

CCW LICENSE RENEWAL GUIDELINES

Introduction:

Individuals who obtained a license to carry a concealed weapon early in the CCW program will hit their four-year renewal dates in mid-April, 2008. While the law discusses the conditions for license renewal, this memorandum will cover many issues and procedural questions related to the CCW license renewal process.

Renewal Window:

ORC § 2923.125 (F) provides for the renewal of a CCW license 90 days prior to and no later than 30 days after the license expires. This provides a 120-day window during which the licensee may begin the renewal process. This initial renewal period begins 90 days prior to April 8, 2008, which is January 9, 2008.

If the licensee fails to **initiate** the renewal process within this 120-day period, the CCW license will expire 30 days after the license expiration date and will no longer be valid. Should the licensee wish to retain a CCW license, a new application must be completed and the licensee must meet all of the initial application requirements.

Competency Certification:

ORC § 2923.125 (F) states that for **renewal**, the CCW licensee shall submit a competency certification of the type described in § 2923.125 (B)(3) "...that is not older than six years or a renewed competency certification of the type described in division (G)(4)." (See note below). In the initial application, the applicant could have submitted a competency certification that was nearly three years old (but not over three years) to obtain the first CCW license. In the event the competency certification submitted for a person's first license was older than two years (but not older than three) and adding the four years of validity for the first license, the renewal applicant would have a competency certification **OLDER** than six years. In this case, the licensee must submit a **NEW** competency certification or a **RENEWED** competency certification that meets the provision of ORC § 2923.125(G).

NOTE #1: The renewal of a competency certification must follow the guidelines set forth in ORC § 2923.125(G)(2)(a) and (b). CCW coordinators should carefully review any CCW "renewal" course to ensure it meets the provisions of this ORC section. The renewal must include a written examination as described in § (G)(2)(a) and a physical demonstration of competency as described in § (G)(2)(b). The same qualitative and quantitative criteria used to evaluate CCW courses for the initial issuance of the CCW license should be applied to any renewal course.

Renewal Process:

The CCW license renewal process follows most of the same steps of the issuance of the initial license. The renewal steps are listed in ORC § 2923.12.5(F). Listed below are the steps and suggestions to document the renewal process.

- 1) Use the last page of the “Worksheet for Application for a License to Carry a Concealed Weapon” where the renewal procedures are listed with check boxes to document the renewal process. A revised version of the Worksheet is posted to the Attorney General’s website, accessible through OHLEG and the CCW link.
- 2) Have the applicant complete a new “Application for License to Carry a Concealed Weapon.” This includes verification the applicant has re-read the CCW Pamphlet.
- 3) Roll or scan a new set of fingerprints, which will be used for the background checks from BCI&I and make sure to note on the fingerprint card if they are only for a BCI+I check (due to webcheck rejection) or for both a BCI+I and FBI check.
- 4) Collect the renewal fee \$55.00 for a normal BCI+I check for OHIO resident of 5 years or more or \$79.00 for a BCI+I and FBI check for applicants who have not lived in OHIO the past 5 years, or note the waiver conditions for fee waived applicants.
- 5) Conduct local background check including all local courts as required.
- 6) Acquire a certificate of competency or renewed certificate of competency. See **NOTE #1**, above, for information on the certificate of competency.
- 7) The renewal process will preserve the old license number.
 - a. Access the old license in the ID Solutions system. All information, except the license number, can be modified.
 - b. Re-take the color photo and obtain a new signature for the renewed license.
 - c. Update any information that has changed.
 - d. Save the changes.
- 8) Upon completion/receipt of the above items, re-issue the CCW.
 - a. Access the license in the ID Image (Identatronics)system.
 - b. Change License_Type to “RENEWAL”.
 - c. Change the Date of Issue and new Date of Expiration, which is 5 years from the date of renewal, to reflect the new dates. (For a renewal from another county, go to steps 10-14 below.)
 - d. Save the changes and print the license.
- 9) Enter the new information into LEADS:
 - a. Go to the LEADS screen for the licensee.
 - b. Choose CONCEALED PERMIT MODIFY (MCP).
 - c. Enter the new data in the DATE OF ISSUANCE (DOI) field.
 - d. Enter the new data in the DATE OF EXPIRATION (DOE) field.
 - e. Update any other information that has changed.

Remember: Only the CCW application may be retained by your office per ORC 331.41(B).

License process for when the applicant is not renewing in the same county:

Same as steps 1-6 as listed above.

10) The applicant who already has an OHIO CCW license and has moved to another county will have to supply a complete application with certificate of competency and photo with correct fee to the new county. The application should have their current license information listed and previous counties in which they applied for a license listed on application in section V. They should be reminded that their current will be invalid upon the approval of their new license, if granted.

11) The following steps need to be followed by the “new” Sheriff’s office in order to change the owning ORI of a conceal carry permit record:

#1. Use the modify conceal carry permit transaction (MCP).
Identify the record to be modified by its LID and NAM data.

#2. Put the “new” ORI in the modify ORI field.
For Omnixx Force users, this field can be found in the Modify Agency Case Data section of the MCP screen.

NOTE: The new ORI can be the only information submitted in this transaction. Once the ORI has been successfully modified, the new owning agency may make additional modifications to the record using a MCP transaction.

When the MCP transaction is successful, the original owning agency will receive the following message:

LEADS AUTOMATED MESSAGE

THIS MESSAGE IS TO INFORM YOU THAT CONCEAL AND CARRY PERMIT HOLDER DOE,JOHN WITH LPN/12345678 HAS REQUESTED CCW SERVICE AT OH0990000. THEY HAVE MODIFIED YOUR LEADS CCW RECORD LID/12345678 TO REFLECT THE NEW INFORMATION.

12) Mark the old ORI license as “Inactive” so that a new license, with the new ORI identifier can be issued.

13) The new issuing county will then enter the LEADS info under its own ORI for the new license as it would for a brand new applicant.

14) The new county license will be issued and the person will be contacted to come pick it up. Remind the applicant that the old license is now invalid.

Renewal applications submitted 30 days past the expiration date of the license:

In the event the licensee does not initiate the renewal process before 30 days past the expiration date, the CCW license is no longer valid and the licensee must re-apply as though the CCW license had never been issued. Under these circumstances, the re-application process is the same as a new license application. If the applicant meets the requirements, a new license with a **different** number from the first license will be issued. When entered into LEADS, the licensee will have two records in the system – one indicating the old license is expired and the other indicating the NEW license is valid.

Subsequent renewals:

Individual licensee renewal years will vary by the year first issued plus four years. For licenses issued after March 14, 2007, renewal periods are five years. The process for each renewal will be the same as discussed above – until such time as there is a substantive change to the CCW law requiring an adjustment.

Each renewal can be documented by completing the Renewal page (last page) of the “Worksheet.” If the information previously provided by the licensee did not change, there is no need to complete a new worksheet. If changes can be posted to the original worksheet that do not cause excessive clutter or lack of clarity to the original worksheet, that original worksheet can continue to document the licensing process for that licensee. As a worksheet becomes too cluttered or otherwise unclear with updates or corrections, a new worksheet should be completed.