

CONCEALED WEAPON PERMIT APPLICATION INSTRUCTIONS

1. New Applicant - A **completed** application must be submitted.
Renewal Applicant – A **completed** renewal application must be submitted.

Incomplete applications will not be processed.

Name:

First Line - Full legal name - **No initials**

Second Line – Full name (first, middle and last) **as it is written on your birth certificate.**

Third Line – all other names including all married names, alias names, nicknames, etc.

Complete physical address of your **home**. No Post Office Box Numbers.

Complete criminal history including all arrests regardless of disposition. We do run a full background check. If an arrest is found that is not listed on your application, it could result in denial of a permit.

2. Bring your Montana Driver's License or other form of identification issued by the state of Montana that has a picture of the person (45-8-321 M.C.A.) when you drop off your application. **We will need to make a copy** to attach to your application.
3. Non-US Citizens who are Permanent Lawful Residents - You will need to present your Permanent Resident Identification Card. **We will need to make a copy** to attach to your application.
4. **Renewals** - Montana Code Annotated 45-8-322(3) – “upon request for renewal made within 90 days before expiration of the permit.” Please bring your old permit or a copy at the time you turn in your renewal application. **We will need to make a copy** to attach to your application.
5. Payment by cash or check is due when you pick up your completed permit. Make checks payable to DARE. We do not accept Credit or Debit Cards. If paying with cash, bring exact amount.
New Permit Cost - \$50.00
Renewal Cost - \$25.00
Renewal Cost of Permit expired more than 90 days - \$50.00
Replacement cards - \$5.00
6. Any permit not picked up within 90 days from date of application will need to re-apply by submitting a new application.