

Module 4

CONCEALED HANDGUN PERMITS



DCIN/NICS

Provided by
Criminal Information & Identification Section

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Module 4 Title:	Concealed Handgun Permits
Purpose:	To present a program overview for Concealed Handgun Permits regarding the: • Criteria for Issuance of Permits • Types of Required Background Record Checks • Procedures to Issue Permits • Entry into DCIN and NICS when appropriate.
Training Objectives:	At the end of this instruction, Users will be able to achieve the following: 1. Identify record checks required by federal and state laws before issuance of Concealed Handgun Permits. 2. Identify transaction/s to perform National Instant Check System (NICS) background checks on applicants for Concealed Handgun Permits. 3. Discuss forms and fees submitted to the Sheriff's Office by an individual applying for new Concealed Handgun Permit, to also include fees to renew a Concealed Handgun Permit. 4. Identify the criteria for issuance that an individual must meet in order to apply for a Concealed Handgun Permit. 5. Discuss the procedures that the Sheriff's Office must follow when handling the following: a. Applications for Initial Concealed Handgun Permit b. Applications for Renewal of a Concealed Handgun Permit c. Permittee Address Change d. Duplicate Permit Requests e. Court-ordered Suspensions of a Concealed Handgun Permit f. Permit Revocation Proceedings 6. Identify DCIN transaction/s to perform record management for Concealed Handgun Permits. 7. Discuss regulations on dissemination of Concealed Handgun Permit information.
Hours:	Six (6)
Instructional Method:	Lecture—Discussion—Live Demo—Exercise

Training Materials:	Student Training Manual/Workbook Computer Slide Projector Computer Slideshow Computer If available onsite: High-Speed Internet Connection Modern Web Browser
Revised Date:	November 10, 2025
Revised By:	Lindsay Bass Criminal Information Training Specialist DCIN Training Unit SBI Criminal Information and Identification Section
Revised Date:	August 21, 2024
Revised By:	Rusty Barnett & Lindsay Bass Criminal Information Training Specialists DCIN Training Unit SBI Criminal Information and Identification Section
Revised Date:	July 31, 2024; June 12, 2024; May 10, 2024; November 20, 2023
Revised By:	Chris Wilson DCIN Training Unit Supervisor SBI Criminal Information and Identification Section
Revised Date:	October 5, 2023
Revised By:	Rusty Barnett & Chris Wilson Criminal Information Training Specialist & Supervisor DCIN Training Unit SBI Criminal Information and Identification Section
Revised Date:	April 1, 2020, February 21, 2020
Revised By:	Patricia Viverette Criminal Information Training Specialist DCIN Training Unit SBI Criminal Information and Identification Section

Revised Date:	June 28, 2019, March 26, 2019, January 31, 2019
Revised By:	Patricia Viverette & Jeannie McBride Criminal Information Training Specialists DCIN Training Unit SBI Criminal Information and Identification Section
Revised Date:	August 10, 2016
Revised By:	David Burpeau Criminal Information Training Specialist DCIN Training Unit SBI Criminal Information and Identification Section
Revised Date:	February 23, 2014, February 12, 2013, December 19, 2012, November 14, 2012
Revised By:	Jeannie McBride Criminal Information Training Specialist DCIN Training Unit SBI Criminal Information and Identification Section
Revised Date:	March 22, 2012
Revised By:	Patricia Viverette Criminal Information Training Specialist DCIN Training Unit SBI Criminal Information and Identification Section
Revised Date:	January 23, 2009, November 24, 2008, May 12, 2008
Revised By:	Jeannie McBride Criminal Information Training Specialist DCIN Training Unit SBI Criminal Information and Identification Section

I. HANDGUN LAWS IN NORTH CAROLINA

A. Federal Law

In 1993, the Brady Handgun Violence Prevention Act established federal procedures to govern firearm purchases and to create a national computerized system for background checks to be required prior to firearm purchase or transfer.

1. The Bureau of Alcohol, Tobacco, Firearms, and Explosives (most commonly known as ATF, also BATFE) governs federal prohibitors and enforces the [Brady Law](#).
2. In November 1998, the National Instant Criminal Background Check System (NICS) was codified in federal regulations as the nation's data warehouse for name-checks required prior to transfer of all firearms — [28 CFR 25](#).
3. NICS is maintained by the Federal Bureau of Investigation (FBI) for agencies to obtain information on persons who may be prohibited under federal law from receiving or possessing a firearm.
4. North Carolina's NICS participation status changed to an ATF-Qualified State due to the repeal of the Permit to Purchase a Handgun state law in March 2023.
 - a. FBI NICS no longer accepts direct challenges or provides reasons for NICS denials by NC agencies.
 - b. All questions from NC agencies about the purchase of firearms should be directed to the [local NC ATF Field Office](#).
 - c. The list of NC ATF offices is available in [Omnixx Links](#)—Concealed Handgun Permits—[ATF Contact Information](#) in NC. Scroll down webpage midway to dark blue bar for NC agencies to contact ATF Criminal Enforcement.

B. NC State Law

In December 1995, the NC General Assembly established procedures in compliance with federal requirements to carry concealed in North Carolina.

1. **Permit to Carry Concealed Handgun** — [NCGA § 14-415.11](#)
 - a. NC applicants must successfully pass a background check conducted by the Sheriff of their county of residence.
 - b. Within limits, NC residents with valid permits are approved to carry a concealed handgun.
 - c. See [Example-1](#) from [Examples & Online Notices](#).

II. NATIONAL INSTANT CRIMINAL BACKGROUND CHECK SYSTEM

A. Federal Law Requirements

As a general rule, persons in the following categories are not eligible to receive or possess a handgun [under federal law](#) if they are:

1. Convicted in any court of a crime punishable by imprisonment for a term exceeding one year.
2. Fugitives from justice.
3. Unlawful users of or addicted to marijuana, any depressant, stimulant or narcotic drug, or any other controlled substance.
4. Adjudicated as mental defective or was committed to a mental institution.
5. Aliens illegally or unlawfully in the US.
6. Discharged from the US Armed Forces under dishonorable conditions with a status of 'Executed'.
7. Citizens of the US who renounced their US citizenship.
8. Subjects in domestic violence protection court orders.
9. Convicted in any court of a misdemeanor crime of domestic violence.
10. Under indictment or information for a crime punishable by imprisonment for a term exceeding one year.

NOTE: To apply these federal prohibitors, [research strategies](#) are available in [Omnixx Links—Concealed Handgun Permits—NICS Info](#).

B. Alternative to Required NICS Check at Time of Transfer

1. In November 1998, the [Brady Law](#) allowed for alternative methods to the required NICS check if deemed compliant with federal requirement for the transfer of any firearm, including handguns, rifles, and shotguns (except curios and relics).
2. ATF and the NC Attorney General's Office determined that fingerprint-based background checks for NC concealed handgun permits are compliant with federal law as suitable alternatives in lieu of a NICS check at time of purchase.

3. If a valid NC Concealed Handgun Permit is presented at the time of purchase, an additional NICS inquiry by the Federal Firearms Licensee (FFL) on the intended purchaser is NOT necessary.

NOTE: *An essential reference guide is published by the [NC Sheriffs' Association](#) to assist Sheriff's Office personnel. See [Omnixx Links—Concealed Handgun Permits—NC Firearms Laws](#).*

III. NICS INQUIRY TRANSACTIONS

A. NICS Indices Query — QNP

1. The transaction to Query NICS Records Including All Protection Orders (QNP) checks the NICS Indices and all active NCIC Protection Order files regardless of the Brady indicator.
2. **Purpose Code** (PUR) is required to identify the specific reason for conducting the NICS background check. NICS purpose codes are:
 - a. **14—Permit Firearms State**
 - 1) Use for a New Permit Application.
 - 2) Use for a Renewal Permit Application
 - b. **34—Permit Revocation and Rechecks**
 - 1) Used for background check for the revocation process.
 - 2) Used for background check for a duplicate permit.

NOTE: *If purpose for QNP is not for a New or Renewal application, for all other circumstances, use Purpose Code 34.*

3. For criminal history log purposes, required fields are PUR, OPR, and ATN.
4. For successful QNP, required fields are NAM, RAC, SEX, DOB, SOR (State of Residence), CTZ (Citizenship), and COC (Country of Citizenship).
5. Use optional fields when information is available such as HGT, WGT, POB, and either SOC or MNU (Miscellaneous Number).
6. If SOC is used, MNU must be blank.
7. **State Transaction Number** (STN) is an optional field allowing the local agency to include an application number, OCA, or other number to track the inquiry if necessary.

8. **Citizenship section is mandatory** on the Query NICS Record transaction (QNP).
 - a. If the individual is **NOT** a US Citizen, automatically performed will be the Immigration and Customs Law Enforcement Support Center (ICE) Immigration Alien Query (IAQ) transaction as required by NICS and the US Attorney General.
 - b. Available in [Omnixx Links](#)—Concealed Handgun Permits is the form [Supplemental Questions for Non-US Citizens](#).

NOTE: NICS designed a brief [Law Enforcement Guide](#) which includes a NICS acronym glossary. This helpful resource is available in [Omnixx Links](#)
—NICS Info under the category NICS General Information.

B. NICS QNP Response — from one or more of these 10 files:

1. **NICS Indices File** contains the name and personal data on individuals who are federally and state prohibited from purchasing and possessing a firearm.
2. **NICS Indices Illegal/Unlawful Aliens File** contains information provided by the Immigration and Customs Enforcement (ICE) on illegal or unlawful aliens.
3. **NICS Indices Controlled Substance Abuse File** contains information provided by the US Coast Guard, Department of Defense, Department of Veteran's Affairs, and some participating states on persons who are an unlawful user of or addicted to any controlled substance. This file may include records on persons who failed drug tests and/or are participating in a drug treatment program.
4. **NICS Indices Dishonorable Discharges File** contains information provided by the US Coast Guard and Department of Defense on persons who have received a dishonorable discharge (DD) from the Armed Forces.
5. **NICS Indices Citizenship Renunciants File** contains information from the Department of State on persons who have renounced his/her United States citizenship.
6. **NICS Indices Mental Defectives/Commitments File** contains information from the Department of Defense, Department of Veterans Affairs, and some participating states on persons who have been adjudicated as a mental defective or have been committed to a mental institution.

7. **NCIC Persons Files**

- a. Wanted Persons File
- b. Protection Order File (verify order is active)
- c. Immigration Violation File
- d. Foreign Fugitive File
- e. Gang File
 - 1) When a positive hit is received from the NCIC Gang Member File, directly contact the ORI of the record entry to ask if they are aware of or possess any information that would prohibit the transfer of a firearm or issuance of a firearm related permit under state and federal law.
 - 2) NICS Guidance for [NCIC Gang File Hit](#) is available in [Omnixx Links](#)—NICS Info.
- f. Violent Persons File
- g. Sex Offender Registration File
- h. Protective Interest File
- i. Threat Screening Center File
- j. Supervised Release File
- k. NICS Denied Transactions
- l. Federal Bureau of Prisons (individuals under supervision/SENTRY)

8. **Interstate Identification Index – III** – contains automated criminal record indexes of individuals who have been arrested and a valid FBI fingerprint card has been submitted and accepted.

9. **NC SBI Computerized Criminal History – CCH** – contains automated criminal records of individuals in North Carolina who have been arrested and a valid SBI fingerprint card has been submitted and accepted.

10. **NC Persons Files**

- a. NC Concealed Handgun Permit File
- b. NC Sex Offender Registration File
- c. NC DAC/DOC Records

NOTE: *The NC Administrative Office of the Courts (AOC) database is required by federal prohibitor of persons convicted in any court —[18 USC § 922 \(g\)\(1\)](#). AOC information is now found in [eCourts](#).*

C. Additional Resource – N-DEx

- 1. The National Data Exchange System (N-DEx) enables local, state, tribal, and federal criminal justice agencies to share, search, link, and analyze case information across jurisdictional boundaries.
 - a. LEEP account is required for N-DEx direct access. See application on [Omnixx Links](#).

2. Most NC agencies' N-DEx access is through [LInX Carolinas](#).
 - a. Law Enforcement Information Exchange (LInX) is available from the Naval Criminal Investigative Service (NCIS).
 - b. LInX website is <https://cjin.nc.gov/infoSharing/naavalLinx.html>
 - c. For information including contact for LInX access, see [2022 Newsletter N-DEx/LInX](#) available on [Omnixx Links](#) in the Newsletter category.
3. At this time, **N-DEx is optional** as a secondary search within the NICS background check process.
 - a. N-DEx access is not a requirement. QDOF response is sufficient.

D. NICS Transaction Number — NTN

1. When a valid name inquiry uses a Query NICS Record (QNP), the response from NICS will include a NICS Transaction Number–NTN.
2. The NTN must be used in any subsequent transactions (record retrieval, denial notification, etc.).
3. The NTN shall be written on the application as proof that a NICS check was performed.

E. NICS Record Identifier — NRI

1. If a NICS Indices match is found based on the inquiry, NICS will respond back with descriptive identifiers, similar to III-response for a Query National Name (QH) transaction.
2. Each matching NICS Indices record will contain a NICS Record Identifier–NRI which is similar to a NIC.
3. The NRI must be used to retrieve that specific record.

IV. NICS RECORD INQUIRIES

A. Review of Specific Records from NICS Responses

1. Perform the Query NICS Specific Record (QNR) transaction to obtain a specific record maintained in NICS, NCIC, or DCIN files after a positive hit is received from **any files** searched by the QNP transaction.
2. NTN (NICS Transaction Number), Purpose Code, and NAM are **mandatory fields**, and **one** of these six identifiers must be used: NRI **or** NIC **or** SID **or** FBI **or** DOB **or** UPN

3. Responses vary depending on the numeric identifier used in the record inquiry:
 - a. Using FBI, the complete NCIC/III record will be returned, along with any related out-of-state CCH records.
 - b. NC/CCH records will also be checked by FBI number.
 - c. Using NIC, the specified NCIC record will be returned.
 - d. Using NRI, the specified NICS Indices record will be returned.
 - e. Using SID, only a NC SID may be used. Using NC SID, the NC/CCH will be returned.
 - f. NC SID can be used to retrieve NC/CCH records that may not be indexed in NCIC/III.

NOTE: If multiple identifiers are received, **perform QNR for each identifier.**

V. ENTER STATE DENIAL NOTIFICATION

A. Sheriff's Office Denial –NDN

1. The NICS Section should be notified when a Sheriff's Office denies a Concealed Handgun Permit.
2. The reason for the denial can be either a federal or state disqualifier.
3. NICS will keep the record as a denial transfer and retain for 120 years.
4. The Enter State Denial Notification Transaction (NDN) is submitted to notify NICS of the Sheriff's Office denial.
 - a. Enter NDN denial as soon as possible. This information is placed in the NICS Denied Transaction File. It is visible in NCIC for six months when a person is queried which is important for officer and public safety nationwide.
 - 1) More information is available on [Omnixx Links](#) in the Newsletters category—2017, [NICS Denied Transaction File](#).
 - b. The NDN can be sent up to 88 days from the day of NICS query transaction (QNP). Every query is assigned a transaction number (NTN) which is valid for a limited time. The NTN is mandatory for NDN submission.
 - c. After 88 days, the NTN will expire. This would result in a REJECT of any later-entered NDN transaction.
 - d. NDN can be entered after the 89th day or later: run a new QNP with purpose code 34 (Recheck) to obtain a new NTN.
 - 1) You must document the reason for the "second QNP" on the same person and maintain the documentation to ensure this is not a misuse of NICS at time of audit.

