

**COUNTY OF VENTURA  
VENTURA COUNTY SHERIFF'S OFFICE  
LICENSE TO CARRY WEAPONS POLICY**

Ventura County Sheriff's Office (VCSO) policy titled "**Carry Concealed Weapons License (CCW)**", is hereby revised and re-adopted as of June 28, 2022 by Sheriff Bill Ayub and shall constitute the policy and practices of the VCSO relating to licenses and applications for licenses to carry firearms under Cal. Penal Code § 26150, *et seq.*

1. **PURPOSE AND SCOPE**

The Sheriff, upon proof that the person applying is of good moral character, that the person applying satisfies residency or business location requirements, and has completed a course of training (as set forth in this policy) may issue to that person a **carry concealed weapons license (CCW)**. This policy will serve as the Office's written process for the application and issuance of such licenses. Pursuant to Cal. Penal Code § 26160, this policy shall be made accessible to the public.

2. **QUALIFIED APPLICANTS**

In order to be approved for a Concealed Weapons License, the applicant **must** meet the following requirements:

- a. Be a full-time resident of Ventura County.
- b. Be at least 21 years of age.
- c. Currently own a firearm registered with the State of California.
- d. Complete an application that will include substantial personal information, much of which may be subject to disclosure under the California Public Records Act.
- e. Be free from criminal convictions or other prohibiting conditions that would disqualify the applicant from carrying a concealed weapon
  - i. Note: applicants may inquire as to their eligibility to possess and own firearms prior to submitting an application by completing the "Personal Firearms Eligibility Check" form, which can be found at <http://ag.ca.gov/firearms/forms/pdf/pfecapp.pdf>, and submitting it to the California Department of Justice ("DOJ") in accordance with their instructions
- f. Provide fingerprints and successfully complete a criminal background check.
- g. Be of good moral character. For purposes of this policy, with respect to a determination of 'good moral character' factors taken into consideration include, but are not limited to: honesty, arrests or negative contacts with law enforcement agencies, conviction of any crime (*including expunged convictions*), alcohol or drug-related incidents, numerous moving violations of the California Vehicle Code, civil judgments, pending lawsuits, liens, etc.
- h. Pay all required fees in the manner prescribed in this policy.
  - i. **Note: Fees are non-refundable in the event disqualifying information is discovered.**
- i. Complete the required training.

3. **APPLICATION PROCESS**

The application process for a CCW shall consist of four phases. The applicant shall promptly complete all requirements of one phase before proceeding to the next.

a. **PHASE ONE – APPLICATION AND INITIAL FEES**

- i. **New applicants (those who have never applied to the VCSO for a CCW), and applicants who currently have a CCW issued by another California licensing authority but are applying to the VCSO for the first time** (for example, a current applicant who has recently moved into this jurisdiction), shall fully complete a DOJ standard application form (BOF 4012, Revised 11/2012) and pay the initial fees.
  - A. Standard Application forms will be completed and submitted on VCSO's website at: [www.venturasheriff.org](http://www.venturasheriff.org).
  - B. The VCSO will not accept incomplete applications. Additionally, California residents must provide a valid driver's license or identification card listing the current residential address. Post Office box addresses are not acceptable as a residential address. Active military personnel shall provide station orders and a valid home-state driver's license or identification card.
  - C. Any person who files an application knowing that statements contained therein are false is guilty of a misdemeanor/felony.
  - D. Any person who knowingly makes a false statement on the application regarding any of the following shall be guilty of a felony:

The denial or revocation of a license, or the denial of an amendment to a license, issued pursuant to Cal. Penal Code § 26150, et seq.; a criminal conviction; a finding of not guilty by reason of insanity; the use of a controlled substance; a dishonorable discharge from military service; a commitment to a mental institution; a renunciation of United States citizenship.
  - E. The applicant shall be required to pay fees in the amount of \$20.00 when the application is completed online. Fees are to be paid online and are subject to a service fee.
  - F. The balance of the local fee of \$80 shall be required to be paid online only if the application is approved. Payment must be made prior to making an appointment for license issuance.
    1. Payment of local fees may be waived if the applicant has been deputized or appointed as a peace officer by the Sheriff pursuant to subdivision (a) or (b) of Cal. Penal Code § 830.6.
  - G. For the purposes of this policy, all fees are to be paid through the VCSO's website and are subject to a service fee.
- ii. **Renewal applicants who have an active CCW issued by the VCSO, and whose fingerprints and DOJ fee HAVE BEEN previously sent to the DOJ shall apply for a CCW as follows:**
  - A. **RENEWAL APPLICANTS ISSUED A CCW BY THE VCSO**
    1. No earlier than 120 days prior to the expiration of their license,
      - a. Standard Renewal Application forms will be completed and submitted on VCSO's website [www.venturasheriff.org](http://www.venturasheriff.org).

