



# NEBRASKA STATE PATROL

## Concealed Handgun Permit Application

### 1. Request Type

New:		*Personal Data Change:	
*Renewal:		*Replacement – Lost/Stolen: The Nebraska State Patrol will immediately cancel permits reported lost or stolen.	
*These requests can also be made using the online service at: <a href="https://www.nebraska.gov/apps-nsp-chp/">https://www.nebraska.gov/apps-nsp-chp/</a>			

Office Use Only
Payment Received:
Payment Type:
DCN:
Work Order #:

### 2. Applicant Information

Full Legal Name:		Aliases: (maiden or any other names used – *See information below)			
Date of Birth:		Place of Birth: (City, County, State, Country)			
Social Security Number: (**Voluntary - See information below)		Nebraska Driver's License Number/State ID Number/Active Military ID Number:			
Race:	Gender:	Height:	Weight:	Eye Color:	Hair Color:
Current Residential Address: (Street, City, County, State, ZIP)					
Mailing Address: (if different) (Street, City, County, State, ZIP)					
Previous Residence: (past 5 years)					
Cell Phone:		Home Phone:		E-mail Address:	
<p>*Legal documentation of name change may be required.</p> <p>**Pursuant to the Federal Privacy Act of 1974, voluntary disclosure of the social security number is requested from applicants for the sole purpose of processing criminal history background checks. This number is used to assist in proper identification. A permit will not be denied solely because an individual declines to disclose his or her social security number. Applications not containing this information may take significantly longer to process because other means may be required to ensure proper record identification.</p>					

### 3. Qualifications – An application will not be denied based solely on affirmative responses to the questions below. The Nebraska State Patrol will conduct a background check to determine concealed handgun permit eligibility.

<b>PLEASE NOTE: ANY "YES" ANSWERS TO QUESTIONS 1-15 SHOULD BE ACCOMPANIED WITH A BRIEF EXPLANATION ON AN ATTACHED SHEET OF PAPER.</b>		Yes	No
1.	Are you prohibited from purchasing or possessing a handgun by 18 U.S.C. 922 as that section existed on January 1, 2005?		
2.	Have you been convicted in any court of a crime punishable by imprisonment for a term exceeding one year? (Could be felony or misdemeanor convictions.)		
3.	Are you a fugitive from justice?		
4.	Are you an unlawful user or addicted to controlled substances under 21 U.S.C. 802 Section 102? (This does not require a conviction.)		
5.	Have you been adjudicated as a mental defective or committed to a mental institution? (This includes a finding of not guilty by reason of insanity or incompetent to stand trial in a criminal proceeding.)		
6.	Have you been discharged from the Armed Forces under dishonorable conditions?		
7.	Have you ever renounced your United States citizenship?		
8.	Are you subject to a court order that restrains from harassing, stalking, or threatening an intimate partner or child of such intimate partner?		

