INSTRUCTIONS
NEW APPLICATIONS FOR A LICENSE TO CARRY
A CONCEALED DEADLY WEAPON
(DELAWARE RESIDENTS ONLY)

In order for your application for a license to carry a concealed deadly weapon to be processed, the following steps must be completed:

1. Arrange with a newspaper of general circulation in your County to have your application published once, at least (10) days before the filing of your application with the Court. Obtain an affidavit from the newspaper company stating that this requirement has been met, and attach it to your application. PLEASE NOTE: Newspaper selection must have a circulation of at least 35% of the population in your zip code. Be sure to use your whole name - no initials - and your home address.

2. Arrange to be fingerprinted. Fingerprints must be taken within 45 days of filing application. Fingerprinting by Appointment Only.

   Appointments are **ONLY** Tuesday & Thursday noon to 6:30 p.m.
   For an appointment call: (302)739-2528

   You will be given the address of the Delaware State Police Troop to report to at the time you are given an appointment. You may want to verify payment methods at the time you schedule your interview.

3. Have the reference questionnaires completed by five (5) citizens from the County in which you reside.

4. Complete the application and have it notarized.

5. Include two (2) 1½ x1½ color passport-style photographs of the applicant, taken within the six-month period immediately preceding the filing of the application.

6. Include the statutory filing fee of $65.00. Cash, money order or personal check, made payable to "PROTHONOTARY" will be accepted.

7. New applications may be filed at any time. You must file the original set and a complete copy of all the documents. (DUPLICATE COPY) You may hand deliver your application to the Prothonotary's Office, or, if all the requirements are met, mail to the Prothonotary Office in the County in which you reside:

   New Castle County
   New Castle County Prothonotary Office
   CCDW Permit
   500 N. King Street, Suite 1500
   Wilmington, DE 19801-3704

Kent County
Kent County Prothonotary Office
38 The Green
Dover, DE 19901

Sussex County
Sussex County Prothonotary Office
1 The Circle, Suite 2
Georgetown, DE 19947

You may be contacted by a representative of the Attorney General's Office for a personal interview.

If you have any questions, please contact:

New Castle County	302-255-0690
Kent County	302-739-3184
Sussex County	302-854-6959

8. Following review of your application by the Attorney General's Office and the Court, you will receive written notification as to whether your application has been denied or approved. If your application is approved, you must now complete an Approved Gun Course. For exact details of what the course must include see 11 Del. C. § 1441(3). Upon completion of the course please submit a **notarized certification** of satisfactory completion of the firearm training course. If you can not complete the course within 90 days of the approval of your gun permit, please submit proof that you have enrolled in the course.

   If a certification or proof of enrollment is not filed with the Court within 90 days of the approval of your gun permit, we will assume you no longer want to obtain a gun permit. In order to obtain a gun permit, you will have to start the process over.