



Office of Attorney General Derek Schmidt

Kansas Personal and Family Protection Act
CERTIFIED INSTRUCTOR APPLICATION
(Updated 11-2016)



Instructions for Application

NOTE: Under the Kansas Personal and Family Protection Act a concealed carry applicant is required to complete a prescribed 8-hour handgun safety and qualification course conducted by an instructor certified by the Attorney General. Instructors do not have to be residents of Kansas to be certified, but they must agree to instruct the Kansas course as set forth in K.S.A. 75-7c04, K.A.R. 16-11-3 and K.A.R. 16-11-4. Except for residency, Kansas certified instructors must meet all of the requirements for a Kansas concealed carry handgun license.

Please complete this 6-page application fully by typing or printing in **blue or black ink** all requested information. You must attach the following items:

1. Non-refundable \$100.00 application fee in the form of a money order, cashier's check or personal check made payable to the "Office of Attorney General."
2. A photocopy of all applicable instructor certificates referenced in Section IV. Instructor certificates or credentials requiring renewal (NRA, AACFI and USCCA) must have a valid expiration date printed on the document. Applicants submitting a non-expiring firearms instructor certificate issued by a federal law enforcement training academy, a law enforcement agency, or a branch of the United States armed forces, must provide a letter from the issuer attesting that the certificate does not expire.
3. A 2" x 2" passport-type color photograph of the applicant taken within the preceding 30 days with no sunglasses or hat. Photo must be a frontal view containing head and shoulders. Attach photo to page 2 of the application.

The completed application, fee, photo and other attachments must be mailed directly to the **Concealed Carry Unit, Office of Attorney General, 120 SW 10th Avenue, 2nd Floor, Topeka, KS 66612-1597**

If approved, you will be issued a certificate bearing the Attorney General's signature. Certified instructors will receive an instructor guide and support materials. **New instructors certified after January 14, 2011 are required to attend an instructor orientation class conducted by the Attorney General's Concealed Carry Licensing Unit within 6 months of certification; and must agree to teach at least one concealed carry class during each 12-month period commencing on the date of certification.**

Section I: Sworn Statement

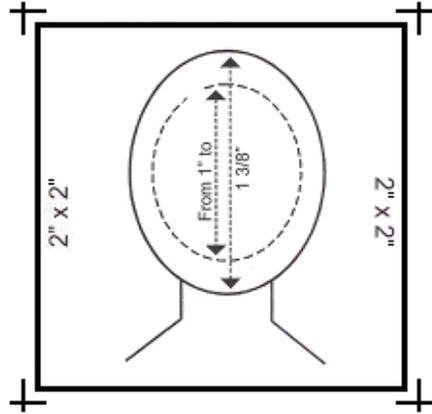
WARNING: This application is executed under oath. A false statement or answer in sections I, II, or III of this application, or submission of a false document, may subject the applicant to prosecution for the crime of perjury, K.S.A. 21-5903, and amendments thereto, a severity level nine (9) non-person felony, or other applicable criminal charges.

I hereby declare under penalty of perjury that:

1. The information and/or statements contained in this application, and any documents or items submitted with it, is true, correct and complete to the best of my knowledge.
2. I understand that a criminal history records check will be conducted and may include access to expunged records, and that other investigations may be conducted to determine my eligibility for certification.

Signature: _____ Date: _____ Print Name: _____

Official Use – Attorney General



Section II: Applicant Information

NAME: Last	First	Middle	Jr., Sr., etc.	
Aliases/Maiden Name/Other Names Used:	Citizenship – Enter Name of Country (If born outside of U.S. attach a copy of your foreign-born U.S. citizen birth certificate, U.S. passport or certificate of naturalization)			
Current Address:	City:	State:	County:	Zip code:
Previous Address(es) Within Last 5 Years: From: _____, 20__ to _____, 20__	City:	State:	County:	Zip code:
(Attach additional pages if needed)				
Date of Birth: (Month/Day/Year)	Non-Resident Driver's License or Identification Card # (Include State)			
Place of Birth: (City, State, Country)	Alien Status: (If you are a permanent resident alien or nonimmigrant alien you must provide your U.S.-issued alien registration number here and complete applicable questions 12 through 14a)			
KS Drivers License or Identification Card #:	Social Security Number: *			
Telephone:	Email:			

