

**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 Permits & Tracking Unit, 990 Spring Garden Street, 2nd Floor, Monday through Friday, 8:30 AM to 2:30 PM Closed on Saturdays, Sundays and Holidays. Only 1 application per person.
2. The applications **MUST BE FILLED OUT COMPLETELY** 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 2:30 PM. *(New applications and renewals will only be handled during this time.)*

Also needed at this time:

- a. One (1) 1 ½” x 1 ½” (inch) color photo of the applicant’s head and shoulders, **(NO SUNGLASSES, HATS, VEILS, BANDANNAS, ETC.)**.
 - b. A \$19.00 money order payable to “City of Philadelphia”. **(NO CASH OR CHECKS WILL BE ACCEPTED.)**
 - c. A Pennsylvania Drivers License or Non-Drivers ID, along with an additional form of ID, i.e. utility bill, registration card, vehicle insurance card, or voter’s registration card.
 - d. **ALL APPLICANTS WILL BE FINGERPRINTED.**
 - e. If you were previously a member of the Armed Forces, a copy of your discharge papers (DD-214) must accompany the application.
 - f. Foreign born applicants who are presently American citizens must bring their naturalization papers.
 - g. Registered aliens must have their current alien registration identification card, i.e., **GREEN CARD** and 3 previous months utility bills, i.e., gas bill, PECO bill, water bill, etc. for proof of residency.
 - h. Visas are not permissible, i.e., student visa, work visa.
4. If all paperwork is in order, the applicant will then be interviewed by Gun Permits & Tracking Unit personnel. When the interview is completed, a state and local background investigation will be conducted to ascertain if the applicant is acceptable under law, to be issued a “Pennsylvania license to carry a firearm”
 5. 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.

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

PREVIOUS “PENNSYLVANIA LICENSE TO CARRY FIREARMS” MUST BE PRESENTED.

PLEASE NOTE THAT THE SAME PROCEDURES ARE APPLICABLE FOR RENEWALS.