Department *of* Public Safety
Bureau *of* Criminal Identification

MINIMUM TRAINING CURRICULUM FOR UTAH CONCEALED FIREARM PERMIT COURSES

INTRODUCTION:

The Bureau of Criminal Identification is responsible for ensuring that all concealed firearm permit applicants receive proper training according to Utah Code Annotated § 53-5a-303. The Bureau will issue, certify, and regulate all concealed firearm permit holders and instructors. It is the responsibility of every concealed firearm permit holder to learn safe handgun practices and have practical knowledge of the laws that govern firearms and the use of force. Permit holders also need to understand their personal abilities and limitations.

Concealed firearm instructors must make certain that all applicants who attend their courses receive proper in-person training within the guidelines prescribed by law. The Bureau has collected the following information to assist instructors in preparing or adding them to their course outlines. This curriculum is the minimum training required by the Bureau and must be provided to all applicants who desire to obtain a Utah concealed firearm permit as required by state statute, U.C.A. § 53-5a-303(10). The Bureau supports instructors adding any additional firearms training and/or material, including a live fire exercise. If there are any questions, do not hesitate to contact the Bureau of Criminal Identification at 801-965-4445.

<u>THE GOAL IS TO ELIMINATE INCIDENTS BY PROVIDING EXCELLENT TRAINING!</u>

To properly teach the Utah concealed firearm permit course, in person instruction consisting of a minimum of four hours is recommended. This time frame should consist of course-related material not to include extra services such as fingerprinting, photos, etc. If a certified instructor chooses to teach multi state permits, the Utah permit should be completed separately. This policy ensures the Utah concealed firearm permit course is taught in its entirety without intermixing different states interpretations of the laws and rules governed within. Please follow these statutory guidelines as you instruct!

Revised 10/2026

- **ALL APPLICANTS MUST COMPLETE GENERAL FAMILIARITY INSTRUCTION WITH THE TYPES OF FIREARMS TO BE CONCEALED.**
  <u>GENERAL FAMILIARITY</u> <u>INCLUDES TRAINING IN THE FOLLOWING: U.C.A. § 53-5a-303 (8) (a) i and ii</u>

  1. **THE SAFE LOADING, UNLOADING, STORAGE, AND CARRYING OF THE TYPES OF FIREARMS TO BE CONCEALED; AND**

  2. **CURRENT LAWS DEFINING LAWFUL SELF-DEFENSE, USE OF FORCE BY PRIVATE CITIZENS, INCLUDING USE OF DEADLY FORCE, TRANSPORTATION, AND CONCEALMENT.**

- **ALL INSTRUCTION FOR A UTAH CONCEALED FIREARM PERMIT SHALL BE IN PERSON AND NOT THROUGH ELECTRONIC MEANS. U.C.A. § 53-5-704 (8) (c).**

- **THE FOLLOWING OUTLINE PROVIDES THE MINIMUM TRAINING REQUIRED FOR CONCEALED FIREARM COURSES. ALL CONCEALED FIREARMS INSTRUCTORS SHALL PROVIDE EACH OF THE INSTRUCTOR'S STUDENTS WITH THE REQUIRED COURSE OF INSTRUCTION OUTLINE APPROVED BY THE BUREAU. U.C.A. § 53-5a-303 (10)**

- **IN ACCORDANCE WITH U.C.A § 53-5a-303 (9) (a) (iii) (A), ALL INSTRUCTORS ARE REQUIRED TO COMPLETED A FIREARM INSTRUCTION TRAINING COURSE FROM THE NATIONAL RIFLE ASSOCIATION, THE DEPARTMENT OF PUBLIC SAFETY, DIVISION OF PEACE OFFICER SAFETY STANDARDS AND TRAINING; OR (B) RECEIVED TRAINING EQUIVALENT TO ONE OF THE COURSES REFERRED TO IN SUBSECTION (9)(a) (iii) AS DETERMINED BY THE BUREAU.**

SECTION 1

BASIC HANDGUN SAFETY TRAINING

I. HANDGUN SAFETY RULES

a. THE PRIMARY CAUSES OF FIREARM RELATED ACCIDENTS:

i. Ignorance

ii. Carelessness

b. ELEMENTS OF FIREARM SAFETY:

i. Positive Attitude

ii. Knowledge

iii. Skill

c. FOUR BASIC GUN SAFETY RULES:

i. Treat all firearms as if they are loaded.

ii. Always keep your finger off the trigger until your sights are on target and you have made the decision to fire.

iii. Never point a firearm at anything you are not willing to destroy.

iv. Before the decision to fire, be sure of your target, your target's environment and any other safety hazards.

d. OTHER SAFETY RULES / RANGE SAFETY RULES:

i. Know your target and what is beyond.
ii. Know how to use the firearm safely.
iii. Be sure the firearm is safe to operate (demonstrate safety check).
iv. Use only the correct ammunition for your firearm.
v. Wear eye and ear protection as appropriate.
vi. ***Never*** use alcohol or drugs before or while shooting.
vii. Store all firearms so they are not accessible to unauthorized persons, i.e. children, restricted persons, etc.
viii. Never handle a handgun in an emotional state such as anger or depression.

