

*City of Warwick, Rhode Island*

Board of Public Safety

99 Veterans Memorial Drive  
Warwick RI 02886  
(401) 468-4200

*Weapons Carry Permit Packet*

- Policy -  
- Laws -  
- Application -

September 2009

Dear Applicant:

By applying for a permit to carry a pistol or revolver with the City of Warwick Board of Public Safety, you are exercising your right under Rhode Island General Law 11-47-11. It is this statute that gives the City of Warwick Board of Public Safety the right and responsibility to administer this program in accordance with the law. It is intended as a service to the people of Warwick.

It is important to remember that a permit to carry a pistol or revolver does not authorize you to use the firearm. Other provisions of RI Law regulate such usage of a handgun. Please carefully read the enclosed policy regarding the issuance of the pistol or revolver permit. It is intended to serve as a guideline to aid you in understanding the authority and responsibility of the City of Warwick Board of Public Safety to carry out RI law.

Also contained in this application are the RI General Laws relating to weapons, known as the Firearms Act. Before you are granted a permit to carry a pistol or revolver, you must acknowledge that you are familiar with the provision of the Act.

This application package does not include Federal laws pertaining to firearms. You must observe both Federal and RI laws. Federal law is administered by Federal agencies. For information relative to Federal regulation of firearms, you may contact the Bureau of Alcohol, Tobacco, Firearms, and Explosives.

The application itself must be filled out completely and truthfully. It is a crime to knowingly give false information to obtain a permit to carry a pistol or revolver. Please read the instructions carefully and note that first-time and renewal applicants must supply all information being requested to the City of Warwick Board of Public Safety at the time of application.

The submission of the application for a permit to carry a pistol or revolver is the beginning of a process of review. The completed application will be reviewed by the Board of Public Safety at a regularly scheduled meeting. You may contact the board secretary at 401/468-4217 or the Warwick Police License Unit at 401/468-4340 to determine the meeting date..

A successful applicant for a permit to carry a pistol or revolver will be notified by mail to respond personally to the Warwick Police Department's Licensing Unit to obtain the approved permit. Please exercise your privilege to carry a pistol or revolver in the State of Rhode Island responsibly, properly, and safely.

# **Pistol Permit Policy**

## **Introduction**

The City of Warwick Board of Public Safety is the licensing authority for the issuance of any license or permit to carry a concealed pistol or revolver in accordance with the provisions of Rhode Island General Law 11-47-11. The Providence Journal Company v. Pine, No. C.A. 96-6274, (R.I. Superior Court, June 24, 1998.). No one in the State has the right to obtain a pistol permit. A pistol permit is a privilege left to the sound discretion of the City of Warwick Board of Public Safety.

RIGL 11-47-11 further requires that all applicants must be:

- a) Twenty-one (21) years of age or over, having a bona fide residence or place of business within the City of Warwick or,
- b) Twenty-one (21) years of age or over having a bona fide residence within the United States and a license and a license or permit to carry a pistol or revolver concealed upon his or her person issued by the authorities of any other state or subdivision of the United States.
- c) Able to show need by good reason to carry a pistol or revolver on their person.

Pursuant to Rhode Island General Laws 11-47-18, an eligible person may make application with the Attorney General for a license or permit to carry a pistol or revolver.

Rhode Island General Law 11-47-13 provides for the revocation of any such license or permit for just cause at any time by the granting authority.

Pursuant to R.I. General Laws 11-47-15, the applicant must also qualify to obtain a permit. The right to carry a loaded, concealed firearm in public is different from the right to purchase or possess a handgun in one's own home or business. The privilege to carry a concealed firearm is limited to those who demonstrate a need for, and an understanding and acceptance of, this responsibility.

The City of Warwick Board of Public Safety will exercise its discretion in a manner designed to protect the public at large as well as the individual applicant for a pistol permit.

The City of Warwick Board of Public Safety does not discriminate in the issuance of a pistol permit on grounds of race, sex, national origin, or any other reason prohibited by law.

