

FLORIDA DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES DIVISION OF LICENSING



ADAM H. PUTNAM
COMMISSIONER

FLORIDA CONCEALED WEAPON OR FIREARM LICENSE APPLICATION

(Includes Application Instructions and
Chapter 790, Florida Statutes)

The Florida Department of Agriculture and Consumer Services issues licenses to eligible Florida residents and non-residents, permitting them to carry a concealed weapon or firearm.

With a concealed weapon or firearm license also comes a tremendous responsibility.

Individuals who choose to arm themselves with weapons should, therefore, be armed with the most indispensable weapon of all: knowledge.

Review provisions of the law that regulate the use of weapons and firearms before choosing to carry one.

Please make every effort to exercise your lawful right safely and responsibly.

BEFORE COMPLETING THIS APPLICATION, READ THIS!

You should be aware that you can submit your application for a Florida Concealed Weapon or Firearm License at one of the Division of Licensing's eight Regional Offices located throughout the State of Florida. The Regional Office application intake service is designed to allow applicants to complete the entire application process quickly and conveniently. *You simply have to call for an appointment.* At the time of your appointment, you will be directed to a computer station where you will complete an electronic version of the application form. Our Regional Office staff will review your application, scan your fingerprints, take your photograph, and process your payment.

IF YOU CHOOSE TO USE THE REGIONAL OFFICE APPLICATION INTAKE SERVICE, YOU DO NOT NEED TO PROCEED WITH COMPLETING THIS APPLICATION FORM. You will find additional information about the service on our web page at <http://mylicensesite.com>.

APPLICATION INSTRUCTIONS

PLEASE READ THE INSTRUCTIONS ON THE FOLLOWING PAGES CAREFULLY. FAILURE TO COMPLETE THE APPLICATION IN ITS ENTIRETY IN ACCORDANCE WITH THESE INSTRUCTIONS WILL CAUSE DELAYS IN THE PROCESSING OF YOUR APPLICATION.

TYPE OR PRINT IN BLACK INK WHEN COMPLETING THE APPLICATION. PLACE LETTERS AND NUMBERS WITHIN THE DESIGNATED BOXES.

RETURN YOUR COMPLETED APPLICATION AND OTHER MATERIALS USING THE ENVELOPE INCLUDED IN THE APPLICATION PACKAGE.

MINIMUM ELIGIBILITY REQUIREMENTS

- You must be at least 21 years of age unless you are a servicemember, as defined in Section 250.01, Florida Statutes, or you are a veteran of the United States Armed Forces who was discharged under honorable conditions.
- You must meet the CITIZENSHIP and RESIDENCY requirements set forth in the law. See the instructions for Question 5 in Section II below for further details.
- You must be able to provide a CERTIFICATE OF COMPLETION from a firearms training class or other acceptable training document that evidences your competency with a firearm. See the instructions for Question 6 in Section II below for further details.
- You must not have a DISQUALIFYING CRIMINAL RECORD or other condition that would make you ineligible for licensure.

If you have any questions about your eligibility, you can complete the online preliminary eligibility questionnaire on our web page at <http://mylicensesite.com>.

SECTION I APPLICANT INFORMATION

Please provide all personal identifying information requested in this section. Note the following specific instructions:

- **USE OF SOCIAL SECURITY NUMBERS:** Section 119.071(5)(a)2, Florida Statutes, authorizes the Department of Agriculture and Consumer Services, Division of Licensing to request social security numbers from applicants. Applicant social security numbers are maintained and used by the Division of Licensing for identification purposes, to prevent misidentification, and to facilitate the approval process by the Division. The Department of Agriculture and Consumer Services, Division of Licensing will not disclose an applicant's social security number without consent of the applicant to anyone outside of the Department of Agriculture and Consumer Services, Division of Licensing, or as required by law. HOWEVER, SUBMISSION OF YOUR SOCIAL SECURITY NUMBER ON YOUR CONCEALED WEAPON LICENSE APPLICATION IS OPTIONAL AND VOLUNTARY. IF YOU CHOOSE NOT TO SUBMIT YOUR SOCIAL SECURITY NUMBER, IT WILL HAVE NO BEARING ON THE PROCESSING OF YOUR APPLICATION.
- **TELEPHONE NUMBER; E-MAIL ADDRESS:** This information is requested to facilitate the application process should the Division need to contact you about your application. Including this information on your application is VOLUNTARY.
- **RESIDENCE ADDRESS:** You must provide a residence address. A Post Office Box is not acceptable.
- **OCCUPATION:** Indicate your OCCUPATION, JOB TITLE, or whether you are RETIRED or SELF-EMPLOYED.

