



# CITY OF PHILADELPHIA POLICE DEPARTMENT

990 Spring Garden Street, 2<sup>nd</sup> Floor, Philadelphia, PA 19123

Phone: (215) 685-3656, 3657 Fax: (215) 685-3673



## INSTRUCTIONS FOR COMPLETION OF AN APPLICATION FOR A PENNSYLVANIA LICENSE TO CARRY FIREARM

Only applicants 21 years of age or older, residing in the county of Philadelphia, may apply for a Pennsylvania license to carry a firearm through the Philadelphia Police Department.

Out of county residents must apply in their county of residence.

Out of state applications will only be considered if the applicant currently has a similar license from their home state.

1. Applications may be picked up at the Gun Permits Unit, 990 Spring Garden Street, 2<sup>nd</sup> Floor, Monday through Friday, 8:30 AM to 2:00 PM. This Unit is Closed on Saturdays, Sundays and Holidays. Only 1 application per person. This Information can also be found at the following website: [www.ppdonline.org/hq\\_gunpermit.php](http://www.ppdonline.org/hq_gunpermit.php). If downloaded from internet, applicant must bring all paperwork.
2. Applicants must have an **APPLICATION AND TWO (2) REFERENCE SHEETS FILLED OUT COMPLETELY** and **APPLICABLE ITEMS LISTED BELOW** or they will not be accepted. (Do not use pencil)
3. When completed, the entire application must be returned **IN PERSON BY THE APPLICANT** to the above location, Monday through Friday, 8:30 AM to 2:00 PM. (*New applications and renewals will only be handled during this time.*)

Also needed at the time of **RENEWAL OR NEW APPLICATION**:

- a. One (1) 1 ½" x 1 ½" (inch) Passport Type color photo of the applicant's head and shoulders, (**NO SUNGLASSES, HATS, VEILS, BANDANNAS, ETC.**).
- b. A \$25.00 money order (**no other amount will be accepted**) payable to "City of Philadelphia". (**NO CASH OR CHECKS WILL BE ACCEPTED.**) [see item 7 below]
- c. A **VALID** Pennsylvania Drivers License or Non-Drivers ID, along with two (2) acceptable forms of proof of residence, all addresses must match. **NO PO BOXES WILL BE ACCEPTED**, (*see back of this sheet for examples*).
- d. **ALL APPLICANTS WILL BE FINGERPRINTED.**
- e. If you were previously a member of the Armed Forces, a copy of your discharge papers (DD-214) must accompany the application.
- f. **Foreign born applicants** who are presently American citizens **must bring their naturalization papers, passports are not acceptable**
- g. Registered aliens must have their current alien registration identification card, i.e., **GREEN CARD** and last **3 monthly utility bills**, i.e., gas bill, PECO bill, water bill, etc. for proof of residency. **THESE 3 BILLS MUST BE THE SAME BILL AND IN CONSECUTIVE MONTHLY ORDER OF THE MOST RECENT MONTH.**

4. **NOTE:** Failure to provide (2) references (**NOT FAMILY MEMBERS**), as required on your application, will result in your application being denied, and forfeiture of your application fee. Enclosed are two references information sheets that your references may use for their convenience. References should include name, address, date of birth and PA State ID or drivers license number at the top of the form.
5. If all paperwork is in order, the applicant will then be interviewed by Gun Permits Unit personnel. When the interview is completed, a state and local background investigation will be conducted to ascertain if the applicant is acceptable under law, to be issued a "Pennsylvania license to carry a firearm"
6. All applicants will receive written notice by U.S. mail of either approval or disapproval of their application for a Pennsylvania license to carry a firearm. Upon approval the applicant has ninety (90) days to pick-up their License to Carry.

