

CCW FAQ'S

1. What are the criteria for consideration of issuance?

Pursuant to California Penal Code § 26150, the criteria are as follows:

1. Proof that the person applying is of good moral character
2. Proof that good cause exists for the issuance
3. Proof that the person applying is a resident of the county or a city within the county.
4. Proof that the person applying has completed the required a course of training including instruction on firearm safety, the law regarding the permissible use of a firearm and qualification of weapon(s)/type(s) to be listed on permit.
 - New applicants are required to take a sixteen (**16**) hour safety training course.
 - Renewing applicants are required to take a four (**4**) hour continuing education safety training course
5. Proof of no statutory prohibitions.

2. Is the Sheriff required to issue CCW Permits?

No. The Sheriff is not required to issue CCW Permits. By law, the Sheriff has the discretion to approve or deny CCW permit applications as well as revoke permits that have already been issued.

3. Do all residents of Stanislaus County have a right to be issued a CCW Permit?

No. No resident has the right to a CCW Permit. Carrying a concealed weapon is a privilege, not a right.

4. Are CCW Permits issued for employment purposes?

No. CCW Permits are not issued for employment purposes.

5. How old do I have to be before I can apply for a CCW Permit?

An applicant must be 21 years old **before** applying for a CCW permit.

6. Do you have to be a United States citizen to get a CCW Permit?

California does not issues licenses or permits to carry concealed to non-residents.

7. How do I apply for a CCW?

- Visit the Stanislaus County Sheriff's Department web site at <https://www.scsdonline.com>.
- Click the icon with a weapon on it that states: Schedule a CCW Appointment Online.
- Click on the Permitium logo or the link directly above the logo to begin.
- You must **complete an on-line application in its entirety** (not just mandatory fields), which includes providing all requested, required documents, i.e. valid State issued Photo ID, two (2) proofs of residency, DD-214 if you have served in the military, and proof of self-employment if self-employed (see information in #7 below for additional).
- If you are unfamiliar with computers, using an on-line process or need assistance uploading required documents, etc., you will need to reach out to a family member, friend, co-worker, etc. for assistance as we do not offer computer classes and no longer accept paper applications. Other resources available to assist include free public libraries, junior colleges perhaps, or other fee based private individuals.

NOTE

Incomplete applications that are submitted are subject to withdrawal. Once withdrawn, per Permitium Policy **no refund** will be forthcoming. If you experience technical support issues during submission you must contact Permitium Tech Support immediately at 1-855-642-2453 for resolution.

8. What can I do to ensure my CCW application is processed as quickly as possible?

- Read all the information provided to familiarize yourself with the Permitium program, the CCW processes and the requirements.
- Complete the application in its entirety. **All fields are mandatory** not just those marked with a red star. Incomplete applications will be subject to withdrawal and per Permitium policy no refund will be forthcoming.
- Be sure to include a working cell phone number (capable of receiving text messages) if you would like to be notified when an email is waiting in Permitium.
- Be sure the email address and contact numbers used on the application are accurate. Applicants are responsible for the information they submit. You will not be able to change information once you submit your application.

- Upload all requested, required documents as stipulated, i.e., a valid, current California issued picture ID, two (2) “proofs of residency”, a firearm training certificate if you are a renewing applicant (please note however that it is recommended new applicant wait until their application has been approved before taking the firearm training course).
- If you are unemployed, retired, a student, etc. you will need to notate such in the Employer Information Section. N/A is not an acceptable answer and will be considered an incomplete answer. Incomplete applications will be subject to withdrawal. If withdrawn, per Permittium policy, no refund will be forthcoming.
- All applicants who have served in the armed forces must provide a copy of their DD-214/discharge papers.
- If you are a Business Owner, Self-employed, a Contractor, a Realtor, etc. and/or would like to carry while working you need to either upload a current business license, Articles of Incorporation (indicating both the business name and your name), current 10-99, contractor permit, Realtor permit **and/or** a current business letter, written in English, on business letterhead, signed by the business owner stipulating you are "authorized to be armed in the course and scope of employment" if you would like Sheriff to consider automatic restrictions that are applied to all Permits. This "does not" guarantee restriction removal, however, if you would like Sheriff to review and consider this request, documentation must be provided.
- These documents are required each time a new or renewal application is submitted.
- If submitting a Business Letter you will need to upload a copy into your application and provide the original letter prior to issue to be kept on file with our department. We recommend you keep a copy for your own records.
- If you do not have a current business license, Articles of Incorporation, current 10-99, or a current business letter, etc., **and/or** documentation is not provided the automatic restrictions will be applied and will not be reconsidered until your next renewal period.
- Check for messages from Permittium as well as your applications progress periodically via the Order Tracker link provided. You can see uploaded documentation however you will not be able to open uploaded attachments or delete them once submitted.