ix. Keep the firearm unloaded until ready for use

e. OTHER SAFETY CONSIDERATIONS

i. Be a knowledgeable gun handler and user.
ii. Before starting to clean a gun, be certain it is not loaded.
iii. Cleaning a gun also provides an opportunity to check the proper function of the gun.
iv. Always be sure the gun barrel is free from obstructions.
v. When handing a pistol to another person, always be sure that the muzzle is pointed in a safe direction, your finger is off the trigger, the action is open, the magazine has been removed, and all chambers are empty.
vi. Carry only one type of ammunition to avoid mixing different types.
vii. If in possession of an old or antique firearm, or gun that is a military souvenir, be sure that it is unloaded.
viii. Never fire at surfaces that can cause a bullet to ricochet, such as water, or hard flat objects.
ix. If a cartridge fails to fire when the trigger is pulled, keep the muzzle pointed in a safe direction; don't attempt to open the action to remove the cartridge for at least 30 seconds.
x. If anything unusual is noticed when a shot is fired, such as a difference in recoil or in noise, immediately do the following:

1. Stop firing immediately;
2. Keep the muzzle pointed in a safe direction;
3. Keep your finger off the trigger;
4. Unload the gun and check to be sure the chamber is empty; and

5. Visually inspect the barrel for obstructions.

f. PERMIT HOLDERS ARE RESPONSIBLE FOR TEACHING THEIR CHILDREN AND OTHER OCCUPANTS IN THEIR HOME ABOUT FIREARM SAFETY:

i. The permit holder should be a positive role model for their children.
ii. Children should be taught the difference between television, toys and real life.
iii. Children should be taught what to do if they come across a firearm without an adult present:

1. Stop
2. Don't Touch
3. Leave the area
4. Tell a responsible adult

II. HANDGUN PARTS AND OPERATION (Revolver and Semiautomatic)

a. FRAME – THE FRAME OF THE REVOLVER AND SEMI-AUTOMATIC IS THE BACKBONE TO WHICH ALL OTHER PARTS ARE ATTACHED:

i. Grip Panels – Grip portion of the frame

ii. Backstrap – Rear vertical portion of frame

iii. Trigger Guard – Trigger protection to reduce unintentional firing

iv. Front and Rear Sights – Aiming

b. BARREL – A METAL TUBE THROUGH WHICH A BULLET PASSES ON ITS WAY TO A TARGET

i. Bore – Inside of the Barrel

ii. Riflings – Combination of lands and groove which adds flight stability, accuracy, and distance to bullet

iii. Caliber – The distance between the lands

c. ACTION- GROUP OF MOVING PARTS USED TO LOAD, FIRE AND UNLOAD THE PISTOL (REVOLVER AND SEMI-AUTOMATIC)

i. Revolver actions

1. **Trigger** – When the trigger is pulled, it activates the hammer, which in turn causes the firing pin to strike and fire the cartridge.
2. **Cylinder –** Holds cartridges in individual chambers arranged in a circular pattern. Each time the hammer moves to the rear, the cylinder turns and brings a new chamber in line with the barrel and the firing pin.
3. **Cylinder Release latch** - Releases the cylinder and allows it to swing out so that cartridges can be loaded and unloaded.
4. **Two types of revolver actions**

    a. **Single Action** – Trigger performs only one action, releases the hammer, firing the pistol.

    b. **Double Action** – Trigger performs two tasks. Cocks and releases the hammer, firing the pistol.

ii. Semi-Automatic actions

1. **Slide** – Upon initial loading of all semi-automatics, the first cartridge must always be manually cycled into the firing chamber by retracting the slide and then releasing it. As the slide returns to the closed position, it removes a cartridge from the top of the magazine and inserts it into the chamber.
2. **Magazine** – The magazine is a storage device designed to hold cartridges ready for insertion into the chamber.
3. **Magazine release** – A device that releases the magazine so that it can be removed from the pistol.
4. **Trigger** – When the trigger is pulled, it activates the hammer (or the internal firing mechanism) which when released, causes the firing pin to

strike and fire the cartridge. The slide moves to the rear ejecting the empty cartridge case and usually cocking the pistol in the process. The cartridges in the magazine are forced upward by the magazine spring into path of the slide. When the slide, (under pressure from a recoil spring or slide spring to return to a closed position) moves forward, it picks up and pushes the top cartridge into the chamber.

