

MONROE COUNTY SHERIFF'S OFFICE
Instructions for License to Carry Firearms Application

AS MANDATED BY PA. STATE POLICE AND THE REVISED
UNIFORM FIREARMS ACT – INSTANT CHECK SYSTEM (PICS)
Revised September, 2020

Please read and follow the items listed below or your application can not be accepted.

- 1.) Applicant must be at least **21** years of age, with a permanent physical residence /address in Monroe County, PA.
 - a.) **Non-residents; Check the Pennsylvania Office of Attorney General for list of states that have reciprocity agreements with Pennsylvania. (Pa 18 6109 (k))**
- 2.) **Whether you are applying for the first time OR renewing**, certain documents **shall be required** upon the acceptance of your application. Failure to provide these documents may result in a delay or denial of the application. Documents **required** are as follows:
 - a.) You will submit your application either
 - i) **Personally** in the drop box at the courthouse
 - ii) **Email** at firearms.division@monroecountypa.gov or
 - iii) **USPS** at Monroe County Courthouse, Sheriff's Office- Firearms Division, 610 Monroe Street, Stroudsburg, PA 18360. You will need to photocopy your PA Drivers License or PA Identification Card. **Please include the identification with your application** in order to assist us with our required background investigation.
- 3.) **With the exception of the signature block, the front of the application must be completed in full prior to acceptance at the Sheriff's Office. All questions and blocks must be answered. If a question doesn't apply, write N/A (Not Applicable).**

***** **DO NOT SIGN APPLICATION BEFORE SUBMITTING** *****

- A.** Form must be legibly typed / printed with black or blue ball point pen (ONLY).
 - B.** Question (# 7), Date of Birth – MONTH/DAY/ COMPLETE YEAR - e.g., - 01/20/1938
 - C.** Question (#12), Height- use three-digit - e.g., - 5'6" would be "506" / 6'0" would be "600"
 - D.** Question (#16), Mailing Address, followed by the physical street that you live on.
e.g., - RD 1 Box 345(Old Johnstown Road), Stroudsburg, PA. 18360
PO BOX 100 (Old Johnstown Road), Stroudsburg, Pa. 18360
 - E.** Question (#24); complete the same as question #16 (explained above in section D).
 - F. Question #31, if you are not a U.S. Citizen**, you must provide your Alien Identification card.
- 4.) In the upper right hand corner of the application, please print or type the Township or Borough in which you reside, **NOT** the County.
 - 5.) References are optional and no longer required to complete the application process.

- 6.) Upon submission, this application **MUST** be signed in the presence of a Deputy Sheriff or authorized employee upon acceptance - **PLEASE DO NOT SIGN IN ADVANCE.**
- 7.) **All applicants must submit their completed application to the Sheriff's Office drop box at the Courthouse, via email as a PDF document or via USPS at Monroe County Courthouse, Sheriff's Office-Firearms Division, 610 Monroe Street, Stroudsburg, PA 18360.**

As specified, by law, this license will be paper form only. (Pa 18 6109(e)(5))

The cost for an LTC application is as follows:

\$5.00 Processing application as required by law (Pa 18 6109(h))

\$1.00 State Validation System Fund

\$14.00 Application Fee. **\$20.00 total due at your appointment**

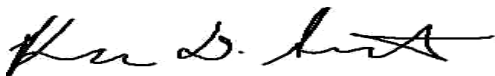
******ALL TRANSACTIONS ARE CASH ONLY AND EXACT CHANGE******

- 8.) If a complete background investigation reveals no history you should be approved. You will then be contacted to arrange your appointment to issue your license to carry concealed. If you are denied by Pennsylvania State Police, you will receive a challenge form by certified mailing.
- 9.) Upon approval, you will be required to **personally** appear at the Sheriff's Office to sign and accept and pay for your License to Carry Firearms. (Pa 18 6109(h)) Our office will contact you by phone or email to schedule your appointment time.

******* EXPIRATION DATE WILL BE FIVE (5) YEARS FROM DATE OF ISSUE. *******

- 10.) If approved, this license does **not** authorize / exempt anyone to carry a firearm for employment purposes. There are exceptions as listed under section 6106 of the Pennsylvania Crimes Code - (Firearms Not to Be Carried Without a License). You will be in violation of the law if you carry a firearm for employment purposes unless you are properly certified under Act 235 - Lethal Weapons Training Act. This certification and information can be obtained directly from the Pennsylvania State Police.
- 11.) All applicants are reminded that furnishing false information to law enforcement is a violation of section 4904 of the Pennsylvania Crimes Code - Title 18 - (Unsworn Falsification to Authorities). Any violation shall be dealt with according to law and prosecuted by this office.

