



CALIFORNIA DEPARTMENT OF JUSTICE

BUREAU OF FIREARMS

Carry Concealed Weapon Program

DOJ Certified Instructor Application

- Initial Application
 Renewal Application

CCW DOJ Certified Instructor Number

A. Applicant Information

Last Name:		Suffix:	First Name:		Middle Name:
Mailing Address:			City:	State:	Zip Code:
Business Address (if different):			City:	State:	Zip Code:
Date of Birth (mm/dd/yyyy):	CA Driver License or Identification Card Number (Copy and attach):		Sex:	Phone No. (include area code):	
Email Address: _____					

Pursuant to Penal Code section 26165, subdivision (a)(4), and California Code of Regulations, title 11, section 4410, a Carry Concealed Weapon (CCW) Department of Justice (DOJ) Certified Instructor applicant must be certified by one of the following entities. Select one training entity below. Initial applicants must attach a copy of the certification.

- Bureau of Security and Investigative Services, Department of Consumer Affairs, State of California - Firearm Training Instructor
- Commission on Peace Officer Standards and Training, State of California - Firearm Instructor or Rangemaster
- Authorization from a State of California accredited school to teach a firearms training course

All CCW DOJ Certified Instructor applicants must have a valid Certificate of Eligibility (COE). Applications for initial or renewal COEs are submitted via the California Firearms Application Reporting System (CFARS).

COE Number: _____ Expiration Date: _____

B. Shooting Qualification - To Be Completed by Administrator of Shooting Course

All CCW DOJ Certified Instructor applicants must pass a live-fire shooting course on a firing range. The shooting course must be administered by someone certified by one of the following entities. Select one training entity below, and attach a copy of your certification.

- Bureau of Security and Investigative Services, Department of Consumer Affairs, State of California - Firearm Training Instructor
- Federal Government, Certified Rangemaster or Firearm Instructor
- Federal Law Enforcement Training Center, Firearm Instructor Training Program or Rangemaster
- United States Military, Occupational Specialty (MOS) as marksmanship or firearms instructor
- Commission on Peace Officer Standards and Training, State of California - Firearm Instructor or Rangemaster
- Authorization from a State of California accredited school to teach a firearms training course

Administrator Full Name (Print) _____ Administrator Phone Number _____ Date of Shooting Course _____

I declare under penalty of perjury under the laws of the State of California that this applicant successfully passed the live-fire shooting course required by California Code of Regulations, title 11, section 4410, subdivision (d).

Signature _____ Date _____



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C. Declaration

I understand that the DOJ has no responsibility for insurance coverage for myself, my students, my classes, my courses, or my oversight of the CCW license training course. I understand that my instructor certification will be valid for four years provided I maintain a current COE. I agree to comply with all legal requirements for the CCW license training course, as specified in the applicable statutes and regulations.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Signature

Date

Email the completed form and all required attachments to: DOJCertifiedInstructor@doj.ca.gov

Alternatively, the materials may be mailed to: California Department of Justice, Bureau of Firearms, Customer Support Center - CCW DOJ Certified Instructor, P.O. Box 160367 Sacramento, CA 95816-0367

If you have any questions regarding this application, please contact the Bureau of Firearms at (916) 210-2700.

DOJ USE ONLY

Received Date: _____ Processed By BOF: _____ CCW DOJ Instructor No: _____

Privacy Notice

As Required by Civil Code § 1798.17

Collection and Use of Personal Information. The Bureau of Firearms in the Department of Justice collects the information requested on this form as authorized by Penal Code section 31635. The Bureau of Firearms uses this information to establish grounds for the issuance of the certificate indicated on this application. In addition, any personal information collected by state agencies is subject to the limitations in the Information Practices Act and state policy. The Department of Justice's general privacy policy is available at <http://oag.ca.gov/privacy-policy>.

Providing Personal Information. All the personal information requested in the form must be provided. This form will not be processed for failure to provide all personal information requested.

Access to Your Information. You may review the records maintained by the Bureau of Firearms in the Department of Justice that contain your personal information, as permitted by the Information Practices Act. See below for contact information.

Possible Disclosure of Personal Information. In order to establish grounds for the issuance of the certificate indicated on this application, we may need to share the information you give us with any peace officer or other person designated by the Attorney General upon request.

The information you provide may also be disclosed in the following circumstances:

- In response to a Public Records Act request, as allowed by the Information Practices Act;
- To another government agency as required by state or federal law;
- In response to a court or administrative order, a subpoena, or a search warrant.

Contact Information. For questions about this notice or access to your records, you may contact the Department of Justice, Bureau of Firearms at P.O. Box 160367, Sacramento, CA 95816-0367 or (916) 210-2700.