



Mill Valley Police Department

CONCEALED CARRY WEAPON LICENSE GUIDE

Applications and licenses for the privilege of carrying of a concealed weapon (CCW) are issued by the Mill Valley Chief of Police or their designee and registered with the California Department of Justice pursuant to provisions associated with California Penal Code Sections 26150 – 26225.

The Chief's designee for the daily administration of the CCW program is the Mill Valley Police Department Captain or Lieutenant.

TO THE CONCEALED CARRY WEAPON LICENSE APPLICANT – NEW AND THOSE INITIAL RENEWAL APPLICANTS TO OUR DEPARTMENT:

The process to obtain a CCW License includes:

- Completed standard California Department of Justice application form (BOF 4012 (Rev. 08/2022))
- Live Scan (electronic fingerprinting)
- Background check through Department of Justice and FBI databases
- Submit three '*wet signature*' signed letters of character
- Formal in-person interview
- Live Scan (electronic fingerprinting)
- Firearms training and firearm safety instruction
- Psychological testing
- Collection of all required license fees
- Approval by Mill Valley Police Department Chief of Police
- Ink print, photograph, and permit issuance

CCW APPLICATIONS

Any resident residing within the jurisdiction of the City of Mill Valley who is a United States citizen and/or is otherwise permitted to purchase a firearm in the State of California may obtain an application by using the link: [Department of Justice Standard Initial and Renewal Application for a License to Carry a Concealed Weapon \(BOF 4012 Rev. 08/2022\)](#) or a request for an application may be made in person from the Mill Valley Police Department.

MILL VALLEY POLICE JURISDICTION FOR ISSUE OF CCW LICENSES

The Chief of Police may issue a license to any person residing within a municipality, including those that have police services contracted with the Mill Valley Police Department. Those outside of the City of Mill Valley's jurisdiction are advised to contact their local Police Chief or Sheriff and apply for the license with that agency.

STEP ONE

APPLICATION INSTRUCTIONS – READ CAREFULLY

NOTICE! FAILURE TO COMPLY WITH ANY SECTION OF THESE INSTRUCTIONS MAY RESULT IN THE DELAY OF PROCESSING YOUR APPLICATION.

1. The applicant must be a full-time resident of the City of Mill Valley and reside within the jurisdiction of Mill Valley Police Department.
2. Complete the California Department of Justice Bureau of Firearms Standard Initial & Renewal Application for License to Carry a Concealed Weapon. If the application is not legible or it is incomplete, it will be returned. **Autofill preferred.*
3. **DO NOT sign pages 3, 8 or 11, and leave Section 7 BLANK.** These will be done in the presence of the Administrator in charge of the CCW program at the time of your Mill Valley Police Department interview.
4. **Leave SECTION 7 blank** Investigator's Interview Notes in its entirety. This section is completed during the formal in-person law enforcement interview.
5. Obtain copies of the following items to **INCLUDE WITH THE APPLICATION SUBMISSION:**

- California Driver's License and
 - Two current, consecutive utility bills, or other sufficient proof of full-time residency within the City of Mill Valley as indicated on the application.
6. When the State application has been completed in its entirety, and the necessary attachments have been obtained, please forward to:
Mill Valley Police Department
Atten: CCW Coordinator
1 Hamilton Drive, Mill Valley, CA 94941
 7. Once the application is received and reviewed and our investigation is underway, we will contact you by either United States mail or by email to make a LiveScan appointment and later for a formal in-person interview.
 8. Renewal applicants who received their CCW from another agency other than Mill Valley Police Department, are considered an initial (new) applicant by our department and are required to proceed through all of the steps.
 9. This document is a *guide* only. Steps may change sequential order, or they may take place concurrently based upon our investigation. However, Step One is always preceded by Step Two.

