



## CONCEALED HANDGUN LICENSE (CHL) INSTRUCTIONS TO APPLICANT

**APPOINTMENTS ARE REQUIRED to submit CHL applications.**  
**To schedule an appointment, call 541-766-6606.**

Law Enforcement Building, 2<sup>nd</sup> Floor, 180 NW 5<sup>th</sup> Street, Corvallis

### **ORIGINAL LICENSE:** Bring the following items...

1. APPLICATION FORM. Must be completely filled out, legible, and signed.
2. SIGNED REQUIRED REFERENCES FORM. Obtain two character references. Have them complete and sign the "Concealed Handgun License Required References" form.
3. COPY OF DOCUMENT SHOWING PROOF OF COMPETENCE. See page 2 for a list of ways to demonstrate competence with a handgun.
4. PROOF OF BENTON COUNTY RESIDENCY. Oregon Driver's License, or document showing you currently lease or own property in Benton County, or other document as described in ORS 166.291(9).
5. PROOF OF CITIZENSHIP. Birth certificate, passport, or appropriate INS (Immigration and Naturalization Service) forms.

Uncommon Situation: If the documents you bring in to show proof of residence and proof of citizenship (#4 and #5 above) do not include your photo, you must also bring in an additional photo identification.

### **RENEWAL LICENSE:** Bring the following items...

- 1 APPLICATION FORM. Must be completely filled out, legible, and signed.
2. CURRENT CHL. The Benton County CHL you are renewing.
3. PROOF OF BENTON COUNTY RESIDENCY. Oregon Driver's License, or document showing you currently lease or own property in Benton County, or other document as described in ORS 166.291(9).

NOTE: If you are renewing an EXPIRED license, you will also need to bring your expired Benton County Concealed Handgun License and Proof of Citizenship.

### **REPLACEMENT or TRANSFER LICENSE:**

A replacement license is needed if you have changed your name or address or if your CHL is lost or stolen. If you have a CHL in another Oregon county and have moved to Benton County, you will need to transfer your license. Here's what you'll need to bring to your appointment in each of these situations...

If you are **changing your name or address**, bring the following:

- 1 APPLICATION FORM. Must be completely filled out, legible, and signed.
2. CURRENT CHL. The Benton County CHL you are updating.
3. PROOF OF CHANGE. Document, such as your Oregon Driver's License, that shows your new name or address.

continued on page 2...

## REPLACEMENT or TRANSFER LICENSE, continued

If your **CHL is lost or stolen**, bring the following:

1. APPLICATION FORM. Must be completely filled out, legible, and signed.
2. PHOTO ID. Official identification with your picture, such as an Oregon Driver's License.

If you are **transferring** your CHL from another Oregon county, you will need to bring:

1. APPLICATION FORM. Must be completely filled out, legible, and signed.
2. CURRENT CHL. Your current CHL that you are transferring to Benton County.
3. PROOF OF BENTON COUNTY RESIDENCY. Oregon Driver's License, or document showing you currently lease or own property in Benton County, or other document as described in ORS 166.291(9).
4. PROOF OF CITIZENSHIP. Birth certificate, passport, or appropriate INS (Immigration and Naturalization Service) forms.

NOTE: Getting a replacement CHL or transferring your CHL does not change your expiration date.

## FEES & PAYMENT OPTIONS

Fees for Concealed Handgun Licenses are listed below.

Original License:	\$115.00
Renewal License, only:	\$75.00
Transfer License, only:	\$30.00
Renewal and Transfer License (at the same time):	\$90.00
Replacement License (Address Change or Lost/Stolen Licenses):	\$15.00

We accept checks, money orders, and debit/credit. Please make these payable to "Benton County Sheriff's Office." We also accept cash, but you must bring the exact change.

## PROOF OF COMPETENCE WITH A HANDGUN [ORS 166.291]

You must be able to demonstrate competence with a handgun by any of the methods provided by law as follows:

- A. Completion of any hunter education or hunter safety course approved by the State Department of Fish and Wildlife or a similar agency of another state if handgun safety was a component of the course;
- B. Completion of any National Rifle Association firearms safety or training course if handgun safety was a component of the course;
- C. Completion of any firearms safety or training course or class available to the general public offered by law enforcement, community college, or private or public institution or organization or firearms training school utilizing instructors certified by the National Rifle Association or a law enforcement agency if handgun safety was a component of the course;
- D. Completion of any law enforcement firearms safety or training course or class offered for security guards, investigators, reserve law enforcement officers or any other law enforcement officers if handgun safety was a component of the course;
- E. Presents evidence of equivalent experience with a handgun through participation in organized shooting competition or military service;
- F. Is licensed or has been licensed to carry a firearm in this state, unless the license has been revoked; or
- G. Completion of any firearms training or safety course or class conducted by a firearms instructor certified by a law enforcement agency or the National Rifle Association if handgun safety was a component of the course.

A number of local businesses offer firearms safety courses that meet this requirement and can be found through an internet search. Additionally, the Oregon State Sheriff's Association (OSSA) has created an online class that meets this requirement and can be found at <http://oregonchl.org/>.