PLEASE NOTE: ANY "YES" ANSWERS TO QUESTIONS 1-15 SHOULD BE ACCOMPANIED WITH A BRIEF EXPLANATION ON AN ATTACHED SHEET OF PAPER.		Yes	No
9.	Have you ever been convicted in any court of a misdemeanor crime of domestic violence?		
10.	Are you under indictment for a crime punishable by imprisonment for a term exceeding one year?		
11.	Have you ever pled guilty or no contest or been convicted of a felony in any jurisdiction? (Regardless of any later court or Government actions.)		
12.	Have you ever pled guilty or no contest or been convicted of a crime of violence in any jurisdiction?		
13.	Have you ever been adjudged mentally incompetent or been found to be mentally ill and dangerous? (This does not include emergency protective custody (EPC), nor a voluntary admission to a mental institution.)		
14.	Have you ever been convicted of violating any law relating to firearms, unlawful use of a weapon, or controlled substances in Nebraska or any other jurisdiction within the past ten (10) years? (This may include felonies, misdemeanors, infractions and convictions for violation of city ordinances.)		
15.	Are you currently on parole, probation, house arrest, or work release for any type of offense of any degree?		
16.	Have you been a resident of the state of Nebraska for at least the past one hundred eighty (180) days? <i>If answered "yes", please skip the following two questions.</i>		
a.	Do you hold a valid concealed handgun permit from a state with which Nebraska has reciprocity? (To find a list of these states, visit: <a href="http://www.statepatrol.nebraska.gov/">http://www.statepatrol.nebraska.gov/</a> )		
b.	Are you a member of the United States Armed Forces stationed at a military installation in Nebraska pursuant to permanent duty station orders?		
17.	Do you possess the eyesight necessary for a Class "O" operator's license – the standard license for automobiles?		
18.	Are you at least twenty-one (21) years of age?		
19.	Are you a citizen or lawful permanent resident of the United States?		
20.	Have you successfully completed an approved training program? a. Date, location, and instructor of training program: _____		
<b>REPLACEMENT – LOST/STOLEN APPLICANTS:</b> Please list date, location, and statement of facts and circumstances surrounding the lost, stolen, or damaged permit. If available, also include damaged permit along with application. _____ _____			

#### 4. Authorization

**I understand that it is a Class IV felony to provide false information on this application. I swear or affirm that the information I have provided on this application is complete and accurate.**

\_\_\_\_\_  
(Signature)

#### 5. Notarization – required for new and renewal applicants

State of Nebraska, County of \_\_\_\_\_

Acknowledged before me on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ by  
(Month)

\_\_\_\_\_  
(printed name of applicant)

\_\_\_\_\_  
Signature of Notary Public

↑ Affix Official Notary Seal here ↑



# Concealed Handgun Permit Information

## 1. Nebraska State Patrol Locations

<p><b>Omaha – Troop A</b> 4411 S 108<sup>th</sup> Street Omaha, NE 68137 (402) 331-3333</p> <p>No appointment necessary Monday – Friday, 8 a.m. – 4 p.m.</p>	<p><b>North Platte – Troop D</b> 300 W South River Road North Platte, NE 69103</p> <p>(308) 535-6604 Call to schedule an appointment</p>
<p><b>Norfolk – Troop B</b> 1401 W Eisenhower Avenue Norfolk, NE 68701</p> <p>(402) 370-3456 Call to schedule an appointment</p>	<p><b>Scottsbluff – Troop E</b> 4500 Avenue I Scottsbluff, NE 69361</p> <p>(308) 632-1211 Call to schedule an appointment</p>
<p><b>Grand Island – Troop C</b> 3431 Old Potash Highway Grand Island, NE 68801</p> <p>(308) 385-6000 Call to schedule an appointment</p>	<p><b>Lincoln – Troop H</b> Criminal Identification Division 3800 NW 12<sup>th</sup> Street Suite A Lincoln, NE 68521</p> <p>(402) 479-4971 Call to schedule an appointment</p>

## 2. Application Process

Any person wishing to apply for a concealed handgun permit must present themselves in person at a Nebraska State Patrol Troop Area Headquarters and submit the following at time of application:

