Concealed Handgun Application Frequent Errors Checklist

Please carefully review your application so that it is not delayed or denied because of incomplete information. Frequent errors that occur:

**Overall**
- Is all personal information legible?

**Question #2 - Date of Birth**
- The year should be your birth year **not this year**.

**Question #3 - Residential Address**
- If you attach a separate listing of addresses, include the **dates** when you lived at each address.

**Question #4 – Identifying Information**
- **Height** Make sure you clearly write in your height.
- **Weight** Make sure you clearly write in your weight.
- **Hair Color** Do not abbreviate the spelling of your hair color.
  - If your hair is brown, write **brown** - **not B or BR**.
  - If your hair is brunette, write **brunette** - **not B or BR**.
  - If your hair is blonde, write **blond** - **not B or BL**.
  - If your hair is black, write **black** - **not B or BL**.
- **Eye Color** Do not abbreviate the spelling of your eye color.
  - If your eye color is green, write **green** - **not GR**.
  - If your eye color is gray, write **gray** - **not GR**.
  - If your eye color is blue, write **blue** - **not BL**.
  - If your eye color is brown, write **brown** - **not BR**.
- **Scars, Marks & Tattoos** Scars, marks, tattoos, peculiar characteristics:
  - be specific what it is (i.e. scar, mark, tattoo) and what shape it is and where it is (e.g. left elbow).

*If you do not have any peculiar characteristics, please write “NONE.”*

**Question #6 – Place of Birth**
- If not born in the United States, provide proof of citizenship or legal residence.

**Question #8**
- Answer **all** YES or NO questions.

**Question #9 – Competency**
- Presenting evidence of equivalent experience with a firearm through participation in organized shooting competition or current military service (i.e. copy of active duty military ID) or proof of an honorable discharge from any branch of the armed services (i.e. copy of DD-214 Certificate of Release or Discharge from Active Duty).
- Completing any firearms training or safety course or class conducted by a state certified or National Rifle Association certified firearms instructor. Certificate should include instructor’s certification ID number.