5. <u>Three types of semi-auto actions</u>

a. **<u>Single Action</u>** – The trigger performs a single task, releasing the external hammer or the internal firing mechanism so that the firing pin hits the cartridge.

b. **<u>Double/Single Action</u>** – The trigger performs two tasks. It cocks the external hammer or the internal firing mechanism for the first shot, and also releases the external hammer or the internal firing mechanism. After the first shot is fired, the movement of the slide on ejection of the spent cartridge will cock the external hammer or internal firing mechanism. With these mechanisms cocked, all successive shots will be single action.

c. **<u>Double Action Only</u>** – The trigger will cock and release the external hammer or internal firing mechanism on the first shot and all successive shots.

d. SHOW HOW TO CHECK BOTH REVOLVER AND SEMIAUTOMATIC TO ENSURE PROPER FUNCTION OF THE FIRING MECHANISM AND SAFETY.

e. EXPLAIN AND DEMONSTRATE SAFE LOADING, COCKING, UNCOCKING, AND UNLOADING PROCEDURES FOR BOTH REVOLVERS AND SEMIAUTOMATIC HANDGUNS.

f. FAMILIARIZE YOURSELF WITH THE MANUFACTURER'S OPERATING MANUAL.

i. KNOW AND BE FAMILIAR WITH THE CYLINDER ROTATION DIRECTION OF REVOLVERS.

III. <u>AMMUNITION</u>

a. TYPES OF CARTRIDGES:

i. Centerfire

ii. Rimfire

b. COMPONENTS OF A CARTRIDGE:

i. **<u>Case</u>** – Metal cylinder (usually made of brass) that is closed on one end and contains other components such as primer, powder and bullet.

ii. **Primer** – An impact sensitive chemical compound used for ignition.

1. Rimfire – The primer is contained in the inside rim of the case's base.

2. Centerfire – The primer is contained in a small metal cup and is located in the center of the case's base.

iii. **Powder Charge** – A fast burning chemical compound used as a propellant and is contained inside the body of the case.

iv. **Bullet** – A projectile, usually made of lead and sometimes covered with a layer of copper or other metal and is located at the mouth of the case.

v. **Wad (shotgun only)** – Plastic cup inside a shotgun cartridge used to contain the shot or projectiles for use in a shotgun.

c. CARTRIDGE FIRING SEQUENCE:

i. Pulling the trigger of the pistol will cause the firing pin to hit and ignite the primer.

ii. The flame generated by the primer ignites the powder in the cartridge.

iii. The powder burns very rapidly and produces a high volume of gas.

iv. These expanding gases push the bullet out of the cartridge case and propel it out of the pistol barrel at a high rate of speed, 800 – 4000 FPS.

d. AMMUNITION SAFETY AND GENERAL GUIDELINES:

i. Inspect ammunition for safety flaws and imperfections.

ii. Understand range capabilities of ammunition.

iii. Review safety rule #4; be sure of your target, your target's environment, the background and beyond.

iv. Discuss dangerous capabilities of handgun ammunition.

v. Be sure to use the proper caliber ammunition with guns to be fired. Explain the difference between 9mm parabellum and 9mm Kurz (.380).

vi. Explain the considerations between defensive and practice ammunition.

1. **Defensive (Protection) Ammunition**

a. **Reliability** – The ability of a firearm to consistently chamber, fire, extract, and eject a particular load without malfunctions.

b. **Controllability** – The ability to fire multiple rounds and still manage recoil and maintain accuracy.

c. **Stopping Power** – The ability of a cartridge to quickly incapacitate an assailant or otherwise cause an assailant to stop his attack.

d. **Accuracy** – Ability of the gun and ammunition combination to shoot to the point of aim indicated by the sights.

e. **Muzzle Flash** – When in excess will impair night vision and illuminate your position.
f. **Hollow-points -** They open and expand in diameter upon impact. This more efficiently transfers energy and prevents overpenetration or complete penetration that could endanger the lives of others.

2. Practice Ammunition

a. **Non-expanding type** – Typically full metal jacket, Involves greater penetration of target
b. **Reduced powder charge** – More manageable recoil
c. **Reduced costs**

vii. CARE AND STORAGE OF AMMUNITION:

1. Always keep ammunition in a factory box or container that can be properly labeled.
2. Store ammunition in a cool dry place free from extreme temperature variation.
3. Store ammunition separately from guns and not accessible from unauthorized persons, especially children.
4. Keep ammunition from acids, salts, and other chemicals that can cause corrosion.
5. Never submerge in water or expose to any solvents, petroleum products, bore cleaner, ammonia or other chemicals. These chemicals can penetrate the cartridge and cause the primer or the powder to deteriorate.
6. Explain the importance of rotating defensive (protection) ammunition stored for long periods of time in your handgun.

viii. AMMUNITION MALFUNCTIONS:

1. **Misfire** – Failure of the cartridge to fire after the primer has been struck by the firing pin.
2. **Hangfire** – A perceptible delay in the ignition of a cartridge after the primer has been struck by the firing pin.
3. **Squib load** – Development of less than normal pressure or velocity after ignition of the cartridge. Unusual difference in recoil or noise**.**
4. **Malfunction resolutions:**

a. ***Misfire and Hangfire*** – Keep the pistol pointed in a safe direction—a hangfire might exist and the cartridge could still fire. Don't attempt to open the action of the pistol to remove the cartridge for at least 30 seconds.

b. ***Squib Load*** – Keep the muzzle pointed in a safe direction, wait 30 seconds and then unload the gun. Check to make sure the chamber is empty, and the barrel is free from obstructions.