* Providing your SSN is voluntary in order to verify your identity and confirm your eligibility for a CCH license (75-7c05). Failure to provide it may delay processing of your application. Pursuant to K.S.A. 39-758 and 74-139, and amendments thereto, your SSN may be disclosed to the Director of Taxation and/or the Kansas Department of Social and Rehabilitation Services (SRS) for child support enforcement purposes.

Signature: _____

Date: _____

Section III: Qualifications (K.S.A. 75-7c04(a): Place a check mark under the appropriate 'yes' or 'no' answer to the following questions. Answer all questions numbered 1 through 14. Answer 14a if applicable.	Yes	No
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Answering 'no' to question 1 could result in denial of your application.

1. Are you twenty-one (21) years of age or older at the time of application?		
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Answering 'yes' to questions numbered 2 through 12 could result in denial of your application.

2. Have you fled from a jurisdiction to avoid prosecution for a crime or to avoid giving testimony?		
3. Are you under charges, indictment or information (including a diversion agreement) in any court for a felony, or any other crime ?		
4. Even if expunged from your criminal history , have you ever been convicted as an adult or adjudicated as a juvenile in any court of a felony crime ?		
5. Even if expunged from your criminal history , have you ever been convicted in any court of any misdemeanor crime involving domestic violence? <i>This can include convictions for domestic battery, battery, disorderly conduct or others. See page 6 for definition of "misdemeanor crime involving domestic violence."</i>		
6. Are you subject to a court ordered restraining order involving an "intimate partner" or child of such a partner? See page 6 for a definition of "restraining order."		
7. Are you an unlawful user of, or addicted to, marijuana or any depressant, stimulant, narcotic drug, or any other controlled substance? <i>(Among other instances, this includes: being convicted in the last year or being currently under a diversion for a controlled substance offense; positive drug test in the last year; paraphernalia that tests positive for a controlled substance; admissions of controlled substance use within the past year) See page 6 for a definition of "unlawful user or addicted."</i>		
8. Have you ever been adjudicated mentally defective? See page 6 for definition of "mental defective." If answer is "yes," attach a written explanation to this application.		
9. Have you ever been involuntarily committed to a mental institution? If answer is "yes," attach a written explanation to this application.		
10. Are you or have you ever been a "mentally ill person subject to involuntary commitment" or "person with an alcohol or substance abuse problem subject to involuntary commitment"		
11. Have you been discharged from the Armed Forces under dishonorable conditions? <i>(This includes being dismissed by general court martial if served as Commissioned Officer).</i>		
12. Are you an alien illegally or unlawfully in the United States?		
13. Are you a permanent resident alien residing in Kansas? If so, attach a copy of your U.S.-issued permanent resident alien registration card. Permanent resident aliens with valid documentation are eligible to apply for a Kansas concealed carry handgun license.		
14. Are you a nonimmigrant alien residing in Kansas? <i>(Nonimmigrant aliens are <u>ineligible</u> for this license unless they can answer "yes" to question 16a and provide the required documentation.)</i>		
14a. If you are a nonimmigrant alien, do you reside in Kansas and do you fall within any of the exceptions set forth in 18 U.S.C. § 922(y)(2)? If so, you must attach a copy of your nonimmigrant alien registration card, documentation for the applicable exception(s) claimed under 922(y)(2), and documentation showing that you have been a resident of Kansas for at least 90 days prior to application (utility bills, lease agreements, etc.). See page 4 for a list of exceptions under 18 U.S.C. § 922(y)(2).		

