



## **Quick Guide for Renewal Applicants**

- Renewing applicant's do not need to schedule a date and time as it is a virtual appointment. You will **not** be prompted to select an appointment date or time.
- Your renewal application should be submitted no more than ninety (**90**) days prior to your expiration date. If you do not submit your application prior to your CCW permit expiring, you must **apply and complete the process as a new applicant**. We will allow a **one time, 15-day grace period ONLY**.
- If you do not wish to continue, please surrender your CCW permit to our department in person or by mail.
- Renewal applications are processed in the order they are received.
  - You may include a valid current safety training certificate along with the required current photo ID and proof of residency at the time of submission to streamline the process or you will have six (6) months to provide your safety training certificate following your renewal application approval.
  - Business owners, self-employed applicant's, Realtors, Contractors, etc. must submit current licenses or letters upon each renewal period.
    - If a business letter or current business license is not provided, an automatic restriction will be placed on the permit. If a restriction is placed, a modification will need to be completed to remove the restriction.
- Applicants are responsible for checking their applications, via the "Order Tracker" link (provided by Permitium upon acceptance of their application) periodically for messages and to check the status of their application. Applicants will be able to see if uploaded items have been received but they will not be able to open or delete uploaded documents nor make any changes to the application.
- Permitium is a print on demand program which means it begins the day you pick up the permit. Unless you have a reason to pick up your renewal CCW Permit early, we recommend that you wait until you get closer to your expiration date, so you do not lose any time already paid for.
  - Permitium will hold your CCW permit for six months after you have been approved and for three months after it is available for issue. If not picked up in three months past your available issue date your application will be expired and set to be withdrawn. Once withdrawn, per Permitium policy no refund will be given.