

Bay County CPL Application Procedures

1. LAW: Senate Bill 34 implemented 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 an original and a photocopy of the training certificate to the County Clerk. 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 the expiration date of the training.
3. APPLICATION: Applications can be obtained from the Bay County Clerk's Office, 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 (04/2019).

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 affirm the information you provided on the application is true. Renewal applications require two (2) signatures. Acceptable forms of payment include cash, personal check, money order, or major credit card.
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 to any "live scan" fingerprint agent 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 taken on Tuesdays, Wednesdays and Thursdays between the hours of 9:00 a.m.-3:30 p.m.** Renewal applicants may be subject to the fingerprint requirements if permit had expired more than one (1) year after expiration.
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: Effective 11/1/2018 renewal notices will be sent six (6) months prior to expiration for online renewal. Please notify the clerk if you move so you will receive the renewal letter.
9. INFORMATION: Bay County web site - www.baycounty.mi-gov/clerk
Michigan State Police web site - www.michigan.gov/firearms.

Bay County Clerk, Cynthia A. Luczak, 989-895-4280 and press 0 for other information.