary, often referred to as a "rap sheet," is a listing of certain information taken from fingerprint submissions kept by the FBI. The information is related to arrests, and in some instances, the information is related to federal employment, naturalization, or military service. If the fingerprint submissions are related to an arrest, the Identity History Summary includes the name of the agency that submitted the fingerprints to the FBI,

the date of the arrest, the arrest charge, and the disposition of the arrest, if known. All arrest information included in an Identity History Summary is obtained from fingerprint submissions, disposition reports, and other information submitted by authorized criminal justice agencies.

How do I challenge my FBI Identity History Summary?

If you believe your Identity History Summary contains inaccurate or incomplete information, you may request a change or correction by contacting the agency or agencies that originally submitted the information to the FBI. However, most states require that changes to Identity History Summary information be processed through their respective state centralized agency (State Identification Bureau). You may contact the respective State Identification Bureau for assistance, and, if applicable, request they provide the FBI with updates to your Identity History Summary. For the State Identification Bureau listing, refer to: www.fbi.gov/checks.

You may also send an electronic or written challenge request to the FBI's CJIS Division. Your written request should clearly identify the information that you feel is inaccurate or incomplete and should include copies of any available proof or supporting documentation that validates your claim. For example, if your disposition information is incorrect or missing,

you may submit documentation obtained from the court having control over the arrest or the office prosecuting the offense. The FBI will contact the appropriate agencies in an attempt to verify or correct challenged entries for you. Upon receipt of an official communication from the agency with control over the data, the FBI will make appropriate changes and notify you of the outcome. Updating your FBI Identity History Summary can include having final disposition data entered, cases expunged, pardons entered, a conviction level changed, or rights restored. Once you have been notified of the outcome of your challenge, you may choose to obtain a copy of your Identity History Summary. Please see "How do I obtain a copy of my FBI Identity History Summary for personal review" in this brochure.

The FBI offers two options for submitting an Identity History Summary Challenge to the FBI:

Option 1: Electronically submit your challenge request:

- 1) Go to <https://www.edo.cjis.gov>.
- 2) Follow the steps under the "Challenging Your Identity History Summary" section.

Option 2: Submit a written request directly to the FBI:

**FBI CJIS Division
Attn: Criminal History Analysis Team I
1000 Custer Hollow Road
Clarksburg, WV 26306**

Summary Challenges are processed in the date order received.

How do I obtain a copy of my FBI Identity History Summary for personal review?

If you would like a copy of your Identity History Summary, you may submit a request to the FBI. The FBI offers three options for requesting your summary or proof that a summary does not exist.

Option 1: Electronically submit your request:

- 1) Go to <https://www.edo.cjis.gov>.
- 2) Follow the steps under the "Obtaining Your Identity History Summary" section.



Option 2: Submit your request directly to the FBI:

**FBI CJIS Division - Summary Request
1000 Custer Hollow Road
Clarksburg, WV 26306**

You are required to provide the following:

- 1) A completed Applicant Information Form.
- 2) Payment for the \$18 processing fee, either by certified check or money order made payable to the Treasury of the United States, or by a credit card. For credit card payment form and information, refer to: www.fbi.gov/checks.
- 3) A current fingerprint card bearing your name and date of birth. You must include rolled impressions of all 10 fingerprints and impressions of all 10 fingerprints taken at the same time (these are sometimes referred to as plain or flat impressions). If possible, have your fingerprints taken by a fingerprinting technician. Previously processed cards or copies will not be accepted.

Option 3: Submit through an FBI-approved Channeler, which is a private business that has contracted with the FBI to submit your request on your behalf. The Channeler will then receive the electronic summary check results for dissemination to the individual. For a listing of FBI-approved Channelers, refer to: www.fbi.gov/checks.

Due to provisions within the Privacy Act of 1974, the FBI cannot provide Identity History Summary information via the telephone or facsimile.

What will I receive?

If we do not find an Identity History Summary on file, you will receive a response indicating that you have no prior arrest data on file at the FBI. If you do have an Identity History Summary on file, you will receive your Identity History Summary or "rap sheet."

If you submitted a request electronically directly to the FBI, you will receive a response electronically and an option for a response by First-Class Mail via the U.S. Postal Service.

If you submitted a request through the mail directly to the FBI, you will receive a response by First-Class Mail via the U.S. Postal Service.

Frequently Asked Questions

What is the processing time?

The FBI processes requests as quickly as possible; however, please allow several weeks for processing. The processing time will be less if your request is submitted electronically. Requests submitted to the FBI are processed in the date order they are received. You may obtain an estimate of the current processing time on our website; refer to www.fbi.gov/checks.

Can the FBI send the results to someone (or an agency) other than myself?

Under the U.S. Department of Justice Order 556-73, the results will be returned to the requestor or his/her designated representative. A signed release to return the results to the representative must accompany such a request.

Where can I get my fingerprints taken?

Local, county, or state law enforcement agencies may take your fingerprints for a fee. Also, some private companies offer this service. Check the business listings in your telephone book or search online. If using the Channeler option, please contact the FBI-approved Channeler for additional information.

Why was I told there was a problem with my Identity History Summary when I received a letter indicating that a search of the fingerprints I provided revealed no prior arrest data at the FBI?

There are several instances in which this might occur, such as:

- 1) Removal of arrest information may have been authorized since you were advised of the summary problem.
- 2) A previous search was conducted with a name and physical description only, and the descriptive data you provided matched or was very similar to that contained in another individual's summary. Positive identifications are made by fingerprint comparisons.
- 3) The arresting agency may not have supplied the information to the FBI. You will need to contact the state repository of the state in which the arrest occurred.

For additional information concerning an FBI Identity History Summary request and for recent updates to the procedures outlined in this brochure, please refer to:

www.fbi.gov/checks

Additional Concerns

Firearm Background Checks

The Criminal History Analysis Team I cannot access the National Instant Criminal Background Check System (NICS) information or comment on firearm-related issues. The NICS Customer Service can be reached at (877) 324-6427 for firearm issues only or visit their website at:

www.fbi.gov/nics

Licensing and Employment Background Checks

Certain background checks for licensing and employment must be conducted through specific state and federal channeling agencies. Contact the agency requiring the background check for correct procedures.

