



**ADAIR COUNTY
SHERIFF'S OFFICE**

215 N. Franklin St. Kirksville, MO 63501
660-665-4644

CCW PERMITTING PROCESS

HISTORY

On August 28, 2007 the State of Missouri enacted its current concealed carry laws as they relate to firearms. Chapter 571 (Weapons Offenses) subsections 571.101 through 571.121 are the state statutes that deal directly with concealed carry. To review these statutes, the following link to the Missouri General Assembly's website is provided.

<http://www.moga.mo.gov/STATUTES/STATUTES.HTM>

STATES THAT RECOGNIZE MISSOURI CCW PERMITS

The Missouri State Attorney General's Office maintains a website at <http://ago.mo.gov/Concealed-Weapons/> that provides information on which states recognize Missouri concealed carry endorsements.

STEP 1 IN ACQUIRING YOUR CCW PERMIT FOR THE FIRST TIME

If you wish to acquire a Missouri CCW permit, you must first meet the following statutory requirements (571.101 RSMo):

1. You must be at least twenty-one years of age, a citizen or permanent resident of the United States and either:
 - a. Have assumed residency in this state; or
 - b. You are a member of the Armed Forces stationed in Missouri, or the spouse of such member of the military;
2. You must be at least twenty-one years of age, or is at least eighteen years of age and a member of the United States Armed Forces or honorably discharged from the United States Armed Forces, and are a citizen of the United States and either:
 - a. Have assumed residency in this state.
 - b. Is a member of the Armed Forces stationed in Missouri; or
 - c. The spouse of such member of the military stationed in Missouri and twenty-one years of age.
3. You have not pled guilty to or entered a plea of nolo contendere or been convicted of a crime punishable by imprisonment for a term exceeding one year under the laws of any state or of the United States other than a crime classified as a misdemeanor under the laws of any state and punishable by a term of imprisonment of two years or less that does not involve an explosive weapon, firearm, firearm silencer or gas gun.
4. You have not been convicted of, pled guilty to or entered a plea of nolo contendere to one or more misdemeanor offenses involving crimes of violence within a five-year period immediately preceding application for a concealed carry permit or you have not been convicted of two or more misdemeanor offenses involving driving while under the influence of intoxicating liquor or drugs or the possession or abuse of a controlled substance within a five-year period immediately preceding application for a concealed carry permit.

5. You are not a fugitive from justice or currently charged in an information or indictment with the commission of a crime punishable by imprisonment for a term exceeding one year under the laws of any state of the United States other than a crime classified as a misdemeanor under the laws of any state and punishable by a term of imprisonment of two years or less that does not involve an explosive weapon, firearm, firearm silencer, or gas gun.
6. You have not been discharged under dishonorable conditions from the United States Armed Forces.
7. You have not engaged in a pattern of behavior, documented in public or closed records, that causes the Sheriff to have a reasonable belief that you presents a danger to yourself or others.
8. You have not adjudged mentally incompetent at the time of application or for five years prior to application, or has not been committed to a mental health facility, as defined in section 632.005, or a similar institution located in another state following a hearing at which the you were represented by counsel or a representative.
9. You are not the respondent of a valid full order of protection which is still in effect.
10. You are not otherwise prohibited from possessing a firearm under section 571.070 or 18 U.S.C. 922(g).

STEP 2 – TRAINING REQUIREMENTS FOR YOUR FIRST TIME CCW PERMIT

Per state statute (571.111 RSMo) you shall demonstrate knowledge of firearms safety training. This can be accomplished by meeting any one of the below requirements:

1. Completion of a firearms safety training course, as defined in subsection 2 of 571.111 RSMo, taught by a qualified firearms safety instructor as defined in subsection 5 of 571.111 RSMo; or
2. Can submit a certificate that shows you completed a firearms safety course given by or under the supervision of any state, county, municipal, or federal law enforcement agency; or
3. You are a qualified firearms safety instructor as defined in subsection 5 of 571.111 RSMo; or
4. Can submit proof that you currently hold any type of valid peace officer license issued under the requirements of chapter 590, RSMo; or
5. Can submit proof that you are currently allowed to carry firearms in accordance with the certification requirements of section 217.710, RSMo, in that you are a Probation and Parole officer, supervisor and/or a member of the board of probation and parole; or
6. Can submit proof that you are currently certified as any class of corrections officer by the Missouri Department of Corrections and have passed at least one eight-hour firearms training course, approved by the Director of the Missouri Department of Corrections, that includes instruction on the justifiable use of force as prescribed in chapter 563, RSMo.
7. Can submit a photocopy of a certificate of firearms safety training course completion that was issued on August 27, 2011, or earlier so long as the certificate met the requirements of subsection 2 of this section that were in effect on the date it was issued.

The Sheriff's Office does not maintain a list of instructors and/or training schools for the purpose of making recommendations to the public. Our policy is to advise those persons seeking training to contact a local gun store, or research classes through the internet.

3rd STEP – APPLICATION PROCESS (FIRST TIME CCW or RENEWAL OF PERMIT)

Upon meeting the requirements of the above two steps for first time applicants for a CCW, or if you are needing to renew your current CCW, **you must contact the Sheriff's Office to make an appointment.**

CCW appointments are scheduled for Tuesdays and Thursdays of each week between the hours of 9:00 AM to 2:30 PM, not including holidays. The below requirements/information should be noted prior to your arrival for your appointment. To schedule, telephone 660-665-4644.