SECTION II QUALIFYING DATA

You must provide responses to all the questions indicated in this section. Please read the detailed instructions included here for each of the 16 questions in this section.

QUESTION 1

If you answer YES to this question: Complete only Sections I and III of the application form. Submit the application with a color photograph, a fee payment in the amount of \$300, and a letter of certification stating that you are a consular official engaged in security duties on behalf of your government. This letter must be written in English on embassy or consulate letterhead stationery, and it must be signed by the ambassador, the ambassador's designee, or the consul-general.

QUESTION 2

Answer YES to this question ONLY IF:

- You are CERTIFIED by the Florida Criminal Justice Standards and Training Commission as a law enforcement officer, correctional officer, or correctional probation officer as defined in ss. 943.10(1), (2), (3), (6), (7), (8), or (9), Florida Statutes; AND,
- You are CURRENTLY EMPLOYED as a law enforcement officer, correctional officer or correctional probation officer.

If you answer YES to this question: Submit your complete application along with a color photograph, a check or money order in the amount of \$70 for the license fee, and an official letter on agency letterhead stating that you are currently employed with that agency as a law enforcement officer, correctional officer, or correctional probation officer. This letter must be signed by the agency head, the agency's authorized representative, or the agency's personnel officer.

QUESTION 3

Answer YES to this question ONLY IF:

- **Within the year immediately preceding the date on which you are submitting your application to the Division,** you retired from a Florida law enforcement agency by which you were employed as a law enforcement officer, correctional officer, or correctional probation officer.

If you answer YES to this question: Submit your complete application along with a color photograph and a copy of an official document that shows the date of your retirement and the name of the public agency from which you retired. **You do not need to submit any fees.**

If you are a retired law enforcement officer who retired more than one year ago: Submit a complete application, a fingerprint card, a color photograph, a copy of an official document that shows the date of your retirement and the name of the public agency from which you retired, and a fee payment in the amount of \$72 (license fee \$30 + fingerprint processing fee \$42).

(PLEASE NOTE: You must have actually RETIRED as a law enforcement officer, correctional officer, or correctional probation officer in order to qualify for the fee exemptions provided for in statute. Simply having been formerly employed at one time as a law enforcement officer, correctional officer, or correctional probation officer is not sufficient. Note also that Florida law does not extend this fee exemption to federal law enforcement retirees or law enforcement retirees from other states.)

QUESTION 4

Section 119.071 F. S., excludes from public disclosure specified information such as home addresses, telephone numbers, social security numbers, and photographs pertaining to certain individuals. To determine whether you qualify for an exemption, you can read the complete text of the law on line at <http://www.leg.state.fl.us/Statutes/>.

Answer YES to this question ONLY IF you qualify for exemption as prescribed by s. 119.071. F. S.

EVEN IF YOU DO NOT QUALIFY FOR THE EXEMPTION AS DESCRIBED ABOVE: Section 790.0601, F.S., makes the personal identifying information of any concealed weapon licensee or applicant confidential and exempt from disclosure provisions of Florida's public records law EXCEPT IN THE FOLLOWING CONDITIONS: (1) we have the express written consent of the applicant or licensee or his/her legally authorized representative to disclose information; (2) we receive a court order showing good cause for the disclosure of that information; or (3) we receive a request from a law enforcement agency in connection with the performance of that agency's lawful duties and responsibilities.

QUESTION 5

You must be a CITIZEN of the United States (or a PERMANENT RESIDENT ALIEN), and you must CURRENTLY RESIDE in this country in order to qualify for a Florida concealed weapon license. However, note the following special instructions:

- **If you are not currently residing in the United States because you are serving in the US Armed Forces:** submit a copy of your deployment documentation with your application.

