



**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 first concealed carry laws as they related to firearms. These laws have been revised a number of times since their inception. 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/mostatutes/ChaptersIndex/chaptIndex571.html>

## STATES THAT RECOGNIZE MISSOURI CCW PERMITS

The Missouri State Attorney General's Office maintains a website at <https://www.ago.mo.gov/divisions/public-safety/concealed-carry-reciprocity> 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 nineteen 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 nineteen 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 nineteen 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 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.

## **STEP 3 – 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 \$100.00 made payable to the Adair County Sheriff's Office. **CASH AND CREDIT CARDS ARE NOT ACCEPTED!**
  - You will be fingerprinted
  - The process will take approximately thirty-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!**
  - The process will take approximately fifteen (15) minutes to complete
  
- **Late CCW Renewals:**
  - Per Missouri state statute (571.104.4 RSMo), 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 \$100.00 fee for a new application.

## **CHANGE OF ADDRESS PROCEDURES**

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 of the new jurisdiction of the permit or endorsement holder's change of residence within thirty days after the changing of a permanent residence to a location outside the county of permit issuance. 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 ten dollars 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. In such cases, the change of residence shall be made by the Department of Revenue onto the individual's driving record. Per (571.104.8 RSMo), a concealed carry permit and, if applicable, endorsement shall be automatically invalid after one hundred eighty days if the permit or endorsement holder has changed his or her residence and not notified the sheriff as required by law. The sheriff shall assess a late penalty of ten dollars per month for each month, up to six months and not to exceed sixty dollars, for the failure to notify the sheriff of the change of address within thirty days.

## **LOSS OR DESTRUCTION OF CCW ENDORSEMENT**

Per Missouri state statute (571.104.6 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 seven 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 ten dollars for costs associated with replacing a lost or destroyed permit or driver's license or non-driver's license containing a concealed carry endorsement and shall reissue a new concealed carry permit within three working days of being notified by the concealed carry permit or endorsement holder of its loss or destruction. 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 (571.104.7 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 ten dollars 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 thirty days of changing his or her name and display his or her concealed carry permit or current driver's license or non-driver's license containing a concealed carry endorsement. The sheriff shall report the name change to the concealed carry permit system, and the new name shall be accessible by the concealed carry permit system within three days of receipt of the information. Per Missouri state statute (571.104.8 RSMo), the person with a concealed carry permit, or endorsement issued prior to August 28, 2013, shall notify the sheriff of a name change within thirty days of the change. A concealed carry permit and, if applicable, endorsement shall be automatically invalid after one hundred eighty days if the permit or endorsement holder has changed his or her name and not notified the sheriff as required by law. The sheriff shall assess a late penalty of ten dollars per month for each month, up to six months and not to exceed sixty dollars, for the failure to notify the sheriff of the change of name within thirty days.