



State of Utah  
Department of Public Safety  
**APPLICATION FOR CONCEALED FIREARM PERMIT**



**INSTRUCTIONS**

**NEW APPLICANT**

**Anyone, at least 21 years of age, may apply for the Utah Concealed Firearm Permit.** Please answer all questions by typing or clearly printing in ink.

**Applications may be submitted in person or by mail to:**

Bureau of Criminal Identification  
3888 West 5400 South  
Taylorsville UT 84129  
Office Hours: M-F, 8:00 a.m. until 5:00 p.m.

**Applications must be accompanied by all required documentation (see below).** Every application must be signed by the applicant prior to submission.

**If applying by mail, please send application and everything that must accompany it in a 9 x 12 envelope, if possible.**

**COST TO APPLY**

The following **non-refundable** fee must be included with your application:

**Utah Residents: \$46.00**  
**Non-Residents: \$51.00**

**PAYMENT OPTIONS**

The Bureau accepts cash, check, money order, VISA and MASTERCARD. **Credit card payment must include the 3-digit control number on the back of the card.**

Name and address must be imprinted on checks (no "counter checks" please). Please make check or money order payable to: **Utah Bureau of Criminal Identification.** There will be a \$20 service charge for returned checks. **PLEASE DO NOT SEND CASH IN THE MAIL.**

**CONCEALED FIREARM COURSE SURVEY**

Please complete the course survey available at:  
<http://www.publicsafety.utah.gov/bci/CFPSurvey.html>  
You may return the survey by email to:  
DPSFIREARMS@Utah.gov

**WHAT MUST ACCOMPANY THE APPLICATION**

- PHOTOCOPY OF YOUR DRIVER LICENSE OR STATE ISSUED IDENTIFICATION CARD
- 1 (BLUE & WHITE) APPLICANT FINGERPRINT CARD  
**BCI does offer fingerprint services. The fee is \$15.00**
- PHOTOGRAPH:  
One recent color photograph of **passport quality (2x2, no hats or sunglasses please). NAME MUST BE ON BACK OF PHOTO!! BCI does offer photo services for our permits. The fee for a photo is \$15.00**
- Application must include permanent physical residence and mailing address (if applicable).

**NON-RESIDENT PROOF OF PERMIT**

If you reside in a state that recognizes the validity of the Utah CFP or has reciprocity with Utah, you must obtain a CFP or CCW from your home state and submit a copy of it with your application for a Utah permit. For a list of reciprocal states visit: <http://www.publicsafety.utah.gov/bci/FAQOther.html> Residency will be determined by your state-issued identification. If your state does not recognize the Utah permit this does not apply.

**FINGERPRINT CARDS:**

Blue and white (FD-258) Applicant fingerprint cards can be obtained from BCI or your local police department. Fingerprint card must be filled out completely, including signatures of both the applicant and official. **USE BLACK INK ONLY.** Writing and prints must be legible. Fingerprint cards that are not legible will be returned to the applicant and will cause a delay in processing the application. Private businesses and many local law enforcement agencies provide this service, check your local listings.

**APPLICANTS BORN OUTSIDE OF U.S.:**

**If you were born outside of the U.S. you must include your Alien Registration Number or INS Registration Number on your application and fingerprint card, or include a copy of your U.S. issued born abroad birth certificate.** A copy of a valid U.S passport will also be accepted for proof of citizenship if born outside the US.

**WEAPON FAMILIARITY CERTIFICATION:**

Applicants must complete a firearms familiarity course, certified by the Bureau, before applying for a permit. Please have your instructor complete the certification information on the application. Holders of a valid Concealed Firearm Permit from another state other than Utah are not exempt from taking the weapon familiarity course from an approved Utah instructor. **BCI must receive your application within one year from the date the course was completed.**

**APPLICATION PROCESSING**

Upon receipt of your completed application packet, we will process your payment, then applications will be reviewed in the order they were received. Upon completion of the background investigation, if it is determined that the criteria established by law has been met, the permit will be mailed to you. Please do not call to check the status of your permit; the review process may take up to 60 days.

**WARNING**

***Falsification of any information in the application may result in denial or revocation of a permit and possible criminal prosecution.***

**VISIT OUR WEBSITE AT:**

<http://publicsafety.utah.gov/bci/>  
**Any questions please contact BCI at 801-965-4445 or DPSFIREARMS@utah.gov.**

