

How to apply for a CHL at the Multnomah County Sheriff's Office

The following requirements must be met to apply for a Concealed Handgun License in Multnomah County.

Residency: You must be a resident of Multnomah County or Washington State or own real property in Multnomah County or Washington State to be eligible for an Oregon Concealed Handgun License issued by the Multnomah County Sheriff's Office.

Citizenship: You must be a citizen of the United States.

- The only exception to this is if you are a legal resident alien, have continuously lived in the US a minimum of six months and have proof in writing, and/or you have declared to the US Citizenship and Immigration Services your intention to become a citizen.
- You must show the accepted form of proof of your declaration from Immigration Services at the time of application.

Age: You must be 21 years of age prior to making application for a concealed handgun license.

You cannot have any outstanding warrants for your arrest.

You must be a resident of county for which you are applying or;

- The Multnomah County Sheriff's Office issues CHLs to residents of the State of Washington if you can present a compelling business interest or other legitimate demonstrated need.

You must be free of any form of pretrial release.

You must demonstrate competence with a handgun by any one of the following:

- Completion of any hunter education or hunter safety course approved by the State Department of Fish and Wildlife or a similar agency of another state if handgun safety was a component of the course;
- Completion of any National Rifle Association firearms safety or training course if handgun safety was a component of the course;
- Completion of any firearms safety or training course or class available to the general public offered by law enforcement, community college, or private or public institution or organization or firearms training school utilizing instructors certified by the National Rifle Association or a law enforcement agency if handgun safety was a component of the course;
- Completion of any law enforcement firearms safety or training course or class offered for security guards, investigators, reserve law enforcement officers or any other law enforcement officers if handgun safety was a component of the course;
- Present evidence of equivalent experience with a handgun through participation in organized shooting competition or military service;
- Is licensed or has been licensed to carry a firearm in this state, unless the license has been revoked; or

- Completion of any firearms training or safety course or class conducted by a firearms instructor certified by a law enforcement agency or the National Rifle Association if handgun safety was a component of the course.

You cannot have been convicted of a felony or found guilty, except for insanity under ORS 161.295 (Effect of qualifying mental disorder), of a felony.

You cannot have been convicted of a misdemeanor or found guilty, except for insanity under ORS 161.295 (Effect of qualifying mental disorder), of a misdemeanor within the four years prior to the application, including a misdemeanor conviction for the possession of marijuana as described below.

You cannot have been committed to the Oregon Health Authority under ORS 426.130 (Court determination of mental illness).

You cannot have been found to be a person with mental illness and is subject to an order under ORS 426.130 (Court determination of mental illness) that the person be prohibited from purchasing or possessing a firearm as a result of that mental illness.

You cannot have been discharged from the jurisdiction of the juvenile court for more than four years if, while a minor, the person was found to be within the jurisdiction of the juvenile court for having committed an act that, if committed by an adult, would constitute a felony or a misdemeanor involving violence, as defined in ORS 166.470 (Limitations and conditions for sales of firearms).

You cannot have been convicted of an offense involving controlled substances or participated in a court-supervised drug diversion program, except this disability does not operate to exclude a person if:

- The person can demonstrate that the person has been convicted only once of a marijuana possession offense that constituted a misdemeanor or violation under the law of the jurisdiction of the offense, and has not completed a drug diversion program for a marijuana possession offense that constituted a misdemeanor or violation under the law of the jurisdiction of the offense; or
- The person can demonstrate that the person has only once completed a drug diversion program for a marijuana possession offense that constituted a misdemeanor or violation under the law of the jurisdiction of the offense, and has not been convicted of a marijuana possession offense that constituted a misdemeanor or violation under the law of the jurisdiction of the offense.

You cannot be a subject to a citation issued under ORS 163.735 (Citation) or an order issued under ORS 30.866 (Action for issuance or violation of stalking protective order), 107.700 (Short title) to 107.735 (Duties of State Court Administrator) or 163.738 (Effect of citation).

You cannot have received a dishonorable discharge from the Armed Forces of the United States.

You cannot be required to register as a sex offender in any state.

You cannot presently be subject to an order under ORS 426.133 (Assisted outpatient treatment) prohibiting you from purchasing or possessing a firearm.

The application process includes the following steps: Complete a Concealed Handgun application and submit it to our office.

