STATE OF ALASKA

DEPARTMENT OF PUBLIC SAFETY



APPLICATION

for a CONCEALED HANDGUN PERMIT

This packet contains:

- General information and instructions
- Specifications and instructions for photographs and fingerprints
- Application for a new Alaska concealed handgun permit

Direct inquiries to:

Department of Public Safety
Permits and Licensing Unit
5700 East Tudor Road, Anchorage, AK 99507
Phone (907) 269-0392
FAX (907) 269-5609
www.dps.state.ak.us/Statewide/PermitsLicensing/concealedhandguns.aspx

GENERAL INFORMATION

Retain for your files

1. ALASKA CONCEALED HANDGUN PERMIT

By submitting an application for a concealed handgun permit you acknowledge that you have read and understand the state laws and regulations relating to concealed handgun permits (AS 18.65.700 - 18.65.790 and 13 AAC 30.010 - 13 AAC 30.900).

2. ADDRESS, RESIDENCE, AND TELEPHONE INFORMATION

You must be a resident of Alaska for at least the 90 days immediately preceding your application for a concealed handgun permit.

You are required to list a residence address on the application and fingerprint card. Your residence address is the physical location of your home or other place where you habitually live and includes your house/apartment number, street name, city, and zip code. In outlying areas, provide a brief description of your physical address, e.g., "Village Road, fourth house on the left next to boat ramp."

You are not required to provide your telephone number. However, application processing time may be reduced if there is a correctable problem on your application and you've provided your daytime telephone number.

3. APPLICATION PROCESS

You must apply IN PERSON for a concealed handgun permit at an office of the Alaska State Troopers, Alaska Wildlife Troopers, or a municipal police department authorized to accept Alaska concealed handgun permit applications. You must show a valid Alaska driver's license or identification card at the time of application.

Review your application and all required documentation before you submit them. Failure to submit a properly completed application and all required supporting documentation listed in #4 below may delay the processing of your application.

Complete applications will be processed within 30 days of receipt. "Complete" means all applicable questions on the application form are answered in full, the application form is signed and dated, and the required fee and all required supporting documentation listed in #4 below has been submitted.

4. THE FOLLOWING ITEMS MUST BE SUBMITTED WITH YOUR APPLICATION:

a.	A non-refundable application fee of \$87.00 payable by personal check, cashier's check, or money order made out to State of Alaska.
b.	A copy of a certificate showing successful completion of a handgun course approved by the department and completed within the 12 months immediately preceding your application. The certificate will not be returned. A list of approved handgun courses is available from the department's Permits and Licensing Unit at the address listed on the cover page.
C.	One complete set of fingerprints of acceptable technical quality. Fingerprints submitted must be on a standard 8" x 8" FBI Applicant Fingerprint Card and be rolled by a person or agency approved by the department or by a law enforcement agency or state correctional facility at the discretion of the agency or facility. A list of fingerprint technicians or agencies approved by the department is available on the ACHP website. See the <u>Concealed Handgun Permit Fingerprint Card Instructions</u> page in this packet for specific information.
d.	One quality frontal view color photograph taken within the 30 days preceding your application. See the Photograph.nstructions.org and Specifications page in this packet for size restrictions and specific information.

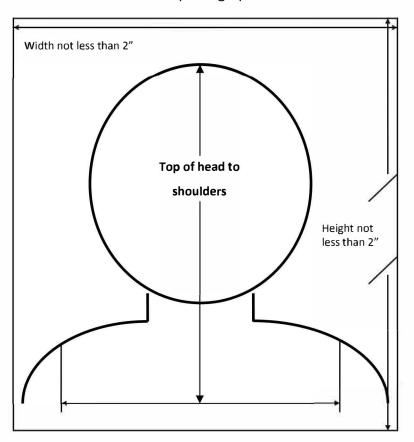
5. TERM OF PERMIT

Alaska concealed handgun permits expire on the person's birthday in the fifth year following issuance of the permit. The department may adjust the length of an initial permit so that a permit is not issued for a period of more than five years.

