

## Fingerprinting

Fingerprinting must be completed within **45 days** of application or you will have to re-apply and pay the fee again.

When appearing for fingerprinting, be sure to bring your CPL Fingerprint Receipt and Photo ID (driver's license or state ID)

Below is a Partial List of Locations to be fingerprinted:

### **Muskegon County Clerk**

990 Terrace Street, 1st Floor  
Muskegon, MI 49442  
Monday through Friday  
8 a.m. to 4:30 p.m.  
Accept cash, check, most  
major credit/debit cards

### **Ottawa County Sheriff**

12220 Fillmore Street  
West Olive, MI 49460  
616-738-4006  
Monday through Friday  
8 a.m. to 4 p.m.  
Accept cash, MasterCard and Visa

### **Kent County Sheriff**

701 Ball Avenue NE  
Grand Rapids, MI 49503  
616-632-6100  
Monday through Friday  
8 a.m. to 4:30  
Accept Cash or Check

### **Kentwood Police Department**

4742 Walma Ave SE  
Kentwood, MI 49512  
616-698-6580  
Monday through Friday  
9 a.m. to 4:15 p.m.  
Closed on Tuesday  
Accept Cash or Check

### **Identogo MorphoTrust USA**

**1-866-226-2952**  
Does fingerprinting **by appointment**  
at a number of locations including:

#### **UPS Store**

**1887 Holton Road Suite D  
North Muskegon, MI 49445**

**Closed Monday**  
Tuesday, Thursday and Friday  
10 a.m. to 5 p.m.  
Wednesday 11 a.m. to 7 p.m.  
Saturday 9 a.m.— Noon

#### **Oceana County Sheriff**

216 Lincoln Street  
Hart, MI 49420  
231-873-2121  
Wednesday, Thursday, and Friday  
9 a.m. to 11 a.m. and 1 p.m. to 4 p.m.  
Accept Cash, Check, or Credit Card

# *Applying For A Concealed Pistol License in Muskegon County*



Muskegon County Clerk's Office  
Nancy A. Waters, County Clerk  
Michael E. Kobza Hall of Justice  
990 Terrace Street, 1st Floor  
Muskegon, MI 49442

[www.co.muskegon.mi.us/1220/fingerprinting](http://www.co.muskegon.mi.us/1220/fingerprinting)

**Applications Accepted: 8:00 a.m. - 4:30 p.m.**

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## Applying for a Concealed Pistol License in Muskegon County

- An applicant must take a state required CPL training
- Obtain a CPL application at the County Clerk's office, at 990 Terrace Street, Muskegon, MI or online at: **[www.michigan.gov/firearms](http://www.michigan.gov/firearms)**
- Applicant must file their application in the County where they reside. Muskegon County residents must apply at the Muskegon County Clerk's office.  
Office hours are: Monday thru Friday, 8:00 a.m. to 4:30 p.m.
- At the time of application you will need:
  - The original certificate from your training class. The certificate must include State required language.
  - A current picture identification: Valid Michigan Driver's License or State Identification.
  - An application fee of \$100 for new applicants and \$115 for renewal applicants. You may pay the application fee in the form of cash, check, and most major credit or debit cards. (There is a processing fee charged for credit and debit cards)
  - The \$15 fee for fingerprints is paid directly to the entity that processes your fingerprints. (A partial list of fingerprint locations is listed on the back page)
- Once you have completed the application, **DO NOT SIGN** until requested to do so. County Clerk Staff must issue an oath prior to obtaining your signature. The clerk will enter your information into the MSP website and submit for approval. We will be using your Secretary of State picture on your new CPL. You do not need a passport photo unless you are in the military and have an out of state driver's license or State ID.
- You will be provided with a receipt to take with you to be fingerprinted. As a new applicant you will always be required to have your prints taken, even if you have had prints done for another reason. When applying for a renewal you may be asked to be fingerprinted again.



**To find a CPL class** in your area, check the phone book or google CPL Training in Muskegon or Gun Clubs in Muskegon.

The pistol safety training course required under Michigan law must be a program certified by this state or a national or state firearms training organization and provide at least **eight hours** of instruction. The program shall provide at least **three hours** of instruction on a firing range and require firing at least 30 rounds of ammunition. Additionally, the program shall provide **five hours** of instruction in, but is not limited to providing instruction in, all of the following:

- The safe storage, use, and handling of a pistol including, but not limited to, safe storage, use and handling to protect child safety.
- Ammunition knowledge and the fundamentals of pistol shooting.
- Firearms and the law, including civil liability issues and the use of deadly force. This portion shall be taught by an attorney or a person trained in the use of deadly force.
- Avoiding criminal attack and controlling a violent confrontation.
- All laws that apply to carrying a concealed pistol in Michigan.

The instructor shall be certified by this state or a national organization to teach the **eight-hour** pistol safety training course required by Michigan law. The instructor must provide a certificate of completion containing the printed name and signature of the course instructor to the applicant. The certificate of completion shall state that the individual successfully completed the course, and contain the statement: "This course complies with section 5j of 1927 PA 372."

The certificate must also contain, on its face or by attachment, the instructor's telephone number and the name and telephone number of the state agency or the state or national firearm training organization that has certified the individual as an instructor, his or her instructor certification number, and the expiration date of that certificate.