Note: You may be asked to provide original documents and/or resubmit if your uploaded documents are illegible, unclear or cannot be opened. Also, for employment letters please remember that we will require the original document to be delivered to our department for inspection and to be kept on file with our department. It is recommended you keep a copy for your file.

- Pay your CCW Permit fees online. Paying at the counter by cash or check is still currently permitted but will extend the processing and completion time of your CCW. Please note that this payment courtesy may not be unavailable in the future.
- Be patient.
- Check our on-line resources for answers as excessive voice mails take clerks away from processing.
- Remember that all application are processed as quickly as possible and that you will be notified by email, text message or both, depending on how you set up your application when your CCW application has been approved. This can take several months, depending on DOJ wait times, complexity of the application as well as other factors.
- Check the status of your application by signing back into your application via the Order Tracker for messages and application status. Permittum provides a direct link to the Order Tracker in the email they send when they notified you that your application has been accepted and issued you an order number.

9. What if I don't have a scanner or don't know how to scan?

An alternative to scanning would be to upload a photograph.

Permittum accepts compatible jpg files. If you are not familiar with how to upload you may need to reach out to a family member, friend or other fee based private individuals for assistance as we do not offer computer classes. In addition, your local library should offer computer and scanning access.

10. How many applications am I allowed to submit at one time?

Applications should have only one (1) active application at a time in Permittum.

11. What happens if I am late applying for my renewal and my renewal application is still in process or I haven't been able to pick it up yet? Do I have to start over?

No. You do not need to start over if you have an application that is still in process or has been approved but not reissued. If your CCW Permit expires prior to your renewal application completing the renewal process or prior to you being reissued you cannot carry a concealed weapon but you do not need to start over.

12. What is the fee schedule for a carry concealed weapons permit and how do I pay?

All major credit cards are accepted through Permittium. Cash or money orders can be accepted at the Sheriff's Office but choosing this option will delay the process. Make money orders payable to the Stanislaus County Sheriff's Office.

New Application Fees:

- Live Scan:

\$113.00 will be collected DOJ/FBI record check fees (required by the State of California for fingerprinting, criminal history clearance, and firearms eligibility).

\$80.00 permit fee will be due if you are approved.

\$193.00 total cost if approved.

These fees are non-refundable. Live scan fees are due at the time you schedule your appointment and submit your application. If approved, the permit fee is due prior to issue.

Renewal Fees of Existing Permits:

\$77.00 renewal fee is due at the time application is submitted. Renewal fee covers DOJ assessments and our processing fees. All major credit cards are accepted through our online application system. Cash or money orders can be accepted at the Sheriff's Office but choosing this option will delay the process. Make money orders payable to the Stanislaus County Sheriff's Office.

Modification or Duplicate Fees for Existing CCW Permits:

\$10.00 fee is due at the time application is submitted per each modification or duplicate application request. This fee is required for processing. All major credit cards are accepted through our online application system. Cash or money order can be accepted at the Sheriff's Office but choosing this option will delay processing of your application. Make money orders payable to the Stanislaus County Sheriff's Office.

13. How long do I have to provide a current safety training certificate?

Both new and renewing applicants are required to provide current safety training certificates within six (6) months of Sheriff's approval date.

New applicants are encouraged to wait until they have been approved to take their safety training courses.

