



## Portsmouth Police Department

2270 East Main Road  
Portsmouth, RI 02871  
401-683-0300

### INSTRUCTIONS FOR LICENSE TO CARRY A CONCEALABLE WEAPON

#### **NO APPLICATIONS WILL BE CONSIDERED UNLESS THE FOLLOWING HAVE BEEN ACCOMPLISHED:**

1. This official application form must be filled out completely by the applicant and turned in to the licensing officer during a scheduled appointment. To schedule an appointment with the licensing officer please contact 401-683-0994.

Please **PRINT OR TYPE** application or IT WILL BE RETURNED.

2. The application must be NOTARIZED.
3. Three (3) references **AND** reference letters are required for new **AND** renewal applications and are to be submitted along with the application. All three references are to write a typed letter for the applicant pertaining to the gun permit that is signed, dated **AND** must be notarized.
4. Proof of qualification before a certified weapons instructor; i.e., N.R.A. Instructor or Police range instructor must be supplied **along with a copy of the instructor's NRA/FBI firearms instructor's certification**. Qualifications will only be accepted up to one year old and you **cannot** qualify yourself.
5. Two (2) types of positive identification must be submitted, photocopied, signed and dated by a Notary Public, attesting to be true copies.
6. If the permit is to be used for employment, a **TYPED AND SIGNED** letter of explanation must be submitted on your employer's letterhead and included with the application. Also, please include a copy of the business license as proof that the business exists.
7. If the permit is **not** for employment, a typed letter must be submitted by the applicant stating the reasons why a permit is needed on a full time basis. All letters must be signed and dated. We will not accept a photocopy of any signature.
8. **Retired Police Officers** applying under 11-47-18 must submit a letter of verification from the Chief of Police of the department which they retired from stating that they have completed 20 years of good standing.

9. Applicants will be notified of approval or denial of permit. If approved, applicants must appear in person to pick up permit.
10. A license/permit fee of forty dollars (\$40.00) CHECK OR MONEY ORDER must be presented when picking up permit. **DO NOT SUBMIT A CHECK OR MONEY ORDER WITH YOUR APPLICATION.**
11. All **permits will expire FOUR (4) YEARS from the date of issue.** Also, the renewal of your permit is your obligation. No notification of expiration of the permit will be sent to you. Allow a maximum of **90 DAYS** for processing of your application due to the fact that this department is dependent on other agencies for information necessary to complete the application.

**Schedule of Fees**

License/Permit Fee	\$40.00 (New and Renewals)
Lost Card Replacement Fee	\$10.00