

Lane County Sheriff's Office Concealed Handgun License *Change of Address Application*



Please Read Carefully

Oregon Revised Statutes (ORS) require that CHL holder's keep their current **physical address** on file at all times with the issuer of their CHL. If you move to a different address in Lane County, you are required to change your address with us (ORS 166.295 {2}). This can now be done by mail in our county.

Follow the instructions below, fill out the required information on the second page of this form and mail or deliver it to our office at the address listed below with the \$15.00 fee (check can be made out to 'LCSO'). We will mail you an updated concealed handgun license in approximately two weeks. *If you have merely changed your mailing address, and still have the same physical address, no payment is required—simply fill out and submit page 2 of this form only.* **This form is for address changes within Lane County only.**

- If you have moved to another **Oregon County**, please consult the Sheriff's Office of that county for hours and procedures to *transfer* your CHL to that county.
- If you have moved **outside of Oregon**, Oregon Revised Statutes require that a CHL holder be a resident of the county where their CHL is issued, or be able to meet other residency requirements as outlined in ORS 166.291(9)(a)(b)(c)(d).
- If you have **moved to Lane County** from another Oregon County, you must visit our office in person for fingerprinting and a new picture. We will issue you a Lane County Concealed Handgun License at the time of your visit. The cost is \$30 for this transfer. Please reference our office hours and address, listed below.

Instructions: Complete the second page of this form and submit it to our office with a check for \$15 (makes checks payable to 'LCSO'). We will verify your residence address with Oregon DMV records; if you haven't notified DMV of the address change, please do this first as we will be unable to process your request if your ODL address and CHL address don't match.

After receiving your request for an address change, we will mail a new CHL within two weeks to the mailing address you have provided. Please be sure to include a phone number in the event we need to contact you with any questions.

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(See Instructions on Page 1)

Name: _____ Telephone: _____

CHL Number: _____

New Residence Address: _____ Zip: _____

Mailing Address (*if different*): _____ Zip: _____

I have read the entire text of, and understand this application; and, the statements therein are correct and true.

CHL Licensee Signature

Date

Mail or deliver this form and \$15 (checks payable to 'LCSO') to:

**Lane County Sheriff's Office/CHL
125 East 8th Avenue, Room 140
Eugene OR 97401
(541) 682-3906 – After 10 am
Email: chinfo@co.lane.or.us**

Should you need to visit us in person, business hours are 9:00 a.m. to 5 p.m., Monday through Friday (excluding legal holidays). We operate on a first-come, first-served basis for the many services we offer to the public. Although we close at 5:00 p.m., we encourage you to arrive no later than 4:00 p.m. to ensure that we can assist you by our closing time.