## **Procedure**

An applicant for a pistol permit must submit the completed application (refer to pages 5-10) to the Warwick Police License Unit. A fee of \$160.00 (Non-Refundable), payable by check or money order to THE CITY OF WARWICK, shall be assessed for processing fees and to allow the department to electronically file the fingerprints through the local, state, and federal law enforcement database systems. Applicants must contact 401/468-4318 to make an appointment to have their prints taken. The Inspection Services Division will complete the required background that may also check court records and other sources for pending criminal cases, restraining orders and/or discrepancies in the applicant's background, including prior history or mental illness.

The City of Warwick Board of Public Safety will not issue a pistol permit to any applicant who is prohibited from possessing or carrying a firearm under any State or Federal law (e.g. 18 U.S. 922(g)) or pursuant to any court order.

If this initial check does not disqualify the applicant from obtaining a pistol permit, the City of Warwick Board of Public Safety shall review the application on an individual basis to determine whether there has been a proper showing of need, as required by the statute, and whether the applicant is qualified.

### **Proper Showing of Need**

In considering each individual application for a pistol permit, the City of Warwick Board of Public Safety must determine whether or not the applicant has demonstrated a proper showing of need to carry a loaded firearm in public, and consider the individual's demonstration of skill and responsibility to safely carry and use a firearm in compliance with all State, Federal and local laws. Because a loaded, concealed firearm in untrained hands presents danger to the public and the applicant, the City of Warwick Board of Public Safety must consider countervailing risks to the public in assessing need.

While there cannot be any set formula or criteria to limit or restrict the City of Warwick Board of Public Safety's discretion to issue or deny a pistol permit, the City of Warwick Board considers the following factors in assessing an applicant's proper showing of need.

1. Has the applicant demonstrated a specific articulable risk to life, limb or property? If so, has the applicant demonstrated how a pistol permit will decrease the risk?
2. Can the applicant readily alter his or her conduct, or undertake reasonable measures other than carrying a loaded firearm, to decrease the danger to life, limb or property?
3. Are there means of protection available to the applicant other than the possession of a loaded firearm that will alleviate the risk to his or her person or property?
4. Has the applicant demonstrated the skill, training and ability to properly use a firearm in accordance with Rhode Island laws?
5. Has the applicant presented a plan to properly secure the firearm so that it does not fall into unauthorized hands?
6. How greatly will the possession of a loaded firearm by the applicant increase the risk of harm to the applicant or to the public?
7. Has the applicant demonstrated that he or she will not use the firearm for an unlawful or improper purpose, and that he or she has not used a firearm for an unlawful or improper purpose in the past?
8. Does past unlawful, dangerous or violent conduct of the applicant justify denial at the City of Warwick Board of Public Safety's discretion even if it is not sufficient to disqualify the applicant as a matter of law from possessing a firearm?
9. Has the applicant been issued a protective order pursuant to Chapter 15-5, Chapter 15-15, or Chapter 8-8.1 of the General Laws?

10. Any and all other factors deemed lawful and appropriate by the City of Warwick Board of Public Safety to demonstrate that the applicant is or is not a person suitable to possess a loaded firearm in public.

After assessing the above factors, the City of Warwick Board of Public Safety in its sole discretion shall grant or deny the pistol permit. In certain cases, the City of Warwick Board of Public Safety may issue a pistol permit with restrictions in lieu of a denial.

In addition to these reasons, the City of Warwick Board of Public Safety will give consideration to those persons who seek renewal of existing permits who have demonstrated through their actions and experience a level of responsibility commensurate with that expected of one who is privileged to carry a loaded firearm in the public sector.

### **Responsibilities**

Approved holders must maintain, use, and store their firearm or firearms in a responsible manner. All permit holders are required to inform their respective city or town police departments, as well as the Bureau of Criminal Identification of the Department of Attorney General, within 24 hours of becoming aware of the loss or theft of a weapon. If you do not report a lost or theft timely, your permit may be suspended.