**ALL APPLICANTS SHOULD BE AWARE THAT FALSE STATEMENTS (WHETHER ORAL OR WRITTEN) WILL BE CAUSE FOR DENIAL AND MAY RESULT IN ARREST.**

**PREVIOUS "PENNSYLVANIA LICENSE TO CARRY FIREARMS" MUST BE PRESENTED.**

**PLEASE NOTE THAT THE SAME PROCEDURES ARE APPLICABLE FOR RENEWALS.**

Below are examples of, but not limited to, acceptable forms for proof of residency:

- Current Utility Bills:
    - Phone Bill – Home/Cellular
    - Electric Bill
    - Gas Bill
    - Water Bill
    - Cable/Satellite Bill
  - Current Credit Card Statements
  - Current Bank/Student Loan Statements
  - Valid Vehicle Registration
  - Valid Vehicle Insurance Card
  - Voters Registration Card
  - **JUNK MAIL IS NOT ACCEPTABLE**
7. **[NOTE]** Due to the passage of Pennsylvania House Bill 1717 the application fee has been increased to \$25.00 starting July 1, 2008. Applications received before that date will still be processed at the \$19.00 fee.

COUNTY OF \_\_\_\_\_

### APPLICATION FOR A PENNSYLVANIA LICENSE TO CARRY FIREARMS



<b>FOR USE BY ISSUING AUTHORITY</b>	
SIGNATURE _____	LICENSE NUMBER _____
DATE APPLIED ____/____/____	DATE APPROVED ____/____/____ PICS APPROVAL NUMBER _____
DATE REJECTED ____/____/____	REASON FOR REJECTION _____

#### APPLICANT INFORMATION – TYPE/PRINT IN BLUE OR BLACK INK

1. LAST NAME	2. JR., ETC.	3. FIRST NAME	4. MIDDLE NAME	5. PHOTO ID/DRIVER LICENSE NO.	6. STATE			
7. DATE OF BIRTH	8. SOCIAL SECURITY NUMBER	9. AGE	10. SEX	11. RACE	12. HEIGHT	13. WEIGHT	14. HAIR COLOR	15. EYE COLOR
16. STREET ADDRESS			17. CITY	18. STATE	19. ZIP CODE	20. HOME TELEPHONE NO. - -		
21. EMPLOYER/BUSINESS NAME			22. WORK TELEPHONE NO. - -		23. OCCUPATION			
24. ADDRESS			25. CITY		26. STATE	27. ZIP CODE		
28. REASON FOR A LICENSE TO CARRY FIREARMS: <input type="checkbox"/> SELF-DEFENSE <input type="checkbox"/> EMPLOYMENT <input type="checkbox"/> HUNTING & FISHING <input type="checkbox"/> TARGET SHOOTING <input type="checkbox"/> GUN COLLECTING <input type="checkbox"/> OTHER _____						29. PLACE OF BIRTH		

<b>30. TWO REFERENCES – NOT FAMILY MEMBERS</b>		
NAME	ADDRESS	TELEPHONE NO. - -
NAME	ADDRESS	TELEPHONE NO. - -

APPLICANTS ARE DETERMINED TO BE ELIGIBLE FOR LICENSURE BASED UPON CRITERIA SET FORTH WITHIN THE PENNSYLVANIA UNIFORM FIREARMS ACT (18 P.A.C.S. CHAPTER 61) SECTIONS 6105 DEALING WITH INDIVIDUALS NOT TO POSSESS FIREARMS AND SECTION 6109 DEALING WITH THE ISSUANCE OF A LICENSE TO CARRY FIREARMS. REFERENCE THE REVERSE SIDE OF THIS FORM WHERE INDICATED.