Questions regarding these requirements, can be answered by calling (570) 517-3301 between 8:30 AM and 4:30 PM Monday through Friday.



Firearms Investigator / Deputy Sheriff

Ken Morris - Sheriff of Monroe County

COUNTY OF _____

APPLICATION FOR A PENNSYLVANIA LICENSE TO CARRY FIREARMS

FOR USE BY ISSUING AUTHORITY: PICS Temp App. No. _____ PICS Perm. App. No. _____ Application Date _____
License No. _____ Temporary License Approval Date _____ Permanent License Approval Date _____
Rejection Date _____ Reason for Rejection _____ Signature _____

APPLICANT INFORMATION - TYPE/PRINT IN BLUE OR BLACK INK

1. LAST NAME 2. JR., ETC. 3. FIRST NAME 4. MIDDLE NAME 5. PHOTO ID/DRIVER LICENSE NO. 6. STATE
7a. DATE OF BIRTH 7b. PLACE OF BIRTH 8. SOCIAL SECURITY NUMBER (Optional) 9. AGE 10. SEX 11. RACE 12. HEIGHT 13. WEIGHT 14. HAIR COLOR 15. EYE COLOR
16. STREET ADDRESS 17. CITY 18. STATE 19. ZIP CODE 20. HOME TELEPHONE NO.
21. EMPLOYER/BUSINESS NAME 22. WORK TELEPHONE NO. 23. OCCUPATION
24. ADDRESS 25. CITY 26. STATE 27. ZIP CODE

28. REASON FOR A LICENSE TO CARRY FIREARMS:
[] SELF-DEFENSE [] EMPLOYMENT [] HUNTING/FISHING [] TARGET SHOOTING [] GUN COLLECTING [] OTHER _____

29. TWO REFERENCES - NOT FAMILY MEMBERS
NAME ADDRESS TELEPHONE NO.
NAME ADDRESS TELEPHONE NO.

APPLICANTS ARE DETERMINED TO BE ELIGIBLE FOR A LICENSE TO CARRY FIREARMS BASED UPON CRITERIA SET FORTH WITHIN THE PENNSYLVANIA UNIFORM FIREARMS ACT (18 PA.C.S. CHAPTER 61) § 6105, DEALING WITH INDIVIDUALS NOT TO POSSESS FIREARMS AND § 6109, DEALING WITH THE ISSUANCE OF A LICENSE TO CARRY FIREARMS.

30. DO YOU MEET ANY OF THE FOLLOWING PROHIBITING CRITERIA UNDER 18 PA.C.S. § 6109(e)(1)? CHECK YES OR NO IN THE BOX BY EACH QUESTION:
A. IS YOUR CHARACTER AND REPUTATION SUCH THAT YOU WOULD BE LIKELY TO ACT IN A MANNER DANGEROUS TO PUBLIC SAFETY? [] YES [] NO
B. HAVE YOU EVER BEEN CONVICTED OF AN OFFENSE UNDER THE ACT OF APRIL 14, 1972 (P.L. 233, NO. 64) KNOWN AS THE CONTROLLED SUBSTANCE, DRUG, DEVICE AND COSMETIC ACT (CSDDCA)? (AS PROVIDED IN 18 PA.C.S. § 6109(e)(1)(II), ANY PENNSYLVANIA DRUG CONVICTION UNDER THE CSDDCA IS PROHIBITING FOR A LICENSE TO CARRY.) [] YES [] NO
C. HAVE YOU EVER BEEN CONVICTED OF A CRIME ENUMERATED IN § 6105(b), OR DO ANY OF THE CONDITIONS UNDER § 6105(c) APPLY TO YOU? (READ INFORMATION ON BACK PRIOR TO ANSWERING) [] YES [] NO
D. HAVE YOU EVER BEEN ADJUDICATED DELINQUENT FOR A CRIME ENUMERATED IN § 6105 OR FOR AN OFFENSE UNDER THE CONTROLLED SUBSTANCE, DRUG, DEVICE AND COSMETIC ACT? [] YES [] NO
E. HAVE YOU EVER BEEN INVOLUNTARILY COMMITTED TO A HOSPITAL/HEALTH CARE FACILITY FOR A MENTAL HEALTH CONDITION OR OTHER TREATMENT, OR ADJUDICATED INCOMPETENT/INCAPACITATED? [] YES [] NO
F. ARE YOU AN INDIVIDUAL WHO IS A HABITUAL DRUNKARD, OR WHO IS ADDICTED TO OR AN UNLAWFUL USER OF MARIJUANA OR A STIMULANT, DEPRESSANT, OR NARCOTIC DRUG? [] YES [] NO
G. ARE YOU NOW CHARGED WITH, OR HAVE YOU EVER BEEN CONVICTED OF A CRIME PUNISHABLE BY IMPRISONMENT FOR A TERM EXCEEDING ONE YEAR? THIS IS THE MAXIMUM SENTENCE YOU COULD HAVE RECEIVED, NOT THE ACTUAL SENTENCE YOU DID RECEIVE. (IT DOES NOT INCLUDE FEDERAL OR STATE OFFENSES PERTAINING TO ANTITRUST, UNFAIR TRADE PRACTICES, RESTRAINTS OF TRADE, OR REGULATION OF BUSINESS; OR STATE OFFENSES CLASSIFIED AS MISDEMEANORS AND PUNISHABLE BY A TERM OF IMPRISONMENT NOT EXCEEDING TWO YEARS.) [] YES [] NO
H. HAVE YOU EVER RECEIVED A DISHONORABLE DISCHARGE FROM THE UNITED STATES ARMED FORCES? [] YES [] NO
I. ARE YOU A FUGITIVE FROM JUSTICE? THIS DOES NOT APPLY TO MOVING OR NONMOVING SUMMARY OFFENSES UNDER TITLE 75 (RELATING TO MOTOR VEHICLES). [] YES [] NO
J. ARE YOU PROHIBITED FROM POSSESSING OR ACQUIRING A FIREARM UNDER THE STATUTES OF THE UNITED STATES? [] YES [] NO
31. ARE YOU A UNITED STATES CITIZEN? IF NO, COUNTRY OF BIRTH _____ COUNTRY OF CITIZENSHIP _____ ALIEN REGISTRATION # OR I-94# _____ [] YES [] NO
32. IF YOU ARE A RESIDENT OF ANOTHER STATE, DO YOU POSSESS A CURRENT LICENSE, PERMIT, OR SIMILAR DOCUMENT TO CARRY A FIREARM ISSUED BY THAT STATE? IF YES, ATTACH A PHOTOCOPY OF THE DOCUMENT TO THIS FORM. [] YES [] NO

