

FAIRFAX CIRCUIT COURT

Serving the Residents of Fairfax County and the City of Fairfax

CONCEALED HANDGUN PERMIT REQUEST FOR DUPLICATE PERMIT INSTRUCTIONS

In some instances a duplicate concealed handgun permit can be issued.

Criteria: The petitioner's current concealed handgun permit must not have expired and must have been issued by the Fairfax County Circuit Court.

Reasons:

Change of Address: Fee \$10.00

If your address has changed, submit written notice of a change of address on a form provided by the Department of State Police, [SP-248A](#)

Change of Name: Fee \$5.00

If your name has changed, you may submit a **Request for Duplicate Permit**.

Provide a certified copy your name change order / marriage license or notarized statement that the permit holder has undergone a legal name change.

This form must be signed in front of a notary or a deputy clerk.

Lost, Stolen or Destroyed: Fee \$5.00

If your permit is lost, stolen, or destroyed you may submit a **Request for Duplicate Permit**.

This form must be signed in front of a notary or a deputy clerk.

Documents to be Filed:

- Request for Duplicate Permit
- In order to expedite your application process, please provide a self-addressed stamped envelope.

Methods of Payment:

- Cash (if paying in person)
- Certified Check - payable to "Clerk, Fairfax Circuit Court"
- Money Order - payable to "Clerk, Fairfax Circuit Court"
- Credit Card – (if paying in person) Visa & MasterCard ONLY
- No personal checks will be accepted

Where to File:

Fairfax County Circuit Court
4110 Chain Bridge Road
3rd Floor, Court Services Counter, Room 320
Fairfax, VA 22030
Attention: CWP Clerk

NOTE: Make sure to include a daytime telephone number on your **Request for Duplicate Permit**.
Questions - Contact the CWP Clerk @ 703-246-4256