31. HAVE YOU EVER BEEN CONVICTED OF A CRIME ENUMERATED IN SECTION 6105(b), OR DO ANY OF THE CONDITIONS UNDER 6105(c) APPLY TO YOU? **(READ INFORMATION ON BACK PRIOR TO ANSWERING)**       YES    NO

32. ARE YOU NOW CHARGED WITH, OR HAVE YOU EVER BEEN CONVICTED OF A CRIME PUNISHABLE BY IMPRISONMENT FOR A TERM EXCEEDING ONE YEAR? THIS IS THE MAXIMUM SENTENCE THAT YOU "COULD HAVE RECEIVED," NOT THE ACTUAL SENTENCE YOU DID RECEIVE. (THIS DOES NOT INCLUDE FEDERAL OR STATE OFFENSES PERTAINING TO ANTITRUST, UNFAIR TRADE PRACTICES, RESTRAINTS OF TRADE, OR REGULATION OF BUSINESS; OR STATE OFFENSES CLASSIFIED AS MISDEMEANORS AND PUNISHABLE BY A TERM OF IMPRISONMENT NOT TO EXCEED TWO YEARS.) **(READ INFORMATION ON BACK PRIOR TO ANSWERING)**       YES    NO

33. HAVE YOU EVER BEEN ADJUDICATED A DELINQUENT FOR A CRIME ENUMERATED IN SECTION 6105, OR FOR AN OFFENSE UNDER THE CONTROLLED SUBSTANCE, DRUG, DEVICE AND COSMETIC ACT? **(READ INFORMATION ON BACK PRIOR TO ANSWERING)**       YES    NO

34. HAVE YOU EVER BEEN CONVICTED OF ANY DRUG OR CONTROLLED SUBSTANCE OFFENSE UNDER THE ACT OF APRIL 14, 1972 (P.L. 233, NO. 64) KNOWN AS THE CONTROLLED SUBSTANCE, DRUG, DEVICE AND COSMETIC ACT? **(ALL DRUG-RELATED CONVICTIONS WILL PROHIBIT LICENSING, UNDER SECTION 6109 RELATING TO LICENSES)**       YES    NO

35. HAVE YOU EVER BEEN INVOLUNTARILY COMMITTED TO A HEALTH CARE FACILITY FOR A MENTAL CONDITION, OR ADJUDICATED INCOMPETENT/INCAPACITATED?       YES    NO

36. ARE YOU AN INDIVIDUAL WHO IS A HABITUAL DRUNKARD, OR WHO IS ADDICTED TO OR AN UNLAWFUL USER OF MARIJUANA OR A STIMULANT, DEPRESSANT, OR NARCOTIC DRUG?       YES    NO

37. IS YOUR CHARACTER AND REPUTATION SUCH THAT YOU WOULD BE LIKELY TO ACT IN A MANNER DANGEROUS TO PUBLIC SAFETY?       YES    NO

38. ARE YOU A UNITED STATES CITIZEN?    IF NO, COUNTRY OF BIRTH \_\_\_\_\_  
 COUNTRY OF CITIZENSHIP \_\_\_\_\_    IMMIGRATION IDENTIFICATION NUMBER \_\_\_\_\_       YES    NO  
**(Applications for non-U.S. Citizens must be provided to the Pennsylvania State Police along with a copy of the License to Carry.)**

39. HAVE YOU EVER RECEIVED A DISHONORABLE DISCHARGE FROM THE UNITED STATES ARMED FORCES?       YES    NO

40. OTHER THAN PENNSYLVANIA, DO YOU POSSESS A CURRENT LICENSE, PERMIT, OR SIMILAR DOCUMENT TO CARRY A FIREARM ISSUED FROM ANOTHER STATE? IF YES, ATTACH A PHOTOCOPY OF THE DOCUMENT TO THIS FORM.       YES    NO

41. I have never been convicted of a crime that prohibits me from possessing or acquiring a firearm under Federal or State law. I am of sound mind and have never been committed to a mental institution or mental health care facility. I hereby certify that the statements contained herein are true and correct to the best of my knowledge and belief. I understand that if I knowingly make any false statements herein, I am subject to penalties prescribed by law. I authorize the sheriff, or his designee, or, in the case of first class cities, the chief or head of the police department, or his designee, to inspect only those records or documents relevant to information required for this application. ***If I am issued a license and knowingly become ineligible to legally possess or acquire firearms, I will promptly notify the sheriff of the county in which I reside or, if I reside in a city of the first class, the chief of police of that city.*** This certification is made subject to both the penalties of section 4904 of the Crimes Code (18 Pa.C.S. 4904) relating to unsworn falsifications to authorities and the Uniform Firearms Act.

