



LARRY B. PALMER, CLERK

CLERK'S OFFICE

LYNCHBURG CIRCUIT COURT

900 Court Street  
P. O. Box 4  
Lynchburg, Virginia 24505  
Telephone 434-455-2620  
Facsimile 434-847-1864

J. SAMUEL JOHNSTON, JR., JUDGE  
MOSBY G. PERROW, III, JUDGE  
J. MICHAEL GAMBLE, JUDGE  
JAMES W. UPDIKE, JUDGE  
J. LEYBURN MOSBY, JR., JUDGE

Dear Concealed Handgun Applicant:

The following instructions are provided to assist you with the application process for a concealed handgun permit. Please take a moment to read these instructions.

1. All applications must be notarized. If you return your application by mail, be sure to have your application notarized before you mail it to us. If you return your application in person, we will be happy to notarize it for you; however, be sure to have a picture ID in your possession.

2. If this is your original application (not a renewal), the Court will require documentation that demonstrates your competence with a handgun (see Question #8). Be sure to include a photocopy of the documentation, which demonstrates your competence.

3. As a result of several legislative changes, the following information is provided:

-The duration of the permit is extended from 2 years to 5 years;

-The \$50 fee for this process is due and payable in total when filing the application (\$10 clerk's fee, \$5 state police fee, and \$35 local police department investigation fee);

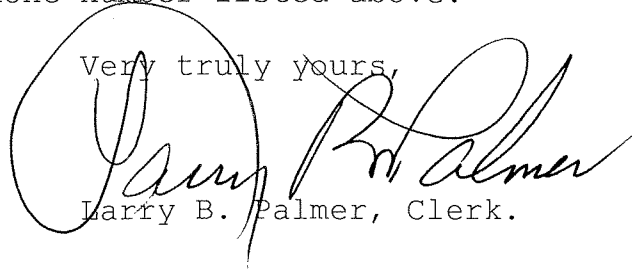
-The City of Lynchburg has not adopted a local ordinance requiring fingerprint cards to be filed. Accordingly, do not attach fingerprint cards with your application; and

-An investigator from the Lynchburg Police Department will contact you in the near future to arrange an appointment for the interview. Upon review of the application and investigation, one of the Judges will determine if the application should be granted or denied. His secretary will call you and advise you of this

decision. If your application is approved, you will need to return to this office to sign and receive the actual permit.

If you have any questions after reviewing the application and these instructions, please do not hesitate to contact us at the phone number listed above.

Very truly yours,

A handwritten signature in cursive script, appearing to read "Larry B. Palmer". The signature is written in black ink and is positioned over the typed name below it.

Larry B. Palmer, Clerk.