5. If an NDN is not received for a Query NICS Record Transaction (QNP), NICS assumes that the query transaction resulted in an approval. The QNP is purged from the system log according to NICS purge criteria for approvals.
6. Additionally, the FBI provides to ATF an electronic copy of transactions resulting in a denial. ATF may use this data to pursue legal action, as falsification of the Form 4473 (completed prior to firearms transfer) is a federal offense.
7. **Denial Process Checklist**
 - a. Perform the Enter State Denial Notification (NDN) transaction. Indicate the NICS record, NCIC record, or State prohibition which caused the denial.
 - b. Update the Concealed Handgun Permit record to Denied Status. Use the [Enter/Add Status \(ECGN\) transaction](#) to enter date when denied. ECGN is reviewed in [Chapter XVIII DCIN Transactions](#).
8. Since August 2017, any query on a Wanted Person (QW) includes a search of the most recent six months of denied records in the **NICS Denied Transaction File**.
 - a. Notifications appear as \$.H. administrative messages. An agency may receive either as a Delayed Inquiry Hit or Response.
 - b. See [Example-13](#) from [Examples & Online Notices](#).
 - c. No hit confirmation is required by an inquiring agency. Important information regarding the wanted person and the NICS denial may be obtained by contact between the agencies.
 - d. Knowledge about a denial alerts law enforcement to a subject's attempt to possess or use firearms —important for officer safety and investigative management.
 - e. More NDN information is available in [Omnixx Links](#)—Newsletters [2017—NICS Denied Transaction File](#).

B. State Denial Overturned Message — NDO

1. Allows the agency that entered a "denial" on an individual to indicate the denial has been overturned.
2. If an individual appeals a denial, and the Sheriff's denial is overturned by the Judge, the agency that entered the denial must perform the NDO transaction to indicate the individual may now be eligible for a Concealed Handgun Permit.

3. If the denial was entered in error and should never have been entered, the entering agency must remove the record in NICS and perform the NDO transaction.
4. The NDO transaction is also used if a record was entered incorrectly and needs to be corrected.
 - a. Since an NDO cannot be modified, the entering agency would first perform the NDO transaction to remove the record.
 - b. Then perform a new NDN transaction using the same NTN provided from earlier response to enter correct information.

C. NICS Denial Notification Act of 2022

1. Since October 2022, FBI NICS notifies an agency when a Federal Firearms License (FFO) individual/company denies the purchase/transfer of a handgun to a person who resides in the agency's jurisdiction or attempted to buy a handgun within the agency's jurisdiction.
 - a. Within 24 hours of the FFL denial, a NICS notice would be sent as an NCIC \$.H. NDN unsolicited message.
 - b. The notice will include a NICS Transaction Number (NTN) for potential investigation to query the specific NICS record (QNR).
 - c. The notification is an important flag to agencies for officer safety and public safety.
 - d. There is no legislative requirement for any action by the receiving agency; no response is required; no NICS query (QNP) is to be done.
 - e. See [Example-14](#) from [Examples & Online Notices](#).
2. **Only IF** a Sheriff receives NICS Denial Notification and had issued a concealed handgun permit to the person, a NICS query (QNP) may be performed with purpose code 34—Permit Revocation and Rechecks—to determine if the permittee qualifies for a revocation.

NOTE: * **Do not perform QNP for criminal investigations.** *
NICS query is not permitted for criminal investigations. [FBI Guidelines for Accessing NICS](#) allow only two uses of NICS by authorized users. See [Omnixx Links](#)—NICS Info.

D. NCIC Unsolicited \$.H.U21 Message — NICS Request & NC Response

1. In June 2022, the Bipartisan Safer Communities Act (BSCA) was signed into law to promote community-based violence prevention programs and address rising rates of gun violence especially by persons under age 21.

2. **Federal law required NICS** to expand background checks for persons under the age of 21 (U21) to include juvenile criminal and mental health records.
3. In November 2022, NICS implemented the U21 requirement to all 50 states. Your agency may receive a [NCIC U21](#) Notification if a person under the age 21 attempts to purchase a firearm from a Federal Firearms Licensee and provides an address within your jurisdiction.
 - a. See [Example-15](#) from [Examples & Online Notices](#).
4. In February 2023, the NC Sheriffs' Association provided all NC county sheriffs with a legal interpretation of [BSCA U21](#) in light of NC law.
 - a. [NCGS 7B-3100](#) prohibits the release of juvenile information to NICS or to any other federal entity without a court order to release such confidential information.
 - b. No federal law requires an NC law enforcement agency to provide juvenile information to NICS that is confidential under NC law.
 - c. When AOC receives these requests from NICS, AOC is unable to provide the information due to the confidentiality of juvenile information under NC state law.
 - d. NICS recognizes various states' laws may prohibit sharing juvenile information. NICS accepts the NC response
*** *Unable to share due to state law.* ***
5. Respond within three (3) business days of receipt of NCIC U21 message.
 - a. NICS must receive agency response or on the fourth day, the firearm sale automatically proceeds.
6. Email your agency response to NICS_U21@FBI.GOV and include person's name, NTN, and appropriate response to request.
 - a. Do not include in email personal identifiers (PPI) such as date of birth, social security number, etc.
 - b. Consult agency legal counsel when appropriate.
 - c. Questions about the U21 Message may be addressed to the FBI by email to NICSLiaison@fbi.gov or call 844-265-6716.

NOTE: *NC law defines a juvenile as less than 18 years of age.*
— [NCGS 7B-101](#).

It is the Sheriff's discretion whether or not to disclose information about an individual over the age of 18-21. Consult with your agency's legal counsel or contact the [NC Sheriffs' Association](#) for guidance.

VI. NICS INDICES — FILE TRANSACTIONS

A. New Record placed into NICS allows all states, when required, to access unique information prior to the transfer of a firearm or issuance of a permit.

1. Entry into the NICS Indices is voluntary and is not required under permanent provisions of the [Brady Act](#).
2. Copies of all NICS Indices transactions should be printed and maintained in the related file for future reference.

B. Enter NICS Indices Record – EDP

1. The Enter NICS Indices Information Transaction (EDP) is used to enter an individual into the NICS Indices when the Sheriff's Office has denied a Concealed Handgun Permit based on a federal or state prohibitor, other than a NICS Indices Record, NCIC Hot File record, or NCIC/III record.
2. The EDP record entry is based on record information developed through **other** sources, **NOT** a response from the NICS Indices, NCIC files, or III.
3. **NICS Indices record entry** should be made **only** if a permit is denied based on one or more of the following:
 - a. NC/CCH record not indexed in NCIC/III; **or**
 - b. Any state or local record which is considered a federal prohibition, such as proof that the individual has been adjudicated as a mental defective as documented in public records maintained by the Clerk of Superior Court; **OR**
 - c. a North Carolina State Prohibitor.
4. **Do NOT enter** an individual into the NICS Indices **IF** the denial was based on a record response **from** NICS Indices, NCIC, or III. The individual's record is already in a national system searched by NICS. There is **no need** to enter this person **again**.
5. To identify the record subject, fields which must be used are NAM, SEX, DOB, Category of Prohibited Persons (PCA), and Agency Record Identifier (ARI).

6. In the field of Category of Prohibited Persons (PCA), the code chosen controls subsequent fields. An optional field may become required when the following code is entered.
 - a. **I—Conviction for a Misdemeanor Crime of Domestic Violence:** the Relationship to Victim (RTV) and the State Statute and Subsection (SST) fields are mandatory.
 - b. **H—Protection Restraining Order for Domestic Violence:** Expiration Date (EXP) field is mandatory.
 - c. **C—Controlled Substance Prohibitor:** Expiration Date (EXP) field is mandatory.
7. Use optional fields whenever the information is available.
8. Upon successful transmission, NICS will respond back with a NICS Record Identifier (NRI), a number which is similar to a NIC number. This number, along with the printed screen, should be retained with all supporting documentation for future reference.

C. Modify NICS Indices Record — MDP

Perform the MDP transaction to add, change, or delete existing information in a record entered into the NICS Indices File.

D. Supplemental NICS Indices Record — SDP

Perform the SDP transaction to add specific identifiers (SOC, SMT, AKA, or MNU) to an existing NICS Indices record..

E. Cancel NICS Indices Record — XDP

Perform the XDP transaction to cancel a NICS Indices record when the record should not have been entered or the initial reason for the denial is no longer a prohibiting factor. Only the entering ORI can cancel the record.

F. Query NICS Indices Record — QDP

This transaction is used to display a detailed NICS Indices record entered by your ORI.

G. NICS Indices Retention

1. NICS will purge a NICS Indices record when the Date of Expiration (EXP) is reached if one was entered.

2. Two weeks before Date of Expiration, agency will receive a notification from the NICS Indices indicating record will be purged. The notice will be sent to the ORI which entered the NICS Indices record.
3. If a record is entered and no expiration date is indicated, the record will be retained until the record subject reaches the 120th birthday or until removed by the entering agency.

H. ICE Discrepancy

1. When a NICS Indices hit identifies an individual as an Illegal/Unlawful Alien **and yet** your agency has supporting documentation that shows the subject **is** legally in the United States, this is a discrepancy in the NICS record entry by U.S. Immigration and Customs Enforcement (ICE).
2. In such event, your agency would notify NICS that the record needs to be removed from the NICS Indices.
 - a. Ice Discrepancies – [NICS Indices Template Instructions](#) and [NICS Indices Template Spreadsheet](#) are in [Omnixx Links](#)—NICS Info.
 - b. Save filename as NICS Records and add date.
For example: NICS Records 09-12-2019
3. Send email to NICS.REDRESS@cbp.dhs.gov which is the Ice Data Quality and Integrity Unit (DQI).
 - a. Include file number in the subject line.
For example: NICS Records 09-12-2019
4. Agencies may submit one spreadsheet per week to DQI and should ensure all discrepancies for that week are submitted.
5. DQI will process all requests the following week and upload to NICS Indices the following Friday.
6. DQI will not send confirmations regarding status. Agencies must query the record the Monday **after the Friday NICS upload** to determine NICS Indices entry has been removed.
7. DQI collects all requests on Friday to process in the following week.
 - a. DQI determinations will be uploaded at the end of the next week (Fridays at 8 p.m. ET).

- b. To confirm your NICS Indices entry was removed, on the following Monday one week after your original request was submitted, perform QDP again on the disputed record.
- c. It may be a good practice to submit on Fridays.
 - 1) Allow the DQI one week to process those records.
 - 2) On the following Monday, check status of your removal request.

VII. ACCESS, DISSEMINATION, & APPEAL OF NICS RECORD

A. Access and Dissemination

1. Access to the NICS Indices is restricted to personnel certified in Module 4 (Concealed Handgun Permits) and Module 7 (Disposition of Firearms). NICS access is structured for the purpose of providing unique and sensitive information to federal, state, or local criminal justice agencies in connection with the issuance of a permit or license to possess, acquire, conceal, or transfer a firearm.
2. Use of NICS for any other purpose is strictly prohibited. Misuse may result in administrative sanctions, suspension, or termination of NICS access, fines up to \$10,000, and/or criminal charges filed by the FBI.

NOTE: NICS query is **NOT** permitted for criminal investigations. *FBI Guidelines for Accessing NICS* allow **ONLY** two uses of NICS by authorized users. See *Omnixx Links—NICS Info*.

*** Do not perform QNP for criminal investigations.***

B. NICS Appeals Procedures

1. In the application process, if a NICS response indicates potential basis for denial, the Sheriff's Office should determine from the individual whether additional information is needed to clear up discrepancies (such as fingerprint verification).
2. If the individual wishes to challenge the accuracy of the record upon which the permit denial was based, direct the individual to the agency that entered the record. This could be a law enforcement or criminal justice agency.
3. If a NCIC/III or NC/CCH provided a criminal record which caused the denial and the individual challenges the record, the individual has the "Right to Review" their criminal record. Refer the individual to www.NCSBI.gov >Background Checks.

4. In March 2023 with the repeal of pistol purchase permits, North Carolina's NICS participation status changed to an **ATF-Qualified State**.
 - a. As a result, the FBI's NICS no longer accepts direct challenges nor provides reasons for denials.
5. If individuals challenge the accuracy of denials based upon an erroneous NICS responses and want their information retained by NICS to prevent future denials, the [Voluntary Appeals File Application](#) is available in [Omnixx Links](#)—NICS Info.
 - a. Agency may also provide applicants the [NICS Index Brochure](#).
6. If a NC Domestic Violence Protective Order provided the basis of a denial and individual disputes accuracy of the Order, refer the individual to the issuing court/official.

VIII. RETENTION OF RECORDS

A. Handgun Permits and Applications

1. The NC Department of Cultural Resources Archives Division (NC DNCR) publishes a retention schedule for governmental agencies, including county sheriffs' offices.
2. Review schedules at <https://archives.ncdcr.gov/government>.
3. Permit applications must be retained in accordance with [NC DNCR's rules](#) and [NCGS § 132-1.2](#). (Public Records Law; Confidential Information)

B. NICS Inquiries and Responses

1. NICS inquiries and responses resulting in a "proceed" or approval must be maintained for one (1) year.
2. NICS inquiries and responses which result in the decision to deny a permit may be retained indefinitely.
3. Record the NTN for each NICS record check on the application as proof that a NICS check was conducted.

C. NICS Log of Transactions – QCHL

1. All QNP and QNR transactions are maintained on an automated log.
2. Monthly query and review of automated NICS log must be performed (QCHL) to determine compliance.

3. NICS inquiries & responses which result in an issuance or a “proceed” are to be maintained for one (1) year.
4. Logs must be signed or initialed and dated.
5. Any misuse must be reported to the SBI.

D. NICS in Summary

1. NICS record check is required to process all NC permits.
2. NICS provides unique information to personnel who process handgun permits which is essential for officer and public safety.
3. Retain all NICS documentation in accordance with retention policy.
4. [NICS Law Enforcement Guide](#) is a concise, comprehensive resource with helpful acronym glossary available on [Omnixx Links](#)—NICS Info.
5. Questions about prohibitors may be sent to NICSLiaison@fbi.gov which is the NICS Business & Liaison Unit. Further [NICS contact information](#) is available on [Omnixx Links](#)—NICS Info.
6. An essential tool for up-to-date NICS information is available with a [LEEP account](#) to access the FBI’s JusticeConnect, NICS Community. For further guidance, see [Omnixx Links](#) —Click User Account badge.

IX. NC PERMIT TO CARRY CONCEALED HANDGUN

A. Purpose

1. Allows approved NC residents to carry a concealed handgun, within limits, if they have received a Concealed Handgun Permit from the Sheriff of their county of residence.
2. Two types of permits are allowed under NC law:
 - a. [Concealed Handgun Permit](#) –valid for 5 years from issuance date.
 - b. [Emergency Temporary Permit](#) – valid for 45 days from issuance.
3. Permittee must carry permit, along with valid ID, whenever in possession of a concealed handgun.
4. Permittee must advise a law enforcement officer when approached, that they have a valid permit and are carrying a concealed handgun.

Upon the officer's request, the permittee must show both the permit and valid identification.

5. For areas where concealed handgun permittees are prohibited from carrying, see [Omnixx Links—Concealed Handgun Permits—Prohibited Carry Areas Chart](#) which includes a list of [authorized individuals](#) by [NCGS § 14-269\(b\)](#).

B. Criteria of Issuance

1. An applicant must be a citizen of the US, or lawfully admitted for permanent residence in the US.
2. An applicant must be a resident of NC for 30 days prior to the application being filed.
3. An applicant must be at least 21 years of age.
4. An applicant must not suffer from any physical or mental infirmity that prevents the safe handling of a handgun.
5. Applicant must successfully complete a NC Department of Justice-approved Firearms Safety and Training Course or be exempt from this course requirement.

