

New Hanover County Pistol Purchase Permit Instructions

PLEASE READ THESE INSTRUCTIONS **BEFORE** FILLING OUT THE APPLICATION. INFORMATION NOT FILLED OUT CORRECTLY COULD DELAY THE PROCESSING AND/OR APPROVAL OF YOUR APPLICATION.

Two Forms of Identification are required to obtain a Pistol Purchase Permit and must be submitted along with your application:

- 1) A Valid, State Issued Driver's License or Identification Card which **must** bear your current address, **and**
- 2) Any one of the following:
 - Mortgage Statement
 - Insurance Statement
 - Bank Statement
 - Water Bill
 - Electric Bill
 - Cable Bill
 - Phone Bill

The above listed Utility Bills must be no more than 2 months old.

Residency Requirements

Six Month Requirement Persons who have moved to New Hanover County from **out-of-state** residences must have established residence in New Hanover County for a period of at least six (6) months. Proof of residency must be presented upon request.

Three Month Requirement Persons who have moved to New Hanover County from **within the State of North Carolina** must have established residence in New Hanover County for a period of three (3) months. Proof of residency must be presented upon request. Persons who have left New Hanover County for a period of more than three months will have to re-establish residency upon their return.

References

Applicants must have three (3) separate character references. Two will be listed within the application, and the third reference needs to fill out the attached sheet for a written recommendation. Please list a daytime contact number for your references. We only contact them Monday - Friday during the hours of 8am and 5pm.

Your references must:

- (1) Be at least 21 years of age
- (2) Be a resident of New Hanover County
- (3) Cannot be related to you, or each other, by blood or marriage
- (4) All references must have different addresses from each other and the applicant.

Once you have completed you're application, **you must submit your application to the Civil Front Desk of the Sheriff's Office located in Room 122 of the New Hanover County Courthouse** (316 Princess St.). Please allow a ***MINIMUM*** of 14 business days to process the application. The phone number is **798-4200**.

Pistol Purchase Permits are \$5.00 each, *cash only*, and are issued on weekdays, Monday-Friday, between the hours of 8am and 4:45pm. You may purchase up to five (5) permits with this application. The Purchase Permits are valid for a period of five (5) years from the date of issuance and may be used to purchase a pistol anywhere in the State of North Carolina.

The Sheriff's Office will keep the application on file for thirty (30) days. After thirty days, the application will be placed into an inactive status and you will have to complete a new application to obtain a Pistol Purchase Permit.

****NOTE** If you have been in the military, you must include a copy of your DD-214 or discharge certificate, which must indicate your Honorable Discharge.**

PLEASE NOTE:

EFFECTIVE AUGUST 10, 2004, IF YOU HAVE A VALID CONCEALED CARRY PERMIT IN THE STATE OF NORTH CAROLINA, YOU ARE NO LONGER REQUIRED BY LAW TO APPLY FOR PISTOL PURCHASE PERMITS FROM THIS OFFICE.

The Disclosure of your Social Security Number as part of the Purchase Application is voluntary. The purpose of requesting the SSN is to assist in your identification and to help distinguish you from other persons with similar names. Purchase Applications will not be denied for failing to disclose your SSN.

Please type or print clearly on the application.

New Hanover County Sheriff's Office
Edward J. McMahon, Sheriff
316 Princess St., Suite 122
Wilmington, NC 28401

APPLICATION FOR PISTOL PERMIT

I, the undersigned, hereby make application for a permit to purchase a pistol in compliance with Article 52A Chapter 14, Criminal Laws of North Carolina.

NAME (First) _____ (Middle) _____ (Last) _____

(Maiden; if applicable) _____ RACE _____ SEX _____ AGE _____ D.O.B. _____

BIRTHPLACE (City, State, Country) _____

DRIVERS LICENSE # _____ SOCIAL SECURITY # _____ - _____ - _____

HGT _____ WGT _____ EYES _____ HAIR _____ MARRIED _____ SINGLE _____ DIVORCED _____

EMAIL ADDRESS: _____

PRESENT ADDRESS _____ CITY _____ STATE _____ HOW LONG? _____

PREVIOUS ADDRESS _____ CITY _____ STATE _____ HOW LONG? _____

FORMER ADDRESS _____ CITY _____ STATE _____ HOW LONG? _____

PRESENT EMPLOYER _____

OCCUPATION _____

HOME PHONE _____ WORK PHONE _____

1. Do you have a valid Concealed Carry Permit in the State of North Carolina? Yes _____ No _____
2. Are you a resident of New Hanover County? Yes _____ No _____
3. Have you ever been convicted in any court, in any state, of a crime punishable by imprisonment for a term exceeding one year? Yes _____ No _____
4. Are you under indictment, or have you been convicted, of any felony in this, or any other state? Yes _____ No _____
5. Are you a fugitive from justice? Yes _____ No _____
6. Have you ever suffered from a mental disorder? Yes _____ No _____
7. Have you been found incompetent in any court or administrative proceeding? Yes _____ No _____

