

TO THE RESIDENT APPLICANT:

Please review the copy of the booklet "Laws Relating to permits to Carry Concealed Handguns." This is available on the Towns Website [WWW.RICHMONDMAINE.COM](http://WWW.RICHMONDMAINE.COM)

Please complete and return this entire package with the following items:

- o Application for Permit to Carry Concealed Handguns.
- o Authority to Release/Waiver Information Forms. Pages 8, 9, &10 must be returned directly to the Town of Richmond, along with the completed application.

Do not send these materials to any other organization.

- o Fee of \$35.00 for new applicants (***If you are renewing and your permit expired over six months ago, you are considered a new applicant at the \$35.00 fee.***), or a fee of \$20.00 for

A renewal, or a fee of \$2.00 for a duplicate or changes of address made payable to:

Town of Richmond. Please submit one check per each application.

- o Copies of all concealed handgun permits issued by other states or jurisdictions.
- o A copy of your DD-214 form if you were a member of the Armed Forces of the United States. Exempts you from a Handgun Safety Course.
- o A copy of your Maine State Id / or valid Maine driver's license. We will also accept a current passport in lieu.
- o Must submit one color photo preferred size 2"X 2" (passport size) with your application.
- o Proof of knowledge of handgun safety. Please see page 6 paragraph (5) of "Laws Relating to Permits to Carry Concealed HANDGUNS."

If this is a renewal of a permit issued by the Richmond Police Department and you have previously submitted our military discharge, birth certificate or proof of knowledge of handgun safety, you are not required to submit these materials again. Please note that original copies of requested materials will not be returned.

Send completed materials Richmond Police, 26 Gardiner Street, Suite 102, Richmond, Maine 04357. It will take approximately thirty days to 45 days to process your application.