Renewing applicants may upload a current safety certification upon submission if they wish to streamline the process, however, because Permittium is a print on demand system it is recommended that you wait until you are closer to your expiration date to come in and pick it up to avoid losing time.

NOTE: If a renewing applicant's CCW permit expires prior to their renewal application being processed and approved or if an approved renewal application permit has not yet been issued you cannot carry. There are no exceptions.

14. How can I tell if my uploaded material has been received?

You can see the documents you have uploaded by signing back into Permittium via the Order Tracker link Permittium provided when you first submitted your application and issued an order number. You cannot reopen uploaded documents, or delete them, but you can see rather or not the file was successfully uploaded and is showing. Applicants are responsible to ensure they are using a program that is compatible with the Permittium site.

15. Can my spouse, friend, or a family member pick up my CCW Permit for me?

No. Applicants must pick up their own CCW Permit. Your signature and thumb print are required.

16. What do I do if I am self-employed, own a business or wish to carry my weapon while I am working?

If you are self-employed, a business owner contractor, Realtor, Contractor, etc. and/or would like to carry while working you need to either upload a current business license, Articles of Incorporation (indicating both the business name and your name), a current 10-99, a contractor permit, a Realtor permit and/or a current business letter, written in English, on business letterhead, signed by the business owner stipulating you are **"authorized to be armed in the course and scope of employment"** if you would like Sheriff to consider automatic restrictions that are applied to all CCW Permits.

This "does not" guarantee restriction removal, however, if you would like Sheriff to review and consider this request, documentation must be provided.

These documents are required each time a new or renewal application is submitted.

They do not carry over.

If you do not have or provide a current business license, Articles of Incorporation, a current 10-99, or a current business letter, etc., and/or documentation is not provided the

automatic restrictions will be applied and will not be reconsidered until your next renewal period.

17. Where do I take my Safety Training Course and what is the cost?

An accepted providers list is available online at scsdonline.com via a drop down menu. Please visit our web site for a current list of accepted providers and contact the provider of your choice for pricing.

- New applicants are required to take a sixteen (16) hour safety training course.
- Renewing applicants are required to take a four (4) hour safety training course.

18. When do I need to apply if I am renewing?

You need to begin the renewal process **ninety (90) days prior** to your expiration date to allow sufficient time for processing.

The Permitium program will not allow you to submit any sooner.

Including a current, valid safety training certification will help to streamline the renewal process but is not required to begin the renewal process.

19. Can I begin the renewal process prior to taking my safety training?

Yes, you will have 6 months after Sheriff approves your renewal application to submit a safety training certificate. If your permit expires while your application is in process you are not allowed to carry until your renewal has been issued.

20. Is there a specific type of weapon I must use?

The weapon shall be the product of a recognized manufacturer free from mechanical and other flaws, within tolerances determined by manufacturer's specifications, and in good working order. You must check with the Department of Justice or visit their Web Site to ensure the weapon/s you are listing are in compliance with current specifications and laws. At the time of this posting the DOJ website is <https://oag.ca.gov/firearms>

21. How many weapons are allowed on a CCW permit?

- There is a maximum of **three (3)** weapons allowed on a CCW permit. No exceptions.
- If you list more than three (3) weapons on your application the first three (3) only will show on your permit.

22. How do I list a weapon capable of firing different calibers?

You must list the caliber you will be using while carrying. If there are multiple calibers then you need to indicate the caliber by listing both with a “ / ” in between.

For example a Smith and Wesson applicant wanting to use both .357 rounds and .38 rounds would list the weapon as follows:

Make	Model	Caliber	Serial Number
S & W	S-Auto	.357 / .38	347XXX

This method preference uses only one space thus allowing space for 2 additional weapons.

23. Do I have to qualify with each firearm I want listed on my permit?

AB 2103 goes into effect January 1, 2019 and requires training to include instruction on firearm handling and shooting technique and to also include a **demonstration by the applicant of shooting proficiency and safe handling of EACH firearm the applicant will be licensed to carry** and to include live-fire exercises conducted on a firing range

24. Can I have my spouse’s weapon on my permit?

Yes. Spouses may list each other’s properly registered weapons on their permit.