**Mill Valley Police Department does not collect application fees
at the time of application submission.**

STEP TWO

BACKGROUND INVESTIGATION

1. The purpose of a background investigation is to determine an applicant's qualification and establish some reasonable expectation of suitability for a CCW. Psychological testing **will** be required.
2. CONFIDENTIALITY – Information developed during a CCW background investigation, unless specifically waived by the applicant or subject to disclosure under the California Public Records Act, shall be deemed confidential except in cases where evidence of unreported criminal activity surfaces.

3. Upon completion of the FBI and Department of Justice clearance, and an investigator's background check, all eligible applicants will be required to have an in-person formal interview at the police department and review and sign pages 3, 8, and 11, and at that time complete Section 7 of the application.
4. Our department will contact you directly for your formal in-person interview.

STEP THREE

LIVE SCAN (Electronic Fingerprinting)

1. In order to assess eligibility, a Live Scan is required. Once the Live Scan is completed the response time from the Department of Justice (DOJ) may take up to 6-8 weeks.
2. An instructional letter and "Request for Live Scan Service" form is available here: [Link](#)
3. You are required to call our Community Services Officer at 415-389-4100 to set up a Live Scan appointment. We do not accept walk-in appointments or Live Scan from another agency.
4. The "Request for Live Scan Service" form must be given to the Live Scan technician at the time of your appointment, as it includes the necessary routing information that will direct the Department of Justice response to our agency. It is necessary that only the Applicant Information section is completed **with the exception of the Billing Number, Misc. Number. Those are not to be completed. The section entitled Your Number and Employer are also not to be completed.** *Autofill form preferred.
5. Once the results of the Live Scan are received by our office from the Department of Justice and it is determined that the applicant is eligible to proceed with the process, the CCW Coordinator will contact you to proceed through the application process.

The CCW applicant is responsible for all Live Scan fees.

STEP FOUR

BACKGROUND INTERVIEW

1. Upon completion of the FBI and Department of Justice clearance, and an investigator's background check, all eligible applicants will be required to have an in-person formal interview at the police department and to review and sign pages 3, 8, and 11, and complete Section 7 of the application.
2. Our CCW Coordinator will contact you for a formal in-person interview.
3. Upon completion of the interview, the application package will be reviewed by the Administrator in charge for consideration for the issuance of a CCW.
4. Generally, the applicant will receive notification between 30 and 60 days from the date of the interview whether the application for a CCW license has been approved or denied.
5. If the applicant has been approved, contact will be made to proceed to the next step of the process.
6. If the applicant is denied a CCW license, a denial letter will be sent. Applicants may appeal if their application is denied. The appeal request must be submitted in writing to:

Mill Valley Police Department
Concealed Carry Weapons Processing
1 Hamilton Drive
Mill Valley, CA 94941

A second denial is final, and there is no additional appeal.

STEP FIVE

WEAPONS/RANGE QUALIFICATIONS & TRAINING AND PSYCHOLOGICAL EVALUATION

1. Mill Valley allows a CCW license holder to list **two (2) weapons** on an issued permit. Permits are issued to a person but only for a specific firearm. The weapons on a permit are reported to the Department of Justice.
2. Applicants are required to set up and pay for their required Weapons Training/Range Qualification and for their Psychological Test.
3. CCW applicants must successfully pass a course in firearm instruction and safety training as recognized by the Mill Valley Police Department prior to the issuance of the license. During the instruction/training, the applicant must pass a written exam and demonstrate firearms proficiency during a qualification shoot by a qualified Range Master. Mill Valley Police Department recognizes four courses: Showket Training, Threat Scenarios, Crosshair Training, and Execushield, LLC.
4. CCW applications must undergo and pass a psychological evaluation by Dr. Mark A. Clementi.
5. The results will be forwarded to the CCW Coordinator by both the Range staff and Dr. Clementi's office.

PROHIBITED FIREARMS INCLUDE ANY SINGLE ACTION ONLY FIREARMS

This includes any semi-automatic handgun made by any manufacturer built on the Colt 1911 configuration.

In contrast, semi-automatics which fire the first-round double action but successive rounds in single action are acceptable.