- Completed and notarized application form.** Applicants are advised to obtain the application form in advance because the form must be notarized, and notaries may not always be available at Troop Area Headquarters. Application forms will be available at each Troop Area Headquarters and on the Nebraska State Patrol website at: <http://www.statepatrol.nebraska.gov/>
- Proof of training.** The applicant may show compliance with the training requirement by providing either the original or a certified copy of a certificate of completion of a Handgun Training and Safety Course approved by the Nebraska State Patrol. Requirements for the training and safety course are found in Section 022 of Title 272, Nebraska Administrative Code, Chapter 21. An applicant for a permit who is certified as an instructor for the Handgun Training and Safety Course and who has actually taught the course may sign his or her own certificate of completion of training without attending a class taught by another instructor.
- Proof of vision.** The applicant may show compliance with the vision requirements by presenting a current Nebraska motor vehicle operator's license or a current vision statement by a Nebraska licensed ophthalmologist or optometrist certifying that the applicant has been tested and meets the vision requirements prescribed for a Class "O" operator's license (Nebraska Revised Statutes § 60-4,118). If using a Nebraska identification card issued by the Nebraska Department of Motor Vehicles, a vision statement will be needed for proof of vision. A copy of this form can be located on the Nebraska State Patrol website at: <http://www.statepatrol.nebraska.gov/>
- Proof of identification.** The applicant will be required to provide identification at the time of application consisting of a current Nebraska motor vehicle operator's license, a Nebraska identification card issued by the Nebraska Department of Motor Vehicles, or an active military identification card. When providing a military identification card, please also provide a driver's license or state issued identification card for processing purposes.
- Proof of citizenship.** Applicants are required to be citizens or lawful permanent residents of the United States. Proof of citizenship can be a state certified birth certificate showing birth in the United States, a copy of naturalization papers, a Certificate of Citizenship issued by the United States Immigration authorities, or a signed current or expired United States passport. Proof of lawful permanent resident status requires a valid U.S. issued Permanent Resident Card or Alien Registration Receipt Card (i.e. Green Card).  
**Please note: If the name listed on the application does not match the name on the proof of citizenship provided, legal documentation showing name change (such as a marriage certificate, divorce decree or court order) may be required.**
- Proof of address.** This may include a current Nebraska motor vehicle operator's license or a Nebraska identification card issued by the Nebraska Department of Motor Vehicles, or active military duty station orders. One of the following items may also be required: utility bill, bank statement, valid Nebraska vehicle registration, Nebraska voter registration card, pay stub or earnings statement, mortgage or lease agreements, or tax documents issued at least 180 days prior to application date.
- Photograph.** A color photograph required for the permit will be taken by the Nebraska State Patrol. The photograph shall display the full, front head and facial features of the applicant who shall not wear sunglasses or attire that obscures a feature of applicant's face.
- Fingerprints.** Fingerprints of the applicant will be obtained at the time of application by utilizing the Livescan equipment of the Nebraska State Patrol's Automated Fingerprint Identification System (AFIS).
- Signature.** Taken electronically at time of fingerprinting.
- Applicable fee.** Initial permit – \$100, renewal permit – \$50. The fee shall be paid with the application and shall be paid in cash or check made payable to the Nebraska State Patrol. If a permit is not issued to the initial or renewal applicant, the permit application fee will be refunded to the applicant less the current charge for the required state and federal criminal history record check.

Completed applications will be transmitted to the Nebraska State Patrol Criminal Identification Division in Lincoln for processing and permit issuance. An application form which is not complete or legible will not be processed. A notice of deficiency will be mailed to the applicant who will have five (5) calendar days to submit information or documents to correct the deficiency. If the deficiency is not corrected within this time period, the application will be returned to the applicant who will then have to reinitiate the application process if he or she wishes to obtain a permit.

### 3. Permit Eligibility

An applicant must meet and maintain the following requirements:

