



# Windham Police Department



James C. Boudreau  
Support Services Captain

Kevin L. Schofield  
Chief of Police

William T. Andrew  
Patrol Captain

Dear Applicant:

Please review the copy of the booklet "Laws Relating to permits to Carry Concealed Handguns." This is located on the Maine.gov website, link listed below.

<https://www.maine.gov/dps/msp/sites/maine.gov.dps.msp/files/inline-files/CFP%20Booklet.pdf>

**ALL APPLICANTS:** Please complete and return this entire package and include the following items:

- \* Application for a Permit to Carry Concealed Handguns, pp. 1-6
- \* Authority and Authorization to Release Information forms must **BOTH** be filled out completely by the applicant whether applying for the first time or renewing. NOTE: Where a witness signature is required, the date of the Witness signature must match the date of the Applicant Signature.

**NEW APPLICANTS:** Fee of \$35.00 – Include the following with your application.

- \* Proof that you are a full time resident of the Town.
- \* A copy of your Birth Certificate or INS document.
- \* A copy of a certificate issued within the past 5 years, showing completion of a Handgun Safety Course (OR)
- \* DD214 - If you are or were a member of the Armed Forces of the United States of America, a copy of your DD214 serves as proof of knowledge of handgun safety. You must have served long enough to complete basic firearms training. You also may NOT have a Dishonorable discharge from the Service.

**Note:** If your permit expired over 6 months ago, you are considered a **New** applicant and must pay the \$35.00 fee. You are also required to submit your supporting documents again; e.g.: Birth Certificate, Hand Gun Safety Certificate, DD214 (**OR**) a copy of your most recently expired (within the last 4 years) concealed weapon permit.

**RENEWAL APPLICANTS:** fee of \$20.00. Submit a copy of your most recent permit with the application.

Note: You are a Renewal Applicant If your permit is NOT more than 6 months expired and you have NOT changed your address more than 30 days prior without notifying the Issuing Authority. If you moved over 30 days prior without notifying us, you are a **NEW** applicant and your current permit is also invalid.

**DUPLICATE/CHANGE OF ADDRESS OR NAME CHANGE APPLICANTS:** Fee \$2.00. Include:

- \* Proof of address and /or name change- if applicable
- \* A copy of your current permit

You will be contacted upon completion of background check process to have your photo taken, as we now issue photo ID permits. If you prefer, you may call 207-892-1919 to make arrangements for your photo, any time after your application is submitted to the Town Clerk's office.

**SUBMIT YOUR COMPLETED APPLICATION PACKET INCLUDING ALL DOCUMENTATION TO:**

**THE WINDHAM TOWN CLERK AT 8 SCHOOL ROAD, WINDHAM, ME 04062**

**MAKE CHECKS PAYABLE TO: TOWN OF WINDHAM**