33. I have never been convicted of a crime that prohibits me from possessing or acquiring a firearm under Federal or State law. I am of sound mind and have never been committed to a mental institution or mental health care facility. I hereby certify that the statements contained herein are true and correct to the best of my knowledge and belief. I understand that if I knowingly make any false statements herein, I am subject to penalties prescribed by law. I authorize the sheriff, or his designee, or, in the case of first class cities, the chief or head of the police department, or his designee, to inspect only those records or documents relevant to information required for this application. If I am issued a license and knowingly become ineligible to legally possess or acquire firearms, I will promptly notify the sheriff of the county in which I reside or, if I reside in a city of the first class, the chief of police of that city. This certification is made subject to both the penalties of § 4904 of the Crimes Code, 18 Pa.C.S., relating to unsworn falsifications to authorities and the Uniform Firearms Act.

SIGNATURE - APPLICANT _____ DATE OF APPLICATION _____

18 Pa.C.S. Section 6105(a)(1): A person who has been convicted of an offense enumerated in subsection (b), within or without this Commonwealth, or whose conduct meets the criteria in subsection (c) shall not possess, use, control, sell, transfer or manufacture or obtain a license to possess, use, control, sell, transfer, or manufacture a firearm in this Commonwealth.

Section 6105(a.1)(2): A person who is the subject of an active final protection from abuse order issued pursuant to 23 Pa.C.S. § 6108, is the subject of any other active protection from abuse order issued pursuant to 23 Pa.C.S. § 6107(b) (relating to hearings), which provided for the relinquishment of firearms or other weapons or ammunition during the period of time the order is in effect, or is otherwise prohibited from possessing or acquiring a firearm under 18 U.S.C. § 922(g)(8) (relating to unlawful acts), commits a misdemeanor of the second degree if he intentionally or knowingly fails to relinquish a firearm or other weapon or ammunition.

Section 6105(b)

- §908 Prohibited offensive weapons
- §911 Corrupt organizations
- §912 Possession of weapon on school property
- §2502 Murder
- §2503 Voluntary manslaughter
- §2504 Involuntary manslaughter, if the offense is based on the reckless use of a firearm
- §2702 Aggravated assault
- §2703 Assault by prisoner
- §2704 Assault by life prisoner
- §2709.1 Stalking
- §2716 Weapons of mass destruction
- §2901 Kidnapping
- §2902 Unlawful restraint
- §2910 Luring a child into a motor vehicle or structure
- §3121 Rape
- §3123 Involuntary deviate sexual intercourse
- §3125 Aggravated indecent assault
- §3301 Arson and related offenses
- §3302 Causing or risking catastrophe
- §3502 Burglary
- §3503 Criminal trespass, if the offense is graded a felony of the second degree or higher
- §3701 Robbery
- §3702 Robbery of motor vehicle

