

## Locating Concealed Weapons Permits

You can search Concealed Weapons Permits using the following criteria:

- Last Name
- First Name
- Middle Name
- SSN
- Street Address
- City
- State
- Zip

Results vary by state, but may include: Full Name, SSN, Address, Gender, DOB, Ethnicity, License State, Permit Number, Permit Type, Registration Date, and Expiration Date.

### Quick Start

First, try to find a Concealed Weapons Permit by using one or more of the following search techniques:

- 1. Search by Name and State. If too many records are returned, try adding a City or Zip Code. You can also use a partial first name.**
- 2. Search by Address, City, and State. You can also search by partial address or just Zip Code.**
- 3. Search by Social Security Number.**

Choose your result output by marking the appropriate radio button next to **Output Type**.

**Formatted HTML** provides an interactive web page including hyperlinks to generate reports.

**Cut and Paste/Printer Friendly Text (No Reports)** provides a web page with plain text, making it easier to copy and paste into a document.

### Helpful Search Tips

#### **SEARCH BY LAST NAME**

On the **Concealed Weapons Permits** Tab within the **Licenses** menu, type the Subject's Last Name in the **Last Name** field, then CLICK on the Search button. If more records are returned than are practical to review, refine your search as described below.

#### **REFINE A NAME SEARCH**

Adding criteria, such as first name, middle name or initial, city, state, or ZIP code, refines a search. The more criteria you provide the more precise (narrow) the results will be.

Keep in mind that some records may not contain a middle name or initial, so providing one could eliminate records you may want included.

## ***SEARCH BY ADDRESS***

On the **Concealed Weapons Permits** Tab within the **Licenses** menu, type the Address, City, and State in the appropriate fields, then CLICK on the Search button. This returns records using that address. If more records are returned than are practical to review, refine your search as described below.

## ***SEARCH BY SOCIAL SECURITY NUMBER***

On the **Concealed Weapons Permits** Tab within the **Licenses** menu, type the Social Security Number in the appropriate field, then CLICK on the Search button. This returns records using that SSN.

## ***NARROW LIST OF RESULTS***

If your search returns a long list of results, we recommend adding the following criteria, if known, in this order:

1. **First Name or First Initial** - If you are not sure of the entire first name, type an initial or the first few letters in the **First Name** field.
2. **State** - Entering a state narrows the results to subjects living in that state.
3. **City or Zip Code** - Entering a city or zip code, in addition to the state, further narrows the results to subjects living in the specified city and state.
4. **Middle Name or Initial** - If your results return multiple listings with the same first and last name, add the Subject's middle name or initial. Remember that some records do not contain middle names or initials and will be excluded.

## ***EXPAND LIST OF RESULTS***

If too few or no results are returned, loosen the criteria by removing the most precise or uncertain criteria (e.g., middle name or initial or city).

## ***FIND A RECORD IN THE DISPLAYED LIST***

Identify the number of unique records by examining the information listed. Examine the records to determine if the displayed information fits what is known about the Subject.