- The [application](#) can be accessed and printed off using this [link](#).
- The application can be picked up at the Concealed Handgun Office located at [4735 E Burnside Street, Portland, Oregon 97215](#).
- The application can be picked up at our Records Unit located at [234 SW Kendall Court, Troutdale, OR 97060](#).
- An [electronic application](#) can be accessed on our website (www.mcso.us), completed on line and electronically submitted to the Concealed Handgun Unit.
- Submit your application to the Multnomah County Sheriff's Office Concealed Handgun Unit:
 - Electronically by completing [online application](#).
 - By mail to: [4735 E Burnside St., Portland, Oregon 97215](#).
 - In Person: Monday – Friday from 8:00 am – 4:30 pm at [4735 E Burnside St., Portland, Oregon 97215](#).
 - By email as an attachment: send to CHL@mcso.us
 - By fax: send to 503-988-0530

Once your application is received, you will receive an email with your appointment date and time. If you do not have an email address, a letter with this information will be mailed to you. The email or letter will show the address where you need to report as well as an explanation of the items that you need to bring to your appointment. Those items are:

- Payment of \$65. We accept Visa or MasterCard debit or credit, exact cash, personal check or money order made payable to Multnomah County.
- Proof of Residence (can be any of the following):
 - Current Driver's License
 - Previous Year's Oregon or Washington Tax Return
 - Real Property Ownership in Multnomah County or Washington State
 - Voter's Registration Card
 - Current Rent or Lease Agreement
- Original handgun safety class certificate or other documentation of competency in handgun safety as outlined in ORS 166.291(1) (a to f). You must satisfy this requirement before your appointment.
- Driver's License
- Second piece of ID (ID does not need to have photo)
 - Credit Card
 - Valid Passport
 - Birth Certificate
 - Employee ID Card

- If you were not born in the US, you must provide proof of citizenship which can be:
 - A current US Passport
 - Original certificate of Naturalization
 - A foreign-service document issued at birth or I-797C Notice of Action application showing you have applied for US Citizenship
 - A permanent resident card, work permit or legal resident alien card **does NOT** meet the requirement for citizenship

On the day of your appointment, you will need to check in at the front desk and the following processes will take place:

- Payment – You must make payment in the amount of \$65.00. We accept Visa or MasterCard debit or credit, exact cash, personal check or money order.
- Identification – You will need to present your two pieces of identification to the Concealed Handgun Unit staff member.
- Proof of Residence – You will need to present your proof of residence to the Concealed Handgun Unit staff member.
- Fingerprinting - We use a digital fingerprint system (not ink). If your hands are dry, please use hand lotion for a day or two prior to your appointment. If we cannot get acceptable prints and they are returned, you will have to come back to be reprinted. If your hand is bandaged, in a cast or brace, or if you have open wounds on your hand, we cannot fingerprint you. You will need to reschedule.
- Photograph – This photo is what will be printed on your license.
- Signature – This will be printed on your license.

You do not receive your license on the same day as your appointment.

After your appointment, the background check begins.

The Concealed Handgun Unit reviews your records to determine if any of the following disqualifiers are present:

- You are on any form of pre-trial release.
- You have a misdemeanor conviction within the last 4 years.
- You have ever been convicted of a felony.
- You have a warrant for your arrest.
- You provided false information on your application.
- You present a danger to yourself or others. Please note that the documentation for this can include police reports and doesn't necessarily have to be convictions.
- You fail to meet the residency requirements.
- You fail to meet the conditions of the application.
- You are a respondent of an Oregon family abuse protection order.
- You are subject to a juvenile prohibition.

- You have a drug conviction or drug diversion. A single conviction for a misdemeanor or violation level of possession of marijuana is not a disqualifier.
- You have a dishonorable discharge from the armed forces.
- You are required to register as a sex offender.

What happens if you are denied a license?

- If the Concealed Handgun Unit concludes their background check and determines that you don't qualify to be issued a license, you will receive written correspondence by mail explaining the reason.
- A person who is denied issuance of a concealed handgun license may petition the circuit court in the petitioner's county of residence to review the denial. The petition must be filed within 30 days after the receipt of the notice of denial.

Once the Concealed Handgun Unit has completed their background check and determined that you meet all the qualifications, they will issue you, your license by mail. Your license will be a card that contains the following information:

- Your name
- Your photograph that is taken during your appointment
- License number
- Issue and expiration date. Your permit is good for 4 years.
- Birthdate
- Height and Weight
- Eye and Hair Color
- Your signature
- Your address