C. EXEMPTIONS — the Firearms Safety and Training Course is **NOT** required for the following:

1. **Emergency Temporary Permit Applicant** — [NCGS § 14-415.15\(b\)](#)
2. **Qualified Sworn Law Enforcement Officer** — [NCGS §§ 14-415.10, 14-415.12A](#) define a law enforcement officer as employed by a local, state, campus police, correctional officer, State probation or parole officer, or company police agency in NC who satisfies the following:
 - a. Agency-authorized to carry a handgun in the course of duty; **and**
 - b. Is not the subject of a disciplinary action by the agency that prevents the carrying of a handgun; **and**
 - c. Meets agency requirements established regarding handguns.
3. **Qualified Former Sworn Law Enforcement Officer** — [NCGS §§ 14-415.10, 14-415.12A](#) define an individual who retired **from service in North Carolina** as a law enforcement officer with a local, state, campus police, correctional officer, state probation or parole officer, or company police agency, other than for reasons of mental disability, who has been retired as a sworn law enforcement officer two years or less from the date of application, and who satisfies all of the following:
 - a. Immediately before retirement, was a qualified law enforcement officer with a local, state, or company police agency in NC;

- b. Has a non-forfeitable right to benefits under the retirement plan of the local, state, or company policy agency as a law enforcement officer; or has 20 or more aggregate years of law enforcement service and has retired from a company policy agency that does not have a retirement plan; **or**
 - c. Has 20 or more aggregate years of part-time or auxiliary law enforcement service; **and**
 - d. Is not prohibited by federal or state law from receiving firearms.
- 4. **Qualified Retired Probation or Parole Certified Officer** – [NCGS §§ 14-415.10, 14-415.12A](#) define an individual who retired from service as a NC State Probation or Parole Certified Officer, other than for reasons of mental disability, who has been retired as a probation or parole certified officer two years or less from the date of application, and who meets all of the following criteria:
 - a. Immediately before retirement, the individual met firearms training standards of the [NC Department of Adult Correction](#) and was authorized to carry a handgun in the course of duty; **and**
 - b. Retired in good standing and was never a subject of a disciplinary action by the [NC Department of Adult Correction](#) that would have prevented the individual from carrying a handgun; **and**
 - c. Has a vested right to benefits under the Teachers' and State Employees Retirement System of NC established under [Article 1 of Chapter 135](#) of the General Statutes; **and**
 - d. Is not prohibited by federal or state law from receiving firearms.
- 5. **Qualified Retired NC State Correctional Officer** other than for reasons of mental disability and have been retired as a NC State Correctional Officer two years or less from the date of the permit application, and who meets **all** of the following criteria:
 - a. Immediately before retirement, the individual met the firearms training standards of the [NC Department of Adult Correction](#) and was authorized by the [NC Department of Adult Correction](#) to carry a handgun in the course of duty; **and**
 - b. Retired in good standing and was never the subject of a disciplinary action by the [NC Department of Adult Correction](#) that would have prevented the individual from carrying a handgun; **and**
 - c. Has vested right to benefits under the Teachers' and State Employees' [Retirement System of North Carolina](#); **and**
 - d. Is not prohibited by federal or state law from receiving firearms.
- 6. **Armed security guard** licensed or registered by the [NC Private Protective Services Board](#) who also has a Firearm Registration Permit

issued by the Board in compliance with [NCGS § 74C-13](#) and is deemed to have satisfied the requirement that an applicant successfully complete an approved Firearms Safety and Training Course.

7. Individuals who meet the requirements for this exemption **must complete** the [Exemption From Firearms Course Form](#). The form is available in [Omnixx Links](#)—Concealed Handgun Permits—CHP Forms.

NOTE: *Federal law enforcement officers, military, or out-of-state law enforcement officers (even if living in NC) are **NOT** exempt from the Firearms Safety and Training Course.*

D. Grounds for Denial

1. Specific grounds are listed in the NC General Statutes, on the back of the [Concealed Handgun Application](#) and the [Disqualifying Offense Chart](#).
2. If an applicant was found guilty or received a prayer for judgment continued (PJC) or received a suspended sentence **and THREE YEARS** have passed **since** their conviction **and prior** to their signed application date, if otherwise qualified, that applicant can receive a Concealed Handgun Permit. — NCGA § 14-415.12(b)(8). [See page 3 on Disqualifying Offenses Chart](#) on [Omnixx Links](#)—Concealed Handgun Permits.
3. See [Omnixx Links](#)—Concealed Handgun Permits — [Disqualifying Offenses Chart](#) for list of federal and state permanent prohibitions and offenses under the three-year rule as state prohibitions.
4. A thorough background investigation must be conducted on every applicant to determine if any grounds exist for Sheriff to deny the permit.
5. **Complete record checks include:**
 - a. NICS Indices Query..... **QNP** (QNR if appropriate)
 - b. DMV Driver Issuance & History..... **QDF**
 - c. AOC Query..... [eCourts](#)

X. INITIAL APPLICATION PROCESS

- A.** Process for **applicant who has NEVER had** a NC Concealed Handgun Permit.
- B. Concealed Handgun Permit** — By NC statute, the applicant can only be

required to submit the following items:

1. **Application Form**
 - a. The application form is available on [Omnixx Links](#)—Concealed Handgun Permits.
 - b. Use the same form for all application types (New, Renewal, etc.).
 - c. Many NC counties contract with a third-party online-application service called Permitium, a [corporate partner](#) with the [NC Sheriffs' Association](#). Online applications have the same requirements as SBI PDF applications and can be printed to hard-copies.
 - d. Notarized signature of permittee is required (notarization does not have to occur within the Sheriff's Office).
 - e. A copy can be given to the applicant. The original signed application must be maintained within the Sheriff's Office for processing (ex. background checks, fingerprinting, file, etc.).
 - f. Application has three (3) areas: Personal Identification, Applicant's Testimony, Sheriff's Checklist.
 - g. Information from the application is data entered into DCIN by the Sheriff's Office personnel.
2. **Non-refundable Application Fee**
 - a. \$80.00 for new application.
 - b. \$45.00 for new application for a Retired NC Sworn Law Enforcement Officer or honorably discharged Veteran as defined by [NCGS § 14-415.19](#).
3. **One set of fingerprints** (one applicant fingerprint card) administered by the Sheriff. The Sheriff's Office can charge the applicant a fee, not to exceed \$10.00, to cover the cost of processing the fingerprints.
 - a. For an illustrated DCIN workflow, see [DCIN Workflow for Processing Guide for Concealed Handgun Permits](#) in [Omnixx Links](#)—Concealed Handgun Permits.
4. **Original Certification of Completion** from an approved Firearms Safety and Training Course (unless exempt) indicating the subject successfully completed the course (Sheriff maintains original in file).
5. **Signed release** for Court Orders Concerning the Mental Health or Capacity to be disclosed to the county Sheriff. See [Omnixx Links](#)—Concealed Handgun Permits—Mental/Physical Health Release Forms—[AOC-SP-914](#).

6. The **Physical & Mental Health Release Form** authorizes the disclosure to the Sheriff of any involuntary commitment and competency proceeding court orders from the Clerk of Court.
 - a. The Sheriff may also request treatment records from public and/or private mental health and medical providers.
 - b. While [NCGS § 14-415.13](#) allows the Sheriff to request mental health records, it does NOT mandate it. It is within the Sheriff's discretion to request mental health records from treatment providers.
 - c. If the Sheriff chooses to request mental health records, the request shall be submitted within 10 days of the receipt of the application documentation.
 - d. No person, company, mental health provider, or governmental entity can charge any fees to the applicant for mental health records.
7. No other documents can be required to be submitted by the applicant (such as military discharge record [DD Form 214](#)). However, the Sheriff may ask the applicant for additional information such as the DD-214.
 - a. To contact any branch of the military for further information, see the [Military Reference Document](#) available in [Omnixx Links](#)—Concealed Handgun Permits.
 - b. As of January 2024, the process was updated to be more efficient. Use [Form R-84](#) which is also available in [Omnixx Links](#).
 - c. Be careful to **type exactly as directed** in the R-84 instructions. NICS advised that military responses were often not received by military branches because senders mistyped email addresses.

C. Sheriff's Office Process

1. Enter data from Application Form into DCIN **promptly**. CHP application record must be in DCI network **BEFORE** the SBI fingerprint system receives the fingerprints in the AFIS & Technical Search Unit.
2. After ECG transaction is submitted, then submit fingerprints to the SBI.
3. Conduct all required background checks.
4. Sheriff shall Issue or Deny permit application within the appropriate 45-day timeframe.
5. The decision to issue or deny an application within 45 days depends on the mental health records request.

- a. If the Sheriff requests mental health records, the 45-day time frame begins when all application documentation, to include receipt of mental health records, are received by the Sheriff's Office. The Sheriff shall submit the request for mental health records within 10 days of the receipt of all [required application documentation](#).
 - b. If the Sheriff does not request mental health records, the 45-day time frame begins when all [required application documentation](#) was received by the Sheriff's Office.
6. Update the application status in DCI to indicate the Sheriff's decision.
7. For an illustrated DCIN workflow, see [Processing Guide](#) for Concealed Handgun Permits in [Omnixx Links](#)—Concealed Handgun Permits.

D. Submission of Fingerprints

1. If your agency has a Live Scan device, prints may be submitted electronically to the SBI. This may significantly shorten the processing time needed for a fingerprint criminal history record check.
2. Fingerprints must be taken on **Applicant Fingerprint Card**.
 - a. Enter ORI of the contributing Sheriff into ORI block, along with the Sheriff's Office name and address in the Employer Block.
 - b. Enter "NCGS § 14-415.13 - Concealed Handgun Permit" in the Reason Fingerprinted Block.
 - c. Enter "CHP" in the OCA Block.
 - d. Sheriff's Office staff should accurately complete the card.
3. Mail fingerprint card to SBI unless submitted electronically via Live Scan/AFIS. Note on outside of the envelope "Applicant Fingerprint Card" for easier recognition and processing assignment.
4. Illegible fingerprint cards will be returned to the contributing agency. The contributing agency is responsible to contact the applicant to have the fingerprints re-rolled.
 - a. An additional processing fee cannot be charged to the applicant.
 - b. If fingerprints are rejected and returned, send again corrected cards and all paperwork (including original rejected cards) to SBI.
5. Acceptable fingerprints are searched through the SBI database (and FBI database, as needed) to determine if the person has a criminal history record on file.

E. Responses from Fingerprint Search

1. Upon conclusion of database search(s), the SBI notifies the Sheriff's Office of the findings via an online terminal message to indicate whether there is either a:
 - a. [Prior Criminal Record](#); SID and/or FBI number will be provided **OR**
 - b. [No Prior Record Found](#) **OR**
 - c. [New Criminal Activity](#)
 - d. See fingerprint findings' online messages in [Examples & Online Notices](#).
2. The fingerprint card will not be returned to the contributing agency. If your agency prefers a copy to keep, take a second set of fingerprints to retain with the applicant's permit file.
3. The fingerprint images will be maintained in the State Automated Fingerprint Identification System (SAFIS) at the SBI. These images will be searched against future arrest/custody cards received. If a match is found, the Sheriff that contributed the applicant's fingerprints for the Concealed Handgun Permit reason will be notified by an online terminal message from DCIN advising:
 - a. [Warning - New Criminal Activity](#) and the SID and/or FBI number will be provided.
 - b. New criminal activity may be grounds for revocation of the permit.

F. Decision to Issue or Deny

1. **IF** —after having conducted the necessary checks and/or receiving the response from the SBI/FBI regarding the fingerprint search— the Sheriff decides to **ISSUE** the permit, use the Enter/Add Status (ECGN) transaction to update the CHP record in DCIN to indicate the permit has been issued.
 - a. ECGN immediately updates the status of the card to "Issued" with an expiration date **calculated for 5 years** from date of issuance.
 - b. The ECGN "Issued" update notifies the **SBI to print** the Concealed Handgun Permit card.
 - c. Cards are printed on Wednesday mornings based upon transactions entered by the Sheriff's Office during the previous week.
 - d. The cards will be reviewed by the SBI to ensure all cards were printed and mailed in a packet to the issuing Sheriff on Wednesday or Thursday of the printing week.
 - e. The Sheriff shall maintain a listing, including the identifying information, of those persons who are issued a permit.
 - f. The list of permit holders and the information collected by the Sheriff to process an application are confidential and not public record.

- g. The Sheriff shall make this list available upon request to all state and local law enforcement agencies.

NOTE: *If permit cards for Issued Permits are not received by your agency **within** one week after you performed the ECGN to indicate their issuance, send an email to CHPHelp@ncsbi.gov to request the status of your permit.*

2. **IF** —after having conducted the necessary checks and/or receiving the response from the SBI/FBI regarding the fingerprint search— the Sheriff decides to **DENY** the permit:
 - a. Update the Application Form and the record in the DCI Network indicating the denial of the permit.
 - b. Notify the applicant in writing of the reason for denial. See [Omnixx Links](#)—Concealed Handgun Permits—Denial & Revocation.
 - 1) NC Sheriffs’ Association provided [instructions and forms](#) to assist Sheriffs in denial procedures. These forms are posted as Appendices on [Omnixx Links](#)—Concealed Handgun Permits.
 - c. An applicant may appeal to a District Court Judge of the district in which the application was filed.
 - d. Perform NDN transaction to notify NICS about the Sheriff’s denial of the Concealed Handgun Permit.
 - e. If the denial is based on a firearms prohibition which is not indexed nationally, perform an EDP transaction to enter the individual into NICS.
3. If results of the applicant’s fingerprint card criminal records search are not received by the Sheriff’s Office prior to the 45-day period while all other application documentation has been received, it is the Sheriff’s discretion whether or not to:
 - a. Issue the permit — without knowing the fingerprint card results;
 - b. Deny the permit — pending the fingerprint card results.
4. If the decision is made to temporarily deny the permit pending the fingerprint card results, **NO ACTION** is necessary to take in DCIN
 - a. The Sheriff may wish to notify the applicant in writing that the permit will not be issued at this time because of the delayed fingerprint search and that a decision will be immediately rendered upon receipt of the fingerprint search.

G. Permit Card Packets

1. Permit Cards
 - a. Concealed Handgun Permit cards are the size of a credit card.
 - b. Cards contain physical identification data about the permittee, as well as the permit number, type, and date of expiration.

- c. Upon receipt of printed permit cards, the Sheriff must sign each card (or may use signature stamp) and contact permittees for pickup. When a permittee arrives to receive the permit, they must also sign the card in the presence of the Sheriff.
 - d. It is recommended that a county seal be placed on the card to help prevent possible forgeries.
 - e. Some Sheriffs may choose to laminate the card.
2. Quality Control Sheet
 - a. Included with each week's packet mailed to the Sheriff.
 - b. Will advise of the permit cards enclosed by listing the:
 - 1) Name of permittee(s)
 - 2) Permit number(s)
 - 3) Telephone number(s) (if one was entered in CHP record)
3. It is recommended to have the applicant read and sign the form called **"DOs and DON'Ts of Carrying a Concealed Handgun"** compiled by the NC Attorney General's Office. This is available from [Omnixx Links—Concealed Handgun Permits—Forms](#).
 - a. The signed original form should be kept within the Sheriff's Office, along with the completed, notarized application, as further proof that the applicant had been made aware of some of the permit issues.
 - b. A copy of the signed form may be given to the applicant.
4. Other options to provide applicant would include:
 - a. [Chart](#) of Prohibited Carry Areas for Concealed Handgun
 - b. Information about out-state travel and Concealed Permit Reciprocity
 - c. The above NC DOJ resources are available from [Omnixx Links—Concealed Handgun Permits—Resources to Applicants](#).
5. [NC Sheriffs' Association](#) provides valuable information from the most frequently asked questions by NC citizens in its public service publication [Updated Concealed Handgun Permits and the Use of Deadly Force](#).

