



CITY OF PHILADELPHIA POLICE DEPARTMENT

990 Spring Garden Street, 2nd 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, 2nd Floor, Monday through Friday, 8:30 AM to 2:00 PM. This Unit is Closed on Saturdays, Sundays and Holidays, and from December 20th to January 3rd. Only 1 application per person. This Information can also be found at the following website: www.phillypolice.com/forms
(If downloaded from internet applicant must bring all paperwork, including this instruction sheet.)
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 this time of **RENEWAL OR NEW APPLICATION**:

- a. One (1) 2" x 2" (inch) Passport Type color photo of the applicant's head and shoulders, (**NO SUNGLASSES, HATS, VEILS, BANDANNAS, ETC.**).
- b. A \$20.00 money order (**no other amount will be accepted**) payable to "City of Philadelphia". (**NO CASH OR CHECKS WILL BE ACCEPTED.**)
- 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.**
- h. Must show current or expired permits at time of application. Expired permits to carry will be retained by the Gun Permits Unit.

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 thirty (30) 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.

PLEASE NOTE THAT THE SAME PROCEDURES ARE APPLICABLE FOR RENEWALS.

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

- Current Utility Bills: (within the last three months)
 - 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**

COUNTY OF _____

APPLICATION FOR A PENNSYLVANIA LICENSE TO CARRY FIREARMS

FOR USE BY ISSUING AUTHORITY: PICS Temp App. No. _____ PICS Perm. App. No. _____ Application Date _____
License No. _____ Temporary License Approval Date _____ Permanent License Approval Date _____
Rejection Date _____ Reason for Rejection _____ Signature _____

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
7a. DATE OF BIRTH 7b. PLACE OF BIRTH 8. SOCIAL SECURITY NUMBER (Optional) 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:
[] SELF-DEFENSE [] EMPLOYMENT [] HUNTING/FISHING [] TARGET SHOOTING [] GUN COLLECTING [] OTHER _____

29. TWO REFERENCES - NOT FAMILY MEMBERS
NAME ADDRESS TELEPHONE NO.
NAME ADDRESS TELEPHONE NO.

APPLICANTS ARE DETERMINED TO BE ELIGIBLE FOR A LICENSE TO CARRY FIREARMS BASED UPON CRITERIA SET FORTH WITHIN THE PENNSYLVANIA UNIFORM FIREARMS ACT (18 PA.C.S. CHAPTER 61) § 6105, DEALING WITH INDIVIDUALS NOT TO POSSESS FIREARMS AND § 6109, DEALING WITH THE ISSUANCE OF A LICENSE TO CARRY FIREARMS.

30. DO YOU MEET ANY OF THE FOLLOWING PROHIBITING CRITERIA UNDER 18 PA.C.S. § 6109(e)(1)? CHECK YES OR NO IN THE BOX BY EACH QUESTION:

