



## **COVINA POLICE DEPARTMENT CCW DOCUMENT CHECKLIST**

<b><u>Required Documents:</u></b>
BOF 4012 Application (Rev. 8/2022)
Birth Certificate or Passport
Valid California Driver License or California Identification Card
DROS Form (Firearm Registration)
Proof of Residency (City of Covina Address Required e.g. Utility Bill)
Social Security Card
Military Discharge Papers (if applicable)
Marriage / Divorce Decree (if applicable)
(3) Letters of Recommendation (from Non-Family Members)
<i>Any other pertinent documents as required and/or requested</i>

Letters of Recommendation should have the name and contact information for the person providing the recommendation.

Applicants for Concealed Carry Permit (CCW) shall have the following documents as directed upon submittal to the Covina Police Department. The Covina Police Department employee (a.k.a. CCW Processor) will verify the documents are submitted at the time received. The CCW Processor will provide the you with an Incident Number (Insert Incident Number Below):

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Your application will be delivered to the Professional Standards Sergeant for review. The Professional Standards Sergeant will examine the application and documents submitted further. The Professional Standards Sergeant may require other pertinent documents as required. All correspondence associated with the CPD CCW process should be directed by email to [CovinaCCW@covinaca.gov](mailto:CovinaCCW@covinaca.gov).

**ATTACHMENT A**



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Updated 10/17/2022

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