CITY OF PHILADELPHIA POLICE DEPARTMENT

660 East Erie Ave, Philadelphia, PA 19134

Phone: (215) 685-3656, 3657 Fax: (215) 685-3673



FIREARMS ARE NOT PERMITTED ON THE PREMISES.

INSTRUCTIONS FOR COMPLETION OF AN APPLICATION FOR A PENNSYLVANIA LICENSE TO CARRY FIREARM

Only applicants 21 years of age or older, residing in the county of Philadelphia, may apply for a Pennsylvania license to carry a firearm through the Philadelphia Police Department.

Out of county residents must apply in their county of residence. Out of state applications will only be considered if the applicant currently has a similar license from their home state.

- 1. Applications may be picked up at the Gun Permit Unit, 660 East Erie Ave, Monday through Friday, **8:30 AM to 1:00 PM**. This Unit is Closed on Saturdays, Sundays and Holidays, and from December 20th to January 3rd. Only 1 application per person. This Information can also be found at the following website: www.phillypolice.com/forms (to the far right you will see Miscellaneous and then click on License to Carry).
 - (If downloaded from internet applicant must bring all paperwork, including this instruction sheet.)
- 2. Applicants must have an **APPLICATION FILLED OUT COMPLETELY** and **APPLICABLE ITEMS LISTED BELOW** or they will not be accepted. (Do not use pencil)
- 3. When completed, the entire application must be returned **IN PERSON BY THE APPLICANT** to the above location, Monday through Friday, 8:30 AM to 1:00 PM. (*New applications and renewals will only be handled during this time.*)

Also needed at this time of **RENEWAL OR NEW APPLICATION**:

- a. One (1) 2" x 2" (inch) Passport Type color photo of the applicant's head and shoulders, (**NO SUNGLASSES, HATS, BANDANNAS, ETC.**).
- b. A recently purchased \$20.00 money order that is valid for at least 1 year or longer is the only form of payment that will be accepted. (Payable to "City of Philadelphia").
 FYI A Postal money order has no expiration date.
- c. A **VALID** Pennsylvania Drivers License or Non-Drivers ID, along with two (2) acceptable forms of proof of residence, all names and addresses must match. **NO PO BOXES WILL BE ACCEPTED**, (see back of this sheet for examples).
- d. ALL APPLICANTS WILL BE FINGERPRINTED.
- e. Applicants, who have had a **NAME CHANGE**, must submit legal documents to show the name change. (i.e., Marriage License, Court Orders)
- f. If you were previously a member of the Armed Forces, a copy of your discharge papers (DD-214) must accompany the application.
- g. Foreign born applicants who are presently American citizens must bring either their naturalization papers or a passport
- h. Registered aliens must have their current alien registration identification card, i.e., **GREEN CARD.**

- i. Must show current or expired permits at time of application. Expired permits to carry will be retained by the Gun Permits Unit.
- 4. If all paperwork is in order, the applicant will then be interviewed by Gun Permits Unit personnel. When the interview is completed, an investigation will be conducted. All applicants will receive written notice by U.S. mail of either approval or disapproval of their application for a Pennsylvania license to carry a firearm. Upon approval the applicant has thirty (30) days to pick-up their License to Carry.

ALL APPLICANTS SHOULD BE AWARE THAT FALSE STATEMENTS (WHETHER ORAL OR WRITTEN) WILL BE CAUSE FOR DENIAL AND MAY RESULT IN ARREST.

PLEASE NOTE THAT THE SAME PROCEDURES ARE APPLICABLE FOR RENEWALS.

