



# Richmond Police Department



P.O. Box 203  
1168 Main Street  
Wyoming, Rhode Island 02898

Elwood M. Johnson Jr.  
Chief of Police

Telephone 401-539-8289  
Fax 401-539-8293

## Notice to Applicant

Dear Applicant:

By applying to the Richmond Police Department for a permit to carry a concealed pistol or revolver, you are exercising your right under Rhode Island General Law, § 11-47-11. It is this statute which gives the Richmond Police Department the authority to administer this program in accordance with the law. It is important to remember that a permit to carry a concealed pistol or revolver does not authorize you to use the firearm. Such usage of a handgun is regulated by other provisions of Rhode Island law. Please read the enclosed policy regarding the issuance of a pistol or revolver permit. It is intended to serve as a guide to aid applicants in understanding the authority and responsibility of the licensing authority, which in this instance is the Richmond Police Department.

This application also contains information about Rhode Island General Laws that pertain to weapons, referred to as the Firearms Act. You *must* acknowledge that you are familiar with the provisions of the Firearms Act *before* you are granted a permit to carry a pistol or revolver. This application package does not include Federal Laws pertaining to firearms. Despite that, you are hereby informed that you must observe both Federal and Rhode Island laws. Federal law is respectively administered by Federal Agencies. For information relative to Federal regulations of firearms, you may contact the United States Bureau of Alcohol, Tobacco, and Firearms (ATF).

The application itself must be filled out completely and truthfully. It is a crime to knowingly offer false information to obtain a permit to carry a pistol or revolver. Please read the instructions carefully and note that both first-time and renewal applicants must supply all information being requested by the Richmond Police Department at the time of application.

The submission of the application for a permit to carry a concealed pistol or revolver constitutes the commencement of a thorough process of review by the Richmond Police Department. The process of review shall include a personal interview of the applicant, a criminal background check, suitability assessment, may include interviews of references, neighbors and employers, and will ultimately culminate with a written response informing the applicant whether their request was approved or denied. If your request is denied, you may opt to submit an application to the Rhode Island Department of Attorney General, which is similarly authorized by Rhode Island General Law, under § 11-47-18, to accept applications and issue permits/licenses to carry concealed pistol/revolver. Furthermore, you may appeal a denial of your application to the Rhode Island court(s).

If your application is approved, you shall be notified in writing with instructions to respond in person to the Richmond Police Department in order to obtain the permit. Upon such issuance, please exercise your privilege to carry a concealed pistol or revolver in the State of Rhode Island responsibly, properly, and safely.

Sincerely,  
Chief Elwood M. Johnson, Jr  
Richmond Police Department

## CONSIDERATIONS

In consideration of each individual application for a pistol permit, the Richmond Police Chief must determine whether or not the applicant has satisfied three (3) components of Rhode Island General Law, § 11-47-11, including (1) an age and residency requirement, (2) a reason requirement, and (3) a suitability requirement. The authorization to carry a loaded, concealed firearm in public is different from the right to purchase or possess a handgun in one's own home or business because, among other differences, a loaded and concealed firearm in untrained hands presents danger to the public and the applicant, so the Richmond Police must consider the potential risks to the public when processing such applications.

After assessing the below criteria and other relevant information, the Chief in his/her sole discretion shall grant or deny the pistol permit and may, when warranted, issue a pistol permit with *restrictions* in lieu of denial. The Richmond Police Chief shall, among other discretionary powers, consider the following criteria to limit or restrict the issuance or denial of a license or permit to carry a concealed pistol or revolver in assessing application along with ascertaining the following (if applicable):

