

Bay County CPL Application Procedures

1. LAW: Senate Bill 34 implements changes in the CPL application process as of 12/1/15.
2. TRAINING: 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." Provide a photocopy of the training certificate to the County Clerk. If you attended training after 12/1/2015, your training certificate **must** contain the instructor's name and phone number; the training agency's name, and phone number; and the instructor's certification number (MCOLES), and any expiration date.
3. APPLICATION: Applications can be obtained from the Bay County Clerk's Office, the Sheriff's Department, the Michigan State Police web site www.michigan.gov/firearms or the Bay County Clerk's website www.baycounty.mi-gov/clerk (Revised RI-012).

Complete the application. Your driver's license address must match your current address. **DO NOT SIGN THE APPLICATION UNTIL PRESENT IN THE CLERK'S OFFICE.**

4. Appear at the County Clerk's Office of residency with the \$100.00 application fee for a new application and \$115.00 for a renewal application. You will sign the application at the Clerk's Office and swear/affirm the information you provided on the application is true. Renewal applications required two (2) signatures. Acceptable forms of payment include cash, personal check or money order.
5. FINGERPRINTS: If applying for a NEW CPL license, you are required 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. The new law allows prints to be taken at all live scan locations within the State of Michigan. You will be responsible for the \$15.00 fingerprint fee to the agency that fingerprints you. **Fingerprints at the Bay County Sheriff's Department are only taken on Tuesdays, Wednesdays and Thursdays between the hours of 9:00 a.m. - 4:00 p.m.** Renewal applicants may be subject to the fingerprint requirements if permit has expired more than one (1) year.
6. ISSUANCE: Upon successful completion of your background checks, the County Clerk's Office will be notified by the Michigan State Police (MSP) of your permit approval or denial. The County Clerk's Office will notify you in writing of your approval or denial. Your gun permit will be mailed to you.
7. MILITARY: Military personnel are eligible to apply on-line effective April 1, 2015.
8. RENEWAL: Renewal notices will be sent to you beginning 2018 under the new law.
9. INFORMATION: Bay County web site - www.baycounty.mi-gov/clerk and Michigan State Police web site - www.michigan.gov/firearms.
10. CONTACT: Bay County Clerk, Cynthia A. Luczak, 989-895-4280 and press 9 for other questions.