# Benton County Sheriff's Office

180 NW 5<sup>th</sup> Street, Corvallis, OR 97330  
541.766.6858 www.co.benton.or.us/sheriff

State Accredited since 2009



## APPLICATION FOR LICENSE TO CARRY CONCEALED HANDGUN

Original License	<input type="checkbox"/>	\$115.00
License Renewal, Only	<input type="checkbox"/>	\$75.00
License Transfer, Only	<input type="checkbox"/>	\$30.00
License Renewal and Transfer	<input type="checkbox"/>	\$90.00
Change of Address, Lost or Stolen	<input type="checkbox"/>	\$15.00

Full Legal Name: LAST \_\_\_\_\_ FIRST \_\_\_\_\_ MIDDLE \_\_\_\_\_

Other Names Used: LAST \_\_\_\_\_ FIRST \_\_\_\_\_ MIDDLE \_\_\_\_\_

### PLEASE READ CAREFULLY

I hereby declare as follows: *(Check each box that applies)*

[ORS 166.291]

<input type="checkbox"/>	I am a citizen of the United States. If I am not a citizen, I am a legal resident alien who can document continuous residence in Benton County for at least six months and have declared in writing to the Immigration and Naturalization Service my intention to become a citizen and can present proof of that declaration with this application.
<input type="checkbox"/>	I am at least 21 years of age.
<input type="checkbox"/>	I have <b>NEVER</b> been convicted of a felony.
<input type="checkbox"/>	I have <b>NOT</b> , within the last four years, been convicted of a misdemeanor.
<input type="checkbox"/>	I have not been under the jurisdiction of the Juvenile Department in the last four years for committing an act involving violence, as defined in ORS 166.470, that if committed by an adult would constitute a felony or a misdemeanor.
<input type="checkbox"/>	There are no outstanding warrants for my arrest, and I am not free on any form of pretrial release.
<input type="checkbox"/>	I do not have any charges pending in any court resulting from an arrest or citation.
<input type="checkbox"/>	I am not subject to a citation or court order restraining me from contacting or stalking another.
<input type="checkbox"/>	I have not been convicted of a controlled substance offense, or participated in a court-supervised drug diversion program, with the exception of the combination of offenses outlined in ORS 166.291(L).
<input type="checkbox"/>	I have not received a dishonorable discharge from the Armed Forces of the United States.
<input type="checkbox"/>	I am not required to register as a sex offender in any state.
<input type="checkbox"/>	I have not been committed to the Oregon Health Authority under ORS 426.130.
<input type="checkbox"/>	I have not been found mentally ill and am not presently subject to an order under ORS 426.130 prohibiting me from purchasing or possessing a firearm because of that mental illness.

If any item above has **NOT** been checked, in order to qualify for a Concealed Handgun License you must be granted relief, or petition for relief under ORS 166.273, ORS 166.274 or ORS 166.293 or 18 USC 925(c), or have those records expunged.

Age: \_\_\_\_\_ Birthdate: \_\_\_\_\_ Birthplace: STATE/OTHER COUNTRY \_\_\_\_\_

Social Security Number: \_\_\_\_\_ *Disclosure of your social security number is voluntary. Solicitation of the number is authorized under ORS 166.420. It will be used only as a means of identification.*

Height: \_\_\_\_\_ ft. \_\_\_\_\_ in. Weight: \_\_\_\_\_ Hair Color: \_\_\_\_\_ Eye Color: \_\_\_\_\_ Sex: \_\_\_\_\_

Current Address: STREET \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

Mailing address (if different): \_\_\_\_\_

List residence addresses for the past three years if different from present address:

Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

List all states in which you have resided as an adult (18 years and older):

\_\_\_\_\_

***I have read the entire text of this application, and the statements therein are true and correct.  
Making false statements on this application is a misdemeanor.***

I understand that I will be photographed and/or fingerprinted.

Signature of Applicant: \_\_\_\_\_

Date: \_\_\_\_\_

**SPACE BELOW FOR OFFICIAL USE ONLY**

Proof of Identification: *Two pieces of ID are required, one of which must bear the photograph of the applicant.*

<b>Type</b>		<b>Number</b>	
<b>Type</b>		<b>Number</b>	

Proof of Citizenship:  Birth Certificate  Passport  Other: \_\_\_\_\_

<b>Competence with Handgun Documentation</b>	<i>Approved Course</i>	<input type="checkbox"/>
	<i>Military Service</i>	<input type="checkbox"/>
	<i>Concealed Handgun License</i>	<input type="checkbox"/>

**LICENSE APPROVED**

**LICENSE DENIED**

BY: \_\_\_\_\_

<b>Date Issued</b>		<b>Fee Paid</b>		<b>License #</b>	
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<b>Expiration Date</b>	
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541.766.6858 [www.co.benton.or.us/sheriff](http://www.co.benton.or.us/sheriff)

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## CONCEALED HANDGUN LICENSE REQUIRED REFERENCES

*(This reference sheet must be turned in with your application)*

<b>Original License</b>	Two character references are required. Please have your references sign the statements and print their names and addresses in the indicated spaces below.
<b>Renewal License</b>	Not required.

Applicant Name: \_\_\_\_\_

I agree to be a character reference for the above individual and know of no reason why this license should not be issued.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print name and address:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I agree to be a character reference for the above individual and know of no reason why this license should not be issued.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print name and address:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

DUTY ♦ HONOR ♦ COURAGE