A. IS YOUR CHARACTER AND REPUTATION SUCH THAT YOU WOULD BE LIKELY TO ACT IN A MANNER DANGEROUS TO PUBLIC SAFETY? [] YES [] NO
B. HAVE YOU EVER 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 (CSDDCA)? (AS PROVIDED IN 18 PA.C.S. § 6109(e)(1)(II), ANY PENNSYLVANIA DRUG CONVICTION UNDER THE CSDDCA IS PROHIBITING FOR A LICENSE TO CARRY.) [] YES [] NO
C. HAVE YOU EVER BEEN CONVICTED OF A CRIME ENUMERATED IN § 6105(b), OR DO ANY OF THE CONDITIONS UNDER § 6105(c) APPLY TO YOU? (READ INFORMATION ON BACK PRIOR TO ANSWERING) [] YES [] NO
D. HAVE YOU EVER BEEN ADJUDICATED DELINQUENT FOR A CRIME ENUMERATED IN § 6105 OR FOR AN OFFENSE UNDER THE CONTROLLED SUBSTANCE, DRUG, DEVICE AND COSMETIC ACT? [] YES [] NO
E. HAVE YOU EVER BEEN INVOLUNTARILY COMMITTED TO A HOSPITAL/HEALTH CARE FACILITY FOR A MENTAL HEALTH CONDITION OR OTHER TREATMENT, OR ADJUDICATED INCOMPETENT/INCAPACITATED? [] YES [] NO
F. 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
G. 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 YOU COULD HAVE RECEIVED, NOT THE ACTUAL SENTENCE YOU DID RECEIVE. (IT 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 EXCEEDING TWO YEARS.) [] YES [] NO
H. HAVE YOU EVER RECEIVED A DISHONORABLE DISCHARGE FROM THE UNITED STATES ARMED FORCES? [] YES [] NO
I. ARE YOU A FUGITIVE FROM JUSTICE? THIS DOES NOT APPLY TO MOVING OR NONMOVING SUMMARY OFFENSES UNDER TITLE 75 (RELATING TO MOTOR VEHICLES). [] YES [] NO
J. ARE YOU PROHIBITED FROM POSSESSING OR ACQUIRING A FIREARM UNDER THE STATUTES OF THE UNITED STATES? [] YES [] NO

31. ARE YOU A UNITED STATES CITIZEN? IF NO, COUNTRY OF BIRTH _____ COUNTRY OF CITIZENSHIP _____ ALIEN REGISTRATION # OR I-94# _____ [] YES [] NO

32. IF YOU ARE A RESIDENT OF ANOTHER STATE, DO YOU POSSESS A CURRENT LICENSE, PERMIT, OR SIMILAR DOCUMENT TO CARRY A FIREARM ISSUED BY THAT STATE? IF YES, ATTACH A PHOTOCOPY OF THE DOCUMENT TO THIS FORM. [] YES [] NO

33. 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 § 4904 of the Crimes Code, 18 Pa.C.S., relating to unsworn falsifications to authorities and the Uniform Firearms Act.

SIGNATURE - APPLICANT _____ DATE OF APPLICATION _____

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 judgment 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
 § 911 Corrupt organizations
 § 912 Possession of weapon on school property
 § 2502 Murder
 § 2503 Voluntary manslaughter
 § 2504 Involuntary manslaughter, if the offense is based on the reckless use of a firearm
 § 2702 Aggravated assault
 § 2703 Assault by prisoner
 § 2704 Assault by life prisoner
 § 2709.1 Stalking
 § 2716 Weapons of mass destruction
 § 2901 Kidnapping
 § 2902 Unlawful restraint
 § 2910 Luring a child into a motor vehicle or structure
 § 3121 Rape
 § 3123 Involuntary deviate sexual intercourse
 § 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
 § 3701 Robbery
 § 3702 Robbery of motor vehicle

§ 3921 Theft by unlawful taking or disposition, upon conviction of the second felony offense
 § 3923 Theft by extortion, when the offense is accompanied by threats of violence
 § 3925 Receiving stolen property, upon conviction of the second felony offense
 § 4906 False reports to law enforcement authorities, if the fictitious report involved the theft of a firearm as provided in 4906(c)(2)
 § 4912 Impersonating a public servant if the person is impersonating a law enforcement officer
 § 4952 Intimidation of witnesses or victims
 § 4953 Retaliation against witness, victim or party
 § 5121 Escape
 § 5122 Weapons or implements for escape
 § 5501(3) Riot
 § 5515 Prohibiting of paramilitary training
 § 5516 Facsimile weapons of mass destruction
 § 6110.1 Possession of firearm by minor
 § 6301 Corruption of minors
 § 6302 Sale or lease of weapons and explosives

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.

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 subsection 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 provided 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. § 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.

PRIVACY ACT NOTICE

Solicitation of this information is authorized under Title 18 Pa.C.S. § 6111. Disclosure of your social security number is voluntary. Your social security number, if provided, may be used to verify your identity and prevent misidentification. All information supplied, including your social security number, is confidential and not subject to public disclosure.



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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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