1. The applicant is a person twenty-one (21) years of age or over having a bona fide residence or place of business within the Town of Richmond, or is a person twenty-one (21) years of age or over having a bona fide residence within the United States and a license or permit to carry a pistol or revolver concealed upon his or her person issued by the authorities of any other state or subdivision of the United States;
2. Demonstration of a specific "good reason to fear an injury to his or her person or property, or any other proper reason for carrying a pistol or revolver;"
3. The existence of alternative routines/conduct other than carrying a loaded firearm to decrease the danger(s) to life, limb, or property;
4. The existence of alternative means of protection available to the applicant other than the possession of a loaded firearm that will alleviate the risk to his or her person or property;
5. Demonstration through certification of the requisite skill, training, and ability to properly use a firearm in accordance with Rhode Island Laws;
6. The applicant presents an appropriate plan to properly secure the firearm so it does not fall into unauthorized possession of another;
7. The anticipated increase of risk harm that carrying a loaded firearm will pose to the applicant or public;
8. Whether the applicant has offered reliable information that persuades the Chief of Police that he or she will not use the firearm for any unlawful or improper purpose, and that he or she has not used a firearm for an unlawful or improper purpose in the past;
9. The existence of past criminal, unlawful, dangerous or violent conduct of the applicant justifying the denial even if it is not sufficient to disqualify the applicant as a matter of law (prohibited conduct) from possessing a firearm;
10. Evidence that the applicant has been the subject or been issued a protective order pursuant to Chapters § 15-5, § 15-15, § 8-8.1 of the Rhode Island General Laws;

## **CONSIDERATIONS *continued...***

11. The applicant offers false, misleading, or erroneous information in their application;
12. The presence of any and all other factors deemed lawful and appropriate by the Richmond Police Chief that demonstrate and satisfy that the applicant is/is not a person suitable to possess and carry a loaded firearm in public.

*Proceed to next page for  
"Application Instructions"*

## **APPLICATION INSTRUCTIONS**

(NO APPLICATIONS WILL BE CONSIDERED UNLESS THE FOLLOWING HAVE BEEN ACCOMPLISHED):

1. This official application form must be filled out completely by the applicant. Please PRINT or TYPE the application or **IT WILL BE RETURNED**.
2. The application must be **NOTARIZED**.
3. The applicant must also complete and submit a Richmond Police Department **CRIMINAL RECORD CHECK RELEASE FORM**.
4. **E-mail a digital photo of the applicant** taken without headgear or glasses to [clerk@richmondri.gov](mailto:clerk@richmondri.gov) and please input your name into the subject line. This photo must be a clear picture of the head and face.
5. Proof of qualification before a certified weapons instructor, i.e. NRA instructor or police range instructor, must be supplied along with a copy of the NRA/FBI firearms instructor's certification.
6. Two types of positive identification must be submitted, photocopied, signed, and dated by a notary public attesting to be true copies.
7. All new pistol permits issued from this department must have a full set of applicant's fingerprints submitted on an **FBI FINGERPRINT APPLICANT CARD** (FD-258 Rev. 12-29-82) included with the application. Fingerprint card must be signed by the applicant. This is not necessary for **renewal applications**.
8. If the permit is to be used for employment, a **TYPED** letter of explanation must be submitted on your employer's letterhead and included with the application.
9. If the permit is not for employment, a typed letter must be submitted by the applicant stating the reasons why a permit is needed on a full-time basis. All letters must be dated. We will not accept a photocopy of any signature.
10. Retired police officers applying under Section 11-47-18 must submit a letter of verification from the Chief of Police of the department from which they retired, stating that they have completed 20 years of **GOOD** service.
11. A forty dollar (\$40.00) **CHECK OR MONEY ORDER** must be submitted with your application. This fee covers the administrative costs involved in processing the application and is non-refundable.
12. Applicant will be notified by mail of approval or denial of permit. Telephone inquiries will not be accepted. If approved, applicant must appear in person to pickup permit. This application, fingerprint card, and photos become part of the records of the Richmond Police Department and **WILL NOT** be returned.
13. All permits will expire **FOUR (4) YEARS** from the date of issue. Also, the renewal of your permit is your obligation as the Richmond Police **WILL NOT** be responsible for notification of permit expiration. Due to insufficient support staffing, applicants must allow a maximum of **120 DAYS** for processing of their application.