- §3921 Theft by unlawful taking or disposition, upon conviction of the second felony offense
- §3923 Theft by extortion, when the offense is accompanied by threats of violence
- §3925 Receiving stolen property, upon conviction of the second felony offense
- §4906 False reports to law enforcement authorities, if the fictitious report involved the theft of a firearm as provided in 4906(c)(2)
- §4912 Impersonating a public servant if the person is impersonating a law enforcement officer
- §4952 Intimidation of witnesses or victims
- §4953 Retaliation against witness, victim or party
- §5121 Escape
- §5122 Weapons or implements for escape
- §5501(3) Riot
- §5515 Prohibiting of paramilitary training
- §5516 Facsimile weapons of mass destruction
- §6110.1 Possession of firearm by minor
- §6301 Corruption of minors
- §6302 Sale or lease of weapons and explosives

Any offense equivalent to any of the above-enumerated offenses under the prior laws of this Commonwealth, or any offense equivalent to any of the above-enumerated offenses under the statutes of any other state or of the United States.

Section 6105(c):

Effective November 22, 1995, 18 Pa.C.S. § 6105(c) also prohibits the following persons from possessing, using, controlling, transferring, manufacturing, or obtaining a license to possess, use, control, transfer, or manufacture a firearm in the Commonwealth of Pennsylvania.

ARE YOU A PERSON WHO:

1. is a fugitive from justice; or
2. has been convicted of an offense under the act of April 14, 1972 (P.L. 233, No. 64), known as The Controlled Substance, Drug, Device and Cosmetic Act, or any equivalent Federal statute or equivalent statute of any other state, that may be punishable by a term of imprisonment exceeding two years; or
3. has been convicted of driving under the influence of alcohol or controlled substance as provided in 75 Pa.C.S. § 3802 (relating to driving under influence of alcohol or controlled substance) or the former 75 Pa.C.S. § 3731, on three or more separate occasions within a five-year period. For the purposes of this paragraph only, the prohibition of Section 6105(a) shall only apply to transfers or purchases of firearms after the third conviction; or
4. has been adjudicated as an incompetent or who has been involuntarily committed to a mental institution for inpatient care and treatment under section 302, 303, or 304 of the provisions of the act of July 9, 1976 (P.L. 817, No. 143), known as the Mental Health Procedures Act; or
5. being an alien, is illegally or unlawfully in the United States; or
6. is the subject of an active final protection from abuse order issued pursuant to 23 Pa.C.S. § 6108, is the subject of any other active protection from abuse order issued pursuant to 23 Pa.C.S. § 6107(b), which provided for the relinquishment of firearms during the period of time the order is in effect or is otherwise prohibited from possessing or acquiring a firearm under 18 U.S.C. § 922(g)(8). This prohibition shall terminate upon the expiration or vacation of the order or portion thereof relating to the relinquishment of firearms; or
7. was adjudicated delinquent by a court pursuant to 42 Pa.C.S. § 6341 (relating to adjudication) or under any equivalent Federal statute or statute of any other state as a result of conduct which if committed by an adult would constitute an offense under 18 Pa.C.S. sections 2502, 2503, 2702, 2703, 2704, 2901, 3121, 3123, 3301, 3502, 3701, and 3923; or
8. was adjudicated delinquent by a court pursuant to 42 Pa.C.S. § 6341 or under any equivalent Federal statute or statute of any other state as a result of conduct which if committed by an adult would constitute an offense enumerated in 18 Pa.C.S. § 6105(b) with the exception of those crimes set forth in paragraph 7. This prohibition shall terminate 15 years after the last applicable delinquent adjudication or upon the person reaching the age of 30, whichever is earlier.
9. is prohibited from possessing or acquiring a firearm under 18 U.S.C. § 922(g)(9). If the offense which resulted in the prohibition under 18 U.S.C. § 922(g)(9) was committed, as provided in 18 U.S.C. § 921(a)(33)(A)(ii) (relating to definitions), by a person in any of the following relationships: (i) the current or former spouse, parent or guardian of the victim; (ii) a person with whom the victim shares a child in common; (iii) a person who cohabits with or has cohabited with the victim as a spouse, parent or guardian; or (iv) a person similarly situated to a spouse, parent, or guardian of the victim; then the relationship need not be an element of the offense to meet the requirements of this paragraph.
10. has been convicted of an offense under subsection (a.1)(2). The prohibition shall terminate five years after the date of conviction, final release from confinement or final release from supervision, whichever is later.

PRIVACY ACT NOTICE

Solicitation of this information is authorized under Title 18 Pa.C.S. § 6111. Disclosure of your social security number is voluntary. Your social security number, if provided, may be used to verify your identity and prevent misidentification. All information supplied, including your social security number, is confidential and not subject to public disclosure.