



MADERA POLICE DEPARTMENT
330 S. C STREET
MADERA, CA 93638
CHIEF DINO LAWSON

New CCW (Initial Applicant) Instructions

1. Obtain a CCW Application Packet

This packet may be picked up at the Madera Police Department. The CCW application packet consists of written instructions, FAQ's, a list of authorized CCW class instructors, Request for Live Scan Service form, and the California DOJ Standard Application for License to Carry a Concealed Weapon (CCW).

2. Attend a CCW Class

Initial CCW applicants must complete an approved course of training prior to submitting their application. Approved courses may be obtained from any of the authorized instructors on the attached list. The class must be no less than an 8-hour class and no more than 16 hours per PC section 26165. The course shall include instruction on firearm safety, firearm handling, shooting technique, and laws regarding the permissible use of a firearm. The course shall also include live-fire shooting exercises on a firing range and shall include a demonstration by the applicant of safe handling of, and shooting proficiency with, each firearm that the applicant is applying to be licensed to carry.

3. Complete the DOJ Standard Application

Answer all the questions completely and truthfully. **You must fill out the "Investigators Interview Notes" page 9 of this document completely, prior to arrival.** Failure to answer all questions appropriately may result in a delay and/or denial of the application. **Do not sign the application in places where a witness is required, you will sign these portions when you meet with Police personnel to submit the application.**

4. Schedule an appointment

Call the Madera Police Department (559-675-4261) to schedule an appointment to submit the application. The appointments are scheduled in one hour blocks but normally do not take a full hour. You will need to bring:

1. Completed (**but not signed**) DOJ Standard Application for CCW License
2. Completed Request for Live Scan Service form
3. Three (3) signed letters of character reference from individuals other than relatives
4. CCW Course completion certificate
5. California ID (with current address in the City of Madera)
6. Current utility bill for proof-of-residence (PG&E, water, landline telephone). It must have your name and actual address on it (if utility is not in your name, have the named party write on the bill that you reside at the residence and sign it). **PO Box addresses are not acceptable.**



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At the time of your appointment you will take a written test, be photographed, and Live Scan fingerprinted. The applicant shall submit payment of \$105.00 by cash, money order, credit card (Visa or Master Card) or a check made payable to The Madera Police Department. The remaining \$44.00 will be due upon completion of the process if your CCW is approved. The initial fee of \$105.00 **is not refundable** if the applicant fails to pass the background check.

5. Process Completion

After your initial appointment is completed, your application will be forwarded to DOJ and FBI for background clearance. Once DOJ and FBI transmit an approval, the applicant will be notified to schedule an appointment to come in to pick up the CCW permit and pay the remaining \$44.00 fee. The whole process typically takes 6-12 weeks. If the application is rejected, the applicant will be notified in writing of the reason for rejection. Remember that you need to renew the CCW every two years (except for judges which are three years, and Reserve Peace Officers which are four years). **The Madera Police Department does not send out reminders.**

CCW PERMIT FAQ'S

How many handguns can I put on my permit?

You may list up to five handguns on your initial application. You may add up to a total of 10 handguns to your permit after it has been issued. Most people will not practice with too many handguns though, so it may be a better idea to only list and carry a few handguns that you are proficient with.

How can I add another gun to my permit after it is issued?

You need to qualify with each type of handgun on the permit. So, if you have qualified with a semi-automatic pistol, you can add other semi-automatic pistols; if you have qualified with a revolver, you can add other revolvers. If you want to add a handgun that is of a different type, you need to qualify with that handgun (ie. You have revolvers on the permit but want to add a semi-automatic pistol, you need to qualify with the semi-automatic).

Do the handguns on my permit need to be registered to me?

Yes. The handgun(s) on your permit needs to be registered to you or your spouse; handguns registered to another family member or a friend cannot be put on your permit. California has required "ownership records" for handguns since 1986; if you purchased the handgun before 1986 you can file a voluntary ownership record with DOJ or have the handgun recorded into your name at an FFL (Federal Firearms Licensee) through the



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DRS (Dealer Record of Sale) process. Some FFL's will not do this; however; many will. The FFL will charge a fee for this transaction.

Does my handgun have to be on the California approved "safe gun" list if I want to put it on my CCW?

No.

Can I carry high capacity magazines in my CCW handgun?

If you had the magazines legally in California before 1/1/00, they are legal to possess, and you can carry them with their full capacity in your CCW handgun. "High capacity magazines" (more than 10 rounds) have been generally illegal to obtain in California since 1/1/00.

I have a pistol that has two slide assemblies in different calibers; can I use either caliber when I carry the pistol?

Yes, just list both calibers on the CCW (such as: 9mm / .40).

Are there any caliber restrictions for handguns on the CCW?

Generally, there are not, any common caliber should be fine, all handguns must be checked and approved by the instructor though.

What is the minimal standard for the Good Cause Statement?

The basic principal that must be articulated is for defense of myself and my family against threats of serious injury or death from an assailant. There are numerous different ways to express this concept, but this is the basis for the "good cause" to issue a CCW. Many people understand and should articulate that law enforcement emergency responses may be quite extended in many areas of the county and wish to have a means to protect themselves against crimes of violence, involving a threat of great bodily injury or death, until law enforcement arrives. Many people will have other specific needs for an increased self defense ability, these should be clearly and briefly articulated (ie. owners or employees of businesses who carry large sums of money or valuable equipment; people who are required to travel or work in high crime or rural areas; people with physical impairments that would make it difficult or impossible to defend themselves or escape from an attack.)

How long do I have after taking the initial CCW class to turn in the application and begin the process?

The application package must be turned in and the application process must begin within six months after taking the class and qualifying.



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How do I renew my permit?

The CCW permit must be renewed every two years for most people (Judges must renew every 3 years and Reserve Peace Officers must renew every 4 years). You must take a renewal class from one of the approved instructors and present the certificate of completion to the Madera Police Department. Processing of CCW renewals will be by appointment only. The Madera Police Department does not send reminders, so CCW holders need to pay attention to their expiration date and make sure they take the renewal class and get an appointment for the renewal before the permit expires. There is a six month window from expiration. If you go past six months you will have to start the process over again; also, once the permit has expired you cannot legally carry your handgun per the CCW until it is renewed.

If my application is denied can I appeal the decision?

No. You will receive a letter advising you the reason for the rejection.

If my application is denied can I get a refund of the \$105.00 initial fee?

No. This fee is for processing the application and the DOJ background clearance. The additional \$44.00 fee will not be charged though.

If I move do I have to update my CCW information?

Yes. You need to notify the Madera Police Department if you have a change of address. DMV also requires that you notify them of a change of address for your driver's license within 10 days. If you are moving out of The City of Madera, your CCW will remain valid for 90 days and you must apply for a new CCW in the jurisdiction where you are moving.

If I get arrested after my CCW has been issued, will it be revoked?

Yes. An arrest for a criminal offense will cause revocation of the permit in most cases.