

# *ROUTT COUNTY SHERIFF'S OFFICE*

## **CONCEALED HANDGUN PERMIT (CHP) RENEWAL INFORMATION PACKET**

*Please read the following information and complete the application. Bring only the completed application and other required supporting documents in person to:*

**Routt County Sheriff's Office**

**2025 Shield Drive**

**Steamboat Springs, CO 80487**

*Applications are accepted Monday-Friday between the hours of 9am to 4pm, except holidays.*

### **EXPIRATION PERIOD**

This permit is valid for a period of five years after the date of issuance and may be renewed as provided in C.R.S. section 18-12-211. A permit issued pursuant to this part, including temporary emergency permits issued pursuant to Section 18-12-209 is effective in all areas of the state, except as otherwise provided in Section 18-12-214.

### **RENEWAL**

Within 120 days prior to expiration of a permit, the permittee may obtain a renewal form from the issuing Sheriff and renew the permit by submitting to the issuing Sheriff a completed renewal form, a notarized affidavit stating that the permittee remains qualified pursuant to the criteria specified and the submittal of a \$50.00 renewal fee to the Sheriff. In addition the applicant must submit a fee of \$13.00 to the Routt County Sheriff's Office, in the form of cash to conduct a NICS check and a criminal history records check of the Bureau's files.

If the applicant had not previously been fingerprinted, this will take place at the renewal. An additional \$39.50 fee will be submitted to the Routt County Sheriff's Office for a total of \$52.50, in the form of cash.

A permittee who fails to file a renewal form on or before the permit expiration date may renew the permit by paying a late fee of \$15.00 in addition to the above mentioned renewal fees.

No permit shall be renewed six months or more after its expiration date and the permit shall be deemed permanently expired. A person whose permit has permanently expired may reapply by submitting a new application and the required fees.

**The information portion of this packet should be kept for your future reference. In addition to the completed application form (last page of packet), you must submit:**

- \$50.00 processing fee in the form of a **cash** made payable to the **Routt County Sheriff's Office**. This fee pays for a state and national criminal history check (fingerprints) and for an Insta-check (NICS) per Statute. This is required for all regular civilian applicants.
- \$13.00 processing fee in the form of a **cash or check** made payable to **Routt County Sheriff's Office**. This fee pays for forms, ID cards, local criminal history checks, and other administrative costs.
- Proof of residency. (Colorado Driver's License, Colorado ID Card, or Military ID Card and Duty Orders).
- Documentary evidence demonstrating competence with a handgun as specified in section 18-12-203 (1) (h) of the Colorado Revised Statute (see TRAINING REQUIREMENTS SECTION for further details) or a notarized Affidavit of Continued Firearms Qualification.
- Two completed fingerprint cards. It is required that all applicants be fingerprinted to conduct a thorough background investigation and comply with state laws. Fingerprints will be taken at the time the application is submitted and will be sent electronically to the Colorado Bureau of Investigation.
- Photograph. Your photograph will be taken when the Routt County Sheriff's Office issues your concealed handgun permit.

**If you have any questions concerning the application process, please call 970-870-5506.**

(Updated 03/08/2016)