H. **Emergency Temporary Permit**

In limited conditions, if just cause is presented, a Sheriff can issue an Emergency Temporary Permit if they feel that an emergency situation exists that may constitute a safety risk to the person, or the person's family, or the person's property — [NCGA § 14-415.15](#).

1. Emergency Temporary Permit is valid throughout NC for only 45 days.
2. An individual may receive a single Emergency Temporary Permit per application process.

3. An applicant can request both an Emergency Temporary Permit and a Concealed Handgun Permit on the **same** Application Form.
 - a. Collect only one fee for this dual-process application.
 - b. Document both permit processes in the DCIN record.
4. **Applicant must submit the following:**
 - a. Notarized Application Form
 - b. Application fee
 - c. One (1) set of fingerprints
 - d. The Sheriff can charge the applicant a fee, not to exceed \$10.00, to cover the costs of processing the fingerprints.
 - e. Signed release for court orders ([AOC-SP-914](#)) concerning the mental health or capacity of the applicant.
5. The applicant does not have to complete an approved Firearms Safety and Training Course for an Emergency Temporary Permit.
6. The applicant must complete the approved Firearms Safety and Training Course within the 45-day-period to be eligible for the issuance of the regular permit.
7. The Sheriff could issue the Emergency Temporary Permit granting immediate approval to carry a concealed handgun while continuing to conduct a thorough background investigation for a Concealed Handgun Permit.
8. Upon entry of the application and update of the record in the DCI Network by the Sheriff's Office (indicating the Emergency Temporary Permit is issued), DCIN will **respond immediately** with an **online Emergency Temporary Permit**.
 - a. This temporary permit must be printed, properly signed, and carried by the permittee, along with valid identification, whenever they are in possession of a concealed handgun.
 - b. It is recommended that a county seal be placed on this Emergency Temporary Permit as well.
 - c. **NO** Emergency Temporary Permit is mailed to the Sheriff's Office. The DCIN **online response IS** the Emergency Temporary Permit.
 - 1) Print and maintain a copy of the Emergency Temporary Permit in the concealed handgun file.
 - 2) Sheriff retains signed original permit; applicant receives a copy.
 - 3) See [Example-2](#) from [Examples & Online Notices](#).
9. If the Sheriff decides to deny the Emergency Temporary Permit, this indication must also be made in the DCIN record.

10. The Sheriff may decide to revoke the Emergency Temporary Permit after it has been issued, due to the results of the applicant's background search or other [Article 54B](#) violations that may occur.
11. If the denial or revocation is due to a federal or state firearms prohibition, perform an NDN to enter the Sheriff's denial as a notification to NICS. See [Chapter V for NDN](#) entry procedures.

XI. RENEWAL PROCESS — RENEW ACTIVE PERMIT

- A.** For an applicant to qualify for renewal, the person **must submit** the renewal application **within 90-days PRIOR** to the permit expiration.
- B.** If the application is received **AFTER** the existing expiration date, the applicant must follow the **process as a NEW** applicant — see [Chapter X](#).
- C. Renewal Notification**
 1. At least 45 days prior to the expiration date of a permit, the Sheriff must send a written notice to the permittee explaining that the permit is about to expire and will include information about the requirements for renewal of the permit.
 - a. The notice shall be sent by first class mail to the last known address of the permittee.
 - b. Failure to receive a renewal notice shall not relieve a permittee of requirements for completing the renewal process.
 2. **Within Omnixx Force**, the SBI provides to each Sheriff a list of individuals in their county (names, permit numbers, addresses, date of issuance/expiration) whose permit will expire within the next 90-120 days.
 - a. The list is only posted in **Omnixx Force**—Links—Concealed Handgun Permits—Renewals.
 3. If permittee completes the renewal process **within the 90-day** period **prior** to the permit's expiration date, and the Sheriff does not renew or deny the renewal permit prior to the permit's expiration date, the permit **will remain valid** beyond the expiration date until the permittee receives a renewal permit or is denied a renewal permit by the Sheriff.
 - a. When the permit is inquired upon, the caveat below will be included on the response:
*** Permit is VALID** – extension granted beyond expiration date for Sheriff to complete renewal process.*

4. Once the renewal application status has reached the 45th day after expiration date and a decision has not been made to renew or deny the permit, an [Automatic Notification Reminder](#) will be sent to the Sheriff's Notification ORI each night until the Renewal Permit is either Issued or Denied.
 - a. See [Example-12](#) from [Examples & Online Notices](#).
5. If permittee does not apply to renew the permit prior to its expiration date but does apply to renew the permit within 60 days after the permit expires, the Sheriff may waive the requirement for completing another NC DOJ-approved Firearms Safety and Training Course.
 - a. If permit expires, applying within the 60-day period after expiration does not reactivate the permit and the permit remains expired until the Sheriff renews the permit. This would be completed as a New Applicant — see [Chapter X](#).
6. If permittee applies for the renewal more than 60 days after the expiration, the Sheriff has **NO authority to waive requirement** to complete another NC DOJ-approved Firearms Safety and Training Course.

D. Requirements for Renewal of ACTIVE Permit

1. Applicant must submit the following:
 - a. [Application Form](#) with notarized signature of permittee
 - b. **Non-refundable Fee**
 - 1) \$75.00 for renewal application.
 - 2) \$40.00 for renewal application for a Retired NC Sworn Law Enforcement Officer or honorably discharged Veteran as defined by [NCGS § 14-415.19](#).
 - c. **Original Certificate of Completion** from an approved Firearms Safety and Training Course if required by Sheriff.
 - 1) It is the Sheriff's discretion whether to waive or retain the requirement for the Firearms Safety and Training Course for an applicant **renewing an ACTIVE** permit.
 - d. **Signed Release** ([AOC-SP-914](#)) for court orders concerning the mental health or capacity of the applicant to be disclosed to the Sheriff.
 - 1) The form on file from the previous application **must be renewed IF more** than one year old.
 - e. The Renewal Box on the application **must be checked** by the permittee to indicate the applicant remains qualified under the criteria provided by NC statute.

E. Sheriff's Office Process

1. Perform a query (QCG) on the existing record in the CHP File and compare its information to the renewal application. **Determine if any data** needs to be updated (WGT, HGT, Hair color, Other Physical Description, etc.).
2. Perform **again** the query (QCG) **and enter "Y"** in the Fingerprint Card Tracking field of the QCG.
 - a. The detailed response will include a 10- to 16-digit alphanumeric identifier in the upper-right portion of the response.
 - b. The 10- to 16-digit identifier **must be placed in the OCA Block** of the fingerprint cards (or OCA Block of the Live Scan submission).
 - c. Entry of the identifier-number will ensure the appropriate linkage is made with the renewal application to retain all CHP history in the applicant's record.
 - d. For an illustrated DCIN workflow, see [Processing Guide for Concealed Handgun Permits](#) in [Omnixx Links](#)—Concealed Handgun Permits.
3. Submit fingerprints to the SBI for state and national criminal history records searches.
 - a. No new fingerprints shall be required for applicants renewing valid permits if applicant's fingerprints were submitted to the SBI after June 30, 2001, on the Automated Fingerprint Information System (AFIS) Live Scan device as required by [NCGS § 14-415.16\(d\)](#).
 - b. If fingerprint submission is required for renewal application due to lack of previous prints or fingerprint card was rejected, carefully review the illustrated [DCIN Workflow—Processing Guide for CHPs](#).
 - 1) Guide is available on [Omnixx Links](#)—Concealed Handgun Permits.
4. Perform background checks to determine if the **applicant remains qualified** for a Concealed Handgun Permit.
5. **Complete record checks include:**
 - a. NICS Indices Query.....**QNP/QNR** if appropriate
 - b. DMV Driver Issuance & History.....**QDF**
 - c. AOC Query.....[eCourts](#)
6. If necessary, complete the Modify Transaction (MCG) to change or update existing record (physical description, address, etc.).
 - a. In May 2024, new data fields became available on two transactions [ECG](#) and [MCG](#) transactions for data from the applicant's certificate for the NC Firearms Safety and Training Course.

- b. The new fields are reviewed in [Chapter XVIII DCIN Transactions](#).
 - c. If available at time of permit renewal, enter applicant's certificate information using the MCG transaction.
7. Must update the permittee's Concealed Handgun Permit record in DCIN utilizing the Enter/Add Status Transaction (ECGN) to indicate an application for renewal has been received.

F. Issuance of Permit

1. After the necessary checks are conducted and/or the SBI/FBI response regarding the fingerprint search is received, if the Sheriff decides to **ISSUE** the renewal, the Sheriff must update the permittee's Concealed Handgun Permit record in DCIN.
 - a. Complete the Enter/Add Status Transaction (ECGN) to indicate the renewal permit has been issued.
 - b. The ECGN submission will notify DCIN to print a renewal card and send the card to the issuing Sheriff for distribution.
2. DCIN will calculate the renewed permit's expiration for 5 years from the expiration date of the previous permit.
3. If permittee does not apply to renew the permit prior to the expiration date of the current permit, the permit will expire. DCIN will automatically update the permit to an EXPIRED status.

G. Denial of Permit

1. After the necessary checks are conducted and/or the SBI/FBI response regarding the fingerprint search is received, if the Sheriff **decides to DENY** the renewal permit, the Sheriff must:
 - a. Update the permittee's Concealed Handgun Permit record in DCIN to indicate that the permit was denied (ECGN).
 - b. Notify the permittee in writing of the reason for denial. See [Omnixx Links](#)—Concealed Handgun Permits—Appendices A & B.
 - 1) NC Sheriffs' Association provided instructions and forms to assist Sheriffs in the [Denial & Revocation](#) processes.
2. Perform NDN transaction to notify NICS of the Sheriff's permit denial.
3. An applicant may appeal the Sheriff's decision to deny to a District Court Judge of the district in which the application was filed. Determination of the appeal by the District Court Judge is final.
 - a. If the Judge **denies the appeal** (agrees with the Sheriff), send an email to CHPHelp@ncsbi.gov with the permit number (PNO) and state the appeal was DENIED by the District Court Judge and provide the date of court decision.

- b. If the Judge **upholds** the appeal (agrees with the individual), send an email to CHPHelp@ncsbi.gov with the permit number (PNO) and state the appeal was UPHeld by the District Court Judge and provide the date of court decision.
 - 1) Due to the court decision to uphold the appeal, perform the NDO transaction to remove your agency's denial notification to NICS.
- c. The SBI Concealed Handgun Unit will enter the court's appeal decision on your behalf since the ECGN transaction currently has technical problems for the Upheld (UPH) and Denied (DEN) fields.

XII. RENEWAL PROCESS — EXPIRED PERMIT

- A.** If the application is received **AFTER** the existing permit expiration date, process as a **NEW** application **AND** retain the CHP history. There is one exception for deployed military to be discussed later.
- B. Requirements for EXPIRED Permit**
 - 1. Notarized Application Form signed by applicant
 - a. Because the application is treated as **NEW**, the applicant may apply for both a "regular" permit and an Emergency Temporary Permit on the same application.
 - b. Even if the applicant was issued an Emergency Temporary Permit in their previous application cycle, because of their expired permit, they may apply for and be issued a "new" Emergency Temporary Permit.
 - 2. Non-refundable \$80.00 fee unless applicant is a retired NC Sworn Law Enforcement Officer for whom the fee is \$45.00.
 - 3. Submit fingerprints to the SBI for state and national criminal history record searches. The Sheriff may charge the applicant a fee, not to exceed \$10.00, to cover cost to process fingerprints.
 - a. Prints submitted electronically from a Live Scan device may significantly shorten the processing time for results of a fingerprint-based criminal history record check.
 - 4. Signed release for Court Orders concerning the mental health or capacity of the applicant to be disclosed to the Sheriff — [AOC-SP-914](#).
 - a. If the form on file is more than one-year-old (from previous application), a new form must be signed and processed.

5. If the applicant applies to renew their permit **within 60 days after** the permit expires, the Sheriff may waive the requirement for completing another Firearms Safety and Training course — [NCGS § 14-415.16\(e\)](#).
6. If the permittee applies to renew their permit **more than 60 days after** the permit expires, the Sheriff has **NO authority** to waive the requirement for completing another Firearms Safety and Training Course — [NCGS § 14-415.16\(e\)](#).

C. Sheriff's Office Process

1. Perform a query (QCG) on the existing record in the CHP File and compare its information to the renewal application. **Determine if any data** needs to be updated (WGT, HGT, hair color, other physical description, etc.).
2. Perform **again** the query (QCG) **and enter "Y"** in the Fingerprint Card Tracking field of the QCG.
 - a. The detailed response will include a 10 to 16-digit alphanumeric identifier in the upper-right portion of the response.
 - b. The 10- to 16-digit identifier **must be placed in the OCA Block** of the fingerprint cards (or OCA Block of the Live Scan submission).
 - c. Entry of this number ensures the appropriate linkage is made with this application to retain all CHP history in the applicant's record.
3. Submit fingerprints to the SBI for state and national criminal history searches.
4. Conduct all necessary background checks to determine if the applicant remains qualified for a Concealed Handgun Permit.
5. **Complete record checks include:**
 - a. NICS Indices Query..... **QNP** (QNR if appropriate)
 - b. DMV Driver Issuance & History..... **QDF**
 - c. AOC Query..... [eCourts](#)
6. The permittee's Concealed Handgun Permit record must be entered in DCIN using the following transactions to indicate a **NEW application** has been received.
 - a. Perform Enter Transaction (ECG), enter the permit number (PNO) of the expired permit so the correct CHP record can be updated.
 - 1) Enter complete mailing address information **if different** from physical address.

- b. Perform Modify Transaction (MCG) to update the existing record (physical descriptors) with current data when appropriate.
 - 1) In May 2024, new data fields became available on two transactions [ECG](#) and [MCG](#) transactions for data from the applicant's certificate for the NC Firearms Safety and Training Course.
 - 2) The new fields are reviewed in [Chapter XVIII DCIN Transactions](#).
 - 3) If available at time of permit renewal, enter applicant's certificate information using the MCG transaction.
- c. For an illustrated DCIN workflow, see [Processing Guide for CHPs in Omnixx Links](#)—Concealed Handgun Permits.

D. Decision to Issue or Deny

1. **IF** —after having conducted the necessary checks and/or receiving the response from the SBI/FBI regarding the fingerprint search— the Sheriff decides to **ISSUE** the permit, use the Enter/Add Status (ECGN) transaction to update the CHP record in DCIN to indicate the permit has been issued.
 - a. The ECGN entry immediately updates the status of the card to "Issued" with an expiration date calculated for 5 years from date of issuance.
 - b. The ECGN also notifies the SBI to print a new permit card on the following Wednesday. The card is then mailed to the issuing Sheriff for distribution.
2. **IF** —after having conducted the necessary checks and/or receiving the response from the SBI/FBI regarding the fingerprint search— the Sheriff decides to **DENY** the permit, use the Enter/Add Status (ECGN) transaction the update the CHP record in DCIN to indicate the permit has been denied.
 - a. Notify the permittee in writing of the reason for denial. See [Omnixx Links](#)—Concealed Handgun Permits—Denial & Revocation.
 - 1) NC Sheriffs' Association provides these instructions and forms to assist personnel in the notification processes.
3. Perform NDN transaction as soon as possible to notify NICS of the Sheriff's denial of the permit.
4. The permittee may appeal the decision to a District Court Judge of the district in which the application was filed. Determination of the appeal by the District Court Judge is final.

