

Bay County CPL Application Procedures New Applicants

1. Attend and pass an approved NRA certified CPL training course. Obtain NRA approved CPL training certificate stating, "This course complies with Sec. 5j of 1927 PA 372."
2. Go to the Sheriff's Department or County Clerk's Office to obtain your CPL application kit.
3. Obtain one 2"x2" passport quality photos of yourself. (No hats or sunglasses.)
4. Complete the application, providing the name, complete address and phone number of two (2) references. **DO NOT SIGN THE APPLICATION UNTIL PRESENT BEFORE THE CLERK'S OFFICE.**
5. Go to the County Clerk's Office with the \$105.00 application fee (cash, check or money order only), a valid driver's license or Michigan ID, your completed CPL application, passport quality photos, your original CPL training course certificate and a copy of your CPL training course certificate.
6. You will sign the application at the Clerk's Office and swear/affirm the information you provided on the application is true.
7. After applying for your CPL license, go directly to the Sheriff's Department to be fingerprinted. Take your receipt to show you paid the fees and submitted your application along with your valid driver's license or Michigan ID.
Fingerprints are only taken on Tuesdays, Wednesdays and Thursdays between the hours of 9:00 a.m. - 4:00 p.m.
8. Upon successful completion of your background checks, the County Clerk's Office will schedule your request before the Gun Board. After Gun Board approval, your permit will be mailed to you. If your appearance before the Gun Board is required, a postcard will be mailed informing you to appear on the 4th floor of the Bay County Building, 515 Center Avenue, Bay City, at the date and time specified below.

2013 Meeting Dates
Meetings begin at 10:00 a.m.
4th Floor Bay County Building

January 3, 2013
April 3, 2013(*Wednesday*)
July 11, 2013
October 3, 2013

February 7, 2013
May 2, 2013
August 1, 2013
November 7, 2013

March 7, 2013
June 6, 2013
September 5, 2013
December 5, 2013