- **If you are a PERMANENT RESIDENT ALIEN:** submit the documentation issued to you by the Department of Homeland Security, U. S. Citizenship and Immigration Services (USCIS) giving you permanent resident alien status. You must also submit documentation indicating that you have resided in the state of residence as shown on your application for at least 90 consecutive days prior to the date on which you submit your application. Any of the following documents can be submitted to prove 90 days of consecutive residency PROVIDED THAT YOUR NAME AND ADDRESS APPEAR ON THOSE DOCUMENTS:
 - monthly utility, telephone, power, or cable bills;
 - monthly pay stubs or other documents from your employer;
 - monthly credit statements.
- **If you were born outside the United States and are now a US citizen:** submit a copy of any one of the following documents with your application: a U.S. passport, a Consular Report of Birth (Form FS-240), a Certification of Report of Birth (DS-1350), a Certificate of Naturalization (Form N-550 or N-570), or a Certificate of Citizenship (Form N-560 or N-561). These various documents are issued either by the US Department of State or the USCIS.

QUESTION 6

Florida law requires you to submit proof of competency with a firearm in order to qualify for a concealed weapon license. A copy of a CERTIFICATE OF COMPLETION or similar document from any of the following courses or classes is acceptable:

- any hunter education or hunter safety course approved by the Florida Fish and Wildlife Conservation Commission or a similar agency in another state;
- any National Rifle Association firearms safety or training course;
- any firearms safety or training course or class available to the general public offered by a law enforcement agency, junior college, college, or private or public institution or organization or firearms training school, utilizing instructors certified by the National Rifle Association, the Criminal Justice Standards and Training Commission, or the Department of Agriculture and Consumer Services;
- any law enforcement firearms safety or training course or class offered for security officers, investigators, special deputies, or any division or subdivision of law enforcement or security enforcement;
- any firearms training or safety course or class conducted by a state-certified instructor or by an instructor certified by the National Rifle Association.

The copy of the training certificate/document must be clear and legible. The certificate/document must include your name, your instructor's name, your instructor's qualifications/credentials (National Rifle Association instructor, law enforcement firearms instructor, Class "K" Firearms Instructor licensed by the State of Florida, etc.), and your instructor's license/certification number.

Other acceptable forms of training documentation include the following:

- documentary evidence of experience with a firearm obtained through participation in organized shooting competition;
- active-duty military personnel may submit copies of any of the following documents that confirm your experience with a firearm gained during your service: military orders including call to active-duty letter; a statement of military service signed by, or at the direction of, the adjutant, personnel officer, or commander of your unit or higher headquarters which identifies you and provides your date of entry for your current active-duty period;
- former military personnel can submit a DD Form 214 reflecting honorable discharge from military service.

DO NOT SEND ORIGINAL TRAINING DOCUMENTS OR OTHER RELATED MATERIALS TO THE DIVISION.

QUESTION 7

If you have been convicted of a felony as described in section 790.23, Florida Statutes, and the felony conviction occurred within the State of Florida, your civil rights **and** firearm rights must be restored by the Florida Office of Executive Clemency in order to qualify you for a Florida concealed weapon license. Felony convictions occurring in another state require restoration of civil **and** firearm rights by the state in which the conviction occurred. If you were convicted of a felony under federal law, you must have a presidential pardon or have been granted relief from federal firearm disabilities through the Bureau of Alcohol, Tobacco, Firearms, and Explosives (ATF). **If your civil rights and firearms rights have not been restored as described above, or if you cannot provide proof of restoration of civil rights and firearms rights, you are not eligible for a Concealed Weapon or Firearm License.**

QUESTION 8

If you have had ADJUDICATION OF GUILT WITHHELD OR IMPOSITION OF SENTENCE SUSPENDED ON ANY FELONY OR MISDEMEANOR CRIME OF DOMESTIC VIOLENCE, you are NOT ELIGIBLE for a Florida concealed weapon license unless a period of three years has elapsed since probation or any other conditions set by the court have been fulfilled (or the record has been sealed and expunged). If you answer YES to this question, you must submit a copy of the document issued by the court or probation office evidencing completion of probation or other court-imposed conditions. Alternatively, you can submit a copy of the court document ordering that the record be sealed and expunged.