- a. If the Judge **upholds** the appeal (agrees with the **individual**), send an email to CHPHelp@ncsbi.gov with the permit number (PNO) and state the appeal was UPHELD by the District Court Judge and provide the date of court decision.
 - 1) Due to the court decision, perform the NDO transaction to remove your agency's denial notification to NICS.
- b. If the Judge **denies** the appeal (agrees with the **Sheriff**), send an email to CHPHelp@ncsbi.gov with the permit number (PNO) and state the appeal was DENIED by the District Court Judge and provide the date of court decision.
- c. The SBI Concealed Handgun Unit will enter the court's appeal decision on your behalf since the ECGN transaction currently has technical problems for the Upheld (UPH) and Denied (DEN) fields.

E. Permit Extensions & Renewals for Deployed Military Permittees

1. A deployed military permittee whose permit will expire during deployment may apply to the Sheriff for an extension of the permit by providing the Sheriff with a copy of the permittee's proof of deployment. Upon receipt of the proof, the Sheriff shall extend the permit for a period to end 90 days after the permittee's deployment is scheduled to end.
2. A deployed military permittee whose permit is not extended and expires during deployment shall remain valid during the deployment and for 90 days after the end of the deployment.
3. The permittee shall provide proof of the deployment to the Sheriff, and the Sheriff shall renew the permit upon receipt of the proof provided the permittee otherwise remains qualified to hold a concealed carry permit.
4. The permittee may carry a concealed handgun during the 90 days following the end of deployment and before the permit is renewed provided the permittee also displays proof of deployment to any law enforcement officer.
5. Sheriff must modify the permittee's Concealed Handgun Permit record utilizing the Deployed End Date field on the Modify (MCG) transaction.
6. To contact any branch of the military for further information, see the [Military Reference Document](#) available in [Omnixx Links >Concealed Handgun Permits](#).
 - a. As of January 2024, the process was updated to be more efficient. Use [Form R-84](#) which is also available in [Omnixx Links](#).
 - b. Be careful to **type exactly as directed** in the R-84 instructions. NICS advised that military responses were often not received by military branches because senders mistyped email addresses.

XIII. CHANGES TO PERMITS

A. Address Changes

1. Permittees must notify the Sheriff who issued their permit of any change in their permanent address **within 30 days**.
 - a. Notification can be made by any means accepted by each Sheriff. Examples include in-person, by phone, by email, or by fax.
 - b. Permittee **or** Sheriff's personnel should complete a Change of Address Form.
 - 1) See [Omnixx Links](#)—Concealed Handgun Permits—Forms.
2. The Sheriff shall update the person's Concealed Handgun Permit record. Perform a Modify Concealed Handgun Permit (MCG).
 - a. To modify street address due to a physical move by the permit holder, **place "Y"** in the NEW ADDRESS field (NWA).
 - b. **"Y" in NWA** enables tracking of known physical addresses where a permit holder has lived.
 - c. The action also makes mandatory entry into the COUNTY OF RESIDENCE field (CTY).
3. Modification of an address (MCG) generates a DCIN response via an **online terminal message**. This is confirmation of the changed CHP address.
 - a. The MCG transaction to change the address will NOT generate printing of a new permit card.
 - b. See [Example-4](#) from [Examples & Online Notices](#).
4. The DCIN online Address Change Form must be printed and signed by the Sheriff and when applicable, by the permittee.
 - a. If the permittee gives notice **in-person** of the address change, **both** the permittee and Sheriff sign the Address Change Form.
 - b. If the permittee gives notice of address change by any other means, only the Sheriff must sign the form
 - 1) Mail the signed original Address Change Form to the permittee.
 - 2) Retain a copy in permittee's concealed handgun file.
5. The permittee must carry the DCIN printout of the Address Change Form along with the permit card and valid ID whenever carrying a concealed handgun until such time that a duplicate or renewal card is issued appropriately.

6. **IF** the permittee's change of address involves moving to a new county, the permittee **MUST notify** the county Sheriff that issued the permit **before** the new county of residence's Sheriff is able to issue a duplicate or renewal permit, when the time comes.
 - a. If a new county is entered in the MCG transaction due to the change of address, DCIN generates an automatic notice to the new county's Sheriff.
 - b. The MCG action immediately authorizes the new Sheriff's Office as custodian of the CHP record, responsible for maintenance of the record.
 - c. See [Example-5](#) from [Examples & Online Notices](#).
 - d. The new Sheriff's Office may obtain hard-copies of the permittee's concealed handgun file from the previous Sheriff.
7. **IF** the address change indicates the permittee moved out-of-state, the new out-of-state address should be indicated in the mailing address field in the modify transaction (MCG).
 - a. A note should be placed in the permittee's application file to indicate the permit holder no longer resides in NC.
 - b. According to the NC Attorney General's Office:
 - 1) The permit remains active and valid until the expiration period even if permittee moves out-of-state.
 - 2) The permit holder can use the permit when in NC, if not a resident, as long as the permit is still valid; and
 - 3) A permit holder **MUST** be a resident of NC to renew the permit.
8. DCIN will maintain the current and one previous address in the permittee's Concealed Handgun Permit history record.

B. Duplicate Permits

1. A duplicate permit may only be issued due to the loss or destruction of a current valid permit. A duplicate permit shall NOT be issued for a change of address by the permittee.
2. Permittee must provide Sheriff with notarized statement advising of the loss or destruction.
 - a. The NC Attorney General's Office developed a recommended form called Notice of Loss or Destruction of Permit which is available in [Omnixx Links](#)—Concealed Handgun Permits—Forms.
3. Permittee must pay a duplicate fee of \$15.00 to the Sheriff.
4. Use the ECGN transaction to update the permittee's DCIN Concealed Handgun Permit record to issue the duplicate permit.

- a. Complete two fields in the PERMIT DATA of the transaction: type and status date (when issued).
 - b. The ECGN update will cause DCIN to immediately respond with a Temporary Duplicate Permit via an online response.
 - c. See [Example-3](#) from [Examples & Online Notices](#).
 - d. The Temporary Duplicate Permit response must be printed, properly signed, and used by the permittee until the official replacement card is printed during the SBI weekly process and mailed to the Sheriff's Office.
 - e. It is recommended that a county seal be placed on this Temporary Duplicate Permit as well.
5. Once permanent duplicate card is received, contact permittee to pick up the duplicate card and turn in the duplicate temporary printout.

C. Protection Order Suspends Concealed Handgun Permit

1. A Judge—as part of and for the duration of any Domestic Violence Order— may suspend a permittee's Concealed Handgun Permit as permitted under [Chapter 50B](#) of the General Statutes.
2. The order-holding agency must enter the Domestic Violence Order into NCIC using PCO Code 08 and the MIS field to indicate the suspension information.
 - a. The order-holding agency then contacts the custodian Sheriff's Office to inform them of the court-ordered suspension.
3. When the custodian Sheriff is notified of the Domestic Violence Order, indicating the Concealed Handgun Permit is being suspended, the Concealed Handgun Permit record in DCIN must be updated to indicate the Date of Suspension.
4. The permittee should be notified in writing that the permit has been suspended by the Court.
 - a. [Notification of Suspension of Concealed Handgun Permit](#) is available on [Omnixx Links](#)—Concealed Handgun Permits—Forms.

NOTE: Review the Informational Note at the bottom of the [Notification of Suspension](#) form about the **two actions** the Sheriff should take if the protection order does not specifically suspend the permit.

5. It is the responsibility of the permittee to request reinstatement of the permit once the suspension period is over.
6. A hearing by the Sheriff is not necessary for court-ordered suspensions.

D. Protection Order Prohibits Possession/Purchase of a Firearm

1. When a Domestic Violence Order is received on a permittee, which prohibits the permittee from possession or purchase of a firearm, the order-holding agency must enter the order into NCIC with PCO Code 07 and notify the custodian Sheriff.
2. The custodian Sheriff will determine if revocation proceedings are warranted pursuant to [NCGS §§ 14-415.18](#) and [14-415.12](#).
3. The custodian Sheriff should evaluate the order to determine if the applicant is ineligible to possess, purchase, or receive a firearm under federal or state law. For example, an applicant is ineligible under federal law [[18 U.S.C § 922 \(g\)\(8\)](#)] when they:
 - a. Are subject to a court order that restrains such person from harassing, stalking, or threatening an intimate partner or child of such intimate partner or person, or from engaging in other conduct that would place the intimate partner or child in reasonable fear of bodily injury.
 - b. This shall only apply to a court order that was issued **after a hearing** in which the applicant received actual notice and had the opportunity to participate; **and**
 - c. Includes a finding that applicant represents a credible threat to the physical safety of intimate partner or child; **OR**
 - d. By its terms explicitly prohibits the use, attempted use, or threatened use of physical force against intimate partner or child that would reasonably be expected to cause bodily injury.
4. Active temporary/ex parte order **in NCIC** with PCO 07 **is a state prohibition**.
 - a. If PCO 07 is not selected but the order meets criteria below, it is also a state prohibition.
 - 1) Order is active; **AND**
 - 2) Firearm restriction is court-ordered and established through either the language of the order or by a Judge's notation; **AND**
 - 3) Notice and opportunity to be heard (for permanent order) must be provided within a reasonable time sufficient to protect the respondent's due process rights.
 - b. [Full faith and credit](#) apply to court-orders but **does not apply** when firearm restrictions are established from a state statute alone.
5. If applicant is ineligible and has applied for a Concealed Handgun Permit that has not yet been approved, the Sheriff should deny the permit according to the following.

- a. Perform ECGN transaction to update the status of the Concealed Handgun Permit to reflect the denial.
 - b. Send the applicant **CHP Form 1—Notice of Denial of Application** available on [Omnixx Links](#)—Concealed Handgun Permits—Denial & Revocation category.
 - c. Perform NDN transaction to notify NICS of the Sheriff's denial of the permit.
6. If permittee is ineligible, revocation proceedings should be initiated. The Sheriff of the county where the permit was issued or the Sheriff of the county where the person resides, subsequent to a hearing, may revoke the permit and update the status of the Concealed Handgun Permit to reflect the revocation.

E. Extreme Risk Protection Orders — ERPO

1. Commonly referred to as Red Flag Laws, such orders allow family members, household members, law enforcement, etc. to petition a court to temporarily prohibit an individual from possessing a firearm.
2. Generally, ERPO does not involve a protected person. Therefore, such an order does not meet the requirement for federal prohibition [18 U.S.C. § 922\(g\)\(8\)](#).
3. North Carolina does not have an ERPO law.
 - a. NC Courts do not issue such orders.
 - b. Firearm restrictions associated with any active and valid ERPO will be honored on a national level, even if the issuing state of the ERPO is different than NICS query state.
 - c. If the criteria qualify for another NCIC Person File, the agency may enter into that NCIC file and explain the ERPO in the MIS field.
 - 1) For example: If ERPO meets criteria for NCIC Violent Person File (VPF), an agency may enter accordingly so it is available to all law enforcement, public safety, and in addition for NICS purposes.

F. Revocation Process

NC Sheriffs' Association provides instructions and forms to assist sheriffs in required processes in managing concealed handgun permits.

1. The forms are posted on [Omnixx Links](#)— Concealed Handgun Permits—Denial & Revocation.

2. **Circumstance when Hearing IS Required**

Sheriff of the county where the permit was issued or Sheriff of the county where the permittee resides may revoke a permit for one of the reasons below following the required hearing:

- a. Fraud or intentional and material misrepresentation in obtaining the permit.
- b. Misuse of the permit, including lending or giving a permit or a duplicate permit to another person, materially altering a permit, or using a permit with the intent to unlawfully cause harm to a person or property.
- c. It shall not be considered misuse of a permit to provide a duplicate of the permit to a vender for record-keeping purpose.
- d. An action done or existence of condition which would have been grounds for denial of the permit by the Sheriff.
- e. Violation of any terms governing the carrying of concealed handguns.

3. **Revocation Hearing**

- a. Due process must be considered and the minimum of notice and opportunity to be heard should be given to the permittee.
- b. Someone other than the Sheriff should conduct the actual hearing and submit the findings to the Sheriff for final decision.
- c. Permittee should be given the opportunity to speak or submit a statement presenting their opinion if unable to attend the hearing.
- d. Custodian Sheriff would send to the permittee **CHP Form 2—Notice of Probable Cause Hearing** available from [Omnixx Links](#)—Concealed Handgun Permits—Denial & Revocation.
- e. **After** the hearing has been held, the Sheriff should provide its findings to the permittee in writing with **CHP Form 3—Notice of Findings of Revocation Hearing**. See [Omnixx Links](#)—Concealed Handgun Permits—Denial & Revocation.
- f. If the Notice of Findings indicates that the permit card will be revoked, the Sheriff must:
 - 1) Perform an ECGN to update the permittee's Concealed Handgun Permit record in DCIN to indicate the date of revocation.
 - 2) Maintain all appropriate notices and papers in permittee's file.
 - 3) Request the return of the permit card.

4. **Circumstance when a Hearing IS NOT Required**

Sheriff of the county where the permit was issued **or** Sheriff of the county where the person resides **shall revoke** a permit with no prior hearing required for any permittee:

- a. Who is adjudicated guilty of or receives a prayer for judgment continued for a crime which would have disqualified the permittee from initially receiving a permit.
- b. Sheriff **must provide written notice** to the permittee that the permit is revoked upon service of the notice.
 - 1) Custodian Sheriff would send to the permittee **CHP Form 4—Notice of Revocation of a Concealed Handgun Permit** available from [Omnixx Links](#)—Concealed Handgun Permits—Denial & Revocation.
- c. The notice shall provide the permittee with information on the process to appeal the revocation.
- d. Upon receipt of the written notice of revocation, the permittee shall surrender the permit to the Sheriff.
- e. Any law enforcement officer who serves the notice is authorized to take immediate possession of the permit from the permittee.
- f. If the notice is served by means other than by a law enforcement officer, the permittee shall surrender the permit to the Sheriff no later than 48 hours after service of the notice.
- g. Permittee may appeal Sheriff's revocation of permit by petition to a District Court Judge of the district of permittee's residency.
- h. The determination by the court, on appeal, shall be limited to whether the permittee was adjudicated guilty of or received a prayer for judgment continued for a crime which would have disqualified the permittee from initially receiving a permit.
- i. Revocation of the permit is 'not stayed' pending appeal which means the **permit is revoked during the appeal process.**

XIV. APPEALS

- A. An individual **may appeal** the Sheriff's decision to deny or revoke their Concealed Handgun Permit by **petition to a District Court Judge** of the district in which the applicant resides.
- B. Determination of the appeal by the District Court Judge is final.

- C. If appeal is upheld,** Sheriff must send an email to CHPHelp@ncsbi.gov with the permit number (PNO) and state the appeal was UPHELD by the District Court Judge and provide the date of court decision.
1. SBI Concealed Handgun Unit will enter the court's information on your behalf since the ECGN transaction currently has technical problems for the Upheld (UPH) and Denied (DEN) fields.
 2. Sheriff must also perform ECGN to update the permittee's record in DCIN to indicate reinstatement of the permit and return the permit card to the individual. A reinstated permit will be valid through its original expiration date.
 3. Perform NDO to **remove denial information** on the individual from the NICS Denied Transaction File.
 - a. Enter in MIS Field brief remarks to explain the overturned record, such as the date, name of the Judge, and/or reason for appeal's success.
 4. Retain in CHP file a copy of NDO information.
 5. Successful NDO transmission immediately removes the initial State Denial Notification (NDN) record from NICS.
- D. If appeal is denied,** Sheriff must send an email to CHPHelp@ncsbi.gov with the permit number (PNO) and state the appeal was DENIED by the District Court Judge and provide the date of court decision.
1. SBI staff will enter the court's information on your behalf since the ECGN transaction currently has technical problems for the Upheld (UPH) and Denied (DEN) fields.