Below are examples of, but not limited to, acceptable forms for proof of your residency:

- Current Utility Bills: (within the last three months / 90 DAYS)
 - o Phone Bill Home/Cellular
 - o Electric Bill
 - o Gas Bill
 - o Water Bill
 - o Cable/Satellite Bill
- Current Credit Card Statements
- Current Bank/Student Loan Statements
- Valid Vehicle Registration
- Valid Vehicle Insurance Card
- Voters Registration Card
- JUNK MAIL IS NOT ACCEPTABLE

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COUNTY OF_____

APPLICATION FOR A PENNSYLVANIA LICENSE TO CARRY FIREARMS

FOR USE BY ISSUING AUTHORITY: PICS Temp App. No						PICS Perm. App. No Application Date												
License No Temporary License Approval Date						Permanent License Approval Date												
Rejection Date Reason for Rejection								Signature										
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1. L/	AST NAME		AP		JR., ETC.	3. FIRST NAM		YPE		MIDDLE N					VER L	ICENSE NO.	6. STATE	
7a. [DATE OF BIR	TH	7b. PLACE OF BIRTI		. SOCIAL SECU Optional)	JRITY NUMBER	9. /	AGE	10. SEX	11. RA	CE	12. HEIGHT	13. W	/EIGHT	14. H	IAIR COLOR	15. EYE COLOR	
16. STREET ADDRESS							17. (CITY	•		18. STATE	19. Z	IP CODE	2	0. HOME TEL	EPHONE NO. -		
21. EMPLOYER/BUSINESS NAME						22. WORK TELEPHONE NO. 23. OCCUPATION												
24 /	ADDRESS							25. C	NITV					26. ST	TE	27. ZIP COI	ne .	
24.7	ADDICESS							25. (211 1					20. 317	\IL	27. 217 001	JL	
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			RMINED TO BE ELIGIB ALING WITH INDIVIDU													M FIREARMS	ACT (18 PA.C.S.	
	, -																	
30. DO YOU MEET ANY OF THE FOLLOWING PROHIBITING CRITERIA UNDER 18 PA.C.S. § 6109(e)(1)? CHECK YES OR NO IN THE BOX BY EACH QUESTION:																		
A. IS YOUR CHARACTER AND REPUTATION SUCH THAT YOU WOULD BE LIKELY TO ACT IN A MANNER DANGEROUS TO PUBLIC YES NO SAFETY?																		
	B.		YOU EVER BEEN FROLLED SUBSTAN													· —		
		PENN	ISYLVANIA DRUG (CONV	ICTION UNDE	ER THE CSDD	CA IS PR	OHIB	BITING FO	R A LICEI	NSE TO	O CARRY.)	. 3 0.0	٠(٥)(٠)(١	.,,,	. L Y	ES NO	
C. HAVE YOU EVER BEEN CONVICTED OF A CRIME ENUMERATED IN § 6105(b), OR DO ANY OF THE CONDITIONS UNDER § 6105(c) APPLY TO YOU? (READ INFORMATION ON BACK PRIOR TO ANSWERING) YES NO																		
D. HAVE YOU EVER BEEN ADJUDICATED DELINQUENT FOR A CRIME ENUMERATED IN § 6105 OR FOR AN OFFENSE UNDER THE CONTROLLED SUBSTANCE, DRUG, DEVICE AND COSMETIC ACT?																		
E. HAVE YOU EVER BEEN INVOLUNTARILY COMMITTED TO A HOSPITAL/HEALTH CARE FACILITY FOR A MENTAL HEALTH CONDITION OR OTHER TREATMENT, OR ADJUDICATED INCOMPETENT/INCAPACITATED?																		
	F. ARE YOU AN INDIVIDUAL WHO IS A HABITUAL DRUNKARD, OR WHO IS ADDICTED TO OR AN UNLAWFUL USER OF MARIJUANA OR A STIMULANT, DEPRESSANT, OR NARCOTIC DRUG?																	
G. ARE YOU NOW CHARGED WITH, OR HAVE YOU EVER BEEN CONVICTED OF A CRIME PUNISHABLE BY IMPRISONMENT FOR A																		
TERM EXCEEDING ONE YEAR? THIS IS THE MAXIMUM SENTENCE YOU COULD HAVE RECEIVED, NOT THE ACTUAL SENTENCE YOU DID RECEIVE. (IT DOES NOT INCLUDE FEDERAL OR STATE OFFENSES PERTAINING TO ANTITRUST, UNFAIR YES NO																		
TRADE PRACTICES, RESTRAINTS OF TRADE, OR REGULATION OF BUSINESS; OR STATE OFFENSES CLASSIFIED AS MISDEMEANORS AND PUNISHABLE BY A TERM OF IMPRISONMENT NOT EXCEEDING TWO YEARS.)																		
									ES NO									
 ARE YOU A FUGITIVE FROM JUSTICE? THIS DOES NOT APPLY TO TITLE 75 (RELATING TO MOTOR VEHICLES). 						Y TO MOVING OR NONMOVING SUMMARY OFFENSES UNDER							R 🗌 YI	ES 🗌 NO				
J. ARE YOU PROHIBITED FROM POSSESSING OR ACQUIRING A FIR					FIREARM UNDER THE STATUTES OF THE UNITED STATES?							YI	ES NO					
31. ARE YOU A UNITED STATES CITIZEN? IF NO, COUNTRY OF BIRTH COUNTRY OF CITIZENSHIP ALIEN RE					N REGISTRATION # OR I-94#							ES 🗌 NO						
32.	32. IF YOU ARE A RESIDENT OF ANOTHER STATE, DO YOU POSSESS A CURRENT LICENSE, PERMIT, OR SIMILAR DOCUMENT TO CARRY A FIREARM ISSUED BY THAT STATE? IF YES, ATTACH A PHOTOCOPY OF THE DOCUMENT TO THIS FORM.																	
33. I have never been convicted of a crime that prohibits me from possessing or acquiring a firearm under Federal or State law. I am of sound mind and have never been committed to a mental institution or mental health care facility. I hereby certify that the statements contained herein are true and correct to the best of my knowledge and belief. I understand that if I knowingly make any false statements herein, I am subject to penalties prescribed by law. I authorize the sheriff, or his designee, or, in the case of first class cities, the chief or head of the police department, or his designee, to inspect only those records or documents relevant to information required for this application. If I am issued a license and knowingly become ineligible to legally possess or acquire firearms, I will promptly notify the sheriff of the county in which I reside or, if I reside in a city of the first class, the chief of police of that city. This certification is made subject to both the penalties of § 4904 of the Crimes Code, 18 Pa.C.S., relating to unsworn falsifications to authorities and the Uniform Firearms Act.																		
SIGNATURE - APPLICANT						DATE OF APPLICATION												

