

NONRESIDENT  
CONCEALED HANDGUN PERMIT  
APPLICATION CHECK LIST

- Completed, signed, and notarized application SP-248. The application is available at <http://www.vsp.state.va.us/FormsPublications.shtm>.
- Money order or cashier's check in the amount of \$100.00 made payable to the Virginia State Police.
- One photograph meeting required specifications.
- Completed fingerprint card (Applicant Card FD-258). The impressions must be obtained by a law enforcement agency, and the card must:
  - be signed by the applicant,
  - be signed by the law enforcement individual taking the prints,
  - include the telephone number of the law enforcement individual taking the prints to facilitate validation of authenticity, and
  - the agency stamp on the back of the print card is requested but not mandatory.

Note: Prints obtained by a private company acting as an agent of a law enforcement agency are acceptable. Prints obtained electronically must be copied onto an Applicant Fingerprint Card FD-258; electronic submission is not available.

- Documentation of competence with a handgun (except upon renewal).
- Photocopy of a valid photo-ID issued by a governmental agency.
- Place return address on the envelope.
- Apply appropriate postage.

**All boxes should be checked before mailing the information to:**

Firearms Transaction Center  
Nonresident Concealed Handgun Permits  
Criminal Justice Information Services Division  
Department of State Police  
P.O. Box 85141  
Richmond, VA 23285-5141