

CHP Processing

The Weapons Permits training manual is in DCIN > Links > All Other Links > Training > Module 4 – Weapon Permits

For those applying for **NEW permit** or **processing an application for an EXPIRED permit**:

- Applicants must submit:
- Application
 - Application Fee
 - One set of fingerprints taken by SO (required fee not to exceed \$10)
 - Original certificate of completion from an *approved* firearms safety course (see exemptions in training manual)
 - Physical and Mental Health Release Form (AOC-SP-914)

Sheriff's Processing:

- 1.) Enter application data in DCI *immediately* upon receipt of application – **ECG screen**
 - If application indicates request for NEW and EMERGENCY TEMPORARY, be sure to include a “Y” in both of those fields.
 - If processing an application for an expired permit, first query (**QCG**) the previous permit to determine if any information needs to be updated. If modifications are needed, perform the **MCG**. Perform the ECG and include the permit number (PNO field) and the complete mailing address.

The screenshot shows a web-based form titled "ENTER CONCEALED HANDGUN PERMIT (ECG)". The form is divided into three main sections: AGENCY/CASE DATA, PERSON DATA, and PERMIT DATA. AGENCY/CASE DATA includes fields for Originating Agency Code (ORI) and Permit Number (PNO). PERSON DATA includes fields for 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), and Other Physical Description (SMT). PERMIT DATA includes fields for Application Date (ISS), New (NEW), and Emergency Temporary (TEM).

****Note: Fingerprints will not process until the application has been entered in DCI.***

- 2.) Submit fingerprints to the SBI via Livescan.
 - Use applicant fingerprint card
 - Include Sheriff's office ORI
 - Sheriff's name and address should appear in Employer block
 - Reason Fingerprinted: Concealed Handgun Permit
 - OCA: CHP
 - DOUBLE CHECK INFORMATION BEFORE SUBMITTING. ALL DESCRIPTORS MUST MATCH DCI APPLICATION ENTRY EXACTLY OR THE FINGERPRINTS WILL REJECT.

- 3.) Upon **COMPLETION** of all necessary background checks (NICS, CCH, III, AOC, eCourts, DMV, Mental Health Records, etc.), including receiving a fingerprint response from the SBI, the Sheriff decides whether to issue or deny the permit.
- 4.) To **ISSUE – ECGN screen** (this will send a message to SBI so card can be printed and mailed to your agency)
- If EMERGENCY TEMPORARY permit is being issued, place a “Y” in the Emergency Temporary permit type field and the date of issuance in the “Issued” status date field. DCI will automatically generate an Emergency Temporary permit that can be found in your message window. A second ECGN will be performed to issue the full permit.
 - If issuing a new permit for a previously expired permit, and the application was received within 60 days of the expiration, Sheriff may waive the Safety Course. Indicate “Y” or “N” in the Renewal-Waiver of Safety Course field. Nothing else can be waived.

ENTER/ADD CONCEALED HANDGUN PERMIT STATUS RECORD (ECGN)

AGENCY/CASE DATA

Originating Agency Code (ORI)

RECORD IDENTIFYING DATA

Permit Number (PNO) Date of Birth (DOB)

PERMIT DATA

Permit Type:

New (NIWP) Renew (REN) Emergency Temporary (ETM)

Duplicate (DUP) Reinstate (REI)

Status Date:

Issued (ISD) Denied (DDN) Application (APP)

Revoked (REV) Suspended (SUS) Surrendered (SUR)

Appl. Withdrawn (AWI)

Renewal - Waiver of Safety Course (WUW)

Appeal Date:

Upheld (UPH) Denied (DEN)

PERSON DATA

Other Physical Description (SMT)

5.) To **DENY** – ECGN screen

- Applicant must be notified in writing of the reason for denial (see sample Denied Permit Letter on the NC Sheriffs' Association website).

ENTER/ADD CONCEALED HANDGUN PERMIT STATUS RECORD (ECGN)

AGENCY/CASE DATA
Originating Agency Code (ORI)

RECORD IDENTIFYING DATA
Permit Number (PNO) Date of Birth (DOB)

PERMIT DATA
Permit Type:
New (NNWP) Renew (REN) Emergency Temporary (ETM)
Duplicate (DUP) Reinstate (REI)
Status Date:
Issued (ISD) Denied (DDN) Application (APP)
Revoked (REV) Suspended (SUS) Surrendered (SUR)
Appl. Withdrawn (AWI)
Renewal - Waiver of Safety Course (WAI)
Appeal Date:
Upheld (UPH) Denied (DEN)

PERSON DATA
Other Physical Description (SMT)

Notify NICS – NDN screen

ENTER STATE DENIAL NOTIFICATION (NDN)

AGENCY/CASE DATA
Originating Agency Code (ORI) NICS Transaction Number (NTN)
FBI Number (FBI) NCIC Number (NIC)
NICS Record Identifier (NRI) State Held Record Number (SRI)
Categories of Prohibited Persons (PCA)
Miscellaneous (MIS)

TEST INDICATOR
Test Indicator

NOTE: If the denial is based on information that is NOT found on a national record (III record), it should also be entered using the EDP screen. Examples of records that should be entered with the **EDP** screen include mental health disqualifiers, AOC/eCourts information that indicates a disqualifier, controlled substance abuse, domestic violence order disqualifications, etc.