- Be at least twenty-one (21) years of age
- Not be prohibited from purchasing or possessing a handgun by 18 U.S.C. 922 as that section existed on January 1, 2005
  - Verification of this requirement requires clearance from the National Instant Criminal Background Check System (NICS) maintained by the Federal Bureau of Investigation
- Have had no convictions in any court of a crime punishable by imprisonment for a term exceeding one year or any state offense classified by the state as a misdemeanor and is punishable by a term of imprisonment exceeding two years
- Not currently a fugitive from justice
- Not an unlawful user or addicted to any controlled substance under 21 U.S.C. 802 Section 102 (this does not require a conviction)
- Have not been adjudicated mental defective or involuntarily committed to a mental institution or incompetent to handle own affairs, including dispositions to criminal charges of found “not guilty by reason of insanity” or found “incompetent to stand trial”
  - Note there are no time limits on this section
- Not currently be illegally or unlawfully in the United States
- Have not been discharged from the Armed Forces under dishonorable conditions
- Have not renounced United States citizenship
- Not subject of a court order that restrains the person from harassing, stalking, or threatening an intimate partner or child of an intimate partner
- Have had no convictions in any court of a misdemeanor crime of domestic violence
- Not currently under indictment for a crime punishable by imprisonment for a term exceeding one year
- Possess the eyesight necessary for a Class “O” operator’s license
- Not have been convicted of a felony in any jurisdiction
- Not have been convicted of a misdemeanor crime of violence in any jurisdiction
  - This disqualification is limited to those misdemeanor crimes of violence where the plea or finding of guilty occurred within the ten (10) years immediately preceding the date of application
- Not currently be adjudged mentally incompetent or have been found to be mentally ill and dangerous in the past ten (10) years
  - This prohibitor does not include a person in a mental institution for observation or evaluation such as emergency protective custody (EPC), nor a voluntary admission to a mental institution
  - There are no time restrictions on the disqualification for this item under federal law 18 U.S.C. 922
- Current resident of the State of Nebraska having been a resident for at least the past one hundred eighty (180) days, or:
  - Be a member, the spouse of a member, or someone receiving the benefits of a spouse of a member of the United States Armed Forces stationed at a military installation in Nebraska pursuant to permanent duty station orders, even though he or she has not resided in the State of Nebraska for one hundred eighty (180) days and he or she maintains a residence in another state; or
  - Possess a valid permit to carry a concealed handgun issued by his or her previous state of residence that is recognized by the State of Nebraska pursuant to § 69-2448, even though he or she has not resided in the State of Nebraska for one hundred eighty (180) days

- Have had no convictions for violations of any law of this state relating to firearms, unlawful use of a weapon, or controlled substances or of any similar law of another jurisdiction in the ten (10) years preceding the date of application
- Not currently be on parole, probation, house arrest, or work release for any type of offense of any degree
  - This disqualification does not include pre-trial diversion unless it is from a jurisdiction which requires the offender to enter a guilty plea before diversion
- Be a citizen or lawful permanent resident of the United States
- Provide proof of training
- Has completed and submitted all required application documents

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#### 4. Permit Issuance Process

If the application for a permit to carry a concealed handgun is complete and all accompanying documentation is submitted, a permit will be issued to the applicant by the Nebraska State Patrol within forty-five (45) calendar days so long as the record check reveals no disqualifying information and applicant meets all of the requirements of the Act and regulations set forth in Title 272, Nebraska Administrative Code, Chapter 21.

Regarding renewal permit applications, permits will be renewed and reissued within five (5) working days of receipt of the application valid for a five year period from the date of expiration of the initial permit.

If the applicant does not meet the qualifications, including submitting complete application documentation, the applicant will be notified by mail by the Nebraska State Patrol indicating the reason for denying issuance of the permit.

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#### 5. Renewal of Permits

Current permit holders may renew a permit to carry a concealed handgun within the four (4) months prior to expiration of the initial permit at any Nebraska State Patrol Troop Headquarters. A permit holder letting an initial permit expire without applying for a renewal will be required to apply for another initial permit and meet all of the requirements for an initial permit.

An application for renewal must be completed by the permit holder affirming that the permit holder still meets all current requirements for obtaining a permit. The application must be accompanied with the appropriate fee, copy of current driver's license and current concealed handgun permit. The permit will be renewed and reissued within five (5) working days of receipt of the application valid for a five year period from the date of expiration of the initial permit.

