

MILL VALLEY POLICE DEPARTMENT

Ignacio R. Navarro
Chief of Police
www.cityofmillvalley.org



1 Hamilton Dr.
Mill Valley, CA 94941
(415) 389-4100
(415) 389-4148 (Fax)

Dear Applicant,

The issuance of a CCW permit begins with the completion of the California Department of Justice Bureau of Firearms application for license to carry a concealed weapon followed by Live Scan fingerprinting. Your fingerprints will be checked for records in the Department of Justice (DOJ) and the Federal Bureau of Investigations (FBI) databases. The DOJ provides Mill Valley Police Department with a determination on your eligibility to possess firearms.

Once DOJ determines you are eligible to proceed in the process towards obtaining a license to carry, next steps are:

- Formal in-person interview,
- Submit three letters of character,
- Successful completion of an approved firearms testing and safety training course,
- Psychological evaluation,
- Pay all associated fees, and
- Receive an official decision by Chief Navarro on the granting of a permit.

Request for Livescan form: Ahead of your Live Scan appointment, complete the information in the "**Applicant Information**" section only and give it to the Live Scan technician at the time of your fingerprint appointment. **Leave blank the sections for "Billing Number", "Misc Number", "OCA Number", and the entire "Employer" section of the form.* Please call 415-389-4100 to make your appointment. We do not accept walk-ins. Show current U.S. ID such as CA driver license or U.S. Passport.

The fingerprint results will be automatically directed back to our department from DOJ and this can take several weeks. You are responsible for payment of the Live Scan fees at the time of your fingerprint appointment. The total Live Scan processing fee and the State of California DOJ fee is \$133.00. Live Scan fees are separate from DOJ fees, therefore bring either two separate checks, or cash to your Live Scan fingerprint appointment.

After we receive the results of your Live Scan and it is determined that you are eligible to proceed in the application process, you will be contacted for an in-person formal interview at the Mill Valley Police Department.

Information about obtaining a CCW permit can be found at this link:
<https://www.cityofmillvalley.org/990/Concealed-Weapons-Permit-CCW>

Sincerely,

A handwritten signature in blue ink, appearing to read "IGNACIO R. NAVARRO".

Ignacio R. Navarro
Chief of Police