Firearms with the striker fire mechanism, e.g. Glocks, and decocking levers, e.g. some Sig Sauer models, are also acceptable.

Prohibited firearms include derringers and any derringer variant.

Firearms with attached laser sights, flashlights, red dots, and sighting systems are not acceptable. Glow in the dark or luminescent sights are acceptable.

The firearm must have been commercially manufactured and of sufficient quality to safely fire. The applicant must have lawfully acquired the firearm.

Firearms which have been modified, including modifications to triggers, slides, safety mechanisms, and magazine releases are not approved.

Acceptable firearms include:

- Revolvers or semi-automatics with a caliber of not less than .32 or greater than .45
- No barrel lengths less than 1.875" and no longer than 6"
- Minimum of 5 rounds
- Fixed or adjustable sights. Luminescent sights are acceptable. Add on optics are not permitted.

Weapons will be inspected for suitability by the firearms instructor at the time of training and qualification.

QUALIFICATION

Applicants must complete a qualification course conducted by either Showket Training, Threat Scenarios, Crosshair Training, or Execushield, LLC of which applicants are required to schedule their own range qualification date and time.

Applicant firearms will be inspected at the time of the range qualification for compliance with Mill Valley Police Department requirements, see above. Applicants who possess non-compliant firearms will not be allowed to qualify.

The make, model, serial number, and caliber of the firearm will be recorded at the time of the qualification.

Following is information on the qualification course:

- B-27 type target; shots which count towards score must land within outer ring.
- Minimum passing score 126 (105 for five shot firearms).
- 5 yards: 6 rounds in five seconds, 7 yards: 6 rounds in 10 seconds, 10 yards: 6 rounds in 15 seconds.
- Reload after each string of fire.
- All shooting done from hip holster.

Applicants must demonstrate safe firearm handling during the qualification.

Applicants must possess the following items for the qualification course:

- A hip-worn holster designed for and which fits the firearm. Shoulder holsters, ankle holsters, and cross-draw holsters are not allowed on the range for qualifications.
- 18 rounds of commercially manufactured ammunition for each firearm. (15 rounds for five shot weapons).
- Ear protection and eye protection.

STEP SIX

FEES ISSUANCE

APPLICATION FEES

DOJ Fees	Initial Applicant	Renewal Applicant
Standard (2-year)	\$93.00	\$52.00
Judicial (3-year)	\$115.00	\$74.00
Reserve (4-years)	\$137.00	\$96.00
Business (90 Day)	\$71.00	\$30.00
Live Scan (Fingerprint) Fee	\$40.00	\$40.00
Permit Fee (paid separately and at time of permit pick up)	\$100.00	\$25.00
	*Payment to be made at time of fingerprinting to City of Mill Valley	*Payment to be made to City of Mill Valley

*Payments made by cash or check only. Credit card is not accepted.

***INITIAL DOJ Fees are collected during Live Scan fingerprinting, and
are not part of the CCW Application.**

STEP 7

PERMIT ISSUANCE

1. The Chief of Police is the sole signing authority for CCW permits.
2. The Chief of Police or their designee will conduct a final review of the application after the firearm training and qualification certification and psychological test results have been submitted. The license will only then be generated and signed off by the Chief of Police.
3. The Chief of Police may place restrictions on a license if they deem warranted. The restrictions may include time, place, manner, and circumstances under which the licensee may carry the weapon.
4. The applicant will be notified via telephone or by email by the CCW Coordinator to schedule an appointment to pay the required permit license fees, submit an ink print on the permit, and pick up the CCW permit. Licenses must be picked up in person. Valid ID will be required to be shown.

**Applicants name, city of residence, and status of CCW are subject to California Public Records Request*

Further questions regarding the application process can be answered by contacting the CCW Coordinator at CCW@cityofmillvalley.org

1 Hamilton Drive
Mill Valley, CA 94941
Office: 415-389-4100 Fax: 415-389-4148
ccw@cityofmillvalley.org