# Richmond Police Department

## Application for License or Permit to Carry Concealed Pistol or Revolver

### SECTION I: APPLICANT INFORMATION

DATE: \_\_\_\_\_ PERMIT NUMBER (Police Use only): \_\_\_\_\_

NAME: \_\_\_\_\_  
First Middle Last

ADDRESS: \_\_\_\_\_  
Street Name & Number (no P.O. Boxes Accepted) Town/City State & Zip

TELEPHONE NUMBERS: \_\_\_\_\_  
HOME BUSINESS CELLULAR **\*\* E-MAIL**

SOCIAL SECURITY NUMBER: \_\_\_\_\_ OCCUPATION: \_\_\_\_\_

EMPLOYED BY: \_\_\_\_\_

\_\_\_\_\_  
Employer's Address City or Town State & Zip

DETAIL JOB DESCRIPTION: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

DATE OF BIRTH: \_\_\_\_\_ PLACE OF BIRTH: \_\_\_\_\_

HEIGHT: \_\_\_\_\_ WEIGHT: \_\_\_\_\_ EYE COLOR: \_\_\_\_\_ HAIR COLOR: \_\_\_\_\_

ARE YOU A CITIZEN OF THE UNITED STATES? \_\_\_\_\_ HOW LONG? \_\_\_\_\_

**(If you are not a citizen of the United States, a copy of both sides of your alien registration card must be included with this application.)**

LIST ALL ADDRESSES FOR THE LAST THREE (3) YEARS, INCLUDING DATES & LOCATIONS

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(If necessary, please submit a separate sheet)

HAVE YOU EVER HAD A LEGAL NAME CHANGE? \_\_\_\_\_ IF YES, PLEASE SPELL FORMER NAME AND GIVE REASON FOR CHANGE:

PLEASE LIST NICKNAMES OR ALIASES YOU HAVE USED: \_\_\_\_\_

**SECTION II: REQUISITE INFORMATION TO ACCOMPANY APPLICATION**

1. ON A SEPARATE SHEET OF PAPER OR LETTERHEAD, **TYPE** DETAILS AND SPECIFIC REASONS FOR YOUR JUSTIFICATION OR NEED FOR A RHODE ISLAND PERMIT. **\*\*ONLY TYPEWRITTEN LETTERS WILL BE ACCEPTED.**
2. TWO (2) TYPES OF POSITIVE IDENTIFICATION MUST BE SUBMITTED.  
**Examples:** (1) Birth Certificate / (2) Rhode Island or State Driver’s License / (3) Passport / (4) RI Identification Card (Note: Other authentic forms of positive identification will be considered).
3. THREE (3) LETTERS OF REFERENCE – SEE SECTION III.
4. CERTIFICATION OF QUALIFICATION WITH PISTOL OR REVOLVER – SEE SECTION VI

**SECTION III: REFERENCES**  
**(Not to include family members or relatives)**

Name	Address/City/State/Zip	Telephone#	Years Known

**\*\*SUBMIT LETTERS OF REFERENCE FROM EACH OF THE ABOVE INDIVIDUALS**

**SECTION IV: CRIMINAL HISTORY**

HAVE YOU EVER BEEN ARRESTED? \_\_\_\_\_

IF SO, IDENTIFY THE LAW ENFORCEMENT AGENCY(S) AND PROVIDE THE DETAILS:

\_\_\_\_\_  
\_\_\_\_\_

HAVE YOU EVER REFUSED TO TAKE A BREATHALYZER TEST? \_\_\_\_\_

IF SO, GIVE THE DETAILS INCLUDING THE NAME OF THE LAW ENFORCEMENT AGENCY INVOLVED:

\_\_\_\_\_

ARE YOU UNDER INDICTMENT IN ANY COURT FOR A CRIME PUNISHABLE BY IMPRISONMENT EXCEEDING ONE (1) YEAR? \_\_\_\_\_ IF SO, PROVIDE DETAILS AND DATES:

