

SHERIFF'S OFFICE

117 Baltimore Street, Room 4, Gettysburg, PA, 17325
717-337-9828 Fax: 717-334-6521

JAMES W. MULLER
Sheriff

Leonard J. Supenski
Chief Deputy



NOTICE LICENSE TO CARRY CONCEALED

PLEASE read the following eight (8) steps **CAREFULLY**.
Applications not completed correctly or entirely will be returned.

- 1.) You **MUST** reside in Adams County and have a valid Pennsylvania's driver's license or Identification card OR have a license to carry firearms from the state in which you reside. If you are an out of state resident you must provide a copy of your Drivers License and a copy of your License to Carry from the state in which you reside.
- 2.) Complete questions 1-33 on the enclosed application **ENTIRELY**. Please indicate if this is a renewal (top right corner of application).
- 3.) General Use is **NOT** an acceptable reason for question #28. If you mark employment for question #28 and you are **NOT** self-employed, you **MUST** have a letter from your employer stating that they are aware you will be carrying while working.
- 4.) For questions 21-27, regarding employment, please fill in any employer information. If you are unemployed, on disability, a student, active military, a homemaker, etc. please mark accordingly.
- 5.) We will be contacting your references as part of the background process. Applications will be denied if contact information is incomplete or inaccurate.
- 6.) You may hand deliver OR mail application to:
Adams County Sheriff's Office, 117 Baltimore Street, Room 4, Gettysburg, PA 17325.
- 7.) When approved you will be notified by mail and YOU WILL need to come to the Sheriff's Office in person to pick-up your permit. Upon picking up your License, our office will take your picture. The fee at the time of pick up is \$20.00 CASH or CHECK. Please do not send any money with your application. You may pick-up your permit **Monday – Friday 8 a.m. to 4 p.m., except from 12:00 -1:00 pm and holidays.**
- 8.) **Regardless if you are renewing or a first time applicant**, approval will take approximately **3-4 weeks** after receipt of application.