For those applying to **RENEW an ACTIVE permit**:

Applicants must submit:

- Renewal Application
- Renewal Fee
- No NEW fingerprints required UNLESS prior prints were submitted before June 30, 2001 or prior prints were rejected.
- Original certificate of completion from an approved firearms safety course may be waived at Sheriff's discretion
- Physical and Mental Health Release Form (must be renewed if previous form is more than one year old)

Sheriff's Processing:

1.) Query the existing CHP record – **QCG screen**

QUERY CONCEALED HANDGUN PERMIT FILE (QCG)

INQUIRY FOR INDIVIDUAL RECORD

Permit Number (P) History (HIS)

Fingerprint Card Tracking (FPT)

DLAD (OLN)

Name (NAM) Date of Birth (DOB)

County (CTY)

INQUIRY FOR COUNTY LISTING

County (CTY) Start Date (SDT) Ending Date (EDT)

Select Type:

New (NEW) Renew (REN) Emergency Temporary (TEM)

Duplicate (DUP) Reinstated (REI)

Select Status:

Pending (PEN) Issued (ISU) Denied (DNI)

Expired (EXP) Revoked (RVK) Suspend (SSP)

Surrendered (SRF) Application Withdrawn (WIT)

- Compare original information to information on renewal application.
- Modify any necessary data using the **MCG screen**.

MODIFY CONCEALED HANDGUN PERMIT RECORD (MCG)

AGENCY/CASE DATA

Originating Agency Code (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)

2.) Enter the renewal application *immediately* in DCI – ECGN screen

ENTER/ADD CONCEALED HANDGUN PERMIT STATUS RECORD (ECGN)

AGENCY/CASE DATA
Originating Agency Code (ORI)

RECORD IDENTIFYING DATA
Permit Number (PNO) Date of Birth (DOB)

PERMIT DATA
Permit Type:
New (NWP) Renew (REN) Emergency Temporary (ETM)
Duplicate (DUP) Reinstated (REI)
Status Date:
Issued (ISD) Denied (DDN) Application (APP)
Revoked (REV) Suspended (SUS) Surrendered (SUR)
Appl. Withdrawn (AWI)
Renewal - Waiver of Safety Course (WAI)
Appeal Date:
Upheld (UPH) Denied (DEN)

PERSON DATA
Other Physical Description (SMT)

3.) Query the record again using the QCG screen, but place a “Y” in the Fingerprint Card Tracking field.

- When a renewal application is entered, the applicant’s name is automatically added to a CHP renewal list at the SBI. This informs the SBI that fingerprints on file need to be re-processed. If we do not have fingerprints on file, new fingerprints must be submitted by the sheriff’s office.
- Querying the fingerprint tracking at the time of application:
 - Reduces the number of applicants that must be called back in for fingerprinting;
 - Reduces sheriff’s processing time;
 - Reduces the number of fingerprint reject letters the sheriff’s office receives.

QUERY CONCEALED HANDGUN PERMIT FILE (QCG)

INQUIRY FOR INDIVIDUAL RECORD
Permit Number History (HIS)
Fingerprint Card Tracking
DLID (OLN)
Name (NAM) Date of Birth (DOB)
County (CTY)

INQUIRY FOR COUNTY LISTING
County (CTY) Start Date (SDT) Ending Date (EDT)
Select Type:
New (NWP) Renew (REN) Emergency Temporary (TEM)
Duplicate (DUP) Reinstated (REI)
Select Status:
Pending (PEN) Issued (ISU) Denied (DNI)
Expired (EXP) Revoked (RVK) Suspend (SSP)
Surrendered (SRR) Application Withdrawn (AWI)

- Below is an example of fingerprint response that indicates the fingerprints have processed correctly. This individual would **not** need to be re-fingerprinted.

```
***** FINGERPRINT CARDS TRACKING FILE *****

Permit Number: NC40259
Case Tracking Number: NC0020381G
Name: SNIDER,ROBY CECIL Race/Sex: White/Male
Date of Birth: 11-15-1936
ORI: NC0800000 ROWAN CO SO - SECRETARY
*****
Fingerprint Event Reply:

Application Date: 06-07-2011
Application Fingerprt Cards Received At SBI: 06-08-2011

*****
Fingerprint Event Reply:

FBI Fingerprt Card Mailed To FBI: 06-08-2011
Sheriff Notified Of No Prior Record: 06-08-2011
```