CONCEALED HANDGUN PERMIT PHOTOGRAPH INSTRUCTIONS AND SPECIFICATIONS

INSTRUCTIONS:

- 1. Photograph must be taken within the 30 days preceding the date of application.
- 2. Print applicant's name, date photograph was taken, and the Alaska driver's license number or Alaska identification card number on the **back** of the photograph.



SPECIFICATIONS

- 1. Uncut (not trimmed), rectangular, color photograph including the top of the subject's head to the shoulders (computer disc from a digital camera is acceptable format must be .BMP, .DIB, .TGA, .TIF, .PCX, .GIF, .WPG, .JPG, .CMP, and .PCD).
- 2. Outer dimension of the photograph is **not less than** 2 inches wide by 2 inches high (passport photographs are acceptable).
- 3. Photograph of applicant is full frontal view including head and shoulders only.
- 4. Background is very light or white with no fancy backdrop or lettering behind subject.
- 5. Image is **sharp** and **correctly exposed**, not retouched.
- 6. Photograph lies flat, is not stained, cracked, or mutilated; is not pasted on a card or mounted in any way.
- 7. Group pictures and full-length portraits are **not** acceptable.
- 8. Photograph of applicant in a hat or sunglasses is **not** acceptable.

IMPORTANT NOTE: Failure to submit a photograph as specified will delay application processing.

CONCEALED HANDGUN PERMIT FINGERPRINT CARD INSTRUCTIONS

Submit one complete set of fingerprints on a standard 8"x 8" FBI APPLICANT FINGERPRINT CARD with your application. Fingerprints must be taken by a person or agency approved by the department or by a law enforcement agency or state correctional facility (at the discretion of the agency or facility). A list of approved fingerprint technicians or agencies can be found on the ACHP website at www.dps.state.ak.us/statewide/PermitsLicensing/concealedhandguns.aspx. There may be a charge by the fingerprint technician or agency for fingerprinting.

Type or clearly print all required information on the fingerprint card using BLACK INK. Wash and thoroughly dry your fingers before fingerprinting. Do not sign the fingerprint card before your fingerprints are taken.

- Enter your full name using the format last name followed by a comma, first and middle name.
 Suffixes (i.e., Jr., Sr., III, etc.) follow the middle name.
- 2. Enter your residence address.
- **3.** Enter the name and address of the fingerprint technician or agency taking the fingerprints.
- 4. List any other names used that are different from the name entered in the NAME block, including maiden and previous married names of females.
- 5. Enter your date of birth in MM DD YYYY format.
- **6.** Enter "US" if you are a United States citizen; otherwise enter the applicable country or country abbreviation.
- 7. Enter "M" for male, "F" for female.
- 8. Use the following codes to denote your race:
 - A (Asian, Pacific Islander)
 - B (Black)
 - I (American Indian, Alaska Native)
 - W (White)
- **9.** Enter your height in feet and inches, not total inches. Example: 5′ 7″ is entered as 5 07. Do not use fractions of an inch.
- 10. Enter your weight in pounds.
- 11. and 12. Choose only one color to describe the color of your eyes and hair using the appropriate three letter code from the following list:

EYE COLOR	CODE	HAIR COLOR	CODE	
Black	BLK	Bald	BAL	Use when a person has lost most of the hair on top of their head.
Blue	BLU	Black	BLK	
Brown	BRO	Blonde	BLN	
Gray	GRY	Brown	BRO	
Green	GRN	Gray	GRY	Use when most of the person's hair is gray.
Hazel	HAZ	Red or Auburn	RED	
Maroon	MAR	Sandy	SDY	
Pink	PNK	White	WHI	

- **13.** Enter the city and state, territorial possession, province (Canada), or country of birth. Use the correct abbreviation for foreign countries or correctly spell the country name. Do not list a county as a place of birth.
- 14. You are not required to provide your Social Security Number, but may do so voluntarily.

Do not fold or damage the fingerprint card. Fingerprint cards cannot be processed if they are folded, creased, or damaged. Fingerprint cards that are rejected may require resubmission and may require a reexamination fee.

IMPORTANT NOTE: Failure to submit a fingerprint card as specified will delay application processing.

References and Resources



There are various state and federal laws governing the access and use of criminal justice information

What are the laws?

