

Quick Guide for New Applicants

1. A **completed** application with **weapon/s** information, a valid safety **training certificate**, **Sheriff's approval** and all **fees** must be paid before your CCW permit can be issued.

2. We recommend **not** taking your safety training course until Sheriff approves your application.

Safety certificates are only good for six months and sometimes it takes longer than six months to receive information back from the DOJ. If the safety training certification expires prior to Sheriff's review and/or approval, it will not be accepted and another valid safety training certificate will be required.

3. **If** you do not hear anything or see any progress when checking your application (via the "Order Tracker) **after six months** of your appointment date, **you must advocate for yourself**. Permittum does not red flag your application. You must call 209-525-7135 to notify us. Please leave a clear message with your name, order number sounded out phonetically and a working call back number capable of receiving voice messages.

CCW clerk/s will advocate on your behalf with the DOJ from there.

4. Applicants are responsible for checking their applications, via the "Order Tracker" link (provided by Permittum 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.

Applicant's will have **six** months after Sheriff's approval date to pay the final fee and to complete a safety training class/course and upload the safety training certification into their Permittum application. You can upload the safety training certification by scanning it or by signing into the "Order Tracker" with a phone that has a camera feature. It is very similar to mobile banking. Click add file, click the camera icon, take a photo of the certificate, use the photo if it is clear and legible, click use or tap OK and then click upload. After the upload has successfully completed remember to scroll down and click the green "**update progress**" tab to ensure it **saves** to your account. Note: Applicant's must qualify with each firearm listed on the application, maximum of three (3).

5. Course providers are listed on the Stanislaus County Sheriff web site: scsdonline.com. We recommend being proactive enrolling after your approval notification. Providers are often booked three or more months out.

6. After the application has (1) been approved by Sheriff, (2) applicants have paid the final fee and (3) applicants have successfully uploaded and clicked the "update progress" to save a current safety certification to their CCW application the CCW permit is available for issue.

Permittum **does not** send another notification as it is the applicant's responsibility to follow the instructions provided in the approval email. After your permit is available for issue you will have three months to pick up your CCW Permit. If applicants do not pick up within three months their CCW application will be withdrawn and per Permittum policy no refund will be forthcoming.

7. Pick up days are Thursdays and Fridays between the hours of 8 am & 3 pm, (excluding holidays).

8. Appointments are not necessary. CCW permits are issued on a first come first serve basis. We recommend you make arraignments with your employer in advance if you will need some time off on one of those days as we **do not** issue on Mondays, Tuesdays, Wednesdays or weekends.

NOTE: Once applicant's become renewing applicant's they 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. 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.

Please note, If you do not submit your application prior to your CCW permit expiring, you must apply 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.

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