QUESTION 9

If you have been FOUND GUILTY OF, HAD ADJUDICATION OF GUILT WITHHELD FOR, OR HAD IMPOSITION OF SENTENCE SUSPENDED FOR ONE OR MORE MISDEMEANOR CRIMES OF VIOLENCE, you are NOT ELIGIBLE for a Florida concealed weapon license unless a period of three years has elapsed since probation or any other conditions set by the court have been fulfilled (or the record has been sealed and expunged). If you answer YES to this question, you must submit a copy of the document issued by the court or probation office evidencing completion of probation or other court-imposed conditions. Alternatively, you can submit a copy of the court document ordering that the record be sealed and expunged.

QUESTION 10

If you have been CONVICTED OR FOUND GUILTY OF A MISDEMEANOR CRIME OF DOMESTIC VIOLENCE, you are NOT ELIGIBLE for a Florida concealed weapon license. Owning or possessing a firearm by one who has been convicted of a misdemeanor crime of domestic violence is also punishable under federal law §18 USC 922.

A misdemeanor *crime of domestic violence* includes any misdemeanor conviction or suspended sentence involving the use or attempted use of physical force, or the threatened use of a deadly weapon, committed by a current or former spouse, parent, or guardian of the victim, by a person with whom the victim shares a child in common, by a person who is cohabiting with or has cohabited with the victim as a spouse, parent, or guardian, or by a person similarly situated to a spouse, parent, or guardian of the victim. Examples include, but are not limited to, spouse abuse, battery/domestic violence, child abuse, assault, etc. A person shall not be considered to have been convicted if the conviction or suspended sentence has been expunged or set aside, or is an offense for which the person has been pardoned or has had civil rights restored (if the law of the convicting state provides for the loss of civil rights upon conviction of such an offense) unless the pardon, expunction, or restoration of civil rights expressly provides that the person may not possess or receive firearms.

QUESTION 11

If you have been issued an injunction that is currently in force and effect that restrains you from committing acts of domestic violence or acts of repeat violence, you are NOT ELIGIBLE for a Florida concealed weapon license. The Division will suspend the processing of your application until you submit certified court documents showing that the injunction has been dissolved or dismissed.

QUESTION 12

You are NOT ELIGIBLE for a Florida concealed weapon license if any of the following conditions applies to you: (1) you have been adjudicated incapacitated under section 744.331, FS, or similar laws of any other state; (2) you have been committed to a mental institution in accordance with the provisions of Chapter 394, FS, or similar laws of any other state; (3) you have been adjudicated mentally defective or incompetent in any court. **Your eligibility for licensure would be restored only if you had received relief from federal firearms disabilities through the Bureau of Alcohol, Tobacco, Firearms, and Explosives (ATF).**

QUESTION 13

You are NOT ELIGIBLE for a Florida concealed weapon license if you answer YES to any one of these questions pertaining to committal for controlled substance abuse, committal for alcohol abuse, or DUI conviction DURING THE THREE YEARS PRECEDING THE DATE ON WHICH YOU SUBMITTED YOUR APPLICATION.

QUESTION 14

You are NOT ELIGIBLE for licensure if you are UNDER ARREST OR CURRENTLY CHARGED with any felony, or crime punishable by imprisonment for more than one year; or any crime of violence, including crimes of domestic violence; or any crime under the provisions of Chapter 893, Florida Statutes, or similar laws of any other state relating to controlled substances. If you choose to submit an application anyway, the Division will suspend the processing of your application until you provide a certified court document indicating the final disposition of your case. If that court document indicates that the case did not result in a conviction or a withholding of adjudication on a disqualifying crime, the suspension will be lifted and the processing of your application will continue. If you are convicted or receive a withhold of adjudication on a disqualifying crime, your application will be denied.

QUESTION 15

The term “**fugitive from justice**” means any person who has fled from any State to avoid prosecution for a crime or to avoid giving testimony in any criminal proceeding. If you answer YES to this question or if the background check reveals that you are a fugitive from justice, the Division will suspend the processing of your application until you submit a certified copy of a court document reflecting the final disposition of your case.

