

# **PROCEDURE FOR PROCESSING A CONCEALED HANDGUN PERMIT**

## **REQUIREMENTS AND PROCEDURE**

**MUST BE A RESIDENT OF CHESAPEAKE  
21 YEARS OF AGE OR OLDER**

**AND**

**HAVE A PREVIOUS VIRGINIA PERMIT**

**OR**

**PROOF OF HANDGUN SAFETY COURSE**

**OR**

**VALID VIRGINIA HUNTING LICENSE**

**OR**

**PROOF OF SERVICE IN THE MILITARY**

**\$50.00 FEE--CHECK OR CASH**

**(MAKE CHECKS PAYABLE TO CHESAPEAKE CIRCUIT COURT)**

**APPLY BETWEEN THE HOURS OF 8:00AM AND 4:00PM**

- (1) Bring the completed application to the Chesapeake Circuit Court Clerk's Office.**
- (2) Once the application is verified by a deputy clerk and payment is made, you will then carry the application to the Chesapeake Police Department for purpose of a background check. If this is your first permit or your current permit has expired you will need to submit to fingerprinting at the Police Department.**
- (3) Upon approval of the application you will be notified by email or phone that your permit is ready to be picked up in the Chesapeake Circuit Court Clerk's Office. You must bring proper identification to pick up your permit. You may not send anyone to pick up the completed permit.**
- (4) Proof of residency is a DMV issued ID with your Chesapeake address on it. In the instance you do not meet the accepted proof of residency, we will also accept a current power/natural gas bill (in your name), DMV registration, personal property tax bill, an unexpired lease or the DMV issued change of address card**

**PERMIT IS VALID FOR 5 YEARS**

**NOTE: FOR RENEWALS APPLY 45 DAYS BEFORE EXPIRATION DATE**

**\*OUT OF STATE APPLICANTS APPLY WITH STATE POLICE\***

**FAYE W. MITCHELL, CLERK  
CHESAPEAKE CIRCUIT COURT**