State Laws, Regulations, and Policies:

- ❖ AS 12.62.110-120
- ❖ AS 12.62.160-170
- **AS** 12.62.400
- **♦** AS 12.62.900
- AS 47.05.300-390
- ❖ 13 AAC 68
- CSA Security Policy

Federal Laws, Regulations, and Policies:

- 25 USC 34 Section 3207
- ❖ Pub 1, 92-544
- ❖ US Department of Justice Order 556-73
- FBI CJIS Security Policy (available on the FBI's website: https://www.fbi.gov/services/cjis/cjis-security-policy-resource-center)

Department of Public Safety

Criminal Records & Identification Bureau

5700 E Tudor Road Anchorage, AK 99507 Phone: 907.269.5767 Fax: 907.269.5091 dps.criminal.records@alaska.gov



Department of Public Safety

Criminal History Record Background Checks



The Requirements, the Laws, and your Rights

http://dps.alaska.gov/Statewide / R-I/background/Home

Criminal History Record Background Checks



http://dps.alaska.gov/Statewide/R-I/Background/Home

What is it?

A State Criminal History Record Background Check is a report from the Alaska Public Safety Information Network which is the Alaska criminal history repository managed by the Department of Public Safety.

The repository contains information regarding an individual's adult (18+) criminal arrests and convictions. Criminal is defined as a misdemeanor or felony offense. Infractions or violations, and most juvenile criminal offenses, are not included in the report.

The report will contain convictions, as well as dismissed and not guilty findings.

Who needs one?

Under state and federal laws, a Criminal History Record Background Check is required for any person seeking to be a foster parent, guardianship parent, or adoptive parent. This will also include checks for all household members (16+). The checks are also required for any employees or volunteers working with children and young adults.

How do I get one?

Under state and federal laws, each person is entitled to a copy of their criminal history record, generally for a fee and upon proof of identification.

The federal reports can only be obtained with submission of fingerprints along with the required forms and fees. The Federal Bureau of Investigation (FBI) manages the federal reports.

The state report can be either fingerprint based or name based, based upon proof of identification, and it also requires completion of the required forms and fees. The Department of Public Safety administers the Criminal History Background Check program for Alaska.

How is my information protected?

There are a number of state and federal laws governing the access and use of criminal history records. The information is confidential under state and federal law, and persons found to have misused the information may be subject to criminal investigation.

What if the information is not accurate?

If you believe the information in the report is not accurate or is incomplete, please contact the Criminal Records and Identification Bureau at the Department of Public Safety (online or in person in Anchorage). A Request to Correct Criminal Justice Information form will need to be completed in order for staff to research your record.

Criminal History Records are confidential under state and federal laws and must be securely maintained. You have the right to review your record and to challenge the accuracy of the information contained in the records.

NONCRIMINAL JUSTICE APPLICANT'S PRIVACY RIGHTS

As an applicant who is the subject of a national fingerprint-based criminal history record check for a noncriminal justice purpose (such as an application for employment or a license, an immigration or naturalization matter, security clearance, or adoption), you have certain rights which are discussed below. All notices must be provided to you in writing. 1 These obligations are pursuant to the Privacy Act of 1974, Title 5, United States Code (U.S.C.) Section 552a, and Title 28 Code of Federal Regulations (CFR), 50.12, among other authorities.

- You must be provided an adequate written FBI Privacy Act Statement (dated 2013 or later) when you submit your fingerprints and associated personal information. This Privacy Act Statement must explain the authority for collecting your fingerprints and associated information and whether your fingerprints and associated information will be searched, shared, or retained.2
- You must be advised in writing of the procedures for obtaining a change, correction, or update of your FBI criminal history record as set forth at 28 CFR 16.34.
- You must be provided the opportunity to complete or challenge the accuracy of the information in your FBI criminal history record (if you have such a record).
- If you have a criminal history record, you should be afforded a reasonable amount of time to correct or complete the record (or decline to do so) before the officials deny you the employment, license, or other benefit based on information in the FBI criminal history record.
- If agency policy permits, the officials may provide you with a copy of your FBI criminal history record for review and possible challenge. If agency policy does not permit it to provide you a copy of the record, you may obtain a copy of the record by submitting fingerprints and a fee to the FBI. Information regarding this process may be obtained at https://www.fbi.gov/services/cjis/identity-history-summary-checks and https://www.edo.cjis.gov.
- If you decide to challenge the accuracy or completeness of your FBI criminal history record, you should send your challenge to the agency that contributed the questioned information to the FBI. Alternatively, you may send your challenge directly to the FBI by submitting a request via https://www.edo.cjis.gov. The FBI will then forward your challenge to the agency that contributed the questioned information and request the agency to verify or correct the challenged entry. Upon receipt of an official communication from that agency, the FBI will make any necessary changes/corrections to your record in accordance with the information supplied by that agency. (See 28 CFR 16.30 through 16.34.)
- You have the right to expect that officials receiving the results of the criminal history record check will use it only for authorized purposes and will not retain or disseminate it in violation of federal statute, regulation or executive order, or rule, procedure or standard established by the National Crime Prevention and Privacy Compact Council.3