QUESTION 16

You are NOT ELIGIBLE for a Florida concealed weapon license if you were discharged from military service under **DISHONORABLE CONDITIONS**.

SECTION III NOTARIZATION STATEMENT

Do not sign the application form until you are in the presence of a notary public. An out-of-state notary seal is acceptable.

GENERAL INFORMATION

- **FINGERPRINTS:** The law requires you to submit a COMPLETE AND LEGIBLE SET OF PRINTS. Please read the instructions pertaining to fingerprint submissions included with this application package. Law enforcement authorities occasionally find that fingerprints are insufficiently legible for a complete background check. If this occurs with your fingerprints, we will inform you by letter and request a second fingerprint submission from you.
- **PHOTOGRAPH:** You must also submit a PASSPORT-TYPE COLOR PHOTOGRAPH. Refer to the photograph instructions included in this package for details concerning the appearance of the photograph.
- **FEES:** The total fee for the Florida Concealed Weapon or Firearm License is \$112.00. This total actually consists of two separate fees:

License Fee:	\$70.00
Fingerprint Processing Fee:	\$42.00

IMPORTANT NOTE CONCERNING FEES

- If you had your fingerprints electronically scanned at a local law enforcement agency, you do not need to remit the \$42.00 fingerprint processing fee to the Division. Please refer to the ELECTRONIC FINGERPRINT SUBMISSION INSTRUCTIONS included with this application package.
- If you are a CONSULAR SECURITY OFFICIAL, a \$300.00 license fee must be submitted with your application.
- If you are a FLORIDA LAW ENFORCEMENT OFFICER, CORRECTIONAL OFFICER, OR CORRECTIONAL PROBATION OFFICER (ACTIVE or RETIRED), refer to the instructions for QUESTION 2 and QUESTION 3 for information concerning the required fees.

Fees must be paid with a check or money order made payable to the **Florida Department of Agriculture and Consumer Services**. **Do not send cash**. The Department will assume no liability for cash sent through the mail. Fees are nonrefundable and nontransferable.

- **FAMILIARITY WITH FLORIDA LAW:** You are required by law to read and become knowledgeable of the provisions of Chapter 790, Florida Statutes, relating to weapons and firearms, prior to submitting your application for a Florida Concealed Weapon or Firearm License. We have included a copy of this section of the law in this application package for you to read and retain in your files. You will also find included in this package a copy of Chapter 776, Florida Statutes, the portion of Florida law relating to justifiable use of force.

Be sure to check your application!

Before mailing your application, please review it carefully to ensure that it is COMPLETE and ACCURATE. You should include the following items with your application.

- **TRAINING DOCUMENTATION** as described in the section pertaining to QUESTION 6 above
- **CITIZENSHIP/RESIDENCY DOCUMENTATION** as described in the section pertaining to QUESTION 5 above (if applicable)
- **COURT DOCUMENTATION REFLECTING FINAL DISPOSITION OF ANY ARRESTS** (if applicable)
- **PHOTOGRAPH**
- **A COMPLETE AND LEGIBLE SET OF FINGERPRINTS OR A COPY OF YOUR RECEIPT FOR YOUR ELECTRONIC FINGERPRINT SUBMISSION**
- **A CHECK OR MONEY ORDER FOR THE APPROPRIATE FEES**

****REMINDER:** Our Division's Regional Offices provide convenient one-stop service to individuals interested in obtaining a Florida concealed weapon license. You can submit your application and have your fingerprints scanned at any one of these Regional Offices located throughout the state. For additional information, please go to our web page at <http://mylicensesite.com>.

PHOTOGRAPH AND FINGERPRINT SUBMISSION INSTRUCTIONS

PHOTOGRAPH INSTRUCTIONS

You must submit one passport-size color photograph with your application (specifications are outlined below).