IV. FUNDAMENTALS OF SHOOTING A HANDGUN "DEMONSTRATE"

a. BASIC TWO-HANDED SHOOTING POSITIONS: (EXPLAIN AND DEMONSTRATE)

i. Isosceles stance

1. This position is so named because in this position your extended arms when seen from above resemble an isosceles triangle.
2. Feet are placed shoulder width apart.
3. Feet and shoulders are square to the target.
4. Knees are slightly bent with weight slightly forwards on the balls of the feet.
5. Two-handed grip of the gun with the arms extended forward and the elbows slightly bent.
6. The head is erect, not hunched and shoulders are at normal height.
7. The firearm is lifted to the level of the eyes for aiming.
8. This is a more instinctive and natural position for most shooters.

ii. Weaver stance

1. Was developed by former Los Angeles County Deputy Sheriff Jack Weaver.
2. Feet are positioned in a boxer stance with the strong foot rearward.
3. The weak shoulder is angled toward the target.
4. The knees are flexed, and the body weight is carried slightly forward, on the balls of the feet.
5. The elbows are bent downward to bring the gun closer to the body than the isosceles.
6. The head is tipped slightly to view the sights.
7. An isometric action is employed between the strong and weak arm for stability.
8. The recoil is absorbed through the bent elbows and isometric pushing and pulling between strong and support hand.

iii. Modified Isosceles stance

1. This position incorporates the natural, fully extended arm position of the isosceles position with the stability of the asymmetrical boxer's stance foot placement of the Weaver position.
2. Allows better recoil absorption.
3. The head is level and the body leans forward.

b. BASIC FUNDAMENTALS: (EXPLAIN AND DEMONSTRATE)

- **i.** **Hand Grip** – Operate the weapon repeatedly without changing grip.
- **ii.** **Body Position** – Least amount of body and weapon movement
- **iii.** **Breath Control** – Control breathing to minimize body and firearm movement.
- **iv.** **Sight Alignment** – The relationship of the eye in alignment with the rear and front sight.
- **v.** **Trigger Squeeze** – The ability to apply increasing pressure on the trigger and allow the hammer to fall without disturbing sight alignment
- **vi.** **Follow Through** – Stabilizing recoil, maintaining grip and stance, regaining front sight focus, resetting the trigger and preparing for follow up shot if a threat persists.

V. SAFE HANDLING

a. DISCUSS RULES TO FOLLOW ON THE SHOOTING RANGE:

- **i.** Fully comply with the range officer's instructions.
- **ii.** Follow the 4 safety rules at all times.
  1. Treat all firearms as if they are loaded.
  2. Always keep your finger off the trigger until your sights are on target and you have made the decision to fire.
  3. Never point a firearm at anything you are not willing to destroy.
  4. Before the decision to fire, be sure of your target, your target's environment and any other safety hazards.
- **iii.** Wear eye and ear protection at all times during practice shooting.
- **iv.** Explain and demonstrate the safe handling and presentation of a firearm to another person.
- **v.** Explain and demonstrate the three range/combat positions for a firearm**:**
  1. In the holster or carrying case
  2. At the ready position
  3. On target
- **vi.** Discuss and demonstrate the steps to follow if you have a malfunction.
  1. **Failure to Fire** (Faulty Ammo, Magazine not fully seated, etc**.**) ***Type 1 Malfunction.***
  2. **Failure to Eject** (Stove Pipe, Partial Ejection) ***Type 2 Malfunction***
  3. **Feedway Stoppage** (Double Feed, Extractor gummed or broken

guide rods, Extractor does not get a good grip on the spent cartridge, Chamber remains blocked) ***Type 3 Malfunction***

4. **<u>Failure to go into battery</u>** (Bad Chamber design, Weak guide spring, extremely dirty guide rails or guide rod) ***Type 4 Malfunction***

vii. EXPLAIN MALFUNCTION RESOLUTIONS EMPLOYING TAP, INVERT, RACK, AND REASSESS.

viii. EXPLAIN AND DEMONSTRATE SAFE LOADING, COCKING, UNCOCKING, AND UNLOADING PROCEDURES FOR BOTH REVOLVERS AND SEMI-AUTOMATIC HANDGUNS. (REVIEW)

ix. DISCUSS AND DEMONSTRATE THE MAINTENANCE AND CLEANING OF HANDGUNS:

1. The importance of regular cleaning and maintenance
2. Safety considerations when cleaning
3. Demonstrate how to clean a revolver / semi-automatic

x. DISCUSS HOLSTERS, SAFE DRAW, PRESENTATION, AND HOLSTERING OF FIREARMS

1. Purpose of a holster
2. Discuss advantages and disadvantages of the several holster types:

    a. Safety
    b. Accessibility
    c. Security
    d. Concealment

3. Advantages and disadvantages of the various methods of carry, i.e., on person, in case, etc.
4. Safety must come before any other consideration.

xi. SAFE CONCEALMENT CONSIDERATIONS:

1. The firearm should be in a holster or gun case.
2. If the firearm is in view of the public, care should be taken so that it is only accessible to the permit holder.
3. A handgun should not just be thrown into a glove box, under the car seat or into a drawer.
4. The permit holder is responsible for their firearm at all times.

xii. SAFE STORAGE OF FIREARMS AND AMMUNITION:

1. Firearms should be stored unloaded. (Storage is when the firearm is not available for immediate use.)
2.
3. Storage options:

    a. Safes
    b. Locked cases
    c. Safe proofing devices
    d. The need for safety does not end just because you do not have the firearm with you.
    e. Methods of Child proofing:

        i. Do not store firearm where it is visible
        ii. Storage area is not accessible to children

Recommend that firearms and ammunition are stored separately.

