

Northampton County Circuit Court

Steps To Follow In Applying For A Concealed Handgun Permit In Northampton County

1. Secure an application, instructions and local rules at the Northampton County Circuit Court Clerk's Office.
2. Complete the application and take the oath before a notary public or the clerk.
3. Applicant must complete an approved **handgun safety training class** and bring the original with you. The clerk will attach a copy of the certification to the completed application. The court will also **require** proof that the training is for **handgun** safety. Competence may be demonstrated by compliance with one of the provisions of Va. Code § 18.2-308(G). The application will not be complete until this proof of competence is submitted to the court. The certification must be dated within **five (5)** years of the date of **this application**.
4. The applicant must appear in person to submit the application, the handgun safety training certification and the \$50.00 filing fee to the circuit court clerk's office. (Applicant must present **valid picture identification** plus the applicant must, if renewing, present the old permit.)
5. The applicant must present (2) two completed fingerprint cards (obtained from the Clerk's Office) for the **required criminal history check**. The applicant must sign and complete the top portion of both cards and then make an appointment with the Sheriff's Office for the fingerprinting. Both completed cards must be submitted to the Clerk with the application.
6. Within **forty-five (45)** days after all requirements are submitted and the fees are paid, the court will make a ruling on your application and the clerk's office will notify you in writing of the court's decision.
7. If your permit is approved, you must appear in person at the circuit court clerk's office to sign and pick up your permit. (The permit is valid for **five (5)** years, and you must carry approved photo-identification also.)
8. If your permit is denied, you should call the Virginia Court of Appeals for exact instructions for noting an appeal (804-371-8428).
9. If the circuit court denial is reversed by the Court of Appeals, the Circuit Court Clerk's office will issue the permit.

*****Please remember that all fees and costs related to the application for a concealed handgun permit are nonrefundable.

*****Renewal notices are not supplied by this court.