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# ON SLOW COUNTY SHERIFF'S OFFICE

*"A Caring and Serving Office for All People"*



717 Court Street  
Jacksonville, NC 28540  
Phone: 910-455-3113  
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sheriff@onslowcountync.gov

## **CONCEALED HANDGUN PERMITS (CHP)**

*Sheriff Brown is a staunch supporter of the Constitution of the United States of America, especially the Second Amendment giving qualified Americans the right to keep and bear arms.*

### ***Requirements for CHP Permit Applications***

- Applicants, whether new or renewal, must submit completed and **notarized** Application and Medical Waiver form.
- With the application, the applicant must present the following:
  - The original certificate of completion from a "NC DOJ approved Concealed Carry Handgun "class. A certificate is **not required for renewals**.
  - Applicant must provide an **active/valid** identification.
  - Non-refundable application fee (see "fees" listed below).
  - Fingerprints will be taken as needed.
- **Applicants must call to schedule a processing APPOINTMENT.**
- Applicant must be **twenty-one** years of age at the time of application.
- Applicant must be a citizen or naturalized citizen of the United States of America.
- Applicant must be a resident of Onslow County, North Carolina, for a period of **thirty** days prior to the date of application.
- Applicant must not suffer from any mental or physical infirmity which would prevent safe handgun use, handling and operation.
- Applicant may **download** the concealed handgun permit (CHP) application from the Onslow County Sheriff's Office website, or **obtain** a copy in the lobby at the Sheriff's Office, located at 717 Court Street, Jacksonville, N.C.
- Applications are available 24 hours a day, seven days a week in the lobby of Sheriff's Office.
- CHP permit **renewals** must be submitted with-in the **thirty to ninety days** preceding the expiration of the current permit. CHP staff cannot expedite the state process timeline required to process your permit.
- Once the CHP permit application has been completed, signature notarized on both application and medical release forms and all necessary supporting documentation assembled, the applicant must call the Sheriff's Office at (910) 455-3113 to schedule an appointment to submit their application and have fingerprints taken.
- **Schedule appointments by calling (910) 455-3113 Monday thru Friday between 8:00am to Noon; or 1:00pm to 5:00pm.**

- A criminal records check is processed by the Sheriff's CHP staff after the application is submitted and the non-refundable fee is paid.
- Generally, the CHP permit application **approval/issue** process will take an average of four weeks, up to 45 days.
- Once the CHP permit application has been fully reviewed, whether **approved**, or **denied**, the applicant will be notified by US Mail and/or telephone at the number provided by the applicant.
- Permits must be picked up **in person, by the applicant**, at the Sheriff's Office 717 Court Street, Jacksonville N.C.
- Applicant **must sign** the permit in the presences of the sheriff or his designated representative.
- Permits are NOT mailed to applicants.
- For questions regarding CHP permitting, please call (910)455-3113, or send an email to [CHPPermits@OnslowCountyNC.gov](mailto:CHPPermits@OnslowCountyNC.gov).
- **Active duty Military personnel must comply with Base Order 5500-1H, including PMO records check.**

**NOTE: The Onslow County Sheriff's Office does NOT provide a firearms training course for the CHP permit!**

## Fees

- New Applications: \$90.00 (\$10.00 fingerprinting fee and \$80.00 permit fee).
- Renewals: \$75.00 (fingerprints usually not required)
- Duplicate: \$15.00
- Fees are due at the applicant's appointment time at the Sheriff's Office.
- Payment methods are **cash**, personal check drawn on a local bank, or cashier's check.
- Checks must:
  - Be made payable to "Onslow County Sheriff's Office".
  - Drawn on a local bank
  - Reflect applicants name, phone number and **Onslow County address**.

**NOTE: Fees are non-refundable as required by state law. Applicant must meet all application requirements.**

## Military Personnel Applicants

- Members must comply with Base Order 5500.1H
- Provide Military records check from the Provost Marshal's Office. PMO stamp is required on all military forms.
- If using out of state drivers license (OLN), Military member must provide proof of residence e.g. Onslow County utility bill, bank statement with Onslow County address, copy of PCS orders, North Carolina ID Card, or North Carolina drivers license, unless the command letter specifies

Onslow County address with date of occupancy. Sheriff strongly recommends that the member obtains at minimum a North Carolina ID Card.

- Members on temporary duty assignments do not qualify for CHP permit.
- Military member and dependant applicants must provide military ID.
- Military **dependants** must provide either a **valid** North Carolina ID card or North Carolina driver's license.
- Military member applicants **residing in Barracks** must obtain a North Carolina ID card from DMV. ID card ADDRESS must reflect the Command address based on your letterhead. The following **format** is an example if your letterhead reflected "United States Marine Corps, 2D Battalion 2D Marines 2D Marine Division, PSC Box 20095, Camp Lejeune, NC 28542." Your ID Card would be:
  - Example Name
  - PSC Box 20095 EName
  - Camp Lejeune NC 28542.

**NOTE:** In Lieu of the example "EName" you would have the first initial of your first name with your last name.

- Retired/Separated personnel must provide proof of honorable discharge (e.g. DD214).

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A handwritten signature in black ink, appearing to read "E. H. Brown", written in a cursive style. The signature is enclosed within a simple oval outline.