

# Instructions

## New Applications for a License to Carry a Concealed Deadly Weapon (Retired Delaware Police Officer)

In order for your new application for a license to carry a concealed deadly weapon to be processed, the following steps must be completed:

1. **Photographs**

- Include two (2) color passport-style photographs of the applicant.
- Photograph must be taken within the six-month period immediately preceding the filing of the application.

2. Include the statutory filing fee of **\$65.00**.

- Cash, Money Order or Personal Check, made payable to "**PROTHONOTARY**" will be accepted.

3. You must request a letter from the Chief of your agency verifying that you are in good standing with the law enforcement agency from which you retired. *(see attached)*

4. A Psychiatric Waiver must be filed with your application. *(see attached)*

5. **New Applications**

- Applications may be filed at any time, but must be filed in the County you reside.
- You must file the new application and **a duplicate copy**.
- You may hand deliver your application to the Attorney General's Office in New Castle County and the Prothonotary's Office in Kent and Sussex County, or
- If all the requirements are met, mail your application as follows:

<p><b>New Castle County</b>  Special Investigations Unit, 5<sup>th</sup> Floor  Delaware Department of Justice  820 N. French Street  Wilmington, DE 19801  Contact Phone: (302) 255-0556</p>	
<p><b>Kent County Prothonotary's Office</b>  CCDW Permit  38 The Green  Dover, DE 19901  Contact Phone: (302) 735-1901</p>	<p><a href="#"><u>GPS Address</u></a>  Kent County Courthouse  414 Federal Street  Dover, DE 19901</p>
<p><b>Sussex County Prothonotary's Office</b>  CCDW Permit  1 The Circle, Suite 2  Georgetown, DE 19947  Contact Phone: (302) 856-5252</p>	

Retired Delaware Police Office  
**Psychiatric Waiver**

I, \_\_\_\_\_ affirm that I have not been committed to a  
*Name*  
psychiatric facility since the date of my retirement on \_\_\_\_\_ .  
*Date*

\_\_\_\_\_  
*Signature*

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

Kathleen Jennings  
Attorney General  
State of Delaware  
820 N. French Street, 5<sup>th</sup> Floor  
Wilmington, DE 19801

Dear Ms. Jennings:

Retired Delaware Officer \_\_\_\_\_ is applying for a license to carry a concealed deadly weapon. Officer \_\_\_\_\_ retired from \_\_\_\_\_ on \_\_\_\_\_ after \_\_\_\_\_ years of service.  
*Agency Name* *Retired Date*

According to the provisions of Del. Code, Title 11, Chapter 5, § 1441, the following procedures have been completed:

- This officer has applied for this license within 90 days of his/her retirement.
- This officer has applied for this license more than 90 days, but within 20 years of his/her retirement and:
  - 1) The retired officer's criminal record has been reviewed and he/she has not been convicted of any crime greater than a violation since the date of his/her retirement and;
  - 2) The retired office has no record of being committed to a psychiatric facility since the date of his/her retirement. He/She has forwarded a signed waiver stating he/she has not been committed to a psychiatric facility since the date of his/her retirement.

Based upon this review, I feel he/she is currently a retired police officer in good standing and is qualified to carry a concealed deadly weapon under the provisions of the law.

Sincerely,

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Title*