SECTION 2

YOU MUST REVIEW ALL FEDERAL AND STATE CODES, RULES, AND REGULATIONS THAT PERTAIN TO FIREARMS, OR DEFINITIONS CONTAINEDTHEREIN.

We previously pasted the older Utah code here in its entirety; however, we recommend you obtain the latest code from le.utah.gov in your presentations instead.

UTAH CRIMINAL AND TRAFFIC CODE

CONCEALED FIREARM ACT:

53-5a-301, Definitions

53-5a-302, Board Membership and duties

53-5a-303, Bureau duties, permit to carry concealed firearms, Certification for concealed firearms instructor, Requirements for issuance, Violation, Denial, Suspension, or revocation, Appeal Procedure

53-5a-304 Provisional permit to carry concealed firearm

53-5a-305 Temporary permit to carry concealed firearm

53-5a-306 Fingerprints

53-5a-307, 308 Permit Fees

53-5a-309 Firearm safety and suicide prevention video

53-5a-310 Permit Name Privacy

JUSTIFICATION OF FORCE:

76-2-401, Justification as defense, when allowed
76-2-402, Force in Defense of Persons – Forcible Felonies defined
76-2-403, Force in Arrest
76-2-405, Force in Defense of Habitation
76-2-406, Force in Defense of Property
76-2-407, Force in Defense of Persons on Real Property

RULES OF ARRESTS, BY WHOM AND HOW MADE:

77-7-1, Arrest defined – Restraint allowed
77-7-3, Arrest by private persons

WEAPONS IN PROHIBITED AREAS / CIRCUMSTANCES:

76-8-311.1, Secured Areas – Firearms Prohibited
76-8-311.3, Items prohibited in correctional and mental health facilities
53-5a-101 through 53-5a-108, General firearm laws
76-11-218, Airports – Firearms Prohibited
76-11-219, Trespass with a firearm in a house of worship or private residence

WEAPONS LAWS:

76-11-201 through 76-11-220

f. ASSAULT AND RELATED OFFENSES:

76-5-102, Assault

76-5-103, Aggravated Assault

76-5-107, Threat of Violence

76-9-102, Disorderly Conduct

g. UNIFORM FIREARM LAWS:

53-5a-102, Uniform firearm laws

53-5a-103, Discharge of firearm on private property—Liability

h. 34-45-103, PROTECTION OF ACTIVITIES IN PRIVATE VEHICLES

PROHIBITION OF RESTRICTIONS ON AND CONFISCATION OF A FIREARM OR AMMUNITION DURING AN EMERGENCY. 53-2a-214

III. BCI ADMINISTRATIVE POLICY

a. REGULATORY DUTIES

i. The Utah Bureau of Criminal Identification, a bureau within the Utah Department of Public Safety, has charge to issue, regulate, and enforce the Utah concealed firearm permit under U.C.A. § 53-5a-303.

ii. Also contained under U.C.A. § 53-5-303, The Utah Bureau of Criminal Identification has charge to instruct, certify, supervise and enforce all Utah certified concealed firearm instructors.

b. CONCEALED FIREARM PERMIT APPLICATION

i. PROCESSING

1. Must be at least 21 years to apply
2. Must complete a firearms general familiarity course certified by BCI prior to application. BCI must receive your application within one year from the course or the training will need to be repeated.
3. After "general familiarity" instruction, please complete the course survey. This is available on the BCI website. Please return survey by e-mail to **DPSFIREARMS@utah.gov**
4. Apply in person or by mail at the Utah Bureau of Criminal Identification at 4315 South 2700 West, Taylorsville UT 84129**. Applications will be accepted from 8:00 a.m. until 5:00 p.m. Monday – Friday at the BCI office.**

ii. PLEASE ANSWER ALL QUESTIONS IN THE APPLICATION BY TYPING OR CLEARLY PRINTING IN INK. ATTACH ALL DOCUMENTATION REQUIRED. EVERY APPLICATION MUST BE SIGNED AND DATED PRIOR TO BEING SUBMITTED.

A non-refundable fee of **$52.00** will be charged for in-state concealed firearm permit applicants. Out of state applicants will be charged **$87.00** The Bureau will accept cash, check, money order or credit cards (VISA and MASTERCARD). Credit card payment must include the 3-digit control number from the back of the card. Make the checks or money orders payable to the **Utah Bureau of Criminal Identification**. There will be a $20.00 service charge for returned checks. **DO NOT SEND CASH IN THE MAIL**.

