



July 19, 2012

CCW Instructors,

Effective August 6, 2012, there will be a couple minor changes at the Sheriff's Office in reference to processing of CCW permits. These changes are necessary due to court scheduling and payroll processing which stretch time and/or personnel resources at the Office. See below:

- Processing of CCW Applications in the Sheriff's Office Civil Division will only be done Tuesday through Friday between the hours of 8AM and 3PM.
- Fingerprinting is not available at the Sheriff's Office on Tuesdays and Thursdays until after noon.

Thank you for advising your classes of these changes. These changes will not negatively impact the processing time for CCW permits.

Sincerely,

Benjamin D. Trotter, Sheriff