

****PLEASE READ THE FOLLOWING INFORMATION CAREFULLY****

There is NOT a renewal process. All applications are first time applications.

The following information is required to apply for a Georgia Weapons Carry License in Cherokee County. If you do not have these items listed below, the Probate Court will not be able to process your application.

___ **Passport or Certified Birth Certificate or Naturalization Documents** which show that you are a U.S. Citizen. Residents holding a **Cherokee County** Firearm License that was issued after January 1, 1997, may present the card as proof of U. S. Citizenship. A Military I.D. or Social Security Card cannot be accepted;

-AND-

___ **A valid Georgia Driver's License** which reflects **your current address**. If you have a P.O. Box listed on your driver's license, you must submit **two** documents showing your name and physical street address;

-AND-

___ **Another piece of documentation** which shows you are a resident of Cherokee County. This can include a **utility statement or vehicle registration or voter registration**. It must show your name and physical street address. Items not accepted are documents reflecting your social security number, bank statements, credit card statements or a checkbook;

-AND-

___ A completed Weapons Carry License Application (**attached**);

-AND-

___ **\$75.00** in either **cash** (\$20.00 denominations or less) or **certified funds**. No personal checks, debit cards or credit cards will be accepted.

All evidence must be original documentation. No faxes or photocopies will be accepted.

INSTRUCTIONS
Cherokee County Probate Court
Updated June 9, 2010

Applying For a Georgia Weapons Carry License

Persons Authorized To Take Your Application:

Only staff members trained and certified in weapons carry licensing may take your application. In the interest of serving you better, it is requested that you call ahead to make sure a Licensing Clerk is available to handle your application. Please call 678-493-6160.

No "Renewals":

All applications are first time applications. The Georgia General Assembly changed the law in 2006 to bring Georgia in compliance with Federal requirements.

Citizenship:

Your citizenship must be proven according to O.C.G.A. §16-11-129. We will use your prior proof if you were issued a Firearms License in Cherokee County after January 1, 1997. Otherwise we will need a passport, certified birth certificate, or naturalization paperwork as previously mentioned.

Fingerprinting:

You will be fingerprinted in this office on a Live Scan terminal. If the system is non-functioning for some reason, you may be directed to give your prints at a GBI approved GAPS (Georgia Applicant Processing Service) location or to return with your application at another time. Hours of operation for fingerprinting are Monday thru Friday from 8:30 a.m. to 4:30 p.m.

Review:

Criminal histories are reviewed by a judge to verify eligibility. If there are problems, you will be contacted.

Issuance of License:

If you have no criminal history entries, your license will be mailed to you within ten days of all required information having been received.

Notice of Hearing:

If concerns about your eligibility are not resolved, you will be given notice of a hearing date.

Temporary Licenses

A temporary license is, pursuant to statute, a "paper receipt." It costs \$1.00 and may be requested if less than 90 days remain before expiration of a current Cherokee County firearms license or the license expired in the last 30 days. The temporary license lasts 90 days but Cherokee County Probate Court allows application for additional temporary permits until the permanent one has been issued.

Legal Advice

This office can not provide you with legal advice as to where you can carry your weapon. This office also can not "pre-qualify" you for a license as decisions are made only on submitted applications.

Your attention, cooperation and civility are appreciated.

**PROOF OF CITIZENSHIP IS REQUIRED OF ALL NEW CHEROKEE
COUNTY APPLICANTS FOR A WEAPONS CARRY LICENSE**

Updated 06-09-10

The Cherokee County Probate Court adopts the State Department's proof of citizenship standards for the application for a passport. Those standards are set out below.

Note: Certain non-citizens may apply for a license. Those persons should inquire further to documentation which is required of them.

All original documentation submitted as evidence of citizenship will be copied and returned to you.

You may prove U.S. Citizenship with any one of the following:

Previous U.S. Passport (mutilated, altered, or damaged passports are not acceptable as evidence of U.S. citizenship.), or

Certified birth certificate issued by the city, county or state [A certified birth certificate has a registrar's raised, embossed, impressed or multicolored seal, registrar's signature, and the date the certificate was filed with the registrar's office, which must be within 1 year of your birth. Please note that some short (abstract) versions of birth certificates may not be acceptable], or

Consular Report of Birth Abroad or Certification of Birth, or

Naturalization Certificate, or

Certificate of Citizenship, or

A Delayed Birth Certificate filed more than one year after your birth may be acceptable if it listed the documentation used to create it and was signed by the attending physician or midwife, or, lists an affidavit signed by the parents, or shows early public records.