2. The applicant shall submit with the renewal request their payment in the amount of \$77.00 for the renewal fees, which includes a \$25.00 local fee in addition to a \$52.00 DOJ background check fee. Fees are to be paid through VCSO's website and are subject to a service fee.
  3. Renewal applicants **who fail to submit their application on or before the date of permit expiration** are subject to re-applying as a new applicant.
- iii. **PREVIOUSLY DENIED APPLICANTS whose fingerprints and DOJ fee have been previously sent:** *May (if you are re-applying and would like to provide additional information not contained in your initial application) re-apply as new applicants as described under section 3(a)(i).*
- b. **PHASE TWO - FINGERPRINTING & BACKGROUND CHECK**
- i. New applicants and previously denied applicants who must submit fingerprints to the Department of Justice (those applicants subject to (3)(a)(i) or (iii), above) shall complete Phase Two as follows:
    - A. After the applicant has completed Phase One, the VCSO, or other live scan facilities, shall take the applicants' fingerprints in the manner prescribed by the Department of Justice and promptly forward them to the DOJ for processing. The DOJ requires licensing authorities use the "Live Scan" fingerprinting method. The Department of Justice will require a \$93.00 fee and the applicant may be subject to a "rolling fee" required by that particular live scan facility.
  - ii. DOJ will mail to the Department a report of all data and information pertaining to any applicant, of which there is a record in its office, including information as to whether the person is prohibited by state or federal law from possessing, receiving, owning, or purchasing a firearm.
  - iii. Subsequent to submission of the application and fingerprints, the applicant will be contacted for an interview appointment by the investigator to determine the completeness of the application and provide time to clarify and interpret the information provided. Please allow at least 45 minutes to one hour for the interview appointment.
- c. **PHASE THREE – DETERMINATION**
- i. Applicants who are approved must pay the balance \$80 which is the local fee and complete the required training in accordance with Section 4, "Training", of this policy within 90 days from the date of the conditional approval letter. It shall be the firearms instructor's responsibility to submit the original test and qualification scores by e-mail to: [vcso.ccw@ventura.org](mailto:vcso.ccw@ventura.org)
  - ii. The issued license shall set forth the licensee's name, occupation, residence and business address, age, height, weight, color of eyes and hair, license type, and shall, in addition, contain a description of the weapon or weapons authorized to be carried, giving the name of the manufacturer, the serial number, the caliber, and the period of validity of the CCW.
    - A. A "standard" license is valid for a period not to exceed two years.
    - B. A "judicial" license issued to a state or federal magistrate, commissioner, or judge will be valid for a period not to exceed three years.

- C. A license issued to any law enforcement officer as defined in Cal. Penal Code § 830.6 (a) or (b), or a custodial officer employed by the Sheriff / Police Chief as provided in Cal. Penal Code § 831.5, will be valid for a period not to exceed four years, except that such license shall be invalid upon the individual's conclusion of service as a reserve/custodial officer.
- iii. The VCSO will also issue a CCW ID hard card as an additional identification for the licensee. The licensee is required to carry either the license or ID card on their person at all times when they are carrying an approved concealed firearm. The applicant shall retain both the paper state license and the CCW ID hard card.
  - iv. The licensee will be required to return both the paper state license and CCW ID hard card upon picking up their renewed/amended licenses.
  - v. The licensee shall carry either the CCW paper license or plastic ID card and shall present it to a Peace Officer upon request.
  - vi. The licensee shall notify the VCSO in writing within ten days of any change of their place of residency. If the licensee moves out of the jurisdiction of issuance, the license shall expire ninety (90) days after the licensee has moved. Proof of the change of address will be required.
  - vii. A license may include any reasonable restrictions or conditions which the Sheriff deems warranted, including restrictions as to the time, place, manner, and circumstances under which the person may carry a pistol or revolver. Any such restrictions shall be indicated on the license issued.
  - viii. The license shall be revoked at any time the VCSO is notified by the DOJ that an applicant is prohibited by state or federal law from owning or purchasing firearms, or the VCSO determines that the person is prohibited by state or federal law from possessing, receiving, owning, or purchasing a firearm.
  - ix. The license may be revoked at any time information becomes available regarding criminal conduct, violation of the CCW license conditions or restrictions, or any other type of misuse by the permit holder.
  - x. If the VCSO revokes the license, the DOJ shall be notified of the revocation. The licensee shall also be immediately notified of the revocation in writing. Fees collected during the application process will not be refunded in case of revocation.

#### 4. **TRAINING**

- a. **Pursuant to Cal. Penal Code § 26165(3)(e), completion of training is not required until conditional approval is granted.**
- b. **For new license applicants**, the course of training shall be no less than eight hours and no more than 16 hours, performed by a VCSO-approved CCW firearms trainer, and include instruction on at least firearm safety and the law regarding the permissible use of a firearm, as well as demonstration of firearm proficiency.
- c. **For license renewal applicants**, the course of training shall be no less than four hours, performed by a VCSO-approved CCW firearms trainer, and shall include instruction on at least firearm safety and the law regarding the permissible use of a firearm, as well as demonstration of firearm proficiency. No course of training shall be required for any person listed as a VCSO-approved firearms trainer in order for that person to renew his/her license.