Section 6105(a):

Effective November 22, 1995, 18 Pa.C.S. § 6105(a) prohibits persons convicted of any of the following offenses under 18 Pa.C.S. from possessing, using, controlling, transferring, manufacturing, or obtaining a license to possess, use, control, transfer, or manufacture a firearm in the Commonwealth of Pennsylvania. A conviction includes a finding of guilty or the entering of a plea of guilty or nolo contendere, whether or not judgment has been imposed, as determined by the law of the jurisdiction in which the prosecution was held. The term does not include a conviction which has been expunged or overturned or for which an individual has been pardoned unless the pardon expressly provides that the individual may not possess or transport firearms.

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Section 6105(b)							
§ 908 Prohibited offensive weapons	§ 3921 Theft by unlawful taking or disposition, upon conviction of the						
§ 911 Corrupt organizations	second felony offense						
§ 912 Possession of weapon on school property	§ 3923 Theft by extortion, when the offense is accompanied by threats						
§ 2502 Murder	of violence						
§ 2503 Voluntary manslaughter	§ 3925 Receiving stolen property, upon conviction of the second felony						
§ 2504 Involuntary manslaughter, if the offense is based on the	offense						
reckless use of a firearm	§ 4906 False reports to law enforcement authorities, if the fictitious						
§ 2702 Aggravated assault	report involved the theft of a firearm as provided in 4906(c)(2)						
§ 2703 Assault by prisoner	§ 4912 Impersonating a public servant if the person is impersonating a						
§ 2704 Assault by life prisoner	law enforcement officer						
§ 2709.1 Stalking	§ 4952 Intimidation of witnesses or victims						
§ 2716 Weapons of mass destruction	§ 4953 Retaliation against witness, victim or party						
§ 2901 Kidnapping	§ 5121 Escape						
§ 2902 Unlawful restraint	§ 5122 Weapons or implements for escape						
§ 2910 Luring a child into a motor vehicle or structure	§ 5501(3) Riot						
§ 3121 Rape	§ 5515 Prohibiting of paramilitary training						
§ 3123 Involuntary deviate sexual intercourse	§ 5516 Facsimile weapons of mass destruction						
§ 3125 Aggravated indecent assault	§ 6110.1 Possession of firearm by minor						
§ 3301 Arson and related offenses	§ 6301 Corruption of minors						
§ 3302 Causing or risking catastrophe	§ 6302 Sale or lease of weapons and explosives						
§ 3502 Burglary							
§ 3503 Criminal trespass, if the offense is graded a felony of the	Any offense equivalent to any of the above-enumerated offenses under						
second degree or higher	the prior laws of this Commonwealth or any offense equivalent to any of						
§ 3701 Robbery	the above-enumerated offenses under the statutes of any other state or						
§ 3702 Robbery of motor vehicle	of the United States.						
Section 6105(c):							

