



Mill Valley Police Department

Concealed Carry Weapon Initial Applicant Checklist

ALL ITEMS BELOW MUST BE SUBMITTED AT THE TIME OF CCW INTERVIEW

Item/ Procedure	Date Submitted	Completed
<ul style="list-style-type: none"> ➤ Proof of successful completion of 16-hours of firearm and safety training with a ShowKet Training, a CCW approved course, and which meets the requirements of CA AB2103. Schedule your training at 415-497-1983 or shokettraining.com. 		<input type="checkbox"/>
<ul style="list-style-type: none"> ➤ Successfully complete a psychological evaluation appointment with Mark A. Clementi, Ph.D., 50 Old Court House Square, Suite 400, Santa Rosa, CA 95404. Call 707-527-0456 to schedule your appointment. 		<input type="checkbox"/>
<ul style="list-style-type: none"> ➤ Complete California Department of Justice Bureau of Firearms Standard Initial Renewal Application Form for License to Carry a Concealed Weapon. ➤ <u>DO NOT SIGN PAGES 3, 8 or 11</u> as this is done in the presence of the Chief or designee at the time of your formal in-person interview. 		<input type="checkbox"/>
<ul style="list-style-type: none"> ➤ Department of Justice Live Scan fingerprinting (processed at Mill Valley Police Department) (\$133 cash or check). Call 415-389-4100 to schedule your appointment. 		<input type="checkbox"/>
<ul style="list-style-type: none"> ➤ Submit at least three signed letters of character reference from individuals other than relatives. 		<input type="checkbox"/>
<ul style="list-style-type: none"> ➤ Proof of residency in the City of Mill Valley's jurisdiction: <ul style="list-style-type: none"> ❖ California Driver License ❖ PGE or Water utility bill ❖ Voter registration 		<input type="checkbox"/>
<ul style="list-style-type: none"> ➤ If application is approved, a payment of \$100 is to be submitted (Check or money order payable to City of Mill Valley or Cash) 		<input type="checkbox"/>

If your CCW packet is approved, the background check may take up to 60 days to complete. When it is complete, you will be contacted to finalize your CCW process.

For any questions regarding this process, please contact the CCW Coordinator at ccw@cityofmillvalley.org

**Applicant's name, city of residence and status of CCW are subject to California Public Records Act Request.*