SIGNATURE - APPLICANT _____	DATE OF APPLICATION _____
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**Section 6105(a):**

Effective November 22, 1995, 18 Pa.C.S. § 6105(a) prohibits persons convicted of any of the following offenses under 18 Pa.C.S. from possessing, using, controlling, transferring, manufacturing, or obtaining a license to possess, use, control, transfer, or manufacture a firearm in the Commonwealth of Pennsylvania. A conviction includes a finding of guilty or the entering of a plea of guilty or nolo contendere, whether or not judgement has been imposed, as determined by the law of the jurisdiction in which the prosecution was held. The term does not include a conviction which has been expunged or overturned or for which an individual has been pardoned unless the pardon expressly provides that the individual may not possess or transport firearms.

**Section 6105(b):**

§ 908	Prohibited offensive weapons.	§ 3921	Theft by unlawful taking or disposition, upon conviction of the second felony offense.
§ 911	Corrupt organizations.		
§ 912	Possession of weapon on school property.	§ 3923	Theft by extortion, when the offense is accompanied by threats of violence.
§ 2502	Murder.		
§ 2503	Voluntary manslaughter.	§ 3925	Receiving stolen property, upon conviction of the second felony offense.
§ 2504	Involuntary manslaughter, if the offense is based on the reckless use of a firearm.	§ 4912	Impersonating a public servant, if the person is impersonating a law enforcement officer.
§ 2702	Aggravated assault.	§ 4952	Intimidation of witnesses or victims.
§ 2703	Assault by prisoner.	§ 4953	Retaliation against witness or victim.
§ 2704	Assault by life prisoner.	§ 5121	Escape.
§ 2709.1	Stalking.	§ 5122	Weapons or implements for escape.
§ 2716	Weapons of mass destruction	§ 5501(3)	Riot, if the offense relates to a firearm or other deadly weapon.
§ 2901	Kidnapping.	§ 5515	Prohibiting of paramilitary training.
§ 2902	Unlawful restraint	§ 5516	Facsimile weapons of mass destruction.
§ 2910	Luring a child into a motor vehicle.	§ 6110.1	Possession of firearm by minor.
§ 3121	Rape.	§ 6301	Corruption of minors.
§ 3123	Involuntary deviate sexual intercourse.	§ 6302	Sale or lease of weapons and explosives.
§ 3125	Aggravated indecent assault.		
§ 3301	Arson and related offenses.		
§ 3302	Causing or risking catastrophe.		
§ 3502	Burglary.		
§ 3503	Criminal trespass, if the offense is graded a felony of the second degree or higher.		Any offense equivalent to any of the above-enumerated offenses under the prior laws of this Commonwealth, or any offense equivalent to any of the above-enumerated offenses under the statutes of any other state or of the United States.
§ 3701	Robbery.		
§ 3702	Robbery of motor vehicle.		

**Section 6105(c):**

Effective November 22, 1995, 18 Pa.C.S. § 6105(c) also prohibits the following persons from possessing, using, controlling, transferring, manufacturing, or obtaining a license to possess, use, control, transfer, or manufacture a firearm in the Commonwealth of Pennsylvania.