### **Conclusion**

This policy is meant as a general guideline to aid the public in understanding the City of Warwick Board of Public Safety's authority to carry out the requirements of the Rhode Island General Laws 11-47-11 and it shall be followed as a guideline in the assessment of applications for a pistol permit. This policy is not intended to and does not confer any rights on any person. As required by law, the City of Warwick Board of Public Safety shall retain the right to accept or reject any application for a pistol permit upon its sole determination of "a proper showing of need."

This policy supersedes all prior policies.

Dated: June 26, 2007

# City of Warwick Board of Public Safety

## Instructions for License to Carry a Concealable Weapon

No Applications will be considered unless the following have been accomplished:

1. This official application form must be filled out completely by the applicant. Please **PRINT** or **TYPE** application or it will be returned.
2. The application must be notarized.
3. Enclose two (2) (1"x1") pictures of the applicant taken without headgear or glasses. This photo must be a clear picture of the head and face. Please **PRINT** applicant's name on the back of each picture. **NO** laminated photos will be accepted.
4. Proof of qualification before a certified weapons instructor; i.e., N.R.A. Instructor of Police Range Instructor must be supplied along with a copy of the instructor's NRA/FBI firearms instructor's certification.
5. Two (2) types of positive identification must be submitted, photocopied, signed and dated by a Notary Public, attesting to be true copies.
6. All Non-resident applicants must include a copy of their home state permit.
7. All new pistol permits issued from this city must include the required fingerprint submittal (refer to page 2). The subsequent check will be forwarded to the Inspection Services Division who will review the application.
8. If the permit is to be used for employment, a typed letter of explanation must be submitted on your employer's letterhead and included with the application.
9. If the permit is not for employment, a typed letter must be submitted by the applicant stating the reasons why a permit is needed on a full time basis. All letters must be dated. We will not accept a photocopy of any signature.
10. Retired police officers applying under 11-47-18 (b) must submit a letter of verification from the Chief of Police of the department they retired from.
11. A \$40.00 fee as provided for in Rhode Island General Law 11-47-12 shall be charged and shall be paid for each license or permit issued. Every license or permit shall be valid for four (4) years from the date when issued unless sooner revoked. A check or money order, payable to the "City of Warwick" must be presented when picking up permit.
12. Applicant will be notified by mail of approval or denial of permit. Telephone inquiries will not be accepted. If approved, applicant must appear in person to pick up permit. This application, fingerprint card, and photos become part of the records of the City of Warwick and will **not** be returned.
13. All permits will expire four (4) years from the date of issue. Also, the renewal of your permit is your obligation. No notification of expiration of the permit will be sent to you. Allow a maximum of 90 days for processing of your application due to the fact that this department is dependant on other agencies for supplying information to complete the application.

**WARWICK POLICE DEPARTMENT**

99 Veterans Memorial Drive  
Warwick, Rhode Island 02886-4617  
(401) 468-4200

**APPLICATION FOR LICENSE TO CARRY A CONCEALABLE WEAPON**

Date \_\_\_\_\_ Permit Number \_\_\_\_\_

Name \_\_\_\_\_

First Middle Last

Address \_\_\_\_\_

Street Name & Number (No P.O. Boxes accepted) City/Town State & Zip

Telephone number \_\_\_\_\_

Home Business Other

Social Security Number \_\_\_\_\_ Occupation \_\_\_\_\_

Employed by \_\_\_\_\_

Employer's address \_\_\_\_\_

Street Name & Number City/Town State & Zip

Detail Job Description \_\_\_\_\_

Date of birth \_\_\_\_\_ Place of birth \_\_\_\_\_

Height \_\_\_\_\_ Weight \_\_\_\_\_ Color of eyes \_\_\_\_\_ Color of hair \_\_\_\_\_

Are you a citizen of the United States? \_\_\_\_\_ How long? \_\_\_\_\_

(If you are not a citizen of the United States, a copy of both sides of your alien registration card must be included with this application.)

List all addresses for the last three years, including dates and locations.