- **First time CCW application:**

- You must appear in person
- You must be a resident of Adair County
- You must show a Missouri Driver's License or non-driver's license or Military ID card (and orders showing person is stationed in Missouri)
 - Your driver's license must show your current Adair County address. If your driver's license does not show your current Adair County address, you must bring proof of residency (i.e. voter registration card, property tax receipt or utility bill) with you before we will process your application.
- Your original qualification certificate of training signed by your course instructor
- A personal check, money order or cashiers check in the amount of \$130.50 made payable to the Adair County Sheriff's Office. **CASH AND CREDIT CARDS ARE NOT ACCEPTED!**
 - \$100.00 of this amount is applied to the Sheriff's Office processing fee
 - \$30.50 of this amount is applied to the cost of your state and federal criminal background checks.
- You will be fingerprinted
- The process will take approximately forty-five (35) minutes to complete

- **CCW Renewal:**

- You must appear in person
- You must be a resident of Adair County
- You must show a Missouri Driver's License or non-driver's license or Military ID card (and orders showing person is stationed in Missouri)
 - Your driver's license must show your current Adair County address. If your driver's license does not show your current Adair County address, you must bring proof of residency (i.e. voter registration card, property tax receipt or utility bill) with you before we will process your application.
- You must show your current CCW endorsement from the Missouri Department of Revenue or CCW permit issued by a Missouri Sheriff.
- A personal check, money order or cashiers check in the amount of \$50.00 made payable to the Adair County Sheriff's Office. **CASH AND CREDIT CARDS ARE NOT ACCEPTED!**
 - \$50.00 of this amount is applied to the Sheriff's Office processing fee.
- The process will take approximately thirty (20) minutes to complete

- **Late CCW Renewals:**

- An individual who fails to file a renewal application on or before its expiration must pay an additional late fee of \$10.00 per month for each month it is expired up to six months.
- After six months, the Sheriff will cancel the CCW endorsement from the Missouri Department of Revenue or CCW permit issued by a Missouri Sheriff.
- Any person who fails to renew his/her application within the six-month period must reapply for a new concealed carry permit and pay the \$130.50 fee for a new application.

CHANGE OF ADDRESS PROCEDURES

Per Missouri state statute (571.104.4 RSMo) any person issued a concealed carry permit pursuant to sections 571.101 to 571.121, or a concealed carry endorsement issued prior to August 28, 2013, shall notify the Sheriffs of both the old and new jurisdictions of the permit or endorsement holder's change of residence within 30 days after the changing of a permanent residence. The permit or endorsement holder shall furnish proof to the Sheriff in the new jurisdiction that the permit or endorsement holder has changed his or her residence. The Sheriff of the new jurisdiction may charge a processing fee of not more than \$10.00 for any costs associated with notification of a change in residence. If the person has a concealed carry endorsement issued prior to August 28, 2013, the endorsement holder shall also furnish proof to the department of revenue of his or her residence change.

LOSS OR DESTRUCTION OF CCW ENDORSEMENT

Per Missouri state statute (571.104.5 RSMo) any person issued a concealed carry permit pursuant to sections 571.101 to 571.121, or a concealed carry endorsement issued prior to August 28, 2013, shall notify the Sheriff or his or her designee of the permit or endorsement holder's county or city of residence within 7 days after actual knowledge of the loss or destruction of his or her permit or driver's license or non-driver's license containing a concealed carry endorsement. The permit or endorsement holder shall furnish a statement to the Sheriff that the permit or driver's license or non-driver's license containing the concealed carry endorsement has been lost or destroyed. After notification of the loss or destruction of a permit or driver's license or non-driver's license containing a concealed carry endorsement, the Sheriff may charge a processing fee of \$10.00 for costs associated with placing a lost or destroyed permit or driver's license or non-driver's license containing a concealed carry endorsement. The new concealed carry permit shall contain the same personal information, including expiration date, as the original concealed carry permit.

CHANGE OF NAME ON A CCW ENDORSEMENT

Per Missouri state statute (571.104.6 RSMo) if a person issued a concealed carry permit, or endorsement issued prior to August 28, 2013, changes his or her name, the person to whom the permit or endorsement was issued shall obtain a corrected or new concealed carry permit with a change of name from the Sheriff who issued the original concealed carry permit or the original certificate of qualification for an endorsement upon the Sheriff's verification of the name change. The Sheriff may charge a processing fee of not more than \$10.00 for any costs associated with obtaining a corrected or new concealed carry permit. The permit or endorsement holder shall furnish proof of the name change to the Sheriff within 30 days of changing his or her name and display his or her concealed carry permit or current driver's license or nondriver's license containing a concealed carry endorsement.

FAILURE TO MAKE NOTIFICATION

Per Missouri state statute (571.104.7 RSMo) a concealed carry permit and, if applicable, endorsement shall be automatically invalid after 30 days if the permit or endorsement holder has changed his or her name or changed his or her residence and not notified the sheriff as required in subsections 4 and 6 of 571.104 RSMo.