



**SHERIFF OF DELAWARE COUNTY
MEDIA, PENNSYLVANIA 19063**



**Mary McFall Hopper
Sheriff**

PHONE 610-891-4296 FACSIMILE 610-891-1765

**Michael Donohue
Chief Deputy**

NEW PERMITS

1. PLEASE FILL OUT THE APPLICATION IN FULL. PHOTOGRAPH IS REQUIRED AND WILL BE TAKEN AT TIME OF APPLICATION.
2. PLEASE RETURN THE APPLICATION PERSON BETWEEN 9:00 A.M. AND 3:30 P.M.
3. DO NOT SIGN THE APPLICATION UNTIL YOU ARE IN THE PRESENCE OF A CLERK IN THE SHERIFF'S OFFICE.
4. YOU MUST BRING THE APPLICATION IN PERSON WITH THE PROPER IDENTIFICATION, THAT IS:
 - a. VALID PA DRIVER'S LICENSE OR NON-DRIVER'S LICENSE WHICH MUST HAVE A CURRENT ADDRESS.
 - b. OUT-OF-STATE RESIDENTS MUST HAVE AN *UNRESTRICTED* PERMIT FROM YOUR STATE AND A VALID DRIVER'S LICENSE OR NON-DRIVER'S LICENSE WITH CURRENT ADDRESS.
5. YOU MUST HAVE TWO (2) REFERENCES WITH A DAY AND EVENING PHONE NUMBER. NO MEMBER OF THE SHERIFF'S OFFICE, CHIEF OF POLICE OR JUDGE OF ANY KIND MAY BE USED AS A REFERENCE. YOU MAY NOT USE MEMBERS OF THE SAME HOUSEHOLD, OR FAMILY MEMBER.
6. CITIZENSHIP
 - a. IF THE APPLICANT IS A NATURALIZED CITIZEN OF THE UNITED STATES, YOU MUST PRESENT YOUR NATURALIZATION CERTIFICATE..
 - b. IF YOU ARE NOT A CITIZEN OF THE UNITED STATES, YOU MUST PRESENT YOUR IMMIGRATION CARD.
7. PLEASE BRING \$20.00 IN CASH OR A MONEY ORDER. THE SHERIFF'S OFFICE CANNOT ACCEPT CHECKS.

RENEWALS

1. PLEASE FILL OUT THE APPLICATION IN FULL. PHOTOGRAPH IS REQUIRED AND WILL BE TAKEN AT TIME OF APPLICATION.
2. PLEASE RETURN THE APPLICATION IN PERSON BETWEEN 9:00 A.M. AND 3:30 P.M.
3. DO NOT SIGN THE APPLICATION UNTIL YOU ARE IN THE PRESENCE OF A CLERK IN THE SHERIFF'S OFFICE.
4. YOU MUST BRING THE APPLICATION IN PERSON WITH THE PROPER IDENTIFICATION, THAT IS:
 - a. VALID PA DRIVER'S LICENSE OR NON-DRIVER'S LICENSE WHICH MUST HAVE A CURRENT ADDRESS.
 - b. OUT-OF-STATE RESIDENTS MUST HAVE AN *UNRESTRICTED* PERMIT FROM YOUR STATE AND A VALID DRIVER'S LICENSE OR NON-DRIVER'S LICENSE, WITH CURRENT ADDRESS.
 - c. EXISTING DELAWARE COUNTY-ISSUED PERMIT.
5. YOU MUST HAVE TWO (2) REFERENCES WITH A DAY AND EVENING PHONE NUMBER. NO MEMBER OF THE SHERIFF'S OFFICE, CHIEF OF POLICE OR JUDGE OF ANY KIND MAY BE A REFERENCE. YOU MAY NOT USE MEMBERS OF THE SAME HOUSEHOLD, OR FAMILY MEMBER.
6. CITIZENSHIP
 - a. IF THE APPLICANT IS A NATURALIZED CITIZEN OF THE UNITED STATES, YOU MUST PRESENT YOUR NATURALIZATION CERTIFICATE.
 - b. IF YOU ARE NOT A CITIZEN OF THE UNITED STATES, YOU MUST PRESENT YOUR IMMIGRATION CARD.
6. PLEASE BRING \$20.00 IN CASH OR A MONEY ORDER. THE SHERIFF'S OFFICE CANNOT ACCEPT CHECKS.

**YOU MAY APPLY UP TO 2 MONTHS PRIOR TO YOUR EXPIRATION DATE.
YOU WILL BE NOTIFIED BY MAIL AS TO YOUR APPROVAL OR DENIAL.**