**Part A: Application**

Pursuant to City of Richmond Code 66-349, and Section §18.2-308 (C) (7), of the Code of Virginia, this request is made to the Chief of Police for Authorization and Certification to Carry a Concealed Weapon and/or a Handgun.

**Instructions:**

* Please print or type.
* Photocopies will not be processed.
* Applicants must present a valid government-issued photo identification card at the time of application.

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| Name: |       |       |       |       |       |
|  | Last Name | First Name | M.I. | Suffix | Employee’s Code # |
| Address: |       |       |       |       |       |
|  | Number & Street | City | County | State | Zip Code |
| Phone #: |       |       |       |
|  | Home Phone | Work Phone | Cell Phone |
| Identifier: |       |       |       |       |
|  | Sex | Race | D.O.B. | SSN |
| Identifier: |      |       |       |       |
|  | Weight | Height | Hair Color | Eye Color |
| Employment: |       |       |       |       |
|  | Employment Date | Date of Separation | Total Years of Credible Service | Last Rank held in the Richmond Police Department |

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| I, |       | , certify that I am familiar with the requirements of |
| §18.2-308 of the Code of Virginia and the City of Richmond Code 66-349 and am aware of all the requirements and prohibitions of these laws and meet all of the requirements. |

Any authorization or certification issued pursuant to this application must be carried by the recipient at all times while in possession of a concealed weapon and/or a concealed handgun. Any qualified Richmond Police Department officer authorized to carry a concealed weapon and/or handgun shall notify the Officer-in-Charge of the Personnel & Recruitment Unit @ 200 W. Grace Street, Richmond, VA, 23220, immediately upon a change of address or any information that may be vital to this given authority.

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| Date: |  | Signature of Applicant: |  |

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| **Part B: Consultation Report & Interview** |
| On |       | , the applicant, |       | appeared |
| at the Richmond Police Department’s Headquarters located at 200 W. Grace Street, Richmond, VA, at which time a concealed weapons authorization and/or certification consultation was held. The following issue was discussed: |
| **ALL ITEMS MUST BE DISCUSSED AND CHECKED** |
| *[ ]*  | *Discussed the Code of Virginia §18.2-308 and Richmond City Code 66-349 with the applicant, including privileges and requirements. The applicant was provided with copies of Richmond Police Department’s General Order 05-10, Code of Virginia §18.2-308 and Richmond City Code 66-349.* |
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| *[ ]*  | *Discussed the differences between a permit issued by the Circuit Court and the authorization issued by the Chief of Police to carry a concealed weapon and/or a concealed handgun.** *A permit issued by a Circuit Court authorizes the permitee to carry a concealed HANDGUN only;*
* *A permit issued by a Circuit Court must be renewed; and,*
* *A concealed weapon authorization issued by the Chief of Police authorizes the permitee to carry any type of concealed weapon, anywhere in Virginia (this authorization does not require renewal).*
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|       |  |       |
| Name of Interviewer | Signature of Interviewer | Date |

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| **Part C: Background Check Results** |
| Based upon a background check of the applicant, the issuance of authorization / certification to carry a concealed weapon pursuant to Section §18.2-308 (C) (7) of the Code of Virginia is: |
| [ ]  | Recommended |
| [ ]  | Not Recommended for the following reason:      |

**Officer-in-Charge, Personnel & Recruitment Unit**

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| [ ]  Concur [ ]  Do Not Concur *(Return to Interviewer)* |
|  |  |  |
| Printed Name | Signature | Date |

**Chief of Police**

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| [ ]  Concur [ ]  Do Not Concur *(Return to OIC, Personnel & Recruitment Unit)* |
|  |  |  |
| Printed Name | Signature | Date |