

**502 KAR 11:050. Updating, replacement, and renewal of license to carry concealed deadly weapon.**

RELATES TO: KRS 237.110

STATUTORY AUTHORITY: KRS 16.080, 36.450,, 237.110

NECESSITY, FUNCTION, AND CONFORMITY: KRS 237.110(11) requires a licensee to notify the department if there is a change in the licensee's permanent address. KRS 237.110(12) authorizes a licensee to obtain a duplicate license if the original is lost, stolen, or destroyed. KRS 237.110(14) requires an applicant to renew a license to carry a concealed deadly weapon by submitting the department's renewal form. KRS 36.450 authorizes a carry concealed deadly weapon (CCDW) licensee that is a member of the United States Armed Forces, including a member of the Kentucky National Guard or Reserve on federal active duty, whose license expires while that licensee is deployed overseas to apply for renewal. This administrative regulation establishes the forms and procedures for updating, replacing, and renewing a license to carry a concealed deadly weapon.

**Section 1. Definitions.**

- (1) "Department" means the Department of Kentucky State Police.
- (2) "Licensee" means an individual with a current and valid license to carry a concealed deadly weapon in the Commonwealth of Kentucky.
- (3) "Overseas military deployment" means an overseas deployment of a licensee that is a member of the United States Armed Forces, including a member of the Kentucky National Guard or Reserve on federal active duty.
- (4) "Personal information" means the name, date of birth, Social Security Number, and address of a licensee.

**Section 2. Change of Personal Information.**

- (1) If the personal information of a licensee has changed, the licensee shall notify the department of the change on the Carry Concealed Deadly Weapons Licensee Request for Change of Personal Information Form (KSP 121).
- (2) The request form shall be completed and signed by the licensee.
- (3) The sheriff shall verify the change of personal information as provided by:
  - (a) Submission of a valid Kentucky operator's license or personal identification card issued by a circuit court clerk pursuant to KRS 186.412;
  - (b) Personal knowledge of the sheriff; or
  - (c) Confirmation by another governmental agency.
- (4) The completed request form shall be:
  - (a) Signed by the sheriff; and
  - (b) Transmitted by the sheriff to the department pursuant to 502 KAR 11:010, Section 10.
- (5) Upon approval by the department of the change of personal information, the department shall:
  - (a) Issue an updated license;
  - (b) Transmit the updated license to the sheriff; and
  - (c) Notify the licensee in writing that the updated license may be obtained by the licensee at the office of the sheriff.

**Section 3. Lost, Stolen, or Destroyed Carry Concealed Deadly Weapon License.**

- (1) If a Carry Concealed Deadly Weapon license is lost, stolen, or destroyed, a licensee shall notify the department on a Request For Duplicate CCDW License Form (KSP 126).
- (2) The request form shall be:
  - (a) Notarized; and
  - (b) Completed and signed by the licensee.

- (3) The licensee shall attach to the request form a check or money order, payable to the Department of Kentucky State Police, in the amount of fifteen (15) dollars.
- (4) The completed request form shall be:
  - (a) Signed by the sheriff; and
  - (b) Transmitted by the sheriff to the department pursuant to 502 KAR 11:010, Section 10.
- (5) Upon approval by the department of the request for a duplicate license, the department shall:
  - (a) Issue a duplicate license that contains a license number that differs from the license number on the lost, stolen, or destroyed license;
  - (b) Transmit the duplicate license to the sheriff; and
  - (c) Notify the licensee in writing that the duplicate license may be obtained by the licensee at the office of the sheriff.

Section 4. Notice of Renewal. Except as provided in KRS 36.450, the department shall mail to each licensee, not less than 120 days prior to the expiration date of the license, a Renewal Notice.

Section 5. License Renewal for a Licensee Whose License Did Not Expire during an Overseas Military Deployment.

- (1) The licensee shall:
  - (a) Complete and sign the Renewal Notice in ink;
  - (b) Have his or her signature on the Renewal Notice notarized; and
  - (c) Attach the following:
    - 1. A recent photograph of the licensee that meets the requirements of 502 KAR 11:020; and
    - 2. A copy of the CCDW License Citizenship/Immigration Status Affidavit (KSP 131) if the licensee is not a U.S. citizen.
- (2) The sheriff shall:
  - (a) Verify the address of the licensee as provided by 502 KAR 11:010, Section 4;
  - (b) Sign the Renewal Notice in ink; and
  - (c) Transmit the completed Renewal Notice and attached documents to the department pursuant to 502 KAR 11:010, Section 10.

Section 6. License Renewal for a Licensee Whose License Expires During an Overseas Military Deployment and Requests Renewal Pursuant to KRS 36.450(6)(a).

- (1) Upon receipt of the request, the Department shall mail a Renewal Notice and an "Armed Forces Overseas Deployment CCDW License Renewal Affidavit" (KSP 154) to the licensee at the active duty military address specified by the licensee and notify the sheriff of the licensee's county of residence that the licensee has requested overseas renewal.
- (2) Upon receipt of the renewal application and "Armed Forces Overseas Deployment CCDW License Renewal Affidavit" (KSP 154) the licensee shall:
  - (a) Complete and sign the forms in ink;
  - (b) Have his signature on the forms notarized;
  - (c) Attach the following:
    - 1. Documentation of his or her overseas deployment, including the dates of that deployment;
    - 2. A copy of the licensee's valid Kentucky operator's license or personal identification card issued by a circuit court clerk pursuant to KRS 186.412;
    - 3. A copy of the CCDW License Citizenship/Immigration Status Affidavit (KSP 131) if the licensee is not a U.S. citizen; and

4. A recent photograph of the licensee that meets the requirements of 502 KAR 11:020; and

(d) Return the completed forms and attached documents to the sheriff of the licensee's county of residence by mail or facsimile.

Section 7. License renewal for a licensee whose license expired during an overseas military deployment and requests renewal after license expiration and upon return to the county of residence pursuant to KRS 36.450(6)(b).

(1) The licensee shall:

(a) Complete and sign the "Armed Forces Overseas Deployment Expired CCDW License Renewal Affidavit" (KSP 154A) in ink;

(b) Have his or her signature on the form notarized;

(c) Attach documentation of his or her overseas deployment, including the dates of that deployment; and

(d) Complete the renewal process set forth in Section 5 of this administrative regulation.

(2) The completed form and attached documents shall be attached to the Renewal Notice and transmitted by the sheriff to the department pursuant to 502 KAR 11:010, Section 10.

Section 8. Incorporation by Reference.

(1) The following material is incorporated by reference:

(a) "Carry Concealed Deadly Weapons Licensee Request for Change of Personal Information", KSP 121, 07/06;

(b) "Request for Duplicate CCDW License", KSP 126, 05/06;

(c) "Renewal Notice", 05/10;

(d) "CCDW License Citizenship/Immigration Status Affidavit", KSP 131, 01/11;

(e) "Armed Forces Overseas Deployment CCDW License Renewal Affidavit", KSP 154, 06/10; and

(f) "Armed Forces Overseas Deployment Expired CCDW License Renewal Affidavit", KSP 154A, 10/11.

(2) This material may be inspected, copied, or obtained, subject to applicable copyright law, at the Department of Kentucky State Police, 1266 Louisville Road, Frankfort, Kentucky 40601, Monday through Friday, 8 a.m. to 4:30 p.m.

(23 Ky.R. 2346; Am. 2719; eff. 1-9-97; Recodified from 503 KAR 6:080, 11-8-2006; 33 Ky.R. 1700; 2292; eff. 3-9-07; 38 Ky.R. 684; 909; eff. 12-2-2011; Crt eff. 2-26-2020.)