



SAN LEANDRO POLICE DEPARTMENT CCW LICENSE PROCESS

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Section 1 – New applications.

This process is for first time applicants either currently residing in the City of San Leandro or recently moved into the jurisdiction.

Section 2 – Renewal applications.

This process is for residents of the City of San Leandro currently in possession of a valid CCW issued by the San Leandro Police Department.

Section 3 – Renewal applications previously issued by Alameda County Sheriff's Office.

This process is for residents of the City of San Leandro currently in possession of a valid CCW issued by the Alameda County Sheriff's Office.

Section 4 – Appeal process.

This process is for applicants denied a CCW license.

SECTION 1: NEW APPLICANTS

1. Applicant completes the online application through by Permitium linked to the SLPD webpage. Applications will include:
 - a. Valid CA drivers license or CA ID card.
 - i. Current San Leandro address must be on file with DMV.
 - b. Proof of residency. Proof of residency requires copies of two of the following:
 1. Gas/electric service bill.
 2. Water service bill.
 3. Garbage service bill.
 4. Home internet service bill.
 5. Cable/satellite service bill.
 6. Home phone service bill.
 7. Credit card statement.
 8. Bank account statement – Mortgage account statements and property tax statements are NOT accepted.
 - c. Applicant pays 50% of fees (non-refundable) to include the entirety of the Department of Justice (DOJ) LIVESCAN fee through Permitium. Fees are assessed

July 1 of every year and are subject to change as allowed by law. These fees are for processing and, as such, are non-refundable.

2. The application is accepted by SLPD and the background process begins:
 - a. Notification to applicant to schedule LIVESCAN appointment at SLPD and during the appointment SLPD staff takes a digital photo of applicant (photo is uploaded to Permitium).
 - b. Pre-interview investigation:
 - i. Review of application and determination of residency status and qualification to proceed in the process.
 - ii. CRIMS – address verification, list of weapons, warrant check, outstanding court case check.
 - iii. LEAP (Forensic Logic Coplink Network) – police reports from anywhere available related to the applicant.
 - iv. ACCURINT check.
 - v. CAL-photo check.
 - vi. Any additional relevant law enforcement incident reports.
3. CCW Investigator reviews the LIVESCAN return and all database information then determines qualification of the applicant to proceed to the interview or send denial letter.
4. Interview with CCW Investigator resulting in a recommendation to the CCW Coordinator.
 - a. CCW Coordinator reviews the file and makes one of two determinations:
 - i. Approval and moves the applicant to Step 6.
 - ii. Denial and sends a formal letter stating specific grounds.
5. CCW Investigator notifies the applicant to schedule a psychological exam through CORDICO. Any costs for this exam are paid by the applicant directly to the service provider. Results of the exam are returned to the CCW Coordinator.
 - a. CCW Coordinator reviews the results of the psychological exam and makes a determination regarding qualification to proceed or be denied.
 - i. If determined to be qualified to proceed, continue to Step 7.
 - ii. If disqualified, send denial letter stating specific grounds.
6. If previous steps are successfully completed, the CCW coordinator will notify the applicant to complete a firearms safety course (minimum 16 hours for new permits and 4 hours for renewals) and qualification certificate through a DOJ approved CCW vendor and submit a certification. (A list of local DOJ approved vendors is attached.)
 - a. Certificates of successful completion of the training and qualification course will be reviewed. Applicants providing acceptable documentation will proceed to Step 8.
 - b. Failure to meet training/qualification standards will result in denial and a letter stating the grounds for denial will be sent.

7. Final check of records through CRIMS:
 - a. Criminal history (in the event of an occurrence during the process).
 - b. Automated Firearms System to validate firearms ownership and registration.
 - c. Prohibited Firearms System (in the event of an occurrence during the process).
8. CCW Coordinator reviews the final file and makes a recommendation for approval or denial.
 - a. Approved files will be forwarded to the Captain and Assistant Chief for review and if approved, sent to the Chief of Police for final review and if acceptable, approval.
 - b. Denied applications will be sent a letter with the specific grounds and given information regarding the appeal process.
9. Approved CCW permits will be sent notification to pay the remaining fees via Permitium and schedule an appointment for picking up the DOJ CCW and SLPD issued identification card.
 - a. SLPD staff will confirm the applicants identification, obtain an ink thumb print on the DOJ permit (triplicate), and complete by printing the SLPD approved CCW permit card.
 - b. Staff will provide the applicant with a pamphlet of gun safety measures, laws, and CCW renewal requirements.
10. CCW Coordinator or designated staff member will send duplicate copies of the issued CCW to DOJ.
11. CCW Coordinator will audit Permitium's monthly fee disbursement to the SLPD.

SECTION 2: RENEWAL APPLICATIONS

1. Applicant will complete the online permit renewal application through Permitium. Applications should be submitted 60 days prior to expiration of current permit. Applications will include:
 - a. Valid CA drivers license or CA ID card.
 - i. Current San Leandro address must be on file with DMV.
 - b. Proof of residency. Proof of residency requires copies of two of the following:
 1. Gas/electric service bill.
 2. Water service bill.
 3. Garbage service bill.
 4. Home internet service bill.
 5. Cable/satellite service bill.
 6. Home phone service bill.

