

NONRESIDENT
CONCEALED HANDGUN PERMIT
APPLICATION CHECK LIST

- ☐ Completed, signed, and notarized application SP-248. The application is available at <http://www.vsp.state.va.us/FormsPublications.shtm>.
- ☐ Money order or cashier's check in the amount of \$100.00 made payable to the Virginia State Police.
- ☐ Two photographs meeting required specifications.
- ☐ Completed fingerprint card (Applicant Card FD-258). The impressions must be obtained by a law enforcement agency, and the card must:
 - ☐ be signed by the applicant,
 - ☐ be signed by the law enforcement individual taking the prints,
 - ☐ include the telephone number of the law enforcement individual taking the prints to facilitate validation of authenticity, and
 - ☐ the agency stamp on the back of the print card is requested but not mandatory.
- ☐ Documentation of competence with a handgun (except upon renewal).
- ☐ Photocopy of a valid photo-ID issued by a governmental agency.
- ☐ Place return address on the envelope.
- ☐ Apply appropriate postage.

All boxes should be checked before mailing the information to:

Firearms Transaction Center
Nonresident Concealed Handgun Permits
Criminal Justice Information Services Division
Department of State Police
P.O. Box 85141
Richmond, VA 23285-5141