A renewal request can also be completed online for an additional service fee at: <https://www.nebraska.gov/apps-nsp-chp/>

Want to be notified before your permit expires? Sign up for a reminder at: <https://getgov2go.com/>

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#### 6. Change of Name or Address

Permit holders who change name or address are required to notify the Nebraska State Patrol Concealed Handgun Permit Program within thirty (30) days of the change in name or address using the application form prescribed by the Nebraska State Patrol. The application form should be accompanied with a copy of the applicant's updated Nebraska driver's license and current concealed handgun permit.

If the applicant still meets the requirements for a permit, a replacement permit shall be issued within five (5) working days of receiving the request. The replacement permit shall have the same expiration date as the initial or renewed permit.

A change of name or address request can also be completed online at: <https://www.nebraska.gov/apps-nsp-chp/>

A permit holder moving to another state shall return the permit to the Nebraska State Patrol Concealed Handgun Permit Program for cancellation. The permit is not valid if the permit holder is no longer a resident of Nebraska.

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## 7. Lost/Stolen or Damaged Permit Replacement

A permit holder whose permit is lost, stolen, or damaged shall notify the Nebraska State Patrol using the prescribed application form within ten (10) days of determining that the permit is lost, stolen, or damaged. The replacement request shall include a statement about the facts and circumstances surrounding the lost, stolen, or damaged permit in the designated place on the application form. When notified of a lost, stolen, or damaged permit, the Nebraska State Patrol shall cancel the permit. The permit holder shall not carry a concealed weapon until the Nebraska State Patrol issues a replacement.

If the applicant still meets the requirements for a permit, a replacement permit shall be issued within five (5) working days of receiving the request. The replacement permit shall have the same expiration date as the initial or renewed permit.

A replacement request can also be completed online at: <https://www.nebraska.gov/apps-nsp-chp/>

If a peace officer seizes a permit as evidence of a violation for criminal case or a revocation proceeding, the officer shall notify the Nebraska State Patrol immediately so that the permit will not be replaced as lost or stolen upon application by the permit holder. A form for this purpose will be available on the Nebraska State Patrol website at: <http://www.statepatrol.nebraska.gov/>

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## 8. Rights of Persons Denied Permits

Within ten (10) working days of receipt of the letter of denial, persons denied a permit by the Nebraska State Patrol may file a request for an administrative due process hearing to review the decision to deny the permit. A request shall be considered timely filed if placed in the United States mail with sufficient postage, properly addressed to the Nebraska State Patrol, Concealed Handgun Permits, P.O. Box 94907, Lincoln, Nebraska 68509 within fourteen (14) working days of the mailing of the letter of denial to the applicant by the Nebraska State Patrol.

If a hearing is requested, it shall be held pursuant to the Nebraska Administrative Procedures Act and the Nebraska State Patrol Rules and Regulations pertaining to administrative hearings (Title 272 - Chapter 1). The petitioner (applicant) must specify through pleadings or at a prehearing conference what aspect of the decision is being challenged.

The scope of the hearing shall include a review of the accuracy of the information used in making the decision to deny a permit. The State Patrol has the burden of going forward with evidence to show why the permit application was denied. A decision shall be made by the Superintendent within fifteen (15) working days of the hearing.

Appeals from the Superintendent's decision shall be filed in the District Court of either the county in which the applicant resides or the county in which the applicant applied for a permit in accordance with the procedures set forth in the Nebraska Administrative Procedures Act.

No hearing will be afforded those failing to successfully complete an approved training program. Any disagreement with the training program should be addressed with the director of the training program. If there is reason to believe that the training program is not following the training guidelines or is misapplying the law, such allegations should be brought to the attention of the Superintendent of the Nebraska State Patrol.

Any person initially denied a permit because of failure to submit proper documentation may contact the Criminal Identification Division of the Nebraska State Patrol to determine whether the deficiencies can be successfully eliminated prior to requesting an administrative hearing.

Any person denied a permit based upon criminal history information which they believe to be erroneous should contact the Criminal Identification Division of the Nebraska State Patrol to challenge the accuracy of the criminal history information as authorized by Nebraska Revised Statutes § 29-3525 if it is a Nebraska record and the Federal Bureau of Investigation if the criminal history information is from another state.