- If the response comes back as “No Hit” or shows that previous fingerprints were rejected (see example below), the renewal applicant **must** be re-fingerprinted.
- Remember to place the Case Tracking Number (G SID) in the OCA field of the fingerprint submission.
- Make sure the renewal application has been entered in DCI **BEFORE** submitting the fingerprints.
- **DOUBLE CHECK INFORMATION BEFORE SUBMITTING. ALL DESCRIPTORS MUST MATCH DCI RENEWAL APPLICATION ENTRY EXACTLY OR THE FINGERPRINTS WILL REJECT.**

```
***** FINGERPRINT CARDS TRACKING FILE *****

Permit Number: NC376648
Case Tracking Number: NC0391803G
Name: EADDY,MARTHA FRYE Race/Sex: White/Female
Date of Birth: 08-21-1939
ORI: NC0100000 BRUNSWICK CO SO - RECEPTIONIST
*****
Fingerprint Event Reply:

Application Date: 02-12-2013
Application Fingerprt Cards Received At SBI: 03-05-2013

*****
Fingerprint Event Reply:

FBI Fingerprt Card Mailed To FBI: 03-13-2013
FBI Fingerprt Card Rejected: 03-14-2013
```

- 4.) Upon **COMPLETION** of all necessary background checks (NICS, CCH, III, AOC, eCourts, DMV, Mental Health Records, etc.), including receiving a fingerprint response from the SBI, the Sheriff decides whether to issue or deny the renewal.
- 5.) To **ISSUE – ECGN screen** (this will send a message to SBI so card can be printed and mailed to your agency)

The screenshot shows the 'ENTER/ADD CONCEALED HANDGUN PERMIT STATUS RECORD (ECGN)' window. The 'PERMIT DATA' section has 'New (NIIP)' selected with a red arrow pointing to it. The 'Status Date' section has 'Issued (ISD)' selected with a red arrow pointing to it. Other fields include 'Originating Agency Code (ORI)', 'Permit Number (PNO)', 'Date of Birth (DOB)', 'Renew (REN)', 'Reinstate (REI)', 'Emergency Temporary (ETM)', 'Denied (DDN)', 'Application (APP)', 'Revoked (REV)', 'Suspended (SUS)', 'Surrendered (SUR)', 'Appl. Withdrawn (AWI)', 'Renewal - Waiver of Safety Course (WAI)', 'Appeal Date: Upheld (UPH)', 'Denied (DEN)', and 'Other Physical Description (SMT)'.

- 6.) To **DENY – ECGN screen**
- Applicant must be notified in writing of the reason for denial (see sample Denied Permit Letter on the NC Sheriffs' Association website).

The screenshot shows the 'ENTER/ADD CONCEALED HANDGUN PERMIT STATUS RECORD (ECGN)' window. The 'PERMIT DATA' section has 'Duplicate (DUP)' selected with a red arrow pointing to it. The 'Status Date' section has 'Suspended (SUS)' selected with a red arrow pointing to it. Other fields include 'Originating Agency Code (ORI)', 'Permit Number (PNO)', 'Date of Birth (DOB)', 'New (NIIP)', 'Renew (REN)', 'Emergency Temporary (ETM)', 'Denied (DDN)', 'Application (APP)', 'Revoked (REV)', 'Surrendered (SUR)', 'Appl. Withdrawn (AWI)', 'Renewal - Waiver of Safety Course (WAI)', 'Appeal Date: Upheld (UPH)', 'Denied (DEN)', and 'Other Physical Description (SMT)'.

Notify NICS – NDN screen

ENTER STATE DENIAL NOTIFICATION (NDN)

AGENCY/CASE DATA

Originating Agency Code (ORI)

FBI Number (FBI)

NICS Record Identifier (NRI)

Categories of Prohibited Persons (PCA) ...

Miscellaneous (MIS)

NICS Transaction Number (NTN)

NCIC Number (NIC)

State Held Record Number (SRI)

TEST INDICATOR

Test Indicator ...

NOTE: If the denial is based on information that is NOT found on a national record (III record), it should also be entered using the EDP screen. Examples of records that should be entered with the **EDP** screen include mental health disqualifiers, AOC/eCourts information that indicates a disqualifier, controlled substance abuse, domestic violence order disqualifications, etc.

Resources for both CHP and NICS can be found in [Omnixx Links](#).

For any DCIN concealed handgun permit questions,
please contact CHPHelp@ncsbi.gov.