7. Credit card statement.
 8. Bank account statement – Mortgage account statements and property tax statements are NOT accepted.
 - c. Certificate of completion of firearms safety training and concealed carry course update and qualification.
 - d. Applicant pays 100% of fees. Fees are assessed July 1 of every year and are subject to change as allowed by law. These fees are for processing and, as such, are non-refundable.
2. CCW coordinator will review the application packet for completeness and conduct a records check on the applicant in the following databases/systems:
 - a. CRIMS – address verification, list of weapons, warrant check, outstanding court case check.
 - b. LEAP (Forensic Logic Coplink Network) – police reports from anywhere available related to the applicant.
 - c. ACCURINT check.
 - d. CAL-photo check.
 - e. Any additional relevant law enforcement incident reports.
3. CCW Coordinator reviews the final file and makes a recommendation for approval or denial.
 - a. Approved files will be forwarded to the Captain and Assistant Chief for review and if approved, sent to the Chief of Police for final review and if acceptable, approval.
 - b. Denied applications will be sent a letter with the specific grounds and given information regarding the appeal process.
4. Approved CCW permits will be sent notification to schedule an appointment for picking up the DOJ CCW and SLPD issued card.
 - a. SLPD staff will confirm the applicants identification, obtain an ink thumb print on the DOJ permit (triplicate), and complete by printing the SLPD approved CCW permit card.
 - b. Staff will provide the applicant with a pamphlet of gun safety measures, laws, and CCW renewal requirements.
5. CCW Coordinator or designated staff member will send duplicate copies of the issued CCW to DOJ.
6. CCW Coordinator will audit Permittum's monthly fee disbursement to the SLPD.

SECTION 3 – RENEWAL APPLICATIONS ISSUED BY ALAMEDA COUNTY SHERIFF'S OFFICE

1. Applicant will complete the on-line permit renewal application through Permitium. Applications should be submitted 60 days prior to expiration of current permit. Applications will include:
 - b. Valid CA drivers license or CA ID card.
 - a. Current San Leandro address must be on file with DMV.
 - c. Proof of residency. Proof of residency requires copies of two of the following:
 1. Gas/electric service bill.
 2. Water service bill.
 3. Garbage service bill.
 4. Home internet service bill.
 5. Cable/satellite service bill.
 6. Home phone service bill.
 7. Credit card statement.
 8. Bank account statement – Mortgage account statements and property tax statements are NOT accepted.
 - d. Certificate of completion of firearms safety training and concealed carry course update and qualification.
 - e. Applicant pays 100% of fees. Fees are assessed July 1 of every year and are subject to change as allowed by law. These fees are for processing and, as such, as non-refundable.
2. CCW coordinator will review the application packet for completeness and conduct a records check on the applicant in the following databases/systems:
 - i. CRIMS – address verification, list of weapons, warrant check, outstanding court case check.
 - ii. LEAP (Forensic Logic Coplink Network) – police reports from anywhere available related to the applicant.
 - iii. ACCURINT check.
 - iv. CAL-photo check.
 - v. Any additional relevant law enforcement incident reports.
 - vi. **Request ACSO's CCW permit file for the applicant.**
3. CCW Coordinator reviews the final file and makes a recommendation for approval or denial.
 - a. Approved files will be forwarded to the Captain and Assistant Chief for review and if approved, sent to the Chief of Police for final review and if acceptable, approval.
 - b. Denied applications will be sent a letter with the specific grounds and given information regarding the appeal process.
4. Approved CCW permits will be sent notification to schedule an appointment for picking up the DOJ CCW and SLPD issued card.

- a. SLPD staff will confirm the applicants identification, obtain an ink thumb print on the DOJ permit (triplicate), and complete by printing the SLPD approved CCW permit card.
 - b. Staff will provide the applicant with a pamphlet of gun safety measures, laws, and CCW renewal requirements.
5. CCW Coordinator or designated staff member will send duplicate copies of the issued CCW to DOJ.
6. CCW Coordinator will audit Permittum's monthly fee disbursement to the SLPD.

SECTION 4 – APPEAL PROCESS

Applicants denied a CCW may appeal to the Chief of Police by written request. (See instructions to applicants below.) The CCW Coordinator will accept the written appeal request and forward it to the Chief of Police along with the requestor's application packet and any other relevant documentation. The Chief may review the file and/or conduct an interview with the applicant to hear his/her/their argument for the appeal at his/her/their discretion. The Chief of Police will review the CCW applicant's file and any statement offered by the applicant along with any documentation offered by the applicant regarding his/her/their participation in the application process and issue a written response within 90 days of receipt by the CCW Coordinator.

Should an applicant receive relief from the Superior Court through a lawsuit and be granted a CCW, the SLPD will abide by the Court's decision however the permit will reflect an asterisk noting the permit is granted via court order and not at the permissions of the Chief of Police or the San Leandro Police Department.

Instructions to applicants:

1. If you have been denied at any point during the application process, you may appeal to the Chief of Police.
2. The appeal request must be in writing, and the request should explain the reason(s) for appeal. Your request should provide further details, explanations, and/or considerations for review.
3. Appeal requests must be received by the Chief of Police within 90 days of the date of the denial letter.
4. Appeal requests should be mailed to the CCW Coordinator at the following address:

San Leandro Police Department
Attn: CCW Coordinator
901 E. 14th St
San Leandro, CA 94577

5. The Chief of Police will review the appeal and, within 90 days of receipt, provide written notice indicating whether the request for further consideration is approved or denied.
6. A second denial is final, and there is no additional appeal.