

Instructions

New Applications for a License to Carry a Concealed Deadly Weapon (Delaware Residents Only)

The following steps must be completed in order for your application for a license to carry a concealed deadly weapon to be processed.

1. Arrange with a Newspaper of General Circulation in Your County

❗ **[Newspaper selection must have a circulation of at least 35% of the population in your zip code.]**

FOR NEW CASTLE COUNTY:

- Hockessin Community News (Approved Zip Code 19707)
- Middletown Transcript (Approved Zip Codes 19709, 19730, 19734);
- Newark Post (Approved Zip Codes 19711, 19713, 19701, 19702, 19716);
- New Castle Weekly (Approved Zip Codes 19720, 19701, 19702, 19706 (Delaware City Only));
- All other Zip Codes in NCC must use the News Journal.

FOR KENT COUNTY:

- Delaware State News; Dover Post; Smyrna/Clayton Sun-Times; The Guide; News Journal.

FOR SUSSEX COUNTY:

- The Guide; Morning Star Publications, Inc.; Cape Gazette; Coastal Point; Independent Newspapers; Delaware Wave; Sussex Countian; Milford Beacon; News Journal)

- Have your application published once, **at least (10) business days** before the filing of your application.
- Obtain an affidavit from the newspaper company stating that this requirement has been met.
- Attach the newspaper company's affidavit to your application.
- Be sure to use your whole name - no initials - and your home address.

2. Background Verification

- Fingerprints must be taken by [State Bureau of Identification](https://uenroll.identogo.com/) within 45 days prior to filing the application. Schedule Fingerprinting at <https://uenroll.identogo.com/> and use the following Service Codes based on your filing county location. New Castle County: 27S7Q4, Kent County: 27RV9F, or Sussex County: 27S7RK.
- You are required to submit proof of payment for your fingerprinting at the time of filing.
Note: If you have been a Delaware resident for less than five (5) years then please submit a certified driving record from your previous state(s) of residence to avoid any delay in processing your application.

3. Have the [reference questionnaire](#) completed by five (5) citizens from the County in which you reside.

- The citizen cannot be related or reside at the same address as the applicant.
- The citizen must know the applicant for a period of no less than one (1) year.

4. Complete the application and have it notarized.

- A notary is available at each Prothonotary's Office. *(There is no fee for this service)*

5. Photographs

- Include two (2) color 2"x 2" official passport photographs of the applicant. *(Improper photos will be rejected) **Note:** The picture should be a clear portrait image of the applicant's face and be submitted on photo stock paper. Submitted pictures that are out-of-focus, grainy, printed on non-photo paper and/or don't meet size specifications, will be rejected which will cause a delay in processing the application.*
- Photograph must be taken within the six-month period immediately preceding the filing of the application.

6. Filing fee of \$65.00 must be paid at the time of filing.

- If application is hand delivered to the Prothonotary's Office, Cash, Money Order, or Personal Check, made payable to "PROTHONOTARY" will be accepted.
- Cash payments are not accepted by mail. Applications filed by mail shall NOT include cash. Applications filed by mail must include either a Money Order or Personal Check made payable to "PROTHONOTARY."

7. New Applications (May Be Filed at Any Time)

- You must file the new application including all the attachments.
- You also must provide a **duplicate copy** of the new application including all the attachments.
- You may hand deliver your application to the Prothonotary's Office, or
- If all the requirements are met, mail to the Prothonotary's Office in the county in which you reside
- If an application is mailed or hand delivered to the Prothonotary's Office and a printed receipt is needed, please provide a self-addressed stamped envelope.

New Castle County Prothonotary's Office CCDW Permit 500 N. King Street, Suite 1500 Wilmington, DE 19801-3704 Contact Phone: (302) 255-0557	Kent County Prothonotary's Office CCDW Permit 38 The Green Dover, DE 19901 GPS Address 414 Federal Street Dover, DE 19901 Contact Phone: (302) 735-1901	Sussex County Prothonotary's Office CCDW Permit 1 The Circle, Suite 2 Georgetown, DE 19947 Contact Phone: (302) 856-5252
<i>You may be contacted by a representative of the Attorney General's Office for a personal interview.</i>		

8. Following review of your application by the Attorney General's Office and the Court:

- If your CCDW Application is **DENIED**, you will ONLY receive written notification.
- If your CCDW application is **APPROVED**, and you have not already submitted a gun course certificate, you must now complete an Approved Gun Course.
 - For exact details of what the course must include see [11 Del. C. §1441\(3\)](#) at <https://delcode.delaware.gov>.
 - Submit an **original notarized certification** of satisfactory completion of the firearm training course.
 - If a certification or proof of enrollment is not filed with the Court within 90 calendar days of the approval of your gun permit, the Court 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.

For a list of approved firearm instructors, please see the link below:

➤ <http://attorneygeneral.delaware.gov/criminal/concealed-carry-deadly-weapons-ccdwl/>