Once your application is received, a background investigation will be conducted. When this process is complete, and it is determined that the criteria established by law have been met, the permit will be mailed to you. Please do not call to check the status of your permit. Your application will be receipted once it is received. The bureau has 60 days by statute to process your application.

iii. WHAT MUST ACCOMPANY THE APPLICATION

1. Photocopy of your driver's license

2. One (blue & white) applicant fingerprint card. The card must be filled out completely, **using black ink only**. Writing and fingerprints must be legible. Fingerprints should be taken by a trained fingerprint technician. Fingerprints that are not legible will be returned to the applicant and will cause a delay in processing the application.
3. One passport quality photograph, 2"X 2". The photo must be taken against a white background, in normal attire and without hats or sunglasses. Your name must be included on the back of the photograph.

4. The application must include the applicant's physical address. Also include the mailing address, if it differs from the physical address.
5. If a non-resident applicant is from a state that either has a formal reciprocity agreement or recognizes the Utah permit, the applicant must hold and provide proof of a current concealed firearm or concealed weapon permit issued through their state of residency upon application for the Utah concealed firearm permit. This change will not affect those applicants who reside in a state that does not have formal reciprocity or recognition with Utah.
6. If you are a resident alien or naturalized citizen, you must include your alien registration number or naturalization number on your application and fingerprint card.

WARNING: Falsification of any information in the application may result in denial, suspension, or revocation of a permit and possible criminal prosecution.

CONCEALED FIREARM PERMIT RENEWAL APPLICATION

i. WHAT MUST ACCOMPANY THE APPLICATION

1. A non-refundable fee of **$20.00** will be charged for in-state concealed firearm permit **renewal** applicants. Out-of-state renewal applicants will be charged **$50.00**

2. One passport quality photograph, 2"X 2". The photo must be taken against a white background, in normal attire and without hats or sunglasses. Your name and Utah permit number must be included on the back of the photograph.

3. Permit holders can renew in person, by mail and may also renew online. To renew online, go to **https://secure.utah.gov/concealed-firearms**. There is a $0.75 convenience fee to renew over the internet. Permit holders will need the capability to upload a passport quality photo and a copy of his/her own states concealed firearm permit or concealed weapon permit, if applicable.

4. If a non-resident applicant is from a state that either has a formal reciprocity agreement or recognizes the Utah permit, the applicant must hold and provide proof of a current concealed firearm or concealed weapon permit issued through their state of residency upon application for the Utah concealed firearm permit. This change will not affect those applicants who reside in a state that does not have formal reciprocity or recognition with Utah, i.e. California, New York, etc.

NOTE: The Utah concealed firearm permit is valid for **5 years** from the date the permit was issued. Permit holders can renew up to 90 days prior to expiration.

Permits expired by more than 30 days will incur a $7.50 late fee. Expired permits received after one year of expiration must start the full application process again. **WARNING**: Falsification of any information in the application may result in denial, suspension, or revocation of a permit and possible criminal prosecution.

FEDERAL FIREARMS PROHIBITIONS FROM POSSESSION (18 U.S.C. CHAPTER 44, 922) (g) 1-9

- **i.** Convicted in any court of a crime punishable by imprisonment for a term exceeding one year, (Felony);
- **ii.** Fugitive from Justice;
- **iii.** Unlawful user or addicted to controlled substance;
- **iv.** Adjudicated as mental defective or committed to a mental institution;
- **v.** Illegal or unlawfully in the United States as an alien;
- **vi.** Discharged from the armed forces under dishonorable conditions;
- **vii.** Having been a citizen of the United States, renounces his/her citizenship;
- **viii.** Subject to a protective order; or
- **ix.** Convicted of a misdemeanor crime of domestic violence.

h. FALSIFICATION OF THE APPLICATION U.C.A. § 53-5a-303 (14)

i. An individual who knowingly and willfully provides false information on a concealed firearm permit or instructor application is guilty of a class B misdemeanor, and the application may be denied, or the permit may be suspended or revoked.

i. ADJUDICATIVE PROCEDURES (APPEAL PROCESS) U.C.A. § 53-5a-303 (16) a-e

1. In the event of suspension, revocation, or denial, the application or permit holder may file a petition for review by the concealed firearms review board within 60 days.
2. The denial of the permit shall be in writing and shall include the general reasons for the action.
3. Upon appeal to the board, the applicant may have access to the evidence upon which the denial is based.
4. On appeal to the board, the agency has the burden of proof by a preponderance of the evidence.

    (i) Upon ruling by the board on the appeal of a denial, the bureau shall issue a final order within 30 days stating the board's decision

    (ii) The final order shall be in the form prescribed by Section 63G-4 203(1)(i).

    (iii) The final order is final agency action for purposes of judicial review under Section 63G-4-203(1)(i).