Effective November 22, 1995, 18 Pa.C.S. § 6105(c) also prohibits the following persons from possessing, using, controlling, transferring, manufacturing, or obtaining a license to possess, use, control, transfer, or manufacture a firearm in the Commonwealth of Pennsylvania.

ARE YOU A PERSON WHO:

- 1. is a fugitive from justice; or
- 2. has been convicted of an offense under the act of April 14, 1972 (P.L. 233, No. 64), known as The Controlled Substance, Drug, Device and Cosmetic Act, or any equivalent Federal statute or equivalent statute of any other state, that may be punishable by a term of imprisonment exceeding two years; or
- 3. has been convicted of driving under the influence of alcohol or controlled substance as provided in 75 Pa.C.S. § 3802 (relating to driving under influence of alcohol or controlled substance) or the former 75 Pa.C.S. § 3731, on three or more separate occasions within a five-year period. For the purposes of this paragraph only, the prohibition of subsection 6105(a) shall only apply to transfers or purchases of firearms after the third conviction; or
- 4. has been adjudicated as an incompetent or who has been involuntarily committed to a mental institution for inpatient care and treatment under section 302, 303, or 304 of the provisions of the act of July 9, 1976 (P.L. 817, No. 143), known as the Mental Health Procedures Act; or
- 5. being an alien, is illegally or unlawfully in the United States; or
- 6. is the subject of an active protection from abuse order issued pursuant to 23 Pa.C.S. § 6108 (relating to relief), which order provided for the relinquishment of firearms during the period of time the order is in effect. This prohibition shall terminate upon the expiration or vacation of an active protection from abuse order or portion thereof relating to the relinquishment of firearms; or
- 7. was adjudicated delinquent by a court pursuant to 42 Pa.C.S. § 6341 (relating to adjudication) or under any equivalent Federal statute or statute of any other state as a result of conduct which if committed by an adult would constitute an offense under 18 Pa.C.S. § 2502, 2503, 2702, 2703, 2704, 2901, 3121, 3123, 3301, 3502, 3701, and 3923; or
- 8. was adjudicated delinquent by a court pursuant to 42 Pa.C.S. § 6341 or under any equivalent Federal statute or statute of any other state as a result of conduct which if committed by an adult would constitute an offense enumerated in 18 Pa.C.S. § 6105(b) with the exception of those crimes set forth in paragraph 7. This prohibition shall terminate 15 years after the last applicable delinquent adjudication or upon the person reaching the age of 30, whichever is earlier.
- 9. is prohibited from possessing or acquiring a firearm under 18 U.S.C. § 922(g)(9) (relating to unlawful acts) who has been convicted in any court of a misdemeanor crime of domestic violence by a person in any of the following relationships: (i) the current or former spouse, parent or guardian of the victim; (ii) a person with whom the victim shares a child in common; (iii) a person who cohabits with or has cohabited with the victim as a spouse, parent or guardian; or (iv) a person similarly situated to a spouse, parent, or guardian of the victim; then the relationship need not be an element of the offense to meet the requirements of this paragraph.

PRIVACY ACT NOTICE

Solicitation of this information is authorized under Title 18 Pa.C.S. § 6111. Disclosure of your social security number is voluntary. Your social security number, if provided, may be used to verify your identity and prevent misidentification. All information supplied, including your social security number, is confidential and not subject to public disclosure.