

SACO POLICE DEPARTMENT

CONCEALED CARRY HANDGUN APPLICATION INSTRUCTIONS

Return completed application packets with supporting documents and payment to the Saco Police Department, Attn: Records Clerk

All applicants should review the State of Maine Laws Relating to Permits to Carry Concealed Handguns

NEW APPLICATIONS

1. Complete the entire City of Saco application and provide signatures and initials where indicated.
2. Complete both of the RELEASE of INFORMATION FORMS. Use full legal name and make sure that it is legible.
3. Provide written documentation to fulfill the “acceptable knowledge of handgun safety” requirement. To satisfy the handgun safety requirement, submit documentation that the applicant has, within 5 years prior to the date of application, completed a course that included handgun safety.
4. Submit a photocopy of the applicant’s photo driver’s license or state identification card.
5. Submit an up-to-date passport quality photograph: 2”x 2” headshot (looking straight ahead), in color, using a neutral-colored backdrop. No hat, sunglasses, or face coverings can be worn.

****If applicant is or was a member of the Armed Forces of the United States of America, a copy of the discharge certificate or the DD214 serves as proof of knowledge of handgun safety. Applicant must have served long enough to complete basic firearms training. Also, applicant may NOT have a dishonorable discharge from the service.****

RENEWAL APPLICATIONS

1. Complete the entire City of Saco application and provide signatures and initials where indicated.
2. Complete both of the RELEASE of INFORMATION FORMS. Use full legal name and make sure it is legible.
3. Submit a photocopy of a photo driver’s license or state identification card.
4. Submit an up-to date passport quality photograph: 2”x 2” headshot (looking straight ahead), in color, using a neutral-colored backdrop. No hat, sunglasses, or face coverings can be worn.
5. **If the permit has expired over 6 months ago, the permit holder is considered a NEW applicant and must pay the \$35.00 fee. All supporting documents listed in the NEW Applications section above MUST be submitted again.**

CHANGE of ADDRESS or NAME/DUPLICATE CARD

1. Provide a photocopy of applicant’s current, valid, Concealed Handgun Permit.
2. Submit a photocopy of a photo driver’s license or state identification card with new information.
3. If the applicant changes their address or legal name without notification to the department within **30 days**, the current permit will become invalid and the applicant will be considered a **NEW APPLICANT** and will need to apply again.

Fee Schedule

New Applications:	\$35.00	Renewal Applications:	\$20.00
Change of Address or Change of Name:	\$2.00	Duplicate Card:	\$2.00

Payments can be made in the form of cash (exact change must be provided), check, or money order.

Checks and money orders MUST be made out to the CITY of SACO.

Please direct questions regarding your application to the Saco Pd Records Clerk by calling Administration at (207) 282-8214 or by emailing spdadmin@sacomaine.org.