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IV. OTHER PRACTICAL AND LEGAL CONSIDERATIONS

a. SUMMARY OF SECURED / PROHIBITED AREAS:

- **i.** Airports secure areas
- **ii.** Court secure areas
- **iii.** Jail secure areas
- **iv.** Federal Buildings
- **v.** Correctional and mental health facilities
- **vi.** A house of worship (after all posting and notification requirements have been met)
- **vii.** A private residence if notice is given (verbal/posted sign)
- **viii.** Any area designated secure or otherwise prohibited by state or federal law

b. PERMIT HOLDERS SHOULD KNOW WHAT TO DO DURING A POLICE ENCOUNTER:

i. Keep your hands visible at all times.
ii. Comply fully with all instructions given by the officer.
iii. If you are asked if you have a firearm in your presence, it is recommended that you be completely truthful and cooperative.
iv. If asked, please advise the officer of the location of the firearm.
v. Do not reach for your firearm/weapons or anything else unless instructed to do so.

c. RECIPROCITY AND RECOGNITION:

i. **Reciprocity:** A formalized and usually conditional agreement between states that allows the acceptance of concealed firearm permits and firearms possession within these states respectively. States with formal reciprocity are as follows:

Alabama, Alaska, Colorado, Florida, Georgia, Louisiana, Mississippi, New Hampshire, North Carolina, North Dakota, Ohio, Pennsylvania, South Dakota, Texas, Virginia, Washington State and West Virginia.

ii. **Recognition:** An informal policy of recognizing another state's concealed firearm permit by virtue of its validity in the state of issue. States that recognize Utah's concealed firearm permit are as follows:

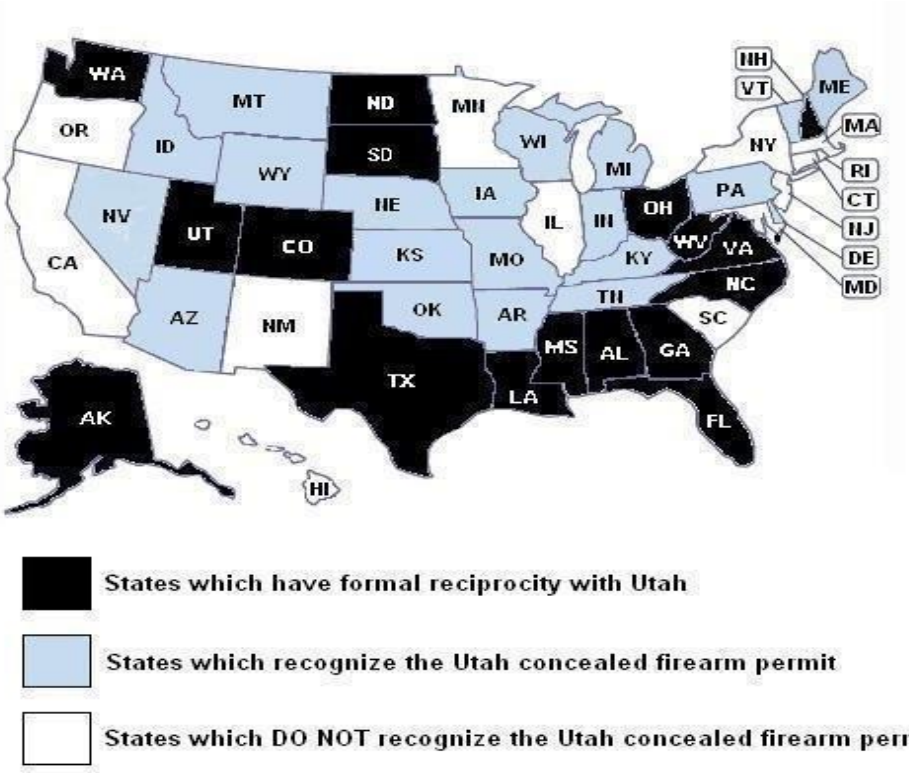
Arizona, Arkansas, Delaware, Idaho, Indiana, Iowa, Kansas, Kentucky, Maine, Michigan, Missouri, Montana, Nebraska, Nevada, Oklahoma, Tennessee, Vermont, Wisconsin and Wyoming.

iii. **States that do not recognize Utah permits:**

California, Connecticut, Hawaii, Illinois, Maryland, Massachusetts, Minnesota, New Jersey, New Mexico, New York, Oregon, Rhode Island and South Carolina.

Note: It is the responsibility of the Utah concealed firearm permit holder to research and abide by each state's laws.

Note: Utah will recognize valid permits from all states or counties in accordance with U.C.A. § 76-10-523 (2) (b).



States which have formal reciprocity with Utah

States which recognize the Utah concealed firearm permit

States which DO NOT recognize the Utah concealed firearm permit

D. DISCUSS CIVIL VS. CRIMINAL LIABILITY:

I. Criminal

1. The burden of proof is on the state "beyond a reasonable doubt."
2. Liability determined for criminal punishment, prison, fines etc.
3. Usually always investigated by the police.

II. Civil

1. Burden of proof is on the party asserting the claim by "preponderance of the evidence."
2. Liability determined to restore monetary or physical loss.

    A. Usually always considered following the death of a person in the form of wrongful death and personal injury law suits.

IMPORTANT NOTE: If you use your firearm in self-defense and are later tried and found not guilty of any criminal charge, you should understand that such a verdict does not preclude a civil proceeding against you. Regardless of the outcome of a criminal trial, you may be subject to liability in a civil action.

