



### Quick Guide for New Applicants

1. A completed application with weapon(s) information, a valid safety training certificate, Sheriff's approval and all fees must be paid before your CCW permit can be issued.

2. Applicants are responsible for checking their applications, via the "Order Tracker" link (provided by Permitium upon acceptance of their application) periodically for messages and to check the status of their application. Applicants will be able to see if uploaded items have been received but they will not be able to open or delete uploaded documents nor make any changes to the application.

- **If** you do not receive notifications or see any progress when checking your application (via the Permitium "Order Tracker") **after six months** of your appointment date, **you may follow up with our CCW Unit at (209) 525-7135**. Permitium does not "red flag" your application. If you contact the CCW Unit, leave a clear message with your name, order number (sounded out phonetically) and a working call back number capable of receiving voice messages.
- If there are concerns with a California DOJ delay, a CCW clerk will contact DOJ on your behalf. It may take up to 60 days for a DOJ clearance.

4. We recommend **not** taking your safety training course until Sheriff approves your application. Approved training course providers are listed on the Sheriff's Office web site: [www.scsdonline.com](http://www.scsdonline.com). We recommend being proactive in enrolling as providers can be booked out.

- Safety certificates are only good for six months from Sheriff approval. It may take longer than six months to receive information back from the DOJ. If the safety training certification expires prior to Sheriff's review and/or approval, it will not be accepted, and another valid safety training certificate will be required.

5. Applicant's will have **six** months after Sheriff's approval date to pay the final fee and to complete a safety training course and upload the safety training certification into their Permitium application.

- You can upload the safety training certification by scanning it.
- You may also use the camera feature in the "Order tracker". It is very similar to mobile banking.
  - Click add file, click the camera icon, take a photo of the certificate, use the photo if it is clear and legible, click use or tap OK and then click upload. After the upload has successfully completed remember to scroll down and click the green "**update progress**" tab to ensure it **saves** to your account.

Note: Applicant's must qualify with each firearm listed on the application, maximum of five (5) and all firearms must be registered, or proof of ownership is required.

7. The CCW permit is available for issuance after the following:

- ❖ *The application has been approved by Sheriff*
- ❖ *Applicants have paid the final fee.*
- ❖ *Applicants have successfully uploaded the current safety certificate and clicked the “update progress” to save the certificate to their CCW application.*

8. Pick up days are Thursdays and Fridays between the hours of 8 am & 3 pm, (excluding holidays).

Appointments are not necessary for CCW permit pickup.

- CCW permits are issued on a first come first serve basis. We recommend you arrange with your employer in advance if you will need some time off on one of those days. We **DO NOT** issue permits on Mondays, Tuesdays, Wednesdays, or weekends.
- Permitium **does not** send another notification. It is the applicant’s responsibility to follow the instructions provided in the approval email. After your permit is available for issue you will have three months to pick up your CCW Permit. If applicants do not pick up within three months their CCW application will be withdrawn and per Permitium policy, no refund will be forthcoming.
- Permitium is a print on demand program which means it begins the day you pick up the permit.
  - Permitium will hold your CCW permit for six months after you have been approved and for three months after it is available for issue. If not picked up in three months past your available issue date your application will be expired and set to be withdrawn. Once withdrawn, per Permitium policy no refund will be given.

**\*After applying, we highly recommend you read and review the CCW FAQs on the Sheriff’s Office website. This will answer many questions that you may have.**