25. How long will Permitium hold my permit after it is available to be picked up?

You will have three (3) months to pick up your CCW Permit once it is available for issue. If not picked up your application will be withdrawn and per Permitium policy no refund will be forthcoming.

26. What do I need to do if I move from California?

- You must notify our agency **in writing** and surrender your CCW permit to Stanislaus County Sheriff Office within 10 days of moving.
- You may surrender you permit to our department in person or mail it along with your written notification to:
Stanislaus County Sheriff’s Department
Attn: CCW Department
250 E. Hackett Road
Modesto, CA 95358

27. Where can I find my permit number on my CCW Permit?

The Local Agency Number is your permit number. It can be located on the front of your Permit

28. What do I need to do if I have changed my name?

You must complete the CCW Modification form in its entirety via Permitium. You will need to upload your previous photo ID that shows your previous name on it, your new photo ID showing your new name change on it, and other supporting documents such as a court order or a marriage certificate validating a legal change.

29. What do I need to do if I have changed my address and still live in Stanislaus County?

You must report any change of residence to SCSO in writing within 10 days. In addition you must complete the CCW Modification form in its entirety available through Permitium and once processed pick up your modified CCW Permit which displays your new address once it has been approved.

30. What do I need to do if I have moved out of Stanislaus County, but remain in CA?

You must report any change of residence to SCSO in writing within 10 days. If your permit is in good standing, your permit will remain valid for the remainder of its term. After your current permit expires you must reapply with the new county of residence. The only exception would be if your SCSO permit was based solely on your place of residence. In that case your permit would expire 90 days after you moved.

31. Is there any way of getting a sooner appointment or being placed on a waiting list?

Due to the volume for requests for new permits we are unable to maintain a waiting/cancellation list. The Permitium calendar will automatically reflect all available dates.

32. May I come to the Sheriff's Office and wait for no shows or cancellations of appointments?

No. At this time, our office is unable to accommodate walk-ins due to file preparation requirements to facilitate a sufficient interview.

33. I was unable to make my appointment. Can I reschedule?

Yes, you may reschedule up to three (3) times within a three months period by signing back into your account via the Order Tracker link provided to you by Permitium upon submission. After a third no show appointment or re-scheduling of an appointment the application will be withdrawn and you may not resubmit an application for a period of 1 year from your last no show.

34. I have filed a restraining order and need a CCW permit as soon as possible. How do I get an appointment due to life threatening events?

If you need to request a permit to carry a concealed weapon due to a restraining order, please call our CCW Permit Telephone line at (209) 525-7135 and leave a detailed message. You will be required to present a copy of the restraining order, the accompanying police report, and any other documents pertaining to the court order as each request is reviewed and considerations are made on a case by case basis.

35. How will I know if my particular circumstance will allow me to obtain a CCW Permit?

Each CCW application is unique and is evaluated on its own merits. Individual circumstances play a large role in determining the necessity of issuing a CCW permit. This decision is ultimately made by the Sheriff after careful examination of all the information provided on your application and facts surrounding those circumstances.

36. Do I need to bring my weapon to my appointment?

No. Please do not bring ANY weapon into the Sheriff's Office for any reason.

37. What do I need to bring to my appointment?

- A valid California issued ID is mandatory.
- A printed Live Scan Form is required at your appointment time if you are a new applicant also.

- You may be required to bring other various items with you at the time of your appointment, i.e. original Business Letter, depending on your employment status.
- Please refer to the “New CCW Permit Appointment Checklist” for each item required. Our agency reserves the right to reschedule your appointment for a New CCW Permit if you do not have all of the items listed on the checklist with you at the time of your appointment.

38. Where can I get my Live Scan Form?

The Live Scan Form prints out when you print out your application. The bottom portion will be filled out when your fingerprints are taken. Do not go to another agency to complete this form.

39. Can I apply for the three (3) year Judicial Permit instead of a two (2) year standard permit?

No. Judicial permits are reserved for Judges only. You may apply for a Judicial Permit only if you are a judge.

40. Do I have to take a photograph every time?

Yes. Each application requires an updated photo. Nothing populates over from one application to another.

