

# New Hanover County Pistol Purchase Permit Instructions

PLEASE READ THESE INSTRUCTIONS ***BEFORE*** FILLING OUT THE APPLICATION. INFORMATION NOT FILLED OUT CORRECTLY COULD DELAY THE PROCESSING AND/OR APPROVAL OF YOUR APPLICATION.

## ***You Must Provide The Following With Your Application:***

- 1) A Valid, State Issued Driver's License or Identification Card which ***must*** bear your current address
- 2) A bill with your name and address (the bill must be no more than a month old)
- 3) Every name you ***have ever had*** since birth (example: birth name, 1<sup>st</sup> married name, 2<sup>nd</sup> married name, adopted name, nick name)
- 4) If you were not born in this country, ***please provide*** your green card, permanent residence card, passport, birth certificate (only if parents were in the military and you were born in another country)
- 5) ***Provide all addresses*** you have had since the age of 18

***\*Please write your addresses and names on the last page of this application.***

## **Residency Requirements**

**Six Month Requirement** Persons who have moved to New Hanover County from **out-of-state** residences must have established residence in New Hanover County for a period of at least six (6) months. Proof of residency must be presented upon request.

**Three Month Requirement** Persons who have moved to New Hanover County from **within the State of North Carolina** must have established residence in New Hanover County for a period of three (3) months. Proof of residency must be presented upon request. Persons who have left New Hanover County for a period of more than three months will have to re-establish residency upon their return.

## **References**

Applicants must have three (3) separate character references. Two will be listed within the application, and the third reference needs to fill out the attached sheet for a written recommendation. Please note the references must be ***3 separate people***, you can't use the same person twice. You must list a daytime contact number for your references. We only contact them Monday - Friday during the hours of 8am and 5pm.

### **Your references must:**

- (1) Be at least 21 years of age
- (2) Be a ***resident*** of New Hanover County
- (3) Not be ***related*** to you, or each other, by blood or marriage
- (4) Not ***live*** with you or each other

Once you have completed you're application, **you must submit your application to the Civil Front Desk of the Sheriff's Office located in Room 122 of the New Hanover County Courthouse** (316 Princess St.). Please allow a ***MINIMUM*** of 14 business days to process the

application. The phone number is **798-4161**.

Pistol Purchase Permits are \$5.00 each, *cash only*, and are issued on weekdays, Monday-Friday, between the hours of 8am and 4:45pm. You may purchase up to five (5) permits with this application. The Purchase Permits are valid for a period of five (5) years from the date of issuance and may be used to purchase a pistol anywhere in the State of North Carolina.

**\*\*NOTE\*\* If you have been in the military, you must include a copy of your DD-214 or discharge certificate, which must indicate your Honorable Discharge.**

**PLEASE NOTE:**

**EFFECTIVE AUGUST 10, 2004, IF YOU HAVE A VALID CONCEALED CARRY PERMIT IN THE STATE OF NORTH CAROLINA, YOU ARE NO LONGER REQUIRED BY LAW TO APPLY FOR PISTOL PURCHASE PERMITS FROM THIS OFFICE.**

The Disclosure of your Social Security Number as part of the Purchase Application is voluntary. The purpose of requesting the SSN is to assist in your identification and to help distinguish you from other persons with similar names. Purchase Applications will not be denied for failing to disclose your SSN.

**Please type or print clearly on the application.**

New Hanover County Sheriff's Office  
Sidney A. Causey, Sheriff  
316 Princess St., Suite 122  
Wilmington, NC 28401

**APPLICATION FOR PISTOL PERMIT**

I, the undersigned, hereby make application for a permit to purchase a pistol in compliance with Article 52A Chapter 14, Criminal Laws of North Carolina.

NAME (First) \_\_\_\_\_ (Middle) \_\_\_\_\_ (Last) \_\_\_\_\_

RACE \_\_\_\_\_ SEX \_\_\_\_\_ AGE \_\_\_\_\_ D.O.B. \_\_\_\_\_

BIRTHPLACE (City, State, Country) \_\_\_\_\_

DRIVERS LICENSE # \_\_\_\_\_ SOCIAL SECURITY # \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

HGT \_\_\_\_\_ WGT \_\_\_\_\_ EYES \_\_\_\_\_ HAIR \_\_\_\_\_ MARRIED \_\_\_\_\_ SINGLE \_\_\_\_\_ DIVORCED \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

PRESENT ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ HOW LONG? \_\_\_\_\_

PRESENT EMPLOYER \_\_\_\_\_

OCCUPATION \_\_\_\_\_

HOME PHONE \_\_\_\_\_ CELL PHONE \_\_\_\_\_ WORK PHONE \_\_\_\_\_

1. Do you have a valid Concealed Carry Permit in the State of North Carolina? Yes \_\_\_\_\_ No \_\_\_\_\_
2. Are you a resident of New Hanover County? Yes \_\_\_\_\_ No \_\_\_\_\_
3. Have you ever been convicted in any court, in any state, of a crime punishable by imprisonment for a term exceeding one year? Yes \_\_\_\_\_ No \_\_\_\_\_