E. DESCRIBE THE ESCALATION OF FORCE AND EXPLAIN THE

ROLES AND RESPONSIBILITIES OF A CONCEALED FIREARM PERMIT HOLDER IN ESCALATING AND DE-ESCALATING CONFRONTATIONS.

I. Confrontation/threatening presence
II. Verbal threats
III. Physical
IV. Less than deadly force
V. Deadly force

F. CONCEALED FIREARM PERMIT HOLDERS' RESPONSIBILITY

I. Laws consistently change. Therefore, it is the responsibility of each permit holder to keep up with changes in federal law, state law and applicable administrative rules.

V. FIREARM SAFETY PROGRAM

A. SUICIDE PREVENTION

I. In 2019, 84% of firearm deaths in Utah were suicides

II. Putting time and distance between a suicidal person and a gun may save a life

1. Other methods are less likely to kill
2. Some may delay their attempt

III. Means matter:

1. Suicidal crises are often brief
2. The deadliness of an attempt depends in part on the method used
3. 90% of those who attempt suicide and survive don't go on to kill themselves, even those who make very serious attempts

IV. Protect one another

1. Be alert to signs of suicide in friends and family
2. If someone is at risk, help keep guns from them until they recover
3. It's like holding onto a friend's keys when they are drunk

Appendix One

Privacy Act Statement

Authority: The FBI's acquisition, preservation, and exchange of fingerprints and associated information is generally authorized under 28 U.S.C. 534. Depending on the nature of your application, supplemental authorities include Federal statutes, State statutes pursuant to Pub. L. 92-544, Presidential Executive Orders, and federal regulations. Providing your fingerprints and associated information is voluntary; however, failure to do so may affect completion or approval of your application.

Noncriminal Justice Access to CHRI Policy Ref. Guide 14 Revised 02/27/2020 Principal Purpose: Certain determinations, such as employment, licensing, and security clearances, may be predicated on fingerprint-based background checks. Your fingerprints and associated information/biometrics may be provided to the employing, investigating, or otherwise responsible agency, and/or the FBI for the purpose of comparing your fingerprints to other fingerprints in the FBI's Next Generation Identification (NGI) system or its successor systems (including civil, criminal, and latent fingerprint repositories) or other available records of the employing, investigating, or otherwise responsible agency. The FBI may retain your fingerprints and associated information/biometrics in NGI after the completion of this application and, while retained, your fingerprints may continue to be compared against other fingerprints submitted to or retained by NGI.

Routine Uses: During the processing of this application and for as long thereafter as your fingerprints and associated information/biometrics are retained in NGI, your information may be disclosed pursuant to your consent, and may be disclosed without your consent as permitted by the Privacy Act of 1974 and all applicable Routine Uses as may be published at any time in the Federal Register, including the Routine Uses for the NGI system and the FBI's Blanket Routine Uses. Routine Uses include, but are not limited to, disclosures to: employing, governmental or authorized non-governmental agencies responsible for employment, contracting, licensing, security clearances, and other suitability determinations; local, state, tribal or federal law enforcement agencies; criminal justice agencies; and agencies responsible for national security or public safety.

Challenge of an Identity History Summary

The FBI is responsible for the storage of fingerprints and related Identity History Summary information for the nation and does not have the authority to modify any Identity History Summary information unless specifically notified to do so by the agency that owns the information. If you believe your Identity History Summary contains inaccurate or incomplete information, you have two options for requesting a change or correction:

Option 1: Contact the agency or agencies that submitted the information to the FBI.

Missing or Incorrect State (Non-Federal) Information

Most states require that changes to Identity History Summary information be processed through their respective state centralized agency (State Identification Bureau) before any changes can be made to your information. You may contact the respective State Identification Bureau for assistance, and, if applicable, request that they provide the FBI with updates to your Identity History Summary. Contact information for each state is provided on the State Identification Bureau listing.

Several states maintain their own record system. Record updates are made at the state level only, so the FBI cannot change its records. Instead, the FBI accesses the state's system for authorized purposes to review the record. Contact information for states maintaining records at the state level is provided on the State-Maintained Records listing.

Missing or Incorrect Federal Information

For federal Identity History Summary updates, the FBI must receive a request directly from the original arresting agency, from a court with control over the arrest data, or from another agency with control over the arrest data.

Option 2: Send a written challenge request to the FBI.

Your written request should clearly identify the information that you feel is inaccurate or incomplete and should include copies of any available proof or supporting documentation to support your claim. For example, if your disposition information is incorrect or missing, you may submit documentation obtained from the court having control over the arrest or the office prosecuting the offense. The FBI will contact appropriate agencies in an attempt to verify or correct challenged entries for you. Upon receipt of an official communication from the agency with control over the data, the FBI will make appropriate changes and notify you of the outcome.

You may submit an Identity History Summary challenge to the FBI by writing to the following address:

FBI CJIS Division Attention: Criminal History Analysis Team1
1000 Custer Hollow Road
Clarksburg, WV 26306