8. Have you ever been treated for a mental condition or been voluntarily or involuntarily committed to any mental institution? If yes, please give explanation on the back. Yes_____ No_____
9. Have you ever been a member of the Armed Forces? If so, which branch? _____ Yes_____ No_____
10. Have you been dishonorably discharged from the Armed Forces? If yes, please give explanation on back. Yes_____ No_____
11. Are you currently on active probation? This includes supervised and/or unsupervised. If yes, give explanation on back. Yes_____ No_____

****NOTE** If you have been in the military, you must include a copy of your DD-214.**

12. Why do you need a pistol? _____
13. Have you ever been convicted of or pled guilty to any crime of domestic violence? Yes_____ No_____
14. Are you currently subject to a restraining order, protective order, or domestic violence order that prohibits you from harassing, stalking, injuring, or threatening another person? If yes, provide date, city, county, and state where the order was issued and expiration date of the order on the back. Yes_____ No_____
15. Are you currently subject to a court order that prohibits you from purchasing and/or possessing a handgun or other firearm? Yes_____ No_____

Prohibitions applicable to certain aliens. Federal law makes it unlawful for aliens who are illegally or unlawfully in the United States to receive or possess firearms. In addition, subject to certain exemptions, aliens who are in a non-immigrant status are prohibited from possessing or receiving firearms in the United States.

A non-immigrant alien is not subject to this prohibition if the alien:

- 1) is in possession of a valid hunting license or permit lawfully issued in the United States;
- 2) is an official representative of a foreign government who is accredited to the United States Government or his or her government's mission to an international organization having its headquarters in the United States; or
- 3) has received a waiver from the prohibition from the Attorney General of the United States.

See 18 USC 922(y)(2) for additional exceptions. In order to determine whether applicants who are not U.S. Citizens are prohibited from possessing firearms under Federal Law, it is necessary to obtain answers to the following questions:

16. Are you a citizen of the United States? Yes_____ No_____

If the answer to Question 16 is "yes", there is no need to answer Questions 17 - 21.

17. What is your country of citizenship? List more than one if applicable.
- _____

18. What is your ICE issued alien number or admission number? _____

19. Are you an alien illegally in the United States? Yes _____ No _____

20. Are you a non-immigrant alien? Yes _____ No _____

21-A. Do you fall within any of the exemptions to the non-immigrant alien prohibitions set forth in 18 USC 922(y)? Yes _____ No _____

21-B. If you answered "yes" to Question 21-A, under which exemption do you fall? Please attach documentation to support your entitlement to the claimed exemption, if applicable.

Give two (2) character references who:

- (1) Are not related to you by blood or marriage
- (2) Are a resident of New Hanover County
- (3) Are at least 21 years of age
- (4) Please list the primary phone number where your references can be reached. If possible, include a cellular phone number or alternate phone numbers if possible.

NAME _____

Home Address _____

Daytime Phone Number _____

Alternate Phone Number _____

Reference Checked By _____

Date _____

NAME _____

Home Address _____

Daytime Phone Number _____

Alternate Phone Number _____

Reference Checked By _____

Date _____

Please list the name(s) of any local Police Officer or Deputy Sheriff who knows you:

NAME _____

PHONE NUMBER(s) _____

DEPT/AGENCY _____

Have someone else complete this page for you

To whom it may concern:

I, _____, a resident of New Hanover County,
(reference name)
attest to the fact that I have known _____ for a
(applicants name)
period of _____ years. I know him/her to be of **fine moral character** and
mentally stable. I highly recommend _____ be
(applicants name)
issued a Pistol Purchase Permit.

Date: _____

Signed: _____

Home Address: _____

Daytime Phone: _____

Alternate Phone: _____

Reference checked by: _____

Date _____

I hereby certify that the above information is true and correct. I understand and agree that any false certification of information will result in refusal or revocation.

Applicant Signature _____

Date _____

**THE FOLLOWING INFORMATION TO BE COMPLETED BY SHERIFF'S
OFFICE PERSONNEL**

Criminal History Checked by: _____

"PIN" Records Checked by: _____

NTN Number _____

Approved by: _____ **Date** _____