

**The following information is from the Clermont County Sheriff's Office Website and outlines their requirements for processing Concealed Carry Permits:**

**New and Renewal Applications are accepted:**

*(No Appointment Needed)*

Monday thru Friday 9:00 AM – 4:00 PM, (holidays and other posted dates excluded)

**APPLICATION HOURS ARE:**

**Monday thru Friday from 9:00 a.m. to 4:00 p.m. (excluding Holidays).  
No appointment is necessary.**

**ATTENTION: DUE TO THE SUDDEN DEMAND FOR CONCEALED CARRY PERMITS, WE MAY HAVE TO STOP ACCEPTING CONCEALED CARRY APPLICATIONS AND BACKGROUND CHECKS PRIOR TO THE 4:00 P.M. DAILY DEADLINE TO PROCESS THOSE THAT ARE ALREADY WAITING. WE APOLOGIZE FOR ANY INCONVENIENCE THIS MAY CAUSE.**

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**Applications are NOT Accepted on the Following dates:**

**New Year's Day** 2nd Day of January

**Martin Luther King Jr., Day** 3rd Monday of January

**President's Day** 3rd Monday of February

**Memorial Day** Last Monday of May

**Independence Day Holiday** 4th day of July

**Labor Day** 1st Monday of September

**Columbus Day** 2nd Monday of October

**Veteran's Day** 11th Day of November

**Thanksgiving Day** 4th Thursday of November

**Friday after Thanksgiving** Friday following the 4th Thursday of November

**Christmas Day** December 25<sup>th</sup>

The legal requirements for a concealed handgun license issued by the Clermont County Sheriff are:

- **21 years of age or older**
- **Legal Resident of United States & resident of Ohio for past 45 days**

- **Resident of Clermont, Hamilton, Warren, Clinton, or Brown Counties (Butler County residents may NOT apply in Clermont County).**
- **Completion of a 12 hour gun safety course (within last 3 years, or equivalent certification-see instruction link above for details and LE & Military exemptions)**
- **Filling out an application with the Sheriff's Office**
- **Submit a COPY of your training certificate with the application (we cannot make a copy for you. If you submit the original, it will not be returned)**
- **Providing a recent (within 30 days) color facial photo of the applicant (approx. 2"x2")**
- **Payment of a non-refundable fee:**  
\$67.00 for residents of Ohio for the LAST FIVE CONSECUTIVE YEARS or more. If you have not been an Ohio resident FOR THE LAST FIVE CONSECUTIVE YEARS, the fee is \$91.00. Payment may be in cash (EXACT CHANGE), money order or CERTIFIED CASHIER'S check payable to: CCSO CCW License Fund.
- **Criminal and Mental competency background checks**

**[Disqualifying factors may be viewed here.](#)**

Please review these factors **BEFORE** submitting your application and non-refundable fee.

**Applicants will have their fingerprints taken for a record check, and license data entered into the computer at the time they submit their application on a first come-first served basis.**

**NOTE: Applicants must provide a color photo of their face (approx. 2" x 2") taken within the past 30 days, attached to the application.**

**Applicants must appear in person for the process, and must bring a state issued photo ID (ex: driver's license, state ID).**

***APPLICATION VOLUME IS EXTREMELY HIGH...PLEASE DO NOT CALL to check on the status of your application after we have received it unless you fail to hear from us for 45 days. If you were fingerprinted at the jail as part of the application process, your license completion time will be longer than if processed with an electronic WebCheck fingerprint. Ohio law allows up to 45 days for processing applications, although we make every effort to complete the process as quickly as possible.***

**After receiving a telephone call advising your license is complete, you may come to our office at any time (24 hours a day) to pick it up. You must pick up your license in person; they may not be mailed or picked up by a second party.**

**After picking up your concealed handgun license, please be aware of the following information:**

1. Your license is now entered into the law enforcement computer system.

2. An officer stopping any vehicle registered to you will be aware the registered vehicle owner has a concealed handgun license.
3. If stopped by an officer while carrying a handgun, the license holder must follow the procedures outlined in the current "Ohio's Concealed Carry Law" booklet.
4. Please store the license in the sleeve provided, or consider using an adhesive plastic laminate to protect the face of the card (carrying license in wallet behind plastic window may damage card).
5. The [Ohio Attorney General's website](#) contains an information page including the required reading booklet "Ohio's Concealed Carry Law", Frequently Asked Questions, and an Instructor search index.
6. [To learn about reciprocity with other states, click here.](#)
7. **More information regarding the concealed carry law may be obtained at [www.OhioCCW.org](http://www.OhioCCW.org) or [www.buckeyefirearms.org](http://www.buckeyefirearms.org)** *These organizations are not affiliated with the Clermont County Sheriff's Office, nor is the accuracy of their website content verified by our office.*