Applicant Signature: _____ **Date:** _____

Please note that all firearms instructor qualifications indicated in Section IV must be current. If your certifications or credentials have expired you must validate and/or restore them to active status before applying. Kansas certified concealed carry instructors must keep their qualifications current in order to maintain certification and continue instructing the required CCHL handgun safety and training course.

Section IV. Firearms Instructor Qualifications (Check All That Apply)	Yes	No								
1. Currently certified as a firearms trainer or instructor by a city, county, state, or federal law enforcement agency. Attach a copy of your current certification and a letter signed by an agency official attesting to your certification as a firearms trainer/instructor.										
2. Currently certified as a firearms trainer for the purpose of training licensed Kansas private investigators (must be certified by the Attorney General pursuant to K.S.A. 75-7b21). Attach a copy of your current certification issued by the Attorney General.										
3. Currently certified as a firearms trainer or instructor with a branch of the United States armed services. Attach a copy of your current certification and a letter signed by your commanding officer attesting to your certification as a firearms instructor.										
4. Currently certified as a law enforcement firearms trainer or instructor by the Kansas Law Enforcement Training Center (KLETC). Attach a copy of the KLETC certificate bearing a valid expiration date; or, if submitting a non-expiring instructor certificate, attach a copy of the certificate and indicate here that it is non-expiring. <div style="text-align: right;"> Non-Expiring Certificate _____ Yes </div>										
5. Currently certified as an instructor in one or more of the following National Rifle Association (NRA) courses: basic pistol instructor; personal protection instructor; police firearms instructor; law enforcement security firearms instructor; law enforcement tactical handgun instructor; or law enforcement handgun/shotgun instructor. Attach a copy of your current NRA instructor certification or credential bearing a valid expiration date.										
6. Currently certified as an instructor in one or more of the following American Association of Certified Firearms Instructors (AACFI) courses: handgun safety and handling basics instructor; or permit to carry instructor. Attach a copy of your current AACFI instructor certification or credential bearing a valid expiration date.										
7. Currently certified as an instructor through the U.S. Concealed Carry Association. Attach a copy of your current USCCA instructor certification bearing a valid expiration date.										
List the organization(s), or branch of military, and the type of instructor certification held. <table border="0" style="width: 100%;"> <tr> <td style="width: 50%;"><u>Name of Organization or Branch of Military</u></td> <td style="width: 50%;"><u>Type of Certification</u></td> </tr> <tr> <td>A. _____</td> <td>_____</td> </tr> <tr> <td>B. _____</td> <td>_____</td> </tr> <tr> <td>C. _____</td> <td>_____</td> </tr> </table>	<u>Name of Organization or Branch of Military</u>	<u>Type of Certification</u>	A. _____	_____	B. _____	_____	C. _____	_____		
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A. _____	_____									
B. _____	_____									
C. _____	_____									

Section V: Permission to Publish Name, Phone Number, Email Information

The name, city and county of all certified concealed carry instructors is listed in the Attorney General's directory of certified instructors. The directory is made available to the public on the Attorney General's web site at www.ag.ks.gov.

If you wish to have your phone number, email address or business web site published on the Attorney General's web site, please complete the following. Only those items you authorize below will be published. Please limit listings to one phone number, one email address and one web address. It is the responsibility of each instructor to notify the Attorney General of any changes to the published information. Changes should be faxed to the Concealed Carry Unit, 785-368-6468, or emailed to ksagcc@ag.ks.gov.

I authorize the Attorney General to publish the following information on the Internet listing of Kansas certified concealed carry instructors:

Name (please print): _____

Phone number, including area code: (_____) _____

Email address: _____

Business web address: _____

I understand it is my obligation to check the web site at www.ksag.org for accuracy of the above and then notify the Attorney General of any changes I want to make, including removal of my contact information.

Applicant Signature _____ Date: _____

Mail Application To: Concealed Carry Licensing Unit
Office of the Attorney General
120 SW 10th Avenue, 2th Floor
Topeka, KS 66612-1597

Questions? Call.....785-291-3765
Emailksagcc@ag.ks.gov

Section IV: Definitions

Felony disqualifications: ANY