¹ Written notification includes electronic notification, but excludes oral notification.

² https://www.fbi.gov/services/cjis/compact-council/privacy-act-statement

³ See 5 U.S.C. 552a(b); 28 U.S.C. 534(b); 34 U.S.C. § 40316 (formerly cited as 42 U.S.C. § 14616), Article IV(c); 28 CFR 20.21(c), 20.33(d) and 906.2(d).

DERECHOS DE PRIVACIDAD DE SOLICITANTES - JUSTICIA, NO CRIMINAL

Como solicitante sujeto a una indagación nacional de antecedentes criminales basado en huellas dactilares, para un propósito no criminal (tal como una solicitud para empleo o una licencia, un propósito de inmigración o naturalización, autorización de seguridad, o adopción), usted tiene ciertos derechos que se entablan a continuación. Toda notificación se le debe proveer por escrito.1 Estas obligaciones son de acuerdo al Privacy Act of 1974, Title 5, United States Code (U.S.C.) Section 552a, y Title 28 Code of Federal Regulations (CFR), 50.12, entre otras autorizaciones.

- Se le debe proveer una Declaración de la Ley de Privacidad del FBI (con fecha de 2013 o más reciente) por escrito cuando presente sus huellas digitales e información personal relacionada. La Declaración de la Ley de Privacidad debe explicar la autorización para tomar sus huellas digitales e información relacionada y si se investigarán, compartirán, o retendrán sus huellas digitales e información relacionada.2
- Se le debe notificar por escrito el proceso para obtener un cambio, corrección, o
 actualización de su historial criminal del FBI según delineado en el 28 CFR 16.34.
- Se le tiene que proveer una oportunidad de completar o disputar la exactitud de la información contenida en su historial criminal del FBI (si tiene dicho historial).
- Si tiene un historial criminal, se le debe dar un tiempo razonable para corregir o completar el historial (o para rechazar hacerlo) antes de que los funcionarios le nieguen el empleo, licencia, u otro beneficio basado en la información contenida en su historial criminal del FBI.
- Si lo permite la política de la agencia, el funcionario le podría otorgar una copia de su
 historial criminal del FBI para repasarlo y posiblemente cuestionarlo. Si la política de la
 agencia no permite que se le provea una copia del historial, usted puede obtener una copia
 del historial presentando sus huellas digitales y una tarifa al FBI. Puede obtener
 información referente a este proceso en https://www.fbi.gov/services/cjis/identity-historysummary-checks y https://www.edo.cjis.gov.
- Si decide cuestionar la veracidad o totalidad de su historial criminal del FBI, deberá presentar sus preguntas a la agencia que contribuyó la información cuestionada al FBI. Alternativamente, puede enviar sus preguntas directamente al FBI presentando un petición por medio de .https://www.edo.cjis.gov. El FBI luego enviará su petición a la agencia que contribuyó la información cuestionada, y solicitará que la agencia verifique o corrija la información cuestionada. Al recibir un comunicado oficial de esa agencia, el FBI hará cualquier cambio/corrección necesaria a su historial de acuerdo con la información proveída por la agencia. (Vea 28 CFR 16.30 al 16.34.)
- Usted tiene el derecho de esperar que los funcionarios que reciban los resultados de la
 investigación de su historial criminal lo usarán para los propósitos autorizados y que no los
 retendrán o diseminarán en violación a los estatutos, normas u órdenes ejecutivos federales,
 o reglas, procedimientos o normas establecidas por el National Crime Prevention and
 Privacy Compact Council.3

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Actualizado 6/11/2019

La notificación por escrito incluye la notificación electrónica, pero excluye la notificación verbal.