SAMPLE PHOTOGRAPH

- Photograph must show the subject in a frontal portrait as shown at left. (NO HATS, NO SUNGLASSES).
- Photograph's outer dimension must be larger than 1-1/4" X 1-3/8".
- Photograph must be in color with a light-colored background. (NO FANCY BACKDROP, LETTERING, ETC.)
- Surface of the photograph must be glossy.
- Photograph must not be stained, cracked, or mutilated; it must lie flat.
- Photographic image must be sharp and correctly exposed.
- Photograph must be non-retouched.
- Photograph must not be pasted on cards or mounted in any way.
- Photograph must be taken within 30 days prior to the date application is submitted.
- Snapshots, group pictures, or full-length portraits will not be accepted.
- Lightly print your name and date of birth on the back of the photograph. Use crayon or felt-tipped pen to avoid mutilation of the photograph.
- Do not cut the photograph. Do not use glue or staples to attach photograph to application.

FINGERPRINT SUBMISSION INSTRUCTIONS

You must submit a complete and legible set of fingerprints on the FINGERPRINT CARD enclosed or by ELECTRONIC SCAN (see next page for information). Your fingerprints must be taken at a LAW ENFORCEMENT AGENCY**. Your local Florida county sheriff will provide fingerprinting service if requested and may charge a fee not to exceed \$5. There may also be a charge associated with the fingerprint service provided by another law enforcement agency. Your fingerprint card will not be processed if: (1) the required information is not contained within the designated blocks; (2) a highlighter is used; (3) the card has been folded, creased, or damaged.

Read and follow these instructions carefully:

- Fingers should be washed and dried thoroughly prior to prints being taken.
 - Fingerprints must be rolled using black printer's ink.
 - The information you provide on the card **MUST BE TYPED** or **PRINTED IN BLACK INK**. However, please note that some spaces at the top of the fingerprint card should be left blank.
 - **DO NOT SIGN** the fingerprint card until you are at the law enforcement agency and in the presence of the person who will take your fingerprints. Your signature and the name on your application and fingerprint card should match.
1. NAM – Full name in following order LAST, FIRST, MIDDLE. Initials are not acceptable. If you have no middle name, enter NMN for MIDDLE.
 2. RESIDENCE OF PERSON FINGERPRINTED - Your RESIDENCE address.
 3. EMPLOYER AND ADDRESS – Leave this space blank. The name and address of the law enforcement agency at which you have your prints taken MUST appear on the back of the card in the blank area in the upper right corner.
 4. ALIASES AKA – If you are known, or have been known, by any other name (nickname, married name, maiden name, alias, fictitious name, etc.), list those name(s) here. Include with your renewal application copies of any legal documents that reflect a change of name (marriage certificates, divorce decrees, court affidavits effecting a legal name change, etc.). NOTE: Failure to provide a list of your other names or to furnish documentation pertaining to a legal name change will result in delays in the processing of your application.
 5. CITIZENSHIP CTZ – Enter the country of which you are a citizen (U.S., Cuba, Canada, etc.)
 6. ARMED FORCES NO. MNU – Enter your military service number if you have one.
 7. SOCIAL SECURITY NO. SOC – Section 119.071(5)(a) 2, Florida Statutes, authorizes the Department of Agriculture and Consumer Services, Division of Licensing, to obtain social security numbers from applicants. Applicant social security numbers are maintained and used by the Division of Licensing for identification purposes, to prevent misidentification, and to facilitate the approval process by the Division.
 8. HGT (height) - Use feet and inches (example: for 5'11" enter 511)
 9. DATE OF BIRTH DOB (mmddyy); PLACE OF BIRTH POB, WGT (weight) – Enter required information.
 10. You are not required to complete YOUR NO OCA or FBI NO FBI or MISCELLANEOUS NO MNU.
 11. SEX, RACE, EYES, and HAIR - FBI codes are shown below. Use appropriate code for each required area on the card.