XV. FEES AND BILLING

A. Fees

1. All permit fees assessed under the [Concealed Handgun Permit law](#) are payable to the Sheriff.
2. The Sheriff shall forward the proceeds from these fees to the county finance officer to be remitted or credited in accordance with the law.

B. Billing

1. Upon billing from the NC State Bureau of Investigation, the county finance officer must remit the appropriate fees to the NC SBI for the costs of the federal and state criminal records checks and for the implementation of [Article 54B](#). The fees are:
 - a. \$45.00 for each new application
 - \$40.00 for each renewal application.
2. The remaining \$35.00 shall be used by the Sheriff for the costs in processing the permit or for other law enforcement purposes.
3. NC SBI does not bill for duplicate permit cards. The \$15.00 fee collected by the Sheriff shall be used for their costs in processing the permit as allowed by this statute.

XVI. DISSEMINATION OF INFORMATION

- A.** DCIN Concealed Handgun Permits comprise the NC Law Enforcement Registry pursuant to [NCGS § 14-415.17](#).
- B.** Concealed Handgun Permit information is **confidential** and **available only** to NC law enforcement and Clerks of Court.
- C.** Each Sheriff's Office can access their county's Confidential Concealed Handgun Permit Information Report available on a monthly basis from DCIN **only** in Omnixx **Force**.
 1. See **Omnixx Force Links**—Concealed Handgun Permits—Confidential Concealed Handgun Permit Information. Select the appropriate alpha character for County name/then select your County name.
- D.** The county report displays all permittees' names, permit types, and dates of issuance for individuals that the county Sheriff has issued permits to that are still current and still reside within the county.
- E.** NC Clerks of Court and law enforcement may also contact the SBI to obtain other reports from the Confidential Concealed Handgun Permit Registry.
 1. For example, report for specific multiple counties or entire registry.

XVII. CONCEALED HANDGUN RECIPROCITY

A. Scope

1. A valid Concealed Handgun Permit or license issued by any other state is valid in NC.
2. While NC recognizes permits issued by any other state, permittees must understand other states **MAY or MAY NOT recognize** a NC permit.

B. Participating States

1. Every twelve months, the NC Department of Justice sends a written inquiry to the authorities in each state to determine whether a NC resident may carry a concealed handgun in their state based on having a valid NC Concealed Handgun Permit.
2. The NC Department of Justice [website](#) maintains information about permit reciprocity between North Carolina and other states
3. See [Omnixx Links](#)—Concealed Handgun Permits—Resources to Applicants for link to [Concealed Permit Reciprocity](#).

XVIII. DCIN TRANSACTIONS

A. Query – QCG

1. Use this DCIN transaction to retrieve and view the status of Concealed Handgun Permit records, or to verify the tracking of a particular concealed handgun applicant's fingerprint cards.
2. Any DCIN responses received are only for law enforcement/criminal justice use. **No public dissemination is allowed** of these record responses.
3. The QCG transaction can obtain an individual listing or a county listing.
4. **Individual Listing**
 - a. Inquiries by Permit Number will result in a single hit if a permit has been issued bearing that number.
 - 1) Responses default to the applicant's Concealed Handgun Permit history which is only available when inquiring by the assigned Permit Number.

- 2) History responses show the most current status of the Concealed Handgun Permit record and all updates to the permit type and status date that have been entered.
- b. Inquiries by Permit Number **and** the Fingerprint Tracking Field respond with only the tracking information pertinent to **that** specific permit number.
- c. If recorded, tracking information would display data such as:
 - 1) the applicant's fingerprint cards were received and processed by the SBI;
 - 2) date the fingerprint cards were sent to the FBI;
 - 3) any rejections which may have occurred;
 - 4) date the online fingerprint results response was sent to the Sheriff's Office;
 - 5) date any future arrest card notice was sent to the Sheriff's Office; **AND**
 - 6) date of billing.
 - 7) Response includes **CHP OCA Tracking Number** which must be included on renewing applicant's fingerprint submission.
- d. Inquiries by DL/ID number or by various Name, DOB, and County combinations could result in multiple hits if more than one person having the same name and/or numeric identifiers was issued a Concealed Handgun Permit.

5. **County Listing**

- a. Inquiries may review a countywide list of permit status information.
- b. Inquiries by county, with an indicated start and end date, can advise the Sheriff of all permits meeting the type and status selected.
 - 1) **Exception:** if Pending-status is selected, the response will provide all pending permits for that county, no matter what dates were used.

B. Enter — ECG

1. This transaction establishes the initial Concealed Handgun Permit application record in the DCIN file. Also used to enter the application of an individual whose permit has expired prior to application date.
2. Begin to enter information **only after** the completed and notarized Application Form (including all required documents and fees) are received by the Sheriff.
3. In May 2024 upon request of the [NC Department of Justice —Criminal Justice Training and Standards Commission](#), four (4) **new** fields were added to the ECG transaction for data from the applicant's certificate for the NC Firearms Safety and Training Course.

- a. Such data would assist the Commission when complaints may be received about Firearm Safety Course Instructors which may require an investigation.
 - 1) Only NC law enforcement and criminal justice agencies with an ORI may view the information via DCIN responses.
 - 2) Permittees CHP **cards will not disclose data** from the fields.
 - 3) The information is available **ONLY** to LE/CJ agencies and **CANNOT** be made public.
4. ECG fields for data entry **from the training certificate** are:
 - a. **CTD** — Certificate Date
 - b. **CRN** — Certificate Number
 - c. **INA** — Instructor Name
 - d. **INN** — Instructor ID
 - 1) See [Example-6](#) from [Examples & Online Notices](#).
5. Entry into the new fields are free-text and accurate entry of information **is essential**.
 - a. Right-click in the field for Field Help on format or entry data.
 - b. The four fields are not mandatory. Yet agencies are strongly encouraged to enter the data because of its benefit to NC permittees in quality training in firearm safety.
6. Sheriff has 45 days from the date of acceptance to either issue or deny the permit request.
 - a. **Exception:** Issue the Emergency Temporary Permit immediately.
7. An applicant may apply for an Emergency Temporary Permit **and** a New Permit at the same time. If requested, both permit types would be indicated on the Enter (ECG) transaction.
8. Entries should be made as soon as the above information is accepted. **DO NOT wait** until a decision is made whether to issue or deny.
 - a. If mental health records are being requested, the 45-day-period does not begin until all application documentation has been received, to include mental health records.
9. **Completeness and Accuracy**
 - a. Pack the record with all identifiers from background check in addition to information on the Application Form.
 - b. Carefully review your entry **prior** to transmission.
10. To enter application from individual whose **permit has EXPIRED**:
 - a. Perform the ECG transaction and enter the Permit Number (PNO) to properly link to the existing expired CHP record.

- b. Complete all required fields: Agency's ORI, NAME, County of Residence (CTY), and APPLICATION DATE (ISS) which is the date the notarized CHP application was received.
- c. Enter "Y" in New (NEW) and/or Emergency Temporary (TEM) which are additional mandatory fields due to the expired permit status.
- d. Use optional fields to update existing data (physical descriptors, address, etc.).

11. Permit Number — PNO

- a. Unique number assigned by DCIN to the Enter Transaction (ECG) and is provided in the DCIN Acknowledgement Message.
- b. Permit number structure begins with "NC" followed by a sequential computer-generated number not to exceed 12 characters.
 - 1) For example: NC263424

12. Agency must **maintain all documentation** to support a CHP record.

13. Upon decision made to issue or deny a requested permit, the Sheriff's Office must update the application record in DCIN by using an Enter/Add Status Transaction (ECGN).

C. Enter/Add Status — ECGN

- 1. Only Sheriff who is "custodian" of the record can perform the Enter/Add Concealed Handgun Permit Status Record Transaction (ECGN). Perform the ECGN to update a permittee's record for the situations below.
- 2. All Changes to Permit Type and Status
 - a. **IF** the Permit Type and Status Date fields indicate that a NEW permit will be issued, the SBI will print the [actual permit card](#) and mail to the issuing Sheriff for distribution.
 - b. **IF** the Permit Type and Status Date fields indicated that an Emergency Temporary Permit will be issued, DCIN will respond immediately with an online [Emergency Temporary Permit](#).
 - c. **IF** Permit Type is Renew, you must indicate if safety course has been waived.
 - d. Until the Enter/Add Status (ECGN) transaction is performed, all initial applications (ECG) will remain in "pending" status.
 - e. **IF** the Permit Type and Status Date fields indicate that Duplicate Permit will be issued, DCIN immediately responds with an **online** [Temporary Duplicate Permit](#).

3. **Appeal decisions** following District Court Judge's ruling in uphold or overturn the Sheriff's decision are to be entered into DCIN.
 - a. The SBI Concealed Handgun Unit will enter the court's appeal decision on your behalf since the ECGN transaction currently has technical problems for the Upheld (UPH) and Denied (DEN) fields.
4. ECGN's field for SMTs at bottom-left-corner of transaction will accept a second entry by your agency into "Other Physical Descriptions." However, the record itself can have up a total of nine descriptors.
 - a. Contact CHPHelp@ncsbi.gov and the SBI Concealed Handgun Unit will assist entry of additional SMTs.
 - b. SMTs entered by your agency and/or by the SBI CHP Unit become part of the permit's base record.

D. Modify – MCG

1. Only the Sheriff who is the "custodian" of the record can perform the Modify Transaction (MCG) on a Concealed Handgun Permit record.
2. The MCG transaction is used **to change** certain information, **to add** certain information not originally entered through the Enter Concealed Handgun Permit (ECG) transaction, **or to delete** non-mandatory information.
3. An MCG transaction will replace the current data (or blank) field with the new data indicated.
4. In May 2024 upon request upon request of the [NC Department of Justice —Criminal Justice Training and Standards Commission](#), four (4) **new** fields were added to the MCG transaction for data from the applicant's certificate for the NC Firearms Safety and Training Course.
 - a. Such data would assist the Commission when complaints may be received about Firearm Safety Course Instructors which may require an investigation.
 - 1) Only NC law enforcement and criminal justice agencies with an ORI may view the information via DCIN responses.
 - 2) Permittees CHP **cards will not disclose data** from the fields.
 - 3) The information is available **ONLY** to LE/CJ agencies and **CANNOT** be made public.
5. Use MCG transaction to add certificate data if not available at time of record entry. If necessary, to delete any information existing in those fields, right-click to choose "Mark for Deletion."

6. MCG fields for data entry **from the training certificate** are:
 - a. **CTD** — Certificate Date
 - b. **CRN** — Certificate Number
 - c. **INA** — Instructor Name
 - d. **INN** — Instructor ID
 - 1) See [Example-7](#) from [Examples & Online Notices](#).
7. **IF** the following fields are modified, the base record reflects the changes. However, the replaced data will be added to the permit's history record and can be obtained when a query of the permittee's Concealed Handgun Permit detailed record is requested by:
 - a. Name
 - b. Street Address and associated City, State, Zip
 - c. County of Residence
8. **IF** modifying the Street Address and/or associated City, State, and Zip fields, DCIN will respond with an **immediate online [Address Change Form](#)**. All address fields, including the County of Residence, are mandatory.
9. **IF** modifying the County of Residence, DCIN will generate an **automatic notice to the new county Sheriff** to indicate they are now the "custodian" and the new Sheriff's Office is responsible for future changes to this record.
10. **IF** modifying the Mailing Address, all associated address fields to include, City, State, and Zip are mandatory. Unless address is in a new NC county, the County of Residence field is not mandatory.
11. Use the Deployed End Date Field (DEP) to extend the expiration date of an active permit or an expired permit for 90 days after deployment ends for deployed military personnel.
 - a. To contact any branch of the military for further information, see the [Military Reference Document](#) available in [Omnixx Links >Concealed Handgun Permits](#).
 - 1) As of January 2024, the process was updated to be more efficient. Use [Form R-84](#) which is also available in [Omnixx Links](#).
 - 2) Be careful to **type exactly as directed** in the R-84. instructions. NICS advised that military responses were often not received by military branches because senders mistyped email addresses.
12. Use the Deceased Date Field (DEC) to modify the status to deceased with the date found on the official death certificate.
 - a. The DEC field will automatically change the status to Expired and New Permit Status Type: Deceased.

E. Cancel Status — XCGN

1. Only the Sheriff who is the “custodian” of the record can perform the Cancel CHP Status Record Transaction (XCGN).
2. The XCGN transaction must be used to cancel information that was entered through an Enter/Add Status (ECGN).
 - a. To cancel data in the XCGN field “Other Physical Description” contact CHPHelp@ncsbi.gov since the SBI could assist with this transaction field.
3. The XCGN transaction cancels only the most current status record. Once another update is made to the record to indicate a more current date, all previous Enter/Add Status records cannot be canceled.
 - a. If a cancellation is being made due to incorrect data being originally entered, be sure to re-enter the correct data using the Enter/Add Status (ECGN) transaction.

F. Notification of Concealed Handgun Permittee Violation — NCGV

1. Any law enforcement agency should perform this transaction when an individual who has a Concealed Handgun Permit is charged with a possible violation of the Concealed Handgun Permit [Article 54B](#) or other law violation that may affect the individual’s right to retain their Concealed Handgun Permit.
2. As soon as possible following the arrest/citation, the charging agency should fill out completely the NCGV transaction and transmit to the “custodian” Sheriff who issued the Concealed Handgun Permit.
 - a. See [Example-8](#) from [Examples & Online Notices](#).
3. Upon receipt of NCGV, Sheriff should review the violation to determine if a revocation of the Concealed Handgun Permit is warranted.
 - a. Copies of the investigative reports, citations, etc. should be made available to the Sheriff’s Office (“Custodian Sheriff”) if requested.
 - b. Copies of all transactions should be maintained in the related file for future reference.

G. Query Nlets Concealed Weapons Permit — CWQ

1. States which participate in the exchange of concealed handgun permit information sign reciprocity agreements.
 - a. NC Department of Justice [website](#) maintains this information about permit reciprocity between North Carolina and other states.
 - b. The link is included in [Omnixx Links](#)—Concealed Handgun Permits—Resources to Applicants.
2. Perform CWQ transaction to directly retrieve and view the status of concealed handgun permit records from other states which participate in the exchange of CHP information.

3. Query CWQ by any Option Below:
 - a. Name & DOB
 - b. Permit Number
 - c. Social Security Number
4. Responses received are for law enforcement/criminal justice use only.
No public dissemination is allowed.

XIX. CROSS SEARCHES

A. An automatic cross search of the Concealed Handgun Permit File is generated whenever one of the following transactions is performed.

1. Query the NC DMV Driver's File (results in a single hit) —**QDF**
2. Query the Wanted Person File —**QW**
3. Queries of the SBI/FBI Criminal History Files —**QH/QHNC**
4. Query the National Instant Criminal Background Check System —**QNP**
5. Entry into the Concealed Handgun Permit File —**ECG**
6. Entry into the Protection Order File —**ETO/EPO**

XX. SELECTION OF DEFAULT NOTIFICATION ORI

A. SBI Default

The SBI has defaulted all notifications (fingerprint card responses, violation notifications, etc.) to the main ORI for each respective Sheriff's Office, unless the respective Sheriff's Office has made changes.

B. Sheriff's Office Choice for Default — ACG

Use this transaction if a Sheriff wishes for these notifications to be directed to another ORI instead of the main ORI.

C. Add/Update/Query for CHP Notification Transaction — ACG

1. To change the SBI default ORI to a different terminal, perform the Add/Update/Query for Concealed Handgun Permit Notification Transaction (ACG).
2. The ACG transaction can also be used to determine the current SBI default ORI if unknown.

