



Carry Concealed Handgun Annual Instructor Renewal

Instructions: Please complete the form electronically, print and sign. All payments **MUST** be by certified check or money order and made payable to North Carolina Department of Justice.

Instructor Number _____

Name: _____
Last, First, Middle

Mailing Address: _____
Street / PO Box City, State, Zip Code

Business Name: _____
Business Name Street/ PO Box City, State, Zip Code

Contact Number: _____ Email: _____
(Required)

Please note that the telephone numbers and address you list will be provided to the citizens of North Carolina requesting lists of certified instructors in their county. **Email Address will not be released.***

Which Firearm Course(s) will you be teaching: _____

On which County list would you like to be placed? _____
*(Your name will only be included on **one** county list)*

Certificate Order

(Pursuant to 12 NCAC 09F .0107 - Certificates are issued in quantities of 25)

I am eligible to receive and possess a firearm under Federal Law and North Carolina State Law.

Signature Date

Number of certificates requested (minimum of 25): _____ (\$2.00 per certificate) Amount Enclosed \$ _____

Fees **must be paid by certified check or money order**, and made payable to the North Carolina Department of Justice.
(Pursuant to N.C.G.S. § 25-3-506 a \$25.00 fee is charged for all returned checks.)

Send Payments to:
Criminal Justice Standards Division
North Carolina Department of Justice
Post Office Drawer 149
Raleigh, North Carolina 27602
919-661-5980

In order to continue your status as an approved CCH Instructor and to continue teaching your approved course, (reference 12 NCAC 09F .0104, .0105, and .0107) you **MUST** submit the following information:

1. Proof that the applicant holds current certification "Firearms Instructor Certification" in one of the following courses: **NRA Basic Pistol, NRA Police Firearms Course, NRA Personal Protection, North Carolina Private Protection Service, North Carolina Criminal Justice Standards, Law Enforcement, or the Department of Correction.**
2. New course outline, if the outline has changed.
3. An application filing fee of \$50.00 per course submitted.
4. A fee of \$2.00 per certificate ordered.