² https://www.fbi.gov/services/cjis/compact-council/privacy-act-statement

³ Vea 5 U.S.C. 552a(b); 28 U.S.C. 534(b); 34 U.S.C. § 40316 (anteriormente citada como 42 U.S.C. § 14616), Article IV(c); 28 CFR 20.21(c), 20.33(d) y 906.2(d).

Privacy Act Statement

This privacy act statement is located on the back of the <u>FD-258 fingerprint card</u>.

Authority: The FBI's acquisition, preservation, and exchange of fingerprints and associated information is generally authorized under 28 U.S.C. 534. Depending on the nature of your application, supplemental authorities include Federal statutes, State statutes pursuant to Pub. L. 92-544, Presidential Executive Orders, and federal regulations. Providing your fingerprints and associated information is voluntary; however, failure to do so may affect completion or approval of your application.

Principal Purpose: Certain determinations, such as employment, licensing, and security clearances, may be predicated on fingerprint-based background checks. Your fingerprints and associated information/biometrics may be provided to the employing, investigating, or otherwise responsible agency, and/or the FBI for the purpose of comparing your fingerprints to other fingerprints in the FBI's Next Generation Identification (NGI) system or its successor systems (including civil, criminal, and latent fingerprint repositories) or other available records of the employing, investigating, or otherwise responsible agency. The FBI may retain your fingerprints and associated information/biometrics in NGI after the completion of this application and, while retained, your fingerprints may continue to be compared against other fingerprints submitted to or retained by NGI.

Routine Uses: During the processing of this application and for as long thereafter as your fingerprints and associated information/biometrics are retained in NGI, your information may be disclosed pursuant to your consent, and may be disclosed without your consent as permitted by the Privacy Act of 1974 and all applicable Routine Uses as may be published at any time in the Federal Register, including the Routine Uses for the NGI system and the FBI's Blanket Routine Uses. Routine uses include, but are not limited to, disclosures to: employing, governmental or authorized non-governmental agencies responsible for employment, contracting, licensing, security clearances, and other suitability determinations; local, state, tribal, or federal law enforcement agencies; criminal justice agencies; and agencies responsible for national security or public safety.

As of 03/30/2018

ALASKA DEPARTMENT OF PUBLIC SAFETY Division of Statewide Services

APPLICATION FOR A NEW CONCEALED HANDGUN PERMIT

Please type or print using black ink

This application will not be processed unless all applicable questions are answered and the required training certificate, photograph, fingerprint card, and application fee accompany the application. THE APPLICATION FEE IS NON-REFUNDABLE.