**ARE YOU A PERSON WHO:**

1. is a fugitive from justice; or
2. has been convicted of an offense under the act of April 14, 1972 (P.L. 233, No. 64), known as The Controlled Substance, Drug, Device and Cosmetic Act, or any equivalent Federal statute or equivalent statute of any other state, that may be punishable by a term of imprisonment exceeding two years; or
3. has been convicted of driving under the influence of alcohol or controlled substance as provided in 75 Pa.C.S. § 3802 (relating to driving under influence of alcohol or controlled substance) or the former 75 Pa.C.S. § 3731, on three or more separate occasions within a five-year period. For the purposes of this paragraph only, the prohibition of Section 6105(a) shall only apply to transfers or purchases of firearms after the third conviction; or
4. has been adjudicated as an incompetent or who has been involuntarily committed to a mental institution for inpatient care and treatment under section 302, 303, or 304 of the provisions of the act of July 9, 1976 (P.L. 817, No. 143), known as the Mental Health Procedures Act; or
5. being an alien, is illegally or unlawfully in the United States; or
6. is the subject of an active protection from abuse order issued pursuant to 23 Pa.C.S. § 6108 (relating to relief), which order provides for the relinquishment of firearms during the period of time the order is in effect. This prohibition shall terminate upon the expiration or vacation of an active protection from abuse order or portion thereof relating to the relinquishment of firearms; or
7. was adjudicated delinquent by a court pursuant to 42 Pa.C.S. § 6341 (relating to adjudication) or under any equivalent Federal statute or statute of any other state as a result of conduct which if committed by an adult would constitute an offense under 18 Pa.C.S. sections 2502, 2503, 2702, 2703, 2704, 2901, 3121, 3123, 3301, 3502, 3701, and 3923; or
8. was adjudicated delinquent by a court pursuant to 42 Pa.C.S. § 6341 or under any equivalent Federal statute or statute of any other state as a result of conduct which if committed by an adult would constitute an offense enumerated in 18 Pa.C.S. § 6105(b) with the exception of those crimes set forth in paragraph 7. This prohibition shall terminate 15 years after the last applicable delinquent adjudication or upon the person reaching the age of 30, whichever is earlier.
9. is prohibited from possessing or acquiring a firearm under 18 U.S.C. § 922(g)(9) (relating to unlawful acts) who has been convicted in any court of a misdemeanor crime of domestic violence by a person in any of the following relationships: (i) the current or former spouse, parent or guardian of the victim; (ii) a person with whom the victim shares a child in common; (iii) a person who cohabits with or has cohabited with the victim as a spouse, parent or guardian; or (iv) a person similarly situated to a spouse, parent, or guardian of the victim; then the relationship need not be an element of the offense to meet the requirements of this paragraph. (6105(c)(9) shall take effect 5/9/06)



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## REFERENCE INFORMATION

NAME: \_\_\_\_\_ PA DRIVERS LICENSE#: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ DATE OF BIRTH: \_\_\_\_\_

PHONE#: \_\_\_\_\_  
Home Work Cellular

### Please answer all the following questions about your knowledge of the applicant.

How long have you known the applicant? \_\_\_\_\_

How often do you associate with the applicant? \_\_\_\_\_ (Example: daily, weekly, monthly)

What type of relationship do you have with the applicant? \_\_\_\_\_ (Example: friend, co-worker, neighbor etc.)

**Given their character and reputation, would you consider the applicant likely to act in a dangerous manner?**

No  Yes. (If yes, please explain)

To the best of your knowledge, is the applicant a citizen of the U.S.?  No  Yes

- Has the applicant ever been arrested?  No  Yes (If yes, explain) \_\_\_\_\_
- Does the applicant use illegal drugs?  No  Yes (If yes, explain) \_\_\_\_\_
- Is the applicant a habitual drunkard?  No  Yes (If yes, explain) \_\_\_\_\_
- Has the applicant ever been committed to a mental institution?  No  Yes (If yes, where & why)

**In your opinion and if it was your choice, would YOU grant the applicant a permit to carry a concealed firearm?**

No  Yes (Please explain)

I hereby certify that the statements contained herein are true and correct to the best of my knowledge and belief. I understand that, if I knowingly make any false statements herein, I am subject to penalties prescribed by law. This certification is made subject to both the penalties of section 4904 of the Crimes Code (18 PA C.S. 4904) relating to unsworn falsifications to authorities and the Uniform Firearms Act.

\_\_\_\_\_  
Signature of Reference

\_\_\_\_\_  
Date



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Date