



GARDENA POLICE DEPARTMENT

1718 W. 162nd Street • Gardena, CA 90247

Phone (310) 217-9600 • Fax (310) 217-9638

Edward Medrano, Chief of Police

Gardena Police Department Carried of Concealed Weapons Permit Application Process

The application process for a license to carry a firearm shall consist of two phases. Upon the successful completion of each phase, the applicant will advance to the next phase until the process is completed and the license is either issued or denied.

The applicant will contact the Administrative Services Lieutenant and provide him with the applicant's contact information. The Administrative Services Lieutenant will forward the applicant's contact information to the Background Investigations Unit. The Background Investigations Unit will contact the applicant and schedule the Phase 1 interview.

The applicant will complete a CCW Application packet. The application and the supporting documents list are located on the Gardena Police Department website under the "Online Services" drop down menu.

The applicant must complete and gather all the necessary documents to be included in the package and present the package to the investigator at the time of the appointment. If the investigator finds the package to be incomplete (not having all the necessary documents from the supporting documents list, passport sized photos etc.), the interview will be discontinued. The interview appointment will be re-scheduled so the applicant can gather the missing documents and submit a complete package.

Phase 1

Any individual applying for a license to carry a firearm shall first fully complete a California Department of Justice (DOJ) application to be signed under penalty of perjury. The application can be found on the Gardena Police Department website. Go to the drop down menu under "Online Services" click on the "CCW Applications" and the California DOJ writeable application can be accessed.

The online DOJ application is a writable pdf document. Please fill out this online application. For consistency and to expedite the process, no hand written applications will be accepted.

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Application Instructions:

Fill out Sections One through Five located on pages 3 through 7. If you cannot fit the information into the space provided, please use a separate sheet of paper, noting the section, question number and complete your answer. These responses must be type written.

Do not sign Section Six page 8, The Standard Initial and Renewal Application for License to Carry a Concealed Weapon. This section must be signed and witnessed by the background investigator.

Fill out Section Seven. If you cannot fit the information into the space provided, please use a separate sheet of paper, noting the section, question number and complete your answer. These responses must be type written.

Do not sign Section Eight page 11. This section must be signed and witnessed by the background investigator.

The applicant shall submit a check made payable to the California Department of Justice for the required California DOJ application fee, \$120.00, along with a separate check made payable to the City of Gardena for a nonrefundable 20 percent of the application fee to cover the cost of processing the application. The amount will be \$24.00 (Penal Code § 26190).

Additional fees may be required for fingerprinting, training or psychological testing, in addition to the application fee.

The applicant shall be required to submit to fingerprinting and a complete criminal background check by the California DOJ. A second set of fingerprints may be required for retention in department files. Two recent passport-size photos (2 inches by 2 inches), of the applicant shall be submitted for department use.

The applicant should submit at least three signed letters, of character reference, from individuals other than relatives.

The applicant shall submit proof of ownership or registration of each firearm to be licensed.

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The applicant shall submit documents included on the Gardena Police Department CCW Supporting Document Check list. This list is on the Gardena Police Department website and can be accessed by going to the "Online Services" drop down menu.

Once the Chief of Police or authorized designee has reviewed the completed application package and relevant background information, the application will be advanced to phase two or denied.

If an application is denied, the applicant shall be notified in writing within 90 days of the initial application or within 30 days after receipt of the applicant's criminal background check from the California DOJ, whichever is later. If the license is denied, the notice shall state which requirement was not satisfied (Penal Code § 26205).

Phase 2

The applicant shall be scheduled for a personal interview with the Chief of Police or authorized designee. During this stage, there will be further discussion of the applicant's statement of good cause and any potential restrictions or conditions that might be placed on the license.

It is required by law that you show good cause for the issuance of the license (Penal Code § 26150).

Criteria that may establish good cause include the following:

Specific evidence that there has been or is likely to be an attempt on the part of a second party to do great bodily harm to the applicant.

The nature of the business or occupation of the applicant is such that it is subject to high personal risk and / or criminal attack, far greater risk than the general population.

A task of the business or occupation of the applicant requires frequent transportation of large sums of money or other valuables and alternative protective measures or security cannot be employed.

When a business or occupation is of a high-risk nature and requires the applicant's presence in a dangerous environment.

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The occupation or business of the applicant is such that no means of protection, security or risk avoidance can mitigate the risk other than the carrying of a concealed weapon.

Personal protection is warranted to mitigate a threat to the applicant that the applicant is able to substantiate.

Good cause could include, but not be limited to, documented instances of threats to the personal safety of the applicant, his / her family or employees. Threats to personal safety may be verbal or demonstrated through actual harm committed in the place of work, neighborhood or regular routes of travel for business. The applicant should articulate the threat as it applies personally to the applicant, his / her family or employees.

The finding of good cause should recognize that individuals might also face threats to their safety by virtue of their profession, business or status and by virtue of their ability to readily access materials that if forcibly taken would be a danger to society. The applicant by virtue of his / her unique circumstances should articulate threats.

Note: These examples are not intended to be all-inclusive, they are provided merely for your reference. In addition, state and local laws do not prohibit an adult from having a concealed firearm in their home or place of business.

The applicant will be required to submit to psychological testing by an authorized psychologist used by the Department for psychological testing. The cost of such psychological testing (not to exceed \$150) shall be paid by the applicant. The purpose of any such psychological testing is only intended to identify any outward indications or history of psychological problems that might render the applicant unfit to carry a firearm. This testing is not intended to certify in any other respect that the applicant is psychologically fit. If it is determined that the applicant is not a suitable candidate for carrying a firearm, the applicant shall be removed from further consideration (Penal Code § 26190).

The applicant shall submit any firearm, to be considered for a license, to the Gardena Police Department's range master or other departmentally authorized gunsmith, at no cost to the applicant, for a full safety inspection. The Chief of Police reserves the right to deny a license for any firearm that has been altered from the manufacturer's specifications or that is unsafe (Penal Code § 31910).

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The applicant shall complete a course of training approved by the agency, which complies with Penal Code § 26165. The applicant will not be required to complete and pay for any training courses prior to any determination of good cause (Penal Code § 26165; Penal Code § 26202). For approved gun safety course trainers, please refer to the Gardena Police Department Gun Safety Trainer's list, which can be accessed on the Gardena Police Department's website under the "Online Services" drop down menu.

The applicant shall successfully complete a firearms safety and proficiency examination with the firearm to be licensed, to be administered by the department range master, or provide proof of successful completion of another departmentally approved firearms safety and proficiency examination, including completion of all releases and other forms. The cost of any outside inspection/examination shall be the responsibility of the applicant.

Once the Chief of Police or authorized designee has verified the successful completion of phase two, the license to carry a firearm will either be granted or denied.

Whether an application is approved or denied at the conclusion of or during phase two, the applicant shall be notified in writing within 90 days of the initial application or within 30 days after receipt of the applicant's criminal background check from the California DOJ, whichever is later. If the license is denied, the notice shall state which requirement was not satisfied (Penal Code § 26205).

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