

IMPORTANT CONCEALED PISTOL LICENSE INFORMATION

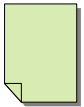
Before you make the trip to the Macomb County Clerk's office at 40 North Main, Mt. Clemens, MI 48043, follow these instructions to decrease your wait and avoid delays:



OFFICE HOURS: Our office is open Mondays 8am-4:15pm, Tuesdays 8am-12pm, Wednesdays 8am-7pm, Thursdays 8am-12pm, Fridays 8am-4:15pm.



BE SURE that you have the most up to date version of the application. Visit our website at www.macombcountymi.gov/clerksoffice/WeaponLicensing.htm for the most up to date copy of the application. **To save even more time:** fill out the form online, print it out, and bring it to our office typed clearly and not handwritten.



BE SURE that you fill out the application before you come in to the clerk's office. It will delay the time you have to wait if the form is not filled out before you come into the office.

DO NOT SIGN THE APPLICATION: you will do that in the office. In order to be fair to other customers, **if the application form is not filled out prior to coming to the counter, you will be asked to step aside to fill out your application and you will lose your place in line.**



BE SURE that when you fill out your application that you do not list the same address for both of your references, or list a reference that has the same address as you. This is unacceptable, and will delay the application process.

MAKE SURE YOUR REFERENCES HAVE TWO DIFFERENT ADDRESSES ON YOUR APPLICATION, AND MAKE SURE THEY DO NOT SHARE YOUR ADDRESS.



BE SURE that if this is your first time applying for a Concealed Pistol License that you have your original copy of your training certificate with you when you come to the clerk's office.

RENEWING? Bring in your previous CCW permit.



PASSPORT QUALITY PHOTOS: Please keep in mind that you must have a passport quality **photo** (not a physical passport) with you when you come in to apply for your CPL. Local photographer studios can take and develop these photos for you before you come into the office. Standards for this photo are: it must be against a white background, a full face shot, you CANNOT wear dark glasses or a hat, the size of the head shot (from chin to top of head) must measure between 1 and 1.38 inches, and the photo paper must be able to withstand a 225° Fahrenheit mounting temperature. Most picture vending booths and standard photographs cannot withstand this mounting temperature. Call a local photographer studio, drug store, or photo section of a large chain store for more information on passport quality photographs.



FINGERPRINTING: You **MUST** be fingerprinted at the Macomb County Sheriff's Office **AFTER** you come into the clerk's office to submit your application. The cost of the fingerprinting is included in the \$105 fee you pay to our office. You will take the receipt we give you to the Sheriff's Office when you get fingerprinted.