**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.* | | | | | |
|  | |  | | | | | |
|  | | *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 |