

# Lane County Sheriff's Office

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Clifton G. Harrold, Sheriff



To our current CHL holders:

Due to the present situation with COVID-19, we are following recommendations to keep both the public and our staff at the lowest possible level for exposure. The primary recommendation from the CDC and Oregon Health Authority is to strictly adhere to social distancing. As you may be aware, in our best effort to maintain that, we curtailed all in-person services at our office on March 17<sup>th</sup>.

In an effort to restore as much service as possible while still maintaining social distancing, we will start accepting CHL renewal applications by US Mail. To complete the renewal process by mail, you will need to send in the following documents:

1. Completed CHL Application (this can be found on our website at [www.lanesheriff.org](http://www.lanesheriff.org))
2. \$50 renewal fee (check or money order made out to "LCSO" or "Lane County Sheriff's Office")

Please pay attention to all areas of the application, as incomplete information will slow the processing of your renewal. This includes:

- ▶ The check boxes – please make sure each one is marked;
- ▶ The address change acknowledgment;
- ▶ The signature line and date of your signature.

If the address on your CHL has changed from your last application and you have not gone through the required change of address process, please indicate that on your application so we are aware of that change.

Your completed application and payment should be mailed to:

**Lane County Sheriff's Office**  
**ATTN: CHL Unit**  
**125 E. 8<sup>th</sup> Ave.**  
**Eugene, OR 97401**

Once you receive your new CHL, please shred your old one.

This process is temporary until the current situation has improved and it is once again safe for all involved to restore walk-in service and appointments. This special process will not be available for your next renewal, so you should plan accordingly.

If you have questions, please contact the CHL Unit Mon-Fri 9am-5pm at 541-682-3906. Thank you and we wish you the best during these difficult times.

Lane County Sheriff's Office / CHL Unit