In the event the Petitioner fails to appear for a hearing, a default disposition shall be entered into the record upholding the decision of the Nebraska State Patrol in conformance with the Administrative Procedure Act.

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## 9. Reapplication After Denial or Revocation

A new application for a permit to carry a concealed handgun will automatically be denied if received from an individual who has previously been denied a permit or whose permit has been revoked, unless the disqualification has been remedied. The individual has the burden to document that the disqualification has been removed.

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## 10. Obligations of a Permit Holder

At all times while carrying a concealed handgun, a permit holder shall carry the following documentation and display it to any peace officer or emergency service personnel upon request:

- 1) concealed handgun permit; and
- 2) Nebraska driver's license, Nebraska issued state identification card, or military identification card

Violation of this provision is a Class III misdemeanor for the first offense and a Class I misdemeanor for a second or subsequent offense.

A permit holder carrying a concealed handgun who is officially contacted by any peace officer or emergency services personnel must immediately inform the peace officer or emergency service personnel of the concealed handgun unless physically unable to do so.

A peace officer or emergency service personnel making contact with the permit holder may determine that securing the handgun is necessary for the safety of any person present. If requested, the permit holder must immediately surrender or secure the handgun for safekeeping as ordered by the peace officer or emergency service personnel until a determination has been made that there is no concern for safety and that the permit holder will not be detained for law violations or medical treatment. If the permit holder is transported for treatment by emergency service personnel, the handgun is to be turned over to a peace officer as soon as it is feasible to do so. The peace officer will provide the permit holder with a receipt for the handgun which will include make, model, caliber, and serial number.

A permit holder shall not carry a concealed handgun while consuming alcohol or while there is any previously consumed alcohol or controlled substance as defined in Nebraska Revised Statutes § 28-401 of the statutes in his or her blood, urine, or breath unless the controlled substance was lawfully obtained and taken in therapeutically prescribed amounts.

A permit holder must continue to meet all of these requirements for issuance of a permit during the time he or she holds a permit. A permit holder no longer meeting the requirements for a permit is required to return the permit to the Nebraska State Patrol for cancellation. A permit holder who fails to return the permit is subject to the formal revocation process described in Section 012 of these regulations. If a permit holder dies or becomes disabled, relatives or other responsible parties are requested to return the permit to the Nebraska State Patrol for cancellation. Permits cannot be transferred to another person. No fees will be refunded for permits which are cancelled or revoked.

A permit holder who has a handgun or other firearm lost or stolen should immediately notify his or her county sheriff or local police department.

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## 11. Reporting Injuries and Damage Caused by Firearm of Permit Holder

Any injury to a person or damage to property resulting from the discharge of a handgun carried by a permit holder must be reported by the permit holder to the Nebraska State Patrol within ten (10) days of the incident. The form for making such a report will be available on the Nebraska State Patrol website at: <http://www.statepatrol.nebraska.gov/> The report will not be required for minor property damage of minimal significance – see the definitions of property damage found in Section 002.10 of Title 272, Nebraska Administrative Code, Chapter 21. A report is required for malicious damage inflicted with a handgun.

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## 12. Penalties

An applicant for a concealed handgun permit who provides false information or offers false evidence of his or her identity is guilty of a Class IV felony and is subject to a revocation of the permit in a formal civil prosecution.

A permit holder who fails to carry the required documents when carrying a handgun or who fails to inform of the presence of a handgun when officially contacted by a peace officer or by emergency services personnel is guilty of a Class III misdemeanor for the first offense and a Class I misdemeanor for any second or subsequent offense and is subject to a revocation of the permit in a formal civil prosecution.

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## 13. Additional Information

Additional information can be located within Title 272, Nebraska Administrative Code, Chapter 21.