SEX	RACE		EYE COLOR		HAIR COLOR	
M = Male F = Female	W = White B = Black I = American Indian or Alaskan Native	A = Asian or Oriental U = Other or Unknown	BLK = Black BLU = Blue BRO = Brown	GRY = Gray GRN = Green HAZ = Hazel	BLK = Black BRO = Brown GRY = Gray RED = Red	WHI = White BAL = Bald BLN = Blonde

The instructions for submitting your fingerprints electronically that appear below will apply to you only if you are having your fingerprints taken by one of the county sheriffs' offices in Florida that offer electronic fingerprinting service. You should be aware that you have the option of submitting your application for a Florida concealed weapon license at one of the Division of Licensing's eight Regional Offices located throughout the state. If you choose this option, our Regional Office staff can scan your fingerprints. For additional information about submitting your application at one of our Regional Offices, visit our web page at <http://mylicensesite.com>.

ELECTRONIC FINGERPRINT SUBMISSION INSTRUCTIONS

The application package for the Florida Concealed Weapon or Firearm License includes a fingerprint card. However, you can have your fingerprints scanned electronically instead of submitting them on this traditional "hard card." An electronic fingerprint submission will reduce the time it takes for law enforcement authorities to complete the required criminal history background check and to return the results of that background check to us.

1. WHERE TO GO

Most of Florida's 67 county sheriffs provide electronic fingerprint scanning. Go to our web site (<http://mylicensesite.com>) to see if your sheriff offers the service. This site includes telephone numbers and addresses of offices where scanning is done. We suggest that you call your sheriff ahead of time to confirm office hours and availability.

2. GETTING YOUR PRINTS TAKEN

It's really very simple. A fingerprint technician will create a digital image of your prints using a fingerprint-scanning device. After your fingerprints have been scanned, you will be given a receipt. Some offices will also give you a photocopy of the scan. **KEEP THESE DOCUMENTS; YOU WILL NEED THEM LATER.**

3. HOW MUCH IT COSTS AND HOW TO PAY

The cost of the fingerprint scanning service is approximately \$35; however, you should be aware that some sheriffs' offices might also charge a nominal service fee. There are two options for paying for the electronic scan:

- Some sheriffs' offices can accept payment by check, cash, credit card, or money order at the time you have your fingerprints scanned.
- If your sheriff's office cannot accept payment, you will need to submit payment using a secure Internet system called the Civil Workflow Control System (CWCS) developed by the Florida Department of Law Enforcement (FDLE). You can get to this site using this link: <https://caps.fdle.state.fl.us>. You will need your credit card and the receipt given to you by the fingerprint technician at the sheriff's office. This receipt will include a **Transaction Control Number** (a number that will begin with 70SX followed by 16 digits) and your name. Follow the instructions on the CWCS web site very carefully. **TYPE THE TRANSACTION CONTROL NUMBER AND YOUR NAME EXACTLY AS THEY APPEAR ON THE RECEIPT.** At the conclusion of your online transaction, **print a copy of the CWCS receipt screen.**

NOTE: You must submit your payment via CWCS WITHIN 30 DAYS of having your fingerprints scanned or your electronic response will be deleted from the CWCS database. If you do not submit payment within 30 days, you will need to go back to the sheriff's office to have your prints scanned again. You will then have another 30 days in which to remit payment.

4. WHAT TO SUBMIT TO THE DIVISION OF LICENSING

After you have paid for your electronic fingerprint submission, you can submit your application to the Division of Licensing. Be sure to include the following items with your application: photocopies of your fingerprint scan and all receipts (including the CWCS receipt), a photograph, training documentation and a check or money order for the \$70 licensing fee. **IMPORTANT: PLEASE SUBMIT YOUR APPLICATION TO THE DIVISION OF LICENSING WITHIN 90 DAYS OF YOUR FINGERPRINT SCAN TO AVOID INCONVENIENCE AND ADDITIONAL EXPENSE.**

5. FINGERPRINT REJECTIONS

Law enforcement authorities occasionally find that fingerprints are insufficiently legible to complete a background check. When this happens, the law requires us to ask the applicant to submit a second set of fingerprints. We will send you a letter informing you of the fingerprint rejection and provide you with instructions for having your fingerprints taken again.

IT IS IMPORTANT that you submit your application and your fingerprint submissions to us in a timely manner in order to avoid additional inconvenience and expense. If we have to request a second fingerprint submission from you and we do not receive that second fingerprint submission within 180 days of your first submission, we will have no alternative but to require you to have your fingerprints scanned again AND to remit an additional fingerprint processing fee.