



**COUNTY OF MONTGOMERY**  
COURT HOUSE  
P.O. BOX 311  
NORRISTOWN, PENNSYLVANIA  
19404-0311



## **SHERIFF'S OFFICE SPECIAL SERVICES / GUN PERMITS**

Gun Permits Phone: 610-278-3342

Fax: 610-278-3832

<http://sheriff.montcopa.org>

[www.facebook.com/montcosheriff](https://www.facebook.com/montcosheriff)

[@MontCoPASheriff](https://twitter.com/MontCoPASheriff)

### **Concealed Carry Permit Application Instructions For Drop off or Email of New and Renewal**

#### **Drop Off Procedures (8:00AM to 3:30PM)**

Please bring with you to Montgomery County Sheriff's Office Gun Permits:

1. A Pennsylvania Driver's License or a Pennsylvania photo I.D. card with your **current Montgomery County address**.
2. A **legible** and completed **application** form (on sheriff's website or in office), including the names, addresses and telephone numbers of **two references** that are **not** family members.
3. A current gun permit (if you have it).
4. Foreign-born applicants who **are** U.S. citizens should provide a **current US passport or the applicants Certificate of Naturalization**.
5. Foreign born applicants who are not US citizens must additionally supply **proof of the immigration status**.
6. You will be told in person when to return to finish and pickup. **Pickup will only be Monday through Friday, 8:30-12:30**

Renewals can be accepted up to 60 days in advance of your permit expiring.

#### **Email Procedures**

1. You must attach a copy of the legible and completed application (on sheriff's website and in office) and both sides of your current Pa. driver's license/ID to [gunpermit1@montcopa.org](mailto:gunpermit1@montcopa.org). **MUST BE ATTACHMENTS AND NO PHOTOS OF DOCUMENTS.**
2. The copy must be complete and legible or it will not be processed.
3. You will be emailed with a date it will be ready. **Pickup will only be Monday through Friday, 8:30-12:30**

**WE DO NOT ACCEPT APPLICATIONS BY USPS MAIL OR BY FAX.**

**Applications will not be processed unless the above requirements are met. DO NOT call to check on the status. It can take up to 45 days. See separate instructions for pick-up.**