

**Luzerne County Sheriff's Department
Licensing Division**



**License to Carry Firearms
Application
Instructions and Requirements**

General Instructions

All applications must be made in person, in the basement of the Courthouse, located at 200 N. River St. Wilkes-Barre Pa 18711.

Carefully read and review all of the Instructions / Requirements to ensure there are no errors present on your application. If errors are present at time of application, you will be notified of the errors and will be moved to the end of the list while correcting.

The Luzerne County Sheriff's Department will only accept application SP 4-127 (10-2012). This number is located in the upper left hand corner of the application. This application can be attained on the Licensing Division page on the county website or by picking up in person at the Luzerne County Sheriff's Office. The application must be typed or printed in blue or black ink. Additionally, applications will only be accepted from applicants who are on the date of application, Luzerne County residents who are at least 21 years old, or an out of state applicant who possesses a current and valid license, permit, or similar document allowing you to carry firearms in your state.

****Special Notes****

Regarding the Application Form

- All blocks must contain a response. If a block does not pertain to you, note –NA-
- In block 29, references must contain full name, full address (Street address, City, State, Zip Code), and full phone number. References CAN NOT be family members.
- Only one (1) box in block 28 shall be checked
- Date of birth in block 7a shall be filled out with a two (2) digit month and day and a four (4) digit year. (Example 06/18/1984)

Required Documents for Luzerne County Resident Applicants

- Current and valid driver's license or photo identification card issued by the Pennsylvania Department of Transportation which bears the same address as noted on your application.
- Application containing no errors.
- Certified check or money order in the amount of \$20.00, made payable to the **Sheriff of Luzerne County**

Required Documents for Non-United States Citizen Applicants

- Current and valid driver's license or photo identification card issued by the Pennsylvania Department of Transportation.
- Immigration card/papers (Must contain Alien registration number and/or I-94 number)
- Last three (3) consecutive months of a utility bill. (I.e. Gas, Water, Electric) Bills must have the same address as it appears on your identification
- Current and valid second form of identification, which bears the same address as primary form of identification. This form of identification can be:
 - Passport
 - Voters Registration Card
 - Current W 2 form
 - Pennsylvania Hunting or Fishing license
 - Professional license issued by the Commonwealth of Pennsylvania
- Application containing no errors
- Certified check or money order in the amount of \$20.00, made payable to the **Sheriff of Luzerne County**

Required Documents for Out of State Applicants

- Current and valid license, permit or similar document allowing you to carry firearms in your state.
- Current and valid driver's license or photo identification card issued by the department of motor vehicles in your state.
- Application containing no errors.
- Certified check or money order in the amount of \$20.00, made payable to the **Sheriff of Luzerne County**