

# OFFICE OF THE SHERIFF

Lehigh County Pennsylvania

**Joseph N. Hanna**  
*Sheriff*

**David A. Faust**  
*Chief Deputy- Administration*  
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*Chief Deputy - Operations*



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## INSTRUCTIONS: APPLYING FOR A PENNSYLVANIA LICENSE TO CARRY CONCEALED FIREARMS

- A. Applicant must be at least 21 years of age to apply.
- B. This application, under section #24, requires a specific reason for the request of this license. You may check multiple reasons.
- C. The entire application must be completed with the exception of the Issuing Authority portion at the top. Incomplete applications will not be processed.
- D. Two (2) personal character references are required under #25. References are required to be residents of the United States (**excluding Alaska and Hawaii**) and be at least 21 years of age. **References may not be immediate family members nor may they be employees of the Lehigh County Sheriff's Office.** Full name, home address and telephone number of your references are required.
- E. The address on your Pennsylvania Driver's License or Pennsylvania State Identification Card **MUST** be your current residence location. We will accept a change of address card when supplied with your PA Driver's License or PA State ID. We do not accept PA Driver's Licenses or PA State IDs with only a PO Box number.
- F. The completed application must be submitted by the applicant personally to the Lehigh County Sheriff's Office for processing along with the fee of \$20.00 (**Cash, Check or Money Order made payable to Lehigh County Sheriff's Office. Note: If paying in cash, please have the exact amount when submitting your application.**)
- G. If you are a resident alien applying for a license to carry firearms, the Federal Bureau of Alcohol, Tobacco and Firearms (ATF) has issued the following conditions for your application, whether a new application or renewal:
  1. You must present your resident alien green card.
  2. Proof that you have been a resident of Pennsylvania at the address you provided for 90 days prior to the date of your application. **THE ONLY ACCEPTABLE ITEMS FOR PROOF OF RESIDENCY ARE UTILITY BILLS** (Electric, gas or phone bills) If you do not have utility bills, **we will accept PAY STUBS only if they have your name and address listed on them.** We need one (1) pay stub for each month of the last 90 days.
- H. Be advised that a Pennsylvania Hunting or Fishing License is absolutely not a substitute for a "Pennsylvania License to Carry Concealed Firearms" permit.

After investigation and approval by the Pennsylvania State Instant Check System "PICS", you will receive the license within 45 days. The license will be valid for five (5) years unless revoked.

**Gun permit applications are accepted daily Monday – Friday from 8:00 am – 3:55 pm.  
No applications will be accepted after 3:55 pm.**