Do not write in this space

accompany the application. THE APPLICATION FEE IS NON-REFUNDABLE.								
Section I.								
ALASKA DRIVERS L IDENTIFICATION		Department Us APSIN NUMI		DATE OF BIRTH	ı	PLACE OF BIRTH (CITY, STATE or CITY, COUNTRY)		
FIRST NAME (NMN If n				MIDDLE NAME o middle name or MIO if initial only)		LAST NAME	SUFFIX (Jr, Sr, II, III)	
HEIGHT	WEIGHT	HAIR COLOR	EYE COLO	R RACE	GENDER	DAYTIME TELEPHONI	NUMBER	
FT. IN.	LBS.					Home Work		
RESIDENCE ADDRESS				CITY		STATE	ZIP CODE	
MAILING ADDRESS (IF	DIFFERENT THAN	ABOVE)		CITY	STATE ZIP CODE		ZIP CODE	
List the city and		h place you ha	ve resided	in the five years imme	ediately pre	ceding this application. A	ttach a separate	
CITY	ıy.			STATE	E FROM (Date)		TO (Date)	
							present	
Section II.						DOCUMENT IN CONNE		
APPLICATION FOR A CONCEALED HANDGUN PERMIT THAT THE APPLICANT DOES NOT BELIEVE TO BE TRUE MAY BE PROSECUTED FOR UNSWORN FALSIFICATION IN THE SECOND DEGREE AND, IF FOUND GUILTY, MAY BE PUNISHED FOR VIOLATION OF A CLASS A MISDEMEANOR, AND IN SUCH CASES, THE PERMIT SHALL BE REVOKED AND THE APPLICANT MAY BE BARRED FROM ANY FURTHER APPLICATION FOR A PERMIT.								
I HEREBY STATE UNDER PENALTY OF LAW THAT:								
1. I have read	AS 18.65.705	and I qualify to	o obtain a co	oncealed handgun per	mit;			
2. I have been furnished with a copy of the state laws and regulations relating to concealed handguns and have read and understand them;								
3. I want a pe	3. I want a permit to carry a concealed handgun for lawful purposes, which may include self-defense;							
4. All statements, answers, and attachments to this application are true and complete; and								
5. I understand that a permit eligibility investigation will be conducted as part of the application process which may involve computerized records searches, as well as the submission of my fingerprints for comparison against both State of Alaska and FBI criminal records files. I authorize this investigation.								
Full Name of Applic	ant (clearly print	ed or typed)						
Signature of Applica	ant			c	Date			
DEPARTMENT USE ONLY								
The receiving a	gency acknow	ledges that on				was received in th	e form of:	
☐ CASH		No		MONEY ORDER No.				

Signature of employee accepting application

Printed or typed name of employee accepting application

ALASKA DEPARTMENT OF PUBLIC SAFETY Division of Statewide Services

Section I.

NICS-EXEMPT CONCEALED HANDGUN PERMIT SUPPLEMENT

Please type or print using black ink

The information provided on this form is VOLUNTARY and needed only if you are requesting a "NICS-Exempt" designation on your concealed handgun permit. This completed form must be submitted as a supplement to a new concealed handgun permit application, a renewal application, or an application for a replacement permit.

Do not write in this space

FIRST NAM	IE	MIDDLE NAME (NMN If no middle name or MIO if initial only)	LAST NAME	LAST NAME						
COUNTRY OF CITIZENSHIP (List/check more than one, if applicable)										
United States of Ame	rica Other ((specify):								
If you are not a citizen of the United States, what is your U.Sissued alien number or admission number?										
Section II.										
		or "no" in the boxes to the right of	•							
Are you under indiction could imprison you f	other crime, for which the judge	L YES	∐ NO							
Have you ever been imprisoned you for r	YES	□ NO								
3. Are you a fugitive from		YES	□ NO							
Are you an unlawfu other controlled sub	YES	□ NO								
5. Have you ever bee commission, or othe manage your own a	YES	□NO								
6. Have you been disch	arged from the Arr	med Forces under dishonorable cor	nditions?	YES	□NO					
7. Are you subject to a intimate partner or o	g, or threatening your child or an	YES	□ NO							
8. Have you ever been	nestic violence?	YES	□ №							
9. Have you ever renou	YES	□ NO								
10. Are you an alien ille		YES	□ NO							
11. Are you an alien adn	YES	□ NO								
WARNING: AN APPLICANT WHO SUPPLIES A FALSE STATEMENT, ANSWER OR DOCUMENT IN CONNECTION WITH AN APPLICATION FOR A CONCEALED HANDGUN PERMIT THAT THE APPLICANT DOES NOT BELIEVE TO BE TRUE MAY BE PROSECUTED FOR UNSWORN FALSIFICATION IN THE SECOND DEGREE AND, IF FOUND GUILTY, MAY BE PUNISHED FOR VIOLATION OF A CLASS A MISDEMEANOR, AND IN SUCH CASES, THE PERMIT SHALL BE REVOKED AND THE APPLICANT MAY BE BARRED FROM ANY FURTHER APPLICATION FOR A PERMIT. 1. HEREBY STATE UNDER PENALTY OF LAW THAT: 1. All statements, answers, and attachments to this form are true and complete; and 2. I understand that a permit eligibility investigation will be conducted as part of the NICS-Exempt designation process which may involve computerized records searches and I authorize the investigation. Full Name of Applicant (clearly printed or typed)										
Signature of Applicant Date										