4. Are you under indictment, or have you been convicted, of any felony in this, or any other state? Yes\_\_\_\_\_ No\_\_\_\_\_
5. Are you a fugitive from justice? Yes\_\_\_\_\_ No\_\_\_\_\_
6. Have you ever suffered from a mental disorder? Yes\_\_\_\_\_ No\_\_\_\_\_
7. Have you been found incompetent in any court or administrative proceeding? Yes\_\_\_\_\_ No\_\_\_\_\_
8. Have you ever been treated for a mental condition or been voluntarily or involuntarily committed to any mental institution? If yes, please give explanation on the back. Yes\_\_\_\_\_ No\_\_\_\_\_
9. Have you ever been a member of the Armed Forces? If so, which branch? \_\_\_\_\_ Yes\_\_\_\_\_ No\_\_\_\_\_
10. Have you been dishonorably discharged from the Armed Forces? If yes, please give explanation on back. Yes\_\_\_\_\_ No\_\_\_\_\_
11. Are you currently on active probation? This includes supervised and/or unsupervised. If yes, give explanation on back. Yes\_\_\_\_\_ No\_\_\_\_\_

**\*\*NOTE\*\* If you have been in the military, you must include a copy of your DD-214.**

12. Why do you need a pistol? \_\_\_\_\_
13. Have you ever been convicted of or pled guilty to any crime of domestic violence? Yes\_\_\_\_\_ No\_\_\_\_\_
14. Are you currently subject to a restraining order, protective order, or domestic violence order that prohibits you from harassing, stalking, injuring, or threatening another person? If yes, provide date, city, county, and state where the order was issued and expiration date of the order on the back. Yes\_\_\_\_\_ No\_\_\_\_\_
15. Are you currently subject to a court order that prohibits you from purchasing and/or possessing a handgun or other firearm? Yes\_\_\_\_\_ No\_\_\_\_\_

**Prohibitions applicable to certain aliens.** Federal law makes it unlawful for aliens who are illegally or unlawfully in the United States to receive or possess firearms. In addition, subject to certain exemptions, aliens who are in a non-immigrant status are prohibited from possessing or receiving firearms in the United States.

A non-immigrant alien is not subject to this prohibition if the alien:

- 1) is in possession of a valid hunting license or permit lawfully issued in the United States;
- 2) is an official representative of a foreign government who is accredited to the United States Government or his or her government's mission to an international organization having its headquarters in the United States; or
- 3) has received a waiver from the prohibition from the Attorney General of the United States.

See 18 USC 922(y)(2) for additional exceptions. In order to determine whether applicants who are not U.S. Citizens are prohibited from possessing firearms under Federal Law, it is necessary to obtain answers to the following questions:

16. Are you a citizen of the United States? Yes\_\_\_\_\_ No\_\_\_\_\_

***If the answer to Question 16 is “yes”, there is no need to answer Questions 17 - 21.***

17. What is your country of citizenship? List more than one if applicable.  
\_\_\_\_\_

18. What is your ICE issued alien number or admission number?  
\_\_\_\_\_

19. Are you an alien illegally in the United States? Yes\_\_\_\_\_ No\_\_\_\_\_

20. Are you a non-immigrant alien? Yes\_\_\_\_\_ No\_\_\_\_\_

21-A. Do you fall within any of the exemptions to the non-immigrant alien prohibitions set forth in 18 USC 922(y)? Yes\_\_\_\_\_ No\_\_\_\_\_

21-B. If you answered “yes” to Question 21-A, under which exemption do you fall? Please attach documentation to support your entitlement to the claimed exemption, if applicable.

Give two (2) character references who:

(1) Are not related to you by blood or marriage

(2) Are a resident of New Hanover County

(3) Are at least 21 years of age

(4) Please list the primary phone number where your references can be reached.

If possible, include a cellular phone number or alternate phone numbers if possible.

NAME\_\_\_\_\_

Home Address\_\_\_\_\_

Daytime Phone Number\_\_\_\_\_

Alternate Phone Number\_\_\_\_\_

Reference Checked By\_\_\_\_\_

Date\_\_\_\_\_

NAME\_\_\_\_\_

Home Address\_\_\_\_\_

Daytime Phone Number\_\_\_\_\_

Alternate Phone Number\_\_\_\_\_

Reference Checked By\_\_\_\_\_

Date\_\_\_\_\_

Please list the name(s) of any local Police Officer or Deputy Sheriff who knows you: (this is not required)

**Have someone else complete this page for you**

To whom it may concern:

I, \_\_\_\_\_, a resident of New Hanover County,  
(reference name)  
attest to the fact that I have known \_\_\_\_\_ for a  
(applicants name)  
period of \_\_\_\_\_ years. I know him/her to be of **fine moral character and**  
**mentally stable**. I highly recommend \_\_\_\_\_ be  
(applicants name)  
issued a Pistol Purchase Permit.

Date: \_\_\_\_\_

Signed : \_\_\_\_\_

Home Address : \_\_\_\_\_

Daytime Phone : \_\_\_\_\_

Alternate Phone: \_\_\_\_\_

Reference checked by: \_\_\_\_\_

Date: \_\_\_\_\_

**I hereby certify that the above information is true and correct. I understand and agree that any false certification of information will result in refusal or revocation.**

**Applicant Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

LIST ALL NAMES YOU HAVE HAD SINCE BIRTH:

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.

LIST ALL ADDRESSES YOU HAVE HAD SINCE THE AGE OF 18, THE LENGTH OF TIME AND THE YEAR YOU LIVED THERE :(if you only know the city and state that is fine)

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.

DON'T FILL THIS OUT SHERIFF'S USE ONLY

Criminal History Checked by: \_\_\_\_\_

"PIN" Records Checked By: \_\_\_\_\_

NTN Number: \_\_\_\_\_

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