Module 4

CONCEALED HANDGUN PERMITS

INDEPENDENT EXERCISES



INDEPENDENT EXERCISES

NICS

True/False

1. Background inquiries for all Concealed Handgun Permits must include a NICS Name inquiry.
 - a. True
 - b. False
2. A NICS Name inquiry (QNP) may result in a response being received from the NC Sexual Offender Registration or Concealed Handgun Permit File.
 - a. True
 - b. False
3. An entry into the NICS Indices may be made when the Sheriff receives a disqualifying response (FBI record with felony conviction) from NCIC/III.
 - a. True
 - b. False

CHP

Fill In the Blank

4. A regular Concealed Handgun Permit is valid for _____ years.
5. The type of permit, which can be issued immediately, due to an emergency situation, is called an _____.
6. The number assigned by DCIN to a application entered into the Concealed Handgun Permit File is called a _____.

CHP

Multiple Choice

7. A person may appeal a Sheriff's decision regarding their Concealed Handgun Permit by petitioning the:
 - a. Clerk of Court where the application was filed.
 - b. Sheriff of another county.
 - c. District Court Judge where the application was filed.
 - d. County Manager where the application was filed.

INDEPENDENT EXERCISES

CHP

Multiple Choice

8. Upon conclusion of the fingerprint search, the SBI will notify the contributing Sheriff's Office of the findings by:
 - a. Certified letter
 - b. Online terminal message
 - c. Calling the Sheriff
 - d. All of the above

9. You have received the online fingerprint search notification from the SBI indicating "no record" on an applicant from your county. Your Sheriff has decided to issue the Concealed Handgun Permit to the individual. You would use the _____ transaction to indicate the issuance of the permit.
 - a. ECG — Enter Concealed Handgun Permit
 - b. ECGN — Enter/Add Concealed Handgun Permit Status
 - c. MCG — Modify Concealed Handgun Permit Record
 - d. QCG — Query Concealed Handgun Permit File

Module 4

Concealed Handgun Permits

Examples & Online Notices

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Datamaxx Leading Law Enforcement Technology

Example-1

**** CONCEALED HANDGUN PERMIT ****

Front Side of Permit

NORTH CAROLINA CONCEALED HANDGUN PERMIT			
PERMIT NO.:			
EXPIRES:			
			
DL:		RACE:	SEX:
DOB:		HAIR:	EYE:
HT:	WT:		
PERMITTEE: _____			

Back Side of Permit

IT IS UNLAWFUL TO CARRY A CONCEALED HANDGUN WITHOUT THIS PERMIT AND VALID IDENTIFICATION IN YOUR POSSESSION OR TO FAIL TO DISCLOSE TO ANY LAW ENFORCEMENT OFFICER THAT YOU ARE CARRYING A CONCEALED HANDGUN. SHERIFF: _____ (AFFIX SEAL)

Example-2

**** EMERGENCY TEMPORARY PERMIT ****

PERMIT NUMBER: NC222426 EXPIRE DATE: 10-04-2021

PERMITTEE: DOE,JOHN
ADDRESS: 1234 MAIN STREET
RALEIGH NC 27777 COUNTY: WAKE
DRIVER LICENSE NUMBER: 1234567 DRIVER LICENSE STATE: NC
SSN: XXX-XX-XXXX
DATE OF BIRTH: 07-22-1979 RACE/SEX: WHITE/MALE
HEIGHT: 5 FT. 11 IN WEIGHT: 170 HAIR: BROWN EYES: BROWN
CONTACT AGENCY: NC0920000-WAKE CO SO - RALEIGH

PERMITTEE SIGNATURE

SHERIFF SIGNATURE

IT IS UNLAWFUL TO CARRY A CONCEALED HANDGUN WITHOUT THIS PERMIT AND VALID IDENTIFICATION IN YOUR POSSESSION OR TO FAIL TO DISCLOSE TO ANY LAW ENFORCEMENT OFFICER THAT YOU ARE CARRYING A CONCEALED HANDGUN.

Example-3

**** TEMPORARY DUPLICATE PERMIT ****

PERMIT NUMBER: NC222426 EXPIRE DATE: 10-04-2021
PERMITTEE: WILLIAMS,JEFF
ADDRESS: 1130 BALLYMOTE DR
DALLAS NC 27607 COUNTY: WAKE

DRIVER LICENSE NUMBER: 123456 DRIVER LICENSE STATE: NC
SSN: XXX-XX-XXXX
DATE OF BIRTH: 07-22-1979 RACE/SEX: WHITE/MALE
HEIGHT: 5 FT. 08 IN. WEIGHT: 170 HAIR: BROWN EYES: BROWN
CONTACT AGENCY: NC0920000-WAKE CO SO - RALEIGH

PERMITTEE SIGNATURE

SHERIFF SIGNATURE

IT IS UNLAWFUL TO CARRY A CONCEALED HANDGUN WITHOUT THIS PERMIT AND VALID IDENTIFICATION IN YOUR POSSESSION OR TO FAIL TO DISCLOSE TO ANY LAW ENFORCEMENT OFFICER THAT YOU ARE CARRYING A CONCEALED HANDGUN.

Example-4

**** ADDRESS CHANGE FORM ****

PERMIT NUMBER: NC222426

EXPIRATION DATE: 10-04-2021

PERMITTEE: WILLIAMS, JEFF

ADDRESS: 333 DREAMING DRIVE
SOUTHERN PINES, NC 27832 MOORE

ISSUING AGENCY: NC0470000 - HOKE - RAEFORD

PERMITTEE SIGNATURE
(OPTIONAL)

SHERIFF SIGNATURE
(MANDATORY)

CARRY THIS CHANGE OF ADDRESS FORM ALONG WITH YOUR CONCEALED HANDGUN
PERMIT CARD AT ALL TIMES AS PROOF THAT CHANGE-OF-ADDRESS NOTIFICATION
HAS BEEN MADE TO THE PROPER AUTHORITY.

Example-5

**** ADDRESS CHANGE NOTIFICATION ****

TO: NC0470000-HOKE CO. SHERIFF - RAEFORD

FROM: NC0920000-WAKE CO SO - RALEIGH

SUBJECT: ADDRESS CHANGE NOTIFICATION

THE FOLLOWING CONCEALED HANDGUN PERMIT HOLDER HAS SUBMITTED A
CHANGE-OF-ADDRESS NOTIFICATION TO OUR OFFICE WHICH PLACES
THE CONCEALED HANDGUN RECORD UNDER YOUR AUTHORITY. A COPY
OF THE CURRENT FILE MAY BE OBTAINED BY CONTACTING OUR OFFICE
DURING NORMAL WORKING HOURS.

PERMIT NO.
NC222426

NAME
WILLIAMS,JEFF

R/S BIRTH DATE
W M 07-22-1979

* END OF RECORD *

Example-6

**** ECG FIELDS for CERTIFICATION DATA** FROM NC FIREARMS SAFETY & TRAINING COURSE CERTIFICATE**

Access Restricted to NC law enforcement and criminal justice agencies **ONLY**

ENTER CONCEALED HANDGUN PERMIT (ECG)

AGENCY/CASE DATA

Originating Agency Code (ORI) **Your ORI** Permit Number (PNO)

PERSON DATA

Name (NAM)

Street Address (HAD)

City (HCI) State (HST) ... Zip Code (HZI)

Mailing Address (MAD)

City (MCI) State (MST) ... Zip Code (MZI)

Phone (PHN) County of Residence (CTY) ...

Date of Birth (DOB) Social Security Number (SOC)

DL or ID (OLN) State (OLS) ...

Race (RAC) ... Sex (SEX) ... Hair Color (HAI) ... Eye Color (EYE) ...

Height (HGT) Weight (WGT) Other Physical Description (SMT) ...

PERMIT DATA

Application Date (ISS)

New (NEW) Emergency Temporary (TEM)

CERTIFICATION DATA

NEW FIELDS

Certificate Date (CTD) Certificate Number (CRN)

Instructor Name (INA) Instructor ID (INN)

Blue text indicates **minimum** information fields required for NCIC acceptance. Complete all fields for which information is available at the time of entry **-OR-** at any time during management of the permittee's file (see MCG).

Data requested by the **NCDOJ —Criminal Justice Training & Standards Commission** to ensure continued quality of firearm training by instructors.

Example-7

**** MCG FIELDS for CERTIFICATION DATA** FROM NC FIREARMS SAFETY & TRAINING COURSE CERTIFICATE**

Access Restricted to NC law enforcement and criminal justice agencies **ONLY**

MODIFY CONCEALED HANDGUN PERMIT RECORD (MCG)

AGENCY/CASE DATA

Originating Agency Code (ORI) **Your ORI**

RECORD IDENTIFYING DATA

Permit Number (PNO) Date of Birth (DOB)

PERSON DATA

Name (NAM)

New Address (NWA) ... Street Address (HAD)

City (HCI) State (HST) ... Zip Code (HZI)

Mailing Address (MAD)

City (MCI) State (MST) ... Zip Code (MZI)

Phone (PHN) County of Residence (CTY) ...

Date of Birth (DOB) Social Security Number (SOC)

DL or ID (OLN) State (OLS) ...

Race (RAC) ... Sex (SEX) ... Hair Color (HAI) ... Eye Color (EYE) ...

Height (HGT) Weight (WGT) Waiver (WVR)

PERMIT DATA

Application Date (ISS) Modified Application Date (APP)

Deployed End Date (DEP) Deceased Date (DEC)

CERTIFICATION DATA

NEW FIELDS

Certification Date (CTD) Certificate Number (CRN)

Instructor Name (INA) Instructor ID (INN)

Modify existing records if certificate data was not available at the time of entry
-OR- at any time during management of the permittee's file.

To remove existing data, right-click in any field to choose "Mark for Deletion."

Data requested by the [NCDOJ —Criminal Justice Training & Standards Commission](#)
to ensure continued quality of firearm training by instructors.

Example-8

**** NOTIFICATION OF CONCEALED HANDGUN
PERMITTEE VIOLATION ****

TO: NC0120000 – BURKE COUNTY SHERIFF'S OFFICE

FROM: NCNHP0100 – STATE HIGHWAY PATROL – TROOP A – WILLIAMSTON

ATTN SHERIFF: THIS IS TO ADVISE YOU THAT THE BELOW INDIVIDUAL HAS
BEEN CHARGED WITH A POSSIBLE VIOLATION OF THE CONCEALED
HANDGUN LAW OR OTHER LAW WHICH MAY AFFECT THEIR RIGHT TO
CONTINUE POSSESSION OF THEIR CONCEALED HANDGUN PERMIT.

PERMITTEE'S NAME: WILLIAMS,JEFF
PERMIT NUMBER: NC222426
NCGS: 20-138.1
CHARGE EXPLANATION: DRIVING WHILE IMPAIRED
DATE CHARGED: 10042021 CHARGING OFFICER'S NAME: MIKE THOMAS
CASE/CITATION #: 21-241 CHARGING AGENCY PHONE: 9195551212

IF YOU DESIRE COPIES OF THE INVESTIGATIVE REPORTS, CITATIONS, ETC.,
CONTACT THIS AGENCY DURING NORMAL BUSINESS HOURS.

Example-9

****CONCEALED HANDGUN FINGERPRINT RESPONSE****

ATTN: NC0920000 - WAKE COUNTY SHERIFF

APPLICANT NAME: SMITH, JOHN ALAN RACE/SEX: W/M
DATE OF BIRTH: 02-28-1979 DRIVERS LICENSE: 123456789012

PRIOR CRIMINAL RECORD

THE CONCEALED HANDGUN APPLICANT FINGERPRINTS SUBMITTED FOR THE
INDIVIDUAL NAMED ABOVE WERE PROCESSED AND IDENTIFIED WITH A
PRIOR CRIMINAL RECORD FOR

SID: NC01234567A FBI: 1234567AA1

THE RECORD CAN BE OBTAINED THROUGH THE CCH/INTERSTATE
IDENTIFICATION INDICES BY [USING THE QNR](#) TRANSACTION

Example-10

****CONCEALED HANDGUN FINGERPRINT RESPONSE****

ATTN: NC0920000 - WAKE COUNTY SHERIFF

APPLICANT NAME: SMITH, JOHN ALAN RACE/SEX: W/M
DATE OF BIRTH: 02-28-1979 DRIVERS LICENSE:
123456789012

NO PRIOR RECORD

THE CONCEALED HANDGUN APPLICANT FINGERPRINTS SUBMITTED FOR THE
INDIVIDUAL NAMED ABOVE WERE PROCESSED AND DISCLOSED NO
PRIOR CRIMINAL RECORD AT BOTH THE SBI AND THE FBI.

Example-11

****CONCEALED HANDGUN FINGERPRINT RESPONSE****

ATTN: NC0920000 - WAKE COUNTY SHERIFF

APPLICANT NAME: SMITH, JOHN ALAN RACE/SEX: W/M
DATE OF BIRTH: 02-28-1979 DRIVERS LICENSE: 123456789012

WARNING - NEW CRIMINAL ACTIVITY

BE ADVISED THAT A CURRENT ARREST/CUSTODY FINGERPRINT CARD IS
IDENTIFIED AGAINST THE INDIVIDUAL ABOVE WHO HAS BEEN ISSUED A
CONCEALED HANDGUN PERMIT BY YOUR AGENCY. THIS
ARREST/CUSTODY MAY CONSTITUTE GROUNDS FOR A REVOCATION OF
THE PERMIT.

SID: NC01234567A FBI: 1234567AA1

THE RECORD CAN BE OBTAINED THROUGH THE CCH/INTERSTATE
IDENTIFICATION INDICES BY [USING THE QNR](#) TRANSACTION.

Example-12

**** Automatic Notification Reminder ****

ATTN: NC0920000 - WAKE COUNTY SHERIFF

*** ATTENTION CONCEALED HANDGUN PERMIT FILE ***

THE BELOW CONCEALED HANDGUN RENEWAL APPLICATION RECORD HAS BEEN ENTERED BY YOUR AGENCY. THIS RECORD HAS BEEN IN AN APPLICATION STATUS FOR 45 DAYS. YOU MUST COMPLETE THE BACKGROUND AND EITHER ISSUE OR DENY THE RENEWAL PERMIT UTILIZING THE ENTER/ADD CONCEALED HANDGUN PERMIT STATUS RECORD (ECGN) TRANSACTION. DCIN WILL
⇒ CONTINUE TO SEND THIS MESSAGE EACH DAY UNTIL THE ECGN TRANSACTION HAS BEEN COMPLETED AND THE RENEWAL PERMIT IS ISSUED OR DENIED.

NAME: DEGUNN,IVANNA
PERMIT NUMBER: NC22242626

Example-13

**** NCIC Denied Transaction File Notification ****

MESSAGE KEY QW SEARCHES ALL NCIC PERSONS FILES WITHOUT LIMITATIONS.

NOTICE: DO NOT DETAIN OR ARREST BASED ON THIS HIT. THE DATE OF NATIONAL INSTANT CRIMINAL BACKGROUND CHECK SYSTEM (NICS) DENIAL (DND) PROVIDED IN THIS RECORD IS THE DATE THE SUBJECT WAS DENIED BY THE NICS FROM THE RECEIPT AND/OR THE POSSESSION OF A FIREARM OR THE ISSUANCE OF A FIREARMOR EXPLOSIVES PERMIT PURSUANT TO STATE AND/OR FEDERAL LAW.

HOWEVER, IT IS POSSIBLE THIS SUBJECT MAY NO LONGER BE A PROHIBITED PERSON. DISSEMINATION OF SUPPLEMENTARY INFORMATION BY THE DENYING AGENCY MAY BE LIMITED UNDER STATE OR FEDERAL LAW.