- d. Proof of completion of the required training must be signed and submitted by the instructor.
- e. Training qualifications are valid six months from the date of the course.
- f. A list of VCSO-approved CCW firearms trainers shall be made available with each copy of the application provided by the VCSO as well as at its website at:  
[www.venturasheriff.org](http://www.venturasheriff.org)

5. **AMENDMENTS TO LICENSES**

- a. Any licensee may apply to amend a license at any time during the period of license validity by completing and submitting a standard DOJ "Modification of License" form along with the local processing fee of \$10 payable online and subject to a service fee. The form must be submitted and paid online at: [www.venturasheriff.org](http://www.venturasheriff.org)
- b. Licensees may apply for an amendment for any or all of the following reasons:
  - i. Change the address or other personal information of the licensee.
  - ii. In the event of a damaged/lost/stolen firearm, licensee may request an amendment to add a different firearm. Licensee will need to contact VCSO for approval.
- c. In the event that any amendment to a valid license is approved by the Sheriff, a new license will be issued reflecting the amendment(s).
- d. An amendment to any license will not to extend the original expiration date, and an application for an amendment does not constitute an application for renewal of the license.
- e. As both the CCW ID hard card and the paper state license must be modified, applicants must bring in both documents for modification.

6. **LIMITED 90-DAY LICENSE TO CARRY A CONCEALED WEAPON**

- a. **The authority to issue a limited 90-day license to carry a concealed weapon to a non-resident applicant is granted only to the Sheriff of the county in which the applicant works. A chief of a municipal police department in the county in which the applicant works may not issue limited licenses (See Cal. Penal Code § 26150(a)(3), 26155(a)(3), and 26220(b)).**
- b. An individual who is not a resident of Ventura County may apply for a limited 90-day CCW license subject to approval of the Sheriff and if the following requirements are met:
  - i. The applicant physically spends a substantial period of working hours in the applicant's principal place of employment or business within the County of Ventura;
  - ii. A limited 90-day license will be valid for a period not to exceed 90 days from the date of issuance;
  - iii. The license shall be **valid only within Ventura County.**
  - iv. The applicant shall provide a copy of the license to the licensing authority of the city or county in which the applicant resides;
  - v. Any application for renewal or re-issuance of such a license may be granted only upon concurrence of the Ventura County Sheriff **and** the licensing authority of the city or county in which the applicant resides.
- c. An individual who is qualified to submit an application for a limited 90-day license under sections (2) and (6)(a)(b) above, shall complete all phases of the application process in accordance with sections (3) and (4) of this policy.

7. **AGENCY REPORTING AND RECORDS**

- a. Pursuant to Cal. Penal Code § 26225, the Department shall maintain a record of the following and immediately provide copies of each to the DOJ:
  - i. The denial of a license
  - ii. The denial of an amendment to a license;
  - iii. The issuance of a license;
  - iv. The amendment of a license;
  - v. The revocation of a license.
- b. The VCSO shall annually submit to the State Attorney General the total number of licenses issued to reserve peace officers and judges.
- c. Applications, licenses, and related documents may be public records and subject to disclosure under the California Public Records Act.

8. **AGENCY QUALIFICATION STANDARDS**

- a. Pursuant to Cal. Penal Code § 26165(3)(b), a licensing authority shall establish, and make available to the public, the standards it uses when issuing licenses with regards to the required live-fire shooting exercises.
  - i. Live-fire Qualification
    - A. Include draw and fire from method of carry. Must pass complete course with each weapon approved for carry.
    - B. Minimum two draws each station, two rounds each to the body, from 3, 7, 10, and 15 yards on a “B27” or “IPSIC” type target.  
Times: 5 seconds, 5 seconds, 5 seconds, 10 seconds.
    - C. Passing score is all rounds on target, no complete misses.

9. **REQUIRED DOCUMENTS**

- a. At time of application submittal, applicant is required to provide the following documents:
  - i. Current California Driver’s License with current residence on file with DMV.
  - ii. If renting or leasing, a current rental/lease agreement.
  - iii. Copies of separate utility bills: gas, electric, and water (2 minimum).
  - iv. Prior military personnel, a copy of your DD214 or discharge certificate that shows discharge status.
- b. Active-Duty Military Personnel will be required to provide the following documents:
  - i. Current Home State Driver’s License
  - ii. Military ID
  - iii. Current Station Orders
  - iv. If renting or leasing, a current rental/lease agreement.
  - v. Copies of separate utility bills: gas, water, or electric (2 minimum).