

# Individual Firearm Permit Renewal Application Instructions

(Short Form)



Mississippi Department of Public Safety  
Firearm Permit Division



# Individual Firearm Permit Renewal of Concealed/Enhanced Carry Firearm Permit

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## Individual Firearm Permit Renewal of Concealed/Enhanced Carry Firearm Permit

### INTRODUCTION

If you are applying for a renewal and have had no changes in the qualifications you met on your initial application for a Firearm Permit, you can alternatively complete the *Renewal of MS Concealed/Enhanced Carry Firearm Permit* application ([IFP-APP-02](#)). However, if you have had any changes to your qualifications under subsections (2) and (3) of MS Code §45-9-101 or any new special designations you must complete the full *Application For Concealed Carry Firearm Permit* ([IFP-APP-01](#)) and check “Renewal Application” at the top.

A permit can only be renewed within 90 days of its expiration date. If six months or more has passed since the expiration date, this renewal form cannot be used and a full application ([IFP-APP-01](#)) must be submitted.

### FEE

The fee for an individual firearm permit renewal (mail-in only) is Seventy-Two Dollars (\$72.00). For an individual 65 years and older, the fee is Fifty-Two dollars (\$52.00). Both are non-refundable. Only a personal check or Cashier’s Check (bank-drawn checks) are accepted for renewals – other forms of payment will be rejected. A personal check or Cashier’s Check should be made payable to the Department of Public Safety.

There will be an additional \$15.00 late fee for all firearm permit renewals submitted after the expiration of the firearm permit. Failure to add the late fee will delay your application for renewal. Also, permits that have been expired longer than 6 months cannot be renewed; the permit process will have to be started over as a new application and all fees associated with a new permit will be assessed.

### APPLICATION INSTRUCTIONS

The short form Renewal Application ([IFP-APP-02](#)) is divided into 3 parts:

- A) Personal Information
- B) Qualifying Questions
- C) Residency

A notarized affidavit and Release of Information ([IFP-AFF-02](#)) is also required.

#### A. Personal Information

The Personal Information section is for documenting your identifying information. This includes:

- 1) Full Name – your Last, First and Middle name. If you have more than three, please enter more than one name where appropriate.
- 2) Other names – if you have been known by another name in the past, please check “Yes” and complete Section 1 of [IFP-FORM-01](#). Otherwise, check “No” and continue.
- 3) Date of Birth – please enter your date of birth in MM/DD/YYYY format.
- 4) Current Residential Address – unless you meet certain exemptions, you are required to be a Mississippi resident. Your current residential address should reflect this. If not, please make sure you meet one of the alternate conditions under Question B-1. Your mailing address may be different in some scenarios and can be documented below your residential address. Please be sure to include the county or counties as part of the address.



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- 5) DL Number/Social Security Number – you must provide one of these identifiers in the block provided. This is a state law requirement.
- 6) Occupation – please list your current occupation.
- 7) Height – please provide your current height in feet and inches. You may use a single quote (') for feet and a double quote (") for inches. For example 5'10".
- 8) Weight – please provide your current weight in pounds. Please round this to the nearest pound.
- 9) Gender – Please enter "Male" or "Female". If you do not wish to designate this characteristic, please enter "Not Specified"
- 10) Race – the following options are available:
  - Alaskan or American Indian
  - Asian or Pacific Islander
  - White
  - Black
- 11) Hair Color – please choose your hair color from these options:

Bald	Red/Auburn
Black	Sandy
Brown	White
Gray	
- 12) Eye Color – please choose your eye color from these options:

Black	Green
Blue	Hazel
Dichromatic	Maroon
Gray	Pink
- 13) Email – if you would like us to communicate with you via eMail, please enter your eMail address. This is an optional field.
- 14) Daytime Contact Number – please enter a phone number that we can use to contact you during business hours if there is an issue with your application.
- 15) Place of Birth – please note the city and state where you were born. If it was out of the country, please note the city and country of birth.
- 16) Citizenship – please indicate your current citizenship status. If you answer with one of the "Other" options, please document your country or countries of citizenship, your USCIS Alien Registration number (if applicable) and be sure to complete [IFP-FORM-01](#), Section 2 to fully document your citizenship status.

### B. Qualifying Questions

MS Code §45-9-101 (2) and (3) list the qualifications necessary to obtain and maintain a Firearm Permit. In order to renew a permit in the State of Mississippi, you must still meet these qualifications.

You must review MS Code §45-9-101, especially the criteria specified in subsections (2) and (3). If you still meet these criteria as you did on your initial application, then you can submit this renewal application.

However, if your circumstances have changed, then to renew your application you must complete a full application ([IFP-AFF-01](#)) again and document any changes. Failure to acknowledge changes to your status may be interpreted as making a materially false statement and subject you to the penalties noted in MS Code §99-19-31.



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### C. Residency

This section should be used to document your residences for the past two years. Your most recent residence (which you provided in Section A-4) should be first, followed by any previous residence. If you need to document more residences, please note them on the back of the form or separate page in a similar fashion.

### AFFIDAVIT AND RELEASE OF INFORMATION

A notarized Affidavit and Release of Information form is also required for renewal applicants. The form [IFP-AFF-02](#) is for renewals. This form includes:

- A statement that you wish to obtain a legal means to carry a concealed weapon to defend yourself
- A statement that you have read and meet all the required qualifications for applying for a license as delineated in MS Code §45-9-101
- An acknowledgement that you understand that your application is executed under oath and a knowingly false statement or false document subjects you to criminal prosecution
- A further acknowledgement that you understand that a conviction of providing false statements or documents shall subject you to the penalties noted in MS Code §99-19-31.

This form also contains a release to allow the Department of Public Safety to conduct a background check to determine your eligibility for a Mississippi Concealed Firearm Permit. Be sure to wait to sign this form until you are in the presence of your notary.

### SUBMISSION OF APPLICATION

The renewal application and any necessary forms must be mailed to the Firearm Permit Division at P.O. Box 958 Jackson, MS 39205. As noted before, the total fee for an individual firearm permit renewal is Seventy-Two Dollars (\$72.00); for an individual 65 years and older the total fee is fifty-two dollars (\$52.00). These fees are non-refundable. Only Cashier's Checks for the exact amount can be accepted when renewing by mail.

The renewal application has to be received by the MS Department of Public Safety and processed by the expiration date to avoid a late charge. The MS Department of Public Safety is not responsible for Firearm Permits that are lost or delayed in the mail.

Failure to submit the application in a timely manner will result in a late fee of \$15 that must be paid before the application can be processed. Failure to account for this late fee will delay your application.

Your Firearm Permit can only be renewed 90 days or less before its expiration date. The renewal also must take place within 6 months after the expiration date has occurred. After that, you will need to complete a new application to reapply for a Firearm Permit and pay the associated fees for a new application.