

License to Carry Firearms Application/Renewal Instructions:

License to Carry Firearms License Application

Pennsylvania law requires the Sheriff of Northampton County to process all Applications for License to Carry Firearms (LTCF). LTCFs are issued to all those who qualify, based on a background investigation done by the Sheriff's Department through the Pennsylvania Instant Check system (PIC). Once an application for a LTCF is filed, the Sheriff has 45 days to complete the investigation and notify the applicant. The LTCF is valid for 5 years.

Application Instructions:

1. Applicants for a Pennsylvania License to Carry Firearms (LTCF) must apply in person in the Sheriff's Department Office. Applications are taken Monday-Friday, 8:30 a.m. - 4 p.m.
2. Applicants must be at least 21 years old and reside in Northampton County, Pennsylvania.
3. Applicants must submit a Pennsylvania LTCF application that has not yet been dated or signed. The signature and date must be witnessed by Sheriff's Department personnel.
4. As proof of identification, applicants must present a valid Pennsylvania Driver License or Identification Card issued by the Pennsylvania Department of Transportation reflecting their current Northampton County address. Post Office Box addresses are not acceptable.
5. Proof of residency would be a voter's registration card, per capita bill or your local earned income tax submitted to Keystone Collections.
6. The application must be completed in its entirety with the exception of the two personal character references. It is not necessary to provide those references. Photos and electronic signatures will be taken in the Sheriff's office. If you are retired or unemployed please indicate under the "Employment."
7. The address on the LTCF application must match the address on the applicant's proof of identification and residency.
8. Foreign-born applicants who are U.S. citizens must present their non-expired U.S. Passport, Certificate of Citizenship, or Naturalization Certificate.
9. Foreign-born applicants who are not U.S. citizens must provide proof of their legal residency status.
10. The state mandated fee for a License to Carry Firearms is \$20. Payment must be made at the time of application. Accepted forms of payment are cash, check, and money order. Checks and money orders must be made payable to "County of Northampton".
11. Credit and debit cards are not accepted. Personal checks returned for insufficient funds will result in denial of the LTCF application and will incur a \$15 fee in addition to bank fees chargeable to the applicant.
12. The Sheriff's Office has 45 days after an application is received to issue or deny issuing a LTCF. The license or notice of denial will be mailed to the applicant's residence.
13. If you move after submitting an application, please notify the Sheriff's Department of your new address.
14. You must complete and submit an application to renew your License to Carry Firearms. Please contact this office if you do not receive a renewal notice and application by mail 60 days prior to the expiration date of your License to Carry Firearms.