

MONROE COUNTY SHERIFF'S OFFICE
Instructions for License to Carry Firearms Applications

AS MANDATED BY PA. STATE POLICE AND THE REVISED
UNIFORM FIREARMS ACT – INSTANT CHECK SYSTEM (PICS)
(EFFECTIVE JULY 01, 1998) / Revised July 2016

Please read and follow the items listed below or your application can not be accepted.

- 1.) Applicant must be at least **21** years of age, with a permanent physical residence /address in **Monroe County, PA.**
 - a.) **Non-residents, Check the Pennsylvania Office of Attorney General for list of States that have reciprocity agreements with Pennsylvania. (Pa 18 6109 (k))**

- 2.) **Whether you are applying for the first time OR renewing,** certain documents **shall be required** prior to the acceptance of your application. Failure to provide specific documents may result in a delay or possible denial of the application. Documents **required** are as follows:
 - a) A photocopy of your most recent Local 1% Earned Income Tax Form, (i.e. Berkheimer Assoc.) **NOT** your W-2 form or your property taxes. If you are not familiar with this tax, contact the appropriate agency below to register as a tax payer. Request a letter stating you have done so and bring that in upon submission. **Exception - Retirees** must provide a copy of their Federal Income Tax Return; Pa. State Tax Return; or Social Security Statement (with all financial information blacked out) reflecting their proof of Monroe County residency. Other documents may also be considered.

Berkheimer & Assoc. (866)701-7206 OR By Internet <http://hab-inc.com>
The Berkheimer & Assoc. is the tax agency that collects the Local 1% earned income tax for **all** the Townships and Boroughs located in Monroe County. A copy of this form will be accepted (with all financial information blacked out) reflecting proof of Monroe County residency.

 - b) If you were a member of the military, a copy of your DD-214 (Member 4 Copy or Military Discharge) is required. (#30 (H))

 - c) Upon **personally** submitting your application, we will need to photocopy your PA. Driver's License or PA. Identification Card and the information as required and listed in number 2a above. **Please bring all of these with you** in order to assist us with our required background investigations. (Pa 18 6109 (d))

- 3.) **With the exception of the signature block,** the front of the application must be completed in full prior to acceptance at the Sheriff's Office. All questions and blocks must be answered. If a question doesn't apply, write N/A (Not Applicable).

***** **DO NOT SIGN APPLICATION BEFORE BRINGING TO THE OFFICE** *****

- A.** Form must be legibly typed / printed with black or blue ball point pen (ONLY).
 - B.** Question (# 7a), Date of Birth – MONTH/DAY/ COMPLETE YEAR - (e.g., - 01/20/1938)
 - C.** Question (#12), Height – Use three-digits - (e.g., - 5'6" would be 506 / 6'0" would be 600)
 - D.** Question (#16), Mailing Address, Must be the E-911 address issued to you. If you have a P.O. Box, it must be followed by your E-911 address issued to the residence where you live.
(Example: PO Box #123, Saylorsburg, PA 18325 (4567 Elm Street, Saylorsburg, PA 18325)
 - E.** Question (#24); complete the same as question #16 (explained above in section D).

 - F.** Question #31, **if you are not a U.S. Citizen,** you must provide your Alien Identification card.
- 4.) In the upper right hand corner of the application, please print or type the Township or Borough in which you reside, **NOT** the County.

- 5.) All references **must** be full time **MONROE COUNTY, PA. residents.** Family members or those who reside at the same address as you are **NOT** acceptable. References can not be related or reside at the same address as another reference. You **must** provide their **complete home mailing address** and phone number. If any of your references fail to return the questionnaire within the required 45 days, your application may be denied. (Pa 18 6109 (g))
- 6.) Upon submission, this application **must** be signed in the presence of a Deputy Sheriff or authorized employee upon acceptance - **PLEASE DO NOT SIGN IN ADVANCE.**
- 7.) **All applicants must personally submit their completed application to the Sheriff's Office.**

As specified, by law, this license will be paper form only. (Pa 18 6109(e)(5))

The initial cost for an LTC application is as follows:

\$5.00 Processing application as required by law (Pa 18 6109(h))

\$1.00 State Validation System Fund

This \$6.00 fee is non-refundable with the balance of \$14.00 due upon the approval of your LTC (Cash Only)

- 8.) If a completed background investigation reveals no criminal history you should receive an approval letter in the mail within forty-five (45) days. If you are initially denied by the Pennsylvania State Police, you will receive a letter and a denial form from the Sheriff's Office explaining the process you may follow to rectify the matter. If denied for incomplete paperwork /information or no response from your references, you are authorized to re-apply under the same initial requirements and fees.
- 9.) Upon approval, you will again be required to **personally** appear at the Sheriff's Office to proofread and accept your License to Carry Firearms. Upon acceptance, you will then be required to pay the remaining fee / cost of \$14.00 (Cash Only) (Pa 18 6109(h))

***** **EXPIRATION DATE IS FIVE (5) YEARS FROM DATE OF ISSUE** *****

- 10.) This license **does not** authorize / exempt any person to carry a concealed firearm for employment purposes. There are exceptions as listed under section 6106 of the Pennsylvania Crimes Code - (Firearms Not to be Carried Without a License). You will be in violation of the law if you carry a firearm for employment purposes unless you are properly certified under Act 235 - Lethal Weapons Training Act. This certification and information can be obtained directly from the Pennsylvania State Police.
- 11.) All applicants are reminded that furnishing false information to law enforcement in the form of a LTC application is a violation of the Pennsylvania Crimes Code - Title 18 – Section 4904 (Unsworn Falsification to Authorities). Any violation shall be dealt with according by law and prosecuted by this office.

Questions regarding these instructions, can be answered by calling (570) 517-3301 between 8:30 AM and 4:30 PM Monday through Friday.

Firearms Investigator / Deputy Sheriff

Sheriff of Monroe County