



TRACY POLICE DEPARTMENT

1000 Civic Center Drive – Tracy, CA 95376
Voice: 209-831-6550 – Fax: 209-831-4017

Carry Concealed Weapons License – Step Process

This process will alleviate the prospective CCW applicant from spending unnecessary fees prior to receiving a conditional approval from the Chief of Police.

1. The applicant will complete the California Department of Justice Bureau of Firearms CCW application. The application can be downloaded from the California Department of Justice website, or a copy of the application may be picked up at the Tracy Police Department records counter. Page 10 of the application includes the section for the “Good Cause” justification in support of a CCW License being issued. A detailed statement for consideration is required.
2. The applicant should schedule an appointment with the Tracy Office of Professional Standards to review the application prior to submission. (209) 831-6559
3. Once submitted, the application will be forwarded to the Chief of Police for review.
4. If it is determined there is lack of “Good Cause”, for the issuance of a CCW, the applicant will be notified via mail as to the decision. The process will end and the applicant is not out any unnecessary fee. **(See the Tracy Police Department CCW brochure for “Good Cause” criteria, invalid and valid examples)**
5. If it is determined there is “Good Cause” for the issuance of a CCW, the applicant will be notified via mail, and the remaining CCW steps listed below must be successfully completed as required, prior to the issuance of the CCW.
6. The applicant will submit to fingerprinting via live-scan for background clearance through the FBI and DOJ. (Fee Required)
7. The applicant will submit 20% of the \$100.00 license fee required by Tracy (\$20.00).
8. The applicant will submit evidence of residency within the City of Tracy.
9. The applicant will submit three letters of reference from non-family members.
10. The applicant will provide proof of registration/ownership of the CCW handgun(s).
11. The applicant will provide a valid California Identification Card or Driver’s License.
12. The applicant must be at least 21 years of age.
13. The applicant must provide evidence of training from a certified training facility as per California Penal Code 26165, regarding CCW and handgun safety. (16 hour class)
14. The applicant will submit the remaining \$80.00 license fee to Tracy Police Department at the time of CCW Issuance.
15. The CCW license is valid for two years, at which time renewal is required.

Please direct any additional questions or concerns regarding the Tracy Police Department procedure for obtaining a CCW license, to the Office of Professional Standards at (209) 831-6559