\_\_\_\_\_

**SECTION V: PERMIT HISTORY**

HAVE YOU APPLIED FOR A PERMIT TO CARRY A CONCEALED PISTOL OR REVOLVER FROM THE RHODE ISLAND ATTORNEY GENERAL OR ANOTHER LOCAL CITY/TOWN IN RHODE ISLAND? \_\_\_\_\_ (Yes/No)

IF YOUR ANSWER IS "YES", PLEASE CHECK "X" NEXT TO THE CURRENT STATUS OF YOUR PERMIT:

ACTIVE: \_\_\_\_\_ EXPIRED: \_\_\_\_\_ DENIED: \_\_\_\_\_ REVOKED: \_\_\_\_\_

IDENTIFY THE CITY OR TOWN OR JURISDICTION: \_\_\_\_\_

\_\_\_\_\_  
HAVE YOU APPLIED FOR A PERMIT TO CARRY A CONCEALED PISTOL OR REVOLVER IN ANOTHER STATE OR JURISDICTION OUTSIDE OF RHODE ISLAND? \_\_\_\_\_ (Yes/ No)

IF YOUR ANSWER IS "YES, IDENTIFY THE TOWN AND STATE:

\_\_\_\_\_  
WERE YOU DENIED? \_\_\_\_\_ IF SO, GIVE REASON: \_\_\_\_\_

***\*FURNISH THE RICHMOND POLICE DEPARTMENT WITH A PHOTOCOPY OF YOUR OUT-OF-STATE PERMIT OR LICENSE\****

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**SECTION VI: CERTIFICATION OF QUALIFICATION**

**NOTE: THE RI COMBAT COURSE IS FOR LAW ENFORCEMENT PERSONNEL ONLY  
ALL OTHERS MUST QUALIFY IN ACCORDANCE TO R.I.G.L. SECTION 11-47-15**

WEAPON QUALIFICATION SCORE: \_\_\_\_\_ CALIBER OF WEAPON \_\_\_\_\_

ARMY-L (check if done): \_\_\_\_\_ SCORE: \_\_\_\_\_ RI COMBAT (check if done): \_\_\_\_\_ SCORE: \_\_\_\_\_

\_\_\_\_\_  
**Signature of N.R.A. Instructor or Police Range Officer**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Printed Name & Telephone Number of N.R.A. Instructor or Police Range Officer**

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**SECTION VII: NOTICE OF PERSONS PROHIBITED FROM CARRYING OR POSSESSING ANY FIREARM**

Pursuant to Rhode Island General Law § 11-47-6, certain persons are prohibited from purchasing, carrying, or possessing any firearm. These persons include but are not limited to:

1. A person under guardianship.
2. A person under treatment by virtue of being a mental incompetent.
3. A person who has been adjudicated or is under treatment or confinement as a drug addict.
4. A person under treatment or confined as a habitual drunkard.
5. A person convicted of a crime of violence.

Do any of the prohibitions to receiving a license to carry a weapon apply to you?

Yes \_\_\_\_\_

No \_\_\_\_\_

If yes, please explain: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

(If necessary, please submit a separate sheet)

**SECTION VIII: QUESTIONNAIRE AS TO FEAR OF INJURY TO PERSON OR PROPERTY**

The following factors will be considered when determining an application for a concealed weapon permit. These factors will be considered once the applicant has demonstrated that he/she meets the criteria.

1. Injury to Person or Property:

a. Explain the circumstances and extent of the threat or injury to your person or threat or extent of damage to your property: \_\_\_\_\_

\_\_\_\_\_

b. Has the applicant filed a report with any law enforcement agency indicating that his/her person or property has been threatened or damaged? \_\_\_\_\_ .

c. What agency has the report been filed with? \_\_\_\_\_

d. What was the result? \_\_\_\_\_

\_\_\_\_\_

e. Has the applicant received a restraining order from any court? \_\_\_\_\_

\_\_\_\_\_

2. Is the applicant presently, or has he/she been the subject of a restraining order from any court?

\_\_\_\_\_

3. How will the carrying of a concealed pistol or revolver, on his/her person, mitigate the threat to you or your property? \_\_\_\_\_

(If necessary, please submit a separate sheet)