---

---

---

Have you ever been arrested? \_\_\_\_\_ If yes, give details \_\_\_\_\_

---

---

Have you ever been under guardianship or confined or treated for mental illness? \_\_\_\_\_

If yes, give details \_\_\_\_\_

---

---

Have you ever been convicted of a crime? \_\_\_\_\_ If yes, give details \_\_\_\_\_

---

---

Have you ever pled nolo contendere to any charge or violation? \_\_\_\_\_

If yes, give details \_\_\_\_\_

---

---

Are you under indictment in any court for a crime punishable by imprisonment exceeding one year? \_\_\_\_\_

If yes, give details and dates \_\_\_\_\_

---

---

Have you applied for a permit to carry a concealed pistol or revolver from the Attorney General or a local city or town in Rhode Island? \_\_\_\_\_

If yes, what city or town? \_\_\_\_\_

If yes, is it currently: Active? \_\_\_\_\_ Expired? \_\_\_\_\_ Denied? \_\_\_\_\_ Revoked? \_\_\_\_\_

(If you hold an expired permit, enclose photocopy, dated, and notarized, attesting copies are true)

Have you ever applied for a pistol permit to carry a concealed pistol or revolver from any other state or jurisdiction? \_\_\_\_\_ If yes, where? \_\_\_\_\_

Were you denied? \_\_\_\_\_ If yes, give details: \_\_\_\_\_  
Send photocopy of out-of-state permit or license.

Have you ever had a legal name change? \_\_\_\_\_

If yes, state former name. \_\_\_\_\_

List nicknames or aliases used by you \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

On a separate sheet of paper or letterhead, type details and specific reasons for your need of a license to carry a concealed weapon permit. (Only typed letters will be accepted.)

Two (2) types of positive identification must be submitted. Examples: (1) Birth certificate, (2) R.I. or state driver's license; (3) R.I. Identification card.

A photocopy of any two of the above, signed and dated by a Notary Public, attesting as being true copies will be accepted. Passport and other positive identification will also be accepted.

Three (3) references are required to be listed below. References cannot be family members or members of the same household. Each reference listed, must provide a signed and notarized character reference letter to be included with the application. Character reference letters must be addressed to City of Warwick, Licensing Authority and **NOT** "To Whom it May Concern". The letters should include information, such as; how long the person has known the applicant, what type of person (character) the applicant is, note any qualifying or disqualifying information known by the reference about the applicant, etc.

---

Name	Address	City	State	Zip
------	---------	------	-------	-----

---

Area code/telephone number	Years known
----------------------------	-------------

---

Name	Address	City	State	Zip
------	---------	------	-------	-----

---

Area code/telephone number	Years known
----------------------------	-------------

---

Name	Address	City	State	Zip
------	---------	------	-------	-----

---

Area code/telephone number	Years known
----------------------------	-------------

**NOTE: The Rhode Island Combat Course is for law enforcement personnel only. All others must qualify in accordance to 11-47-15.**

Weapon qualification score \_\_\_\_\_ Caliber of weapon \_\_\_\_\_

Army L \_\_\_\_\_ Score \_\_\_\_\_ RI Combat \_\_\_\_\_ Score \_\_\_\_\_

\_\_\_\_\_  
Signature of N.R.A. Instructor or Police Range Officer Date

\_\_\_\_\_  
Printed name and telephone number of N.R.A. Instructor or Police Range Officer

\_\_\_\_\_  
N.R.A. number or police department name

**AFFIDAVIT**

I certify that I have read and I am familiar with the provisions of 11-47-1 to 11-47-62, inclusive, of the General Laws of Rhode island, 1956, as amended, and that I am aware of the penalties for violations of the provisions of the cited sections. I further understand that any alteration of this permit is just cause of revocation.

\_\_\_\_\_  
Applicant's signature

**BEFORE A NOTARY PUBLIC**

Subscribed and sworn to before me in \_\_\_\_\_, Rhode Island, this \_\_\_\_\_  
\_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Notary Public signature

\_\_\_\_\_  
Notary public (Printed name)

My commission expires on \_\_\_\_\_  
Month Day Year