If you do NOT have a previous U.S. passport or a certified birth certificate, you will need:

Letter of No Record from the State where you were born, issued by the State with your name, date of birth, which years were searched for a birth record and that there is no birth certificate on file for you, and

As many of the following as possible:

Baptismal certificate

Hospital birth certificate

Census record

Early school record

Family Bible or other religious book record

Doctor's record of post-natal care

NOTES: These documents must be early public records showing the date and place of birth, preferably created within the first five years of your life. You may also submit an Affidavit of Birth, form DS-10, from an older blood relative, i.e., a parent, aunt, uncle, sibling, who has personal knowledge of your birth. It must be notarized or have the seal and signature of the acceptance agent. If you were born abroad AND do not have a Consular Report of Birth Abroad or Certificate of Birth on file, you will need:

If you claim citizenship through birth abroad to one U.S. citizen parent:
Foreign birth certificate,
Proof of citizenship of your U.S. citizen parent, AND
An affidavit of your U.S. citizen parent showing all periods and places of residence or physical presence in the United States and abroad before your birth.

If you claim citizenship through birth abroad to two U.S. citizen parents:
Your foreign birth certificate,
Parent's marriage certificate, AND
Proof of citizenship of your U.S. parents and an affidavit of your U.S. citizen parents showing all periods and places of residence of physical presence in the United States and abroad before your birth.

(Go to the State Department's web site for additional information on documentation of U.S. citizens born abroad who acquire citizenship at birth. That web site should be: http://travel.state.gov/passport/get/first/first_830.html.)

The following are NOT proof of citizenship:

Voter registration cards

Army discharge papers

Information on foreign-born children adopted by U.S. citizens.

**NOTICE TO THE PUBLIC
CHEROKEE COUNTY PROBATE COURT
Re: Only Certified Persons May Handle Weapons Carry Applications
Updated: 06-09-10**

Only those Cherokee County Probate Court employees who have been certified to handle weapons carry license applications may do so.

At present, the Court has four employees who are properly certified to accept and handle these applications. We try to make sure that one of them will always be here but sometimes this is impossible.

Other staff members are not authorized to handle these applications and therefore are prohibited from handling paperwork or answering questions.

In the interest of serving you better, it is requested that you call ahead to make sure that a Licensing Clerk is available to handle your application. Please call 678-493-6160.

If you come without calling and a Licensing Clerk is not available to handle your application, you will be advised as to the possible wait time or the day and time when you might return.

Judge Wood assures the public that he takes the issuance for weapons carry licenses very seriously and that he will do everything reasonable under the circumstances to facilitate qualified persons in obtaining their licenses; however, he further recognizes that compliance with both State and Federal law is in your interest and in the interest of the Cherokee County taxpayer.

- 8. Are you subject to any pending charge or charges in any court including matters under indictment, accusation, on appeal, uncompleted first offender treatment or other court order? Yes No
 If yes, do the pending charges involve or arise out of any felony, any crime that is possibly punishable by imprisonment for over one year, or any misdemeanor involving force or violence, or any offense or conduct involving a weapon or any offense involving a controlled substance or other dangerous drug?.....Yes No
- 9. Have you left any state, or any foreign state, to avoid criminal prosecution, to avoid giving testimony in any criminal proceeding, or knowing that charges are pending against you?.....Yes No
- 10. Have you been the subject of any proceedings (including arrests, matters on appeal, under indictment or accusation, or cases which were *nolle prossed*) within the past five years for any offense arising out of the unlawful possession or use of a controlled substance or other dangerous drug, or found through a drug test to have used such a substance or drug unlawfully within the past year?Yes No
- 11. Do you use any controlled substance or illegal drug other than as prescribed by a licensed physician, or have you done so within the past year, or regularly used any such drug within the past five years?Yes No
- 12. Are you addicted to or have you lost self-control over any controlled substance or drug?Yes No
- 13. Are you, or have you ever been, subject to any court order (including but not limited to restraining orders, protective orders, peace bonds & good behavior bonds) restraining you from harassing, stalking, threatening, engaging in communication with, or refraining in any manner from contact with or coming in proximity to any person, individual, spouse, child or former or current intimate partner, parent or their property, residence or other location frequented by such person?... Yes No
 * If yes, attach a copy of the court order and any terminating or final disposition order.
- 14. Have you ever been dishonorably discharged from the U.S. Armed Forces, or separated from the U.S. Armed Forces under a dismissal adjudged by a general court-martial? Yes No
- 15. Have you ever been found by a civil or criminal court, board, commission or other lawful authority, as a result of subnormal intelligence, incompetency, mental illness, condition or disease, to be a danger to yourself or others, to lack the mental capacity to manage your own affairs, or to be incompetent to stand trial, insane, guilty but mentally ill, or not guilty for lack of mental responsibility?Yes No
- 16. Have you ever been ordered to receive inpatient or outpatient treatment at any treatment facility, mental health center, hospital, sanitarium, clinic or program for a mental condition, drug abuse, or alcohol abuse, by any court, board, or other authority in any civil, criminal or administrative proceeding? (If yes, attach a copy of the order)Yes No

I do swear and affirm under penalty of false swearing or perjury that the foregoing information is true and correct to the best of my knowledge and belief.

Sworn to and subscribed before me
 this ____ day of _____, _____

 Clerk of Probate Court

APPLICANT'S SIGNATURE