MKE/NICS DENIED TRANSACTION FILE
ORI/NC1050000 NAM/SINGLE,DANDY SWINGER SEX/M RAC/U POB/NC
DOB/19950419 HGT/601 WGT/180 CTZ/US
SOP/NC SOR/NC DND/20220520

⇒ NTN/162H84VBL
NIC/E543213252 DTE/20220520 1233 EDT DLU/20220520 1233 EDT

*** THE INFORMATION DISPLAYED IN THIS RECORD IS A POSSIBLE MATCH TO THE INDIVIDUAL QUERIED. THIS MATCH IS BASED ON NAME AND DESCRIPTIVE DATA ONLY. NO LAW ENFORCEMENT ACTION SHOULD BE INITIATED BASED SOLELY ON THIS INFORMATION.

NO NCIC WANT 0LN/48# #845

Example-14

**** NICS Denial Notification ****

The following is the denial notification that will be received when an individual is denied the attempted transfer of a firearm. For more information see:

FIREARM DENIAL NOTICE:

A PERSON PURCHASING/RESIDING IN YOUR JURISDICTION WAS RECENTLY DENIED THE TRANSFER OF HANDGUN

THE FBI ENCOURAGES YOU TO **CONTACT YOUR LOCAL** BUREAU OF ALCOHOL, TOBACCO, FIREARMS AND EXPLOSIVES OFFICE PRIOR TO TAKING ACTION. CHARLESTON **ATF**, 304-234-5678

THE NATIONAL INSTANT CRIMINAL BACKGROUND CHECK SYSTEM (NICS) SECTION CONDUCTED A NAME SEARCH USING DESCRIPTIVE DATA, NOT FINGERPRINTS, FOR A FIREARM BACKGROUND CHECK WHICH WAS DENIED ON 4/26/2022, 02:02:23PM FOR:

NAME: DOE, JOHN L. **NTN: 102356748**

SEX: M RACE: W DATE OF BIRTH: 10-11-1990 PLACE OF BIRTH: WV

HEIGHT: 6'1" WEIGHT: 185 SOCIAL SECURITY NUMBER: 123-45-6789

RESIDENCE ADDRESS: 456 AMERICAN WAY, APPLE PIE, APPLE PIE COUNTY, WV 22445

INFORMATION RECEIVED INDICATES THE ATTEMPTED **PURCHASER IS PROHIBITED** FROM RECEIVING OR POSSESSING FIREARMS IN THE STATE OF PURCHASE AND/OR STATE OR RESIDENCE, BASED ON:

⇒ SUBJECT OF QUALIFYING PROTECTION ORDER

THE ATTEMPTED PURCHASE OCCURRED AT:

FIREARM DEALER: USA ARMS

ADDRESS: 123 MAIN STREET, HOMETOWN, HOMETOWN COUNTY WV, 23456

PHONE: 304-625-1002

SHOULD YOU HAVE QUESTIONS REGARDING THIS NOTIFICATION, PLEASE VISIT:

(Web address will be inserted when established WWW.FBI.GOV)

THIS NOTIFICATION WAS **ALSO PROVIDED TO THE FOLLOWING ORI(S)**:

WV0470150 SO APPLE PIE COUNTY 304-478-0000

WV0625630 PD HOMETOWN 304-457-0000

Example-15

**** NCIC Unsolicited \$.H.U21 Message ****

***** **ACTION REQUESTED** *****

IN ACCORDANCE WITH THE BIPARTISAN SAFER COMMUNITIES ACT, WHEN INDIVIDUALS UNDER 21 YEARS OF AGE SEEK THE TRANSFER OF A FIREARM THROUGH A FEDERAL FIREARMS LICENSEE, THE FBI NATIONAL INSTANT CRIMINAL BACKGROUND CHECK SYSTEM IS REQUIRED TO CONTACT YOUR AGENCY FOR INFORMATION. WE ARE PRIMARILY REACHING OUT TO YOU SEEKING RELEVANT JUVENILE INFORMATION ON THE SUBJECT BELOW. HOWEVER IF YOU HAVE KNOWLEDGE OF OR POSSESS ANY INFORMATION THAT COULD IMPACT THE SUBJECT'S ELIGIBILITY TO RECEIVE A FIREARM, **WE REQUEST YOU PROVIDE SUCH INFORMATION OR MAKE US AWARE BY EMAILING (PLEASE **REPLACE THE SPACE WITH A PERIOD** IN THE EMAIL ADDRESS) NICS_U21@FBI.GOV**

⇒ PLEASE RESPOND TO THIS REQUEST **WITHIN THREE BUSINESS DAYS** INCLUDING THE NICS TRANSACTION NUMBER (**NTN**) LISTED BELOW. PLEASE INDICATE WHETHER YOUR AGENCY DOES OR DOES NOT POSSESS PROHIBITING INFORMATION OR WHETHER YOUR AGENCY HAS KNOWLEDGE OF POTENTIALLY PROHIBITING INFORMATION FOR

NAME KANE, CITIZEN

NTN-102XWBBDN

SEX M RACE W DATE OF BIRTH 19600409 PLACE OF BIRTH CA

HEIGHT WEIGHT SOCIAL SECURITY NUMBER 123456789

RESIDENCE ADDRESS: RR1 HAPPY RD, COUNTY, ANYTOWN, NC 25555

THE TYPES OF INFORMATION YOU MAY POSSESS INCLUDE BUT ARE NOT LIMITED TO AN INFERENCE OF DRUG USE WITHIN THE PAST YEAR, ACTIVE WARRANTS, ACTIVE PROTECTION ORDERS PENDING OR CONVICTED CRIMINAL CASES, OR MENTAL HEALTH ADJUDICATIONS. IF A MENTAL HEALTH ADJUDICATION IS LOCATED AND CANNOT BE SHARED DIRECTLY WITH THE NICS SECTION PLEASE INDICATE THIS IN YOUR EMAIL RESPONSE. IF YOU HAVE QUESTIONS REGARDING THIS REQUEST, PLEASE PROVIDE A NAME AND PHONE NUMBER AND THE NICS SECTION WILL CONTACT YOUR AGENCY FOR FURTHER DISCUSSION.

PLEASE NOTE (IN REGARDS TO MENTAL HEALTH ADJUDICATIONS), THE HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT OF 1996 (HIPAA) PRIVACY RULE TITLE 45 CODE OF FEDERAL REGULATIONS, SECTION 164 512(K)(7) WAS AMENDED IN 2016 (81 FEDERAL REGISTER 382-01) TO ALLOW COVERED ENTITIES TO DISCLOSE PROTECTED HEALTH INFORMATION TO THE NICS WITHOUT REQUIRING THE INDIVIDUALS CONSENT IN ORDER TO REPORT THE IDENTITIES OF INDIVIDUALS WHO ARE PROHIBITED FROM SHIPPING, TRANSPORTING, POSSESSING, OR RECEIVING A FIREARM BASED ON THE FEDERAL MENTAL HEALTH PROHIBITOR TITLE 18 UNITED STATES CODE SECTION 922(G)(4).

BELOW ARE **OTHER AGENCIES CONTACTED**:

ANYTOWN POLICE DEPARTMENT
NC COUNTY SHERIFF'S OFFICE
NC COURTS

 NICS Request for Information 	
☐	Records/Information found
☐	Please contact the following agency/agencies
☐	No additional juvenile records
☒	Unable to share due to state law NC Response

DCIN/NICS – CONCEALED HANDGUN PERMITS TRANSACTIONS & ABBREVIATIONS

CHP TRANSACTIONS

NICS INQUIRIES

QNP	<i>Query NICS Records Including All Protection Orders</i>
QNR	<i>NICS Record Query</i>

ENTER STATE DENIAL NOTIFICATION

NDN	<i>NICS Denied Notification</i>
NDO	<i>NICS Overturned</i>

NICS INDICIES

EDP	<i>Enter NICS Indices Record</i>
MDP	<i>Modify NICS Indices Record</i>
SDP	<i>Supplemental NICS Indices Record</i>
XDP	<i>Cancel NICS Indices Record</i>
QDP	<i>Query NICS Indices Record</i>

CONCEAL WEAPON DCIN TRANSACTIONS

QCG	<i>Query Concealed Handgun Permit File</i>
ECG	<i>Enter Concealed Handgun Permit</i>
ECGN	<i>Enter/Add Concealed Handgun Permit Status Record</i>
MCG	<i>Modify Concealed Handgun Permit Record</i>
XCGN	<i>Cancel Concealed Handgun Permit Status Record</i>
NCGV	<i>Notification of Concealed Handgun Permittee Violation</i>
CWQ	<i>Query NLETS Concealed Weapons Permit</i>

DCIN NOTIFICATION DEFAULT ORI

ACG	<i>Add/Update/Query for Concealed Handgun Permit Notification Transaction</i>
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DCIN DIRECTORY FOR ASSISTANCE

Available on **Omnixx Links** is the Electronic Version with Active Links

CONTACT US is at TOP of Page

*** Click Here ***

CONTACT US

Updated 4/30/2025

Division of Criminal Information Network

NEED HELP ?



Help during the DAY – Monday-Friday 8am-5pm
Email / Call : Your District Trainer
Email : TACHelp@ncsbi.gov
Call : **(919) 773 - 7900**
Leave Voice Message on DCIN Help Line
Email : ServiceDesk@ncsbi.gov

Help after 5:00 pm (Evenings, Holidays, Weekends)
1st) Contact NCSBI Service Desk
Within Raleigh Area: **(919) 773 - 7900**
Toll Free : **(866) 867 - 7106**
Email : ServiceDesk@ncsbi.gov
Send Message : **Terminal PIB**

2nd) Only if you need emergency assistance
Service Desk will forward you to the DCIN Help Line.
YOU MUST LEAVE A CLEAR VOICE MESSAGE for the system
to notify the On Call Trainer to contact you ASAP.

***** ALL NON-EMERGENCY REQUESTS *****
Receive Response on NEXT Business Day
Monday–Friday 8 am–5 pm

> New VPN Requests must be made online <
<https://docs.ncsbi.gov/vpnrequest>
Enter Username & Password (same for both): **loadid**
Excel Spreadsheet **Still** Required

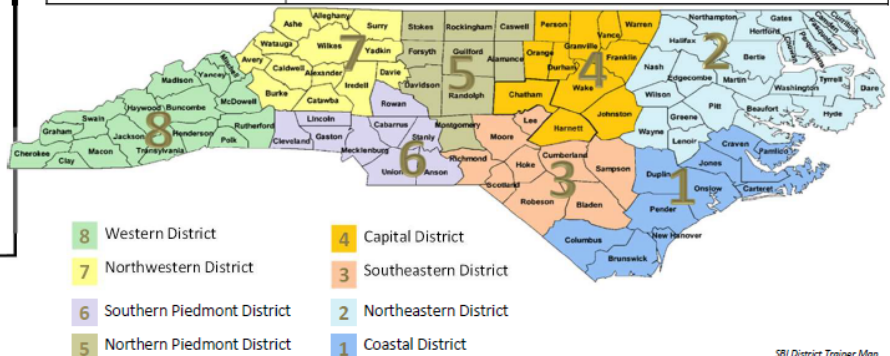


During Business Hours (Monday-Friday, 8-5 pm)

CONTACT DIRECTLY

Email Unit for Most Efficient Response

TOPIC	SBI Unit	Email	Phone
Access Agreements	Access Integrity Unit	AIUHelp@ncsbi.gov	(919) 582 - 8639
Audits	Compliance Unit	ARAHelp@ncsbi.gov	(919) 582 - 8640
Criminal History Corrections	CCH / NICS Unit	CIISHelp@ncsbi.gov	(919) 582 - 8690
Crime Reporting, UCR, NIBRS	Crime Reporting Unit	SBCrimeReport@ncsbi.gov	(919) 582 - 8680
DCIN–NCIC–NLETS Usage	Training Unit	TACHelp@ncsbi.gov	(919) 773 - 7900
DCIN Notification ListServ	NCSBI Service Desk	ServiceDesk@ncsbi.gov	(919) 773 - 7900
E Purpose Codes	Access Integrity Unit	EcodeHelp@ncsbi.gov	(919) 582 - 8639
EVOLVE – Validations	Compliance Unit	EVOLVEHelp@ncsbi.gov	(919) 582 - 8640
FBI – NICS Dispositions	CCH / NICS Unit	CIISHelp@ncsbi.gov	(919) 582 - 8690
Fingerprint Results	CIIS Customer Service Unit	CIISHelp@ncsbi.gov	(919) 582 - 8660
LASO - Local Agency Security	Compliance Unit	ARAHelp@ncsbi.gov	(919) 582 - 8640
ORI – Request NEW ORI	Compliance Unit	ORI@ncsbi.gov	(919) 582 - 8640
Permits Concealed Gun	Compliance Unit	CHPHelp@ncsbi.gov	(919) 582 - 8640
Sex Offender Registration	Sex Offender Coordination Unit	SORHelp@ncsbi.gov	(919) 582 - 8670
Security Awareness Training	Compliance Unit	SATHelp@ncsbi.gov	(919) 582 - 8640
TAC Support	Training Unit	TACHelp@ncsbi.gov	(919) 773 - 7900
Technical + VPN Issues	NCSBI Service Desk	ServiceDesk@ncsbi.gov	(919) 773 - 7900



SBI District Trainer Map

INSTRUCTIONS FOR CERTIFICATION TESTING ONLINE

1. Users must:

- a. Attend 90% of classroom instruction to be authorized to test.
- b. Coordinate testing with their Terminal Agency Coordinator (TAC) or Assistant TAC (ATAC). The TAC/ATAC will schedule a date/time for the testing and may specify a location where the testing is to occur. If a user takes a certification test without coordination with agency TAC/ATAC, the score will be deleted, and the user must retake the test. The user may be sanctioned by the SBI. A subsequent violation, after having been sanctioned, may result in revocation of the user's DCIN certification.
- c. Test within 15 consecutive calendar days at end of class instruction (includes weekends and holidays). Otherwise, test will expire and the user is required to attend class again.
- d. Score at least 80%. Users who score 80% or higher are immediately able to transmit the appropriate certification transactions.
 - 1) Any user that scores below 80% may take the test up to three (3) times at any time convenient for the user and the TAC/ATAC.
 - 2) If the user fails all three (3) attempts over the 15-consecutive-calendar-day test period, the user must attend DCIN class again.
- e. Confirm that they reviewed test results by clicking on the "I acknowledge reviewing my test results" at the bottom of the page. Their certification status will then be updated to reflect the new 2-year certification.
 - 1) Acknowledgement step must be completed BEFORE the Test Results page can be printed or the test status will not be saved.
 - 2) When the test is submitted for grading, the user will immediately receive a Test Results page displaying the test score and all questions and answers from the test. This allows users the ability to review missed test questions.
- f. Print, sign and date the test results. Give results to the TAC/ATAC for them to sign, date, and maintain on file for 2 years.

2. Test info:

- a. Includes 25 true/false and/or multiple-choice questions pulled at random from a pool of test questions.
- b. Timed at 40 minutes. After 40 minutes, the test will automatically submit for grading, even if unfinished.
- c. Users may use their training manual and class notes, but cannot receive assistance from any person.
- d. Cheating or assisting is cheating FRAUD and may result in certification revocation. Results of the investigation will be turned over to NC Department of Justice Training & Standards Division which may revoke other certification as well (law enforcement officer, criminal justice instructor, telecommunicator, and/or correctional officer certifications).

3. Recertification:

- a. Certification is good for two (2) years.
- b. Users can recertify within 30 days of expiration.
- c. Users can take recertification tests up to 365 days after their expiration dates have passed.
 - 1) Although users can access Omnixx Force, they cannot transmit transaction unless they successfully complete the specific test for each certification's transactions.
 - 2) If users do not have a passing score of 80% or higher on or before the 365th day, they will be required to attend DCIN class again and complete testing to obtain certification in appropriate module(s).