41. Where do I go for a CCW appointment?

Processing and Appointment Location:
Stanislaus County Sheriff's Office
250 E. Hackett Road
Modesto, CA 95358

42. How long is a CCW permit good for?

A CCW permit is in effect for a period of two, three or four years before it is either void or needs to be renewed.

The majority of applicants qualify for the standard two-year permit.

43. What happens if my CCW expires? Can I still renew after expiration?

Effective 4/10/19: If you have not submitted 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.

44. What mandates are placed on all Stanislaus County Sheriff's Department permit holders?

Failure of the permit holder to adhere to any of the following restrictions will result in the revocation of the concealed carry weapon(s) permit:

Stanislaus County CCW Permit holders shall not, when carrying a weapon

- Consume any alcoholic beverage (while being armed)
- Commit any criminal act. You must report any arrest to the Sheriff's Office CCW Coordinator within 10 days.
- Be in a place having a primary purpose of dispensing alcoholic beverages for on-site consumption.
- Be under the influence of any drug, or alcohol.
- Use any illegal drug.
- Refuse to show permit or surrender weapon to law enforcement upon request.
- Impede any peace officer.
- Represent self as a peace officer to any person, if not so employed.
- Possess weapon any place where prohibited by law or sign.
- Unjustifiably display weapon.
- Carry a concealed weapon not listed on the permit.
- Carry solely for employment purposes. CCW's are not issued for employment purposes.

45. Do firearms carry over from application to application or application to modifications?

No. Each application submitted must be filled out in its entirety. Nothing populates over from previous submissions.

46. Is renewing a CCW permit automatically done?

No, CCW permit holders are responsible for ensuring the proper training has been received and that they have completed and submitted the proper application for renewal.

47. My current CCW permit expires prior to my availability to take a safety training class, can I continue to carry my weapon(s)?

No. Any expired CCW permit is invalid and it is illegal to carry a concealed weapon in the state of California if you do not have a valid CCW permit granted by a county within the state.

48. Can I modify or alter my weapon?

We allow modifications to enhance the sighting and grips. We do not allow modifications to the weapons that would alter it from the manufacturer's original specification.

49. What do I need to do if I move outside of Stanislaus County?

You must notify us in writing within ten days of moving and provide us with your new address.

You will have ninety (90) days to reapply for a CCW in the county that you moved to then you must surrender your permit to our agency at the end of those ninety (90) days either in person or by mail.

50. What do I need to do if I have changed my address and still live in Stanislaus County?

You must report any change of residence to SCSO in writing within 10 days. In addition you must complete the CCW Modification form and come into the office to have your modified permit issued after it has been processed and approved.

51. What should I do if I am pulled over or contacted by a law enforcement officer?

During any law enforcement contact, you are required to disclose your status as a CCW permit holder **AND** you must disclose whether or not you are carrying a weapon on your person or in your vehicle.

52. When are CCW Permits issued and do I need an appointment?

- All permits are issued on Thursdays and Fridays between the hours of 8:00 AM and 3:00 PM, excluding holidays. We are closed on weekends.
- Appointments are not required. All CCW Permits are issued on a first come first serve basis.

53. How long will Permitium hold my permit for me to come in and pick it up?

Your permit will be held for three (3) months after it is available for issue before being subject to withdraw. Emergency extensions may be requested. Each request is reviewed

on a case by case bases however there is no guarantee that an extension will or can be granted.

54. If I am renewing can I wait until I get closer to my expiration date before I pick up?

Yes, in fact, we recommend it as the new permit issue date will not begin until you pick up. It is recommend to wait until as close to your previous expiration date as possible and then pick up your renewal permit.

55. Can I reapply for a CCW Permit if I am revoked or denied?

Yes, if you are revoked or denied you may reapply after a minimum probationary period of one year unless DOJ issues a lifetime firearm prohibition.

56. If I am on active probation can I be issued a CCW Permit?

No, if you are on active probation you must first complete your probation period prior to submitting an application.

57. My ID has a different address because DMV hasn't sent me my new one yet. Can I still begin the CCW application process?

Yes, you can begin the process with a valid California issued photo Driver's License that shows a different address as long as you have updated your information with the DMV and provide the other two proofs of residency required.

58. Will I receive a notice when my CCW Permit needs to be renewed?

No. The Permitium system does not send out notices. It is the individual CCW Permit holder's responsibility to know their expiration dates and to plan accordingly.

59. How can I Contact the CCW Coordinator?

CCW Coordinator Contact Information:
Via email: CCW@stanislaussheriff.com or (209) 525-7134
Stanislaus County Sheriff's Department
250 E. Hackett Road
Modesto, CA 95358

Business hours: Monday through Friday 8 AM-3 PM (excluding holidays), after 3 PM by appointment only.

*****DISCLAIMER *****

No resident has the right to a CCW Permit, nor is the Sheriff required to issue a CCW Permit.

Revised July, 2019

We do not issue CCW Permits for employment purposes.

By law, the Sheriff has the discretion to approve or deny CCW permit applications as well as revoke permits that have already been issued.

PERMITIUM STATUS' AND PROCESSING STEPS:

- ❖ Upon Permitium's acceptance of an application it is marked **Payment Received**
- ❖ Legal Clerks process applications in date and time submitted order. Processing times vary from application to application. It depends on the complexity of details and information required as well as wait times to receive information requested. Agencies differ in the time it takes to receive, process and provide requested information.
- ❖ After Legal Clerks complete their portion of processing applicant information through a variety of programs, sending background checks to other agencies and/or requesting copies of reports from other agencies, they follow up on requests made and make the correct notations in Permitium after receiving and uploading all information gathered for review. After Legal Clerks have completed their portion of the process, the application is set to either:

Pending Appointment- New Applicants only

- Changed to **Appointment Complete** after appointment with Legal Clerk is concluded and Live Scan (fingerprints) have been taken. At appointment time applicants are given a **Quick Guide** with condensed information pertaining to the process. Each point is gone over and they are asked if they have any other questions or concerns at the conclusion of the appointment. Any questions are addressed and answered at this time.
- Then fingerprints are taken and Live Scans are submitted to DOJ.
- Then we wait on DOJ to return Clearances Times varies but the majority of applicants fall somewhere between 4 ½ to 6 months. Others trickle in earlier or need to be reprinted and others have taken over a year. At this point we follow up on any missing information needed to complete the background check.

Permit Pending Documents – Incomplete application. Needs ID, Business License, etc.

(One-time courtesy email request is sent- 30 days to resolve or will be withdrawn.

Subsequent incomplete applications will be withdrawn. Once withdrawn, per Permitium policy no refund will be forthcoming.)

Permit Pending Other – Incomplete application. Needs weapon, employer information, etc.

(One-time courtesy email request is sent- 30 days to resolve or will be withdrawn. Subsequent incomplete applications will be withdrawn. Once withdrawn, per Permitium policy no refund will be forthcoming.)

Permit Pending – Waiting for Sheriff’s final approval (all New, Renewal, Duplicate, and Modification applications).

- ❖ **New applicants** after approval are set to **Final Payment Pending** if approved until payment is made then it stipulates Final Payment was made, or **Denied** if application is denied.
- ❖ **Application Approved** after final approval by Sheriff or **Denied** if denied by Sheriff on all applications (Renewal, Duplicates or Modifications).

**Please note that an application can be approved but cannot be issued unless fees have been paid and a valid safety training certificate has been successfully uploaded. **

- ❖ **Revoked** is used when Sheriff revokes an existing CCW Permit.
- ❖ **Surrendered** is used when an applicant surrenders their CCW permit for whatever reason.

All permits are issued on Thursdays and Fridays (excluding holidays) between the hours of 8 am & 3 pm. Mondays, Tuesdays and Wednesdays are reserved for New applicant appointments and for processing applications. Closed on Saturdays and Sundays.

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.
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. 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. Permittum 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, wait until you get closer to your expiration date so you do not lose any time already paid for. Permittum will hold your CCW for six months after you have been approved. If not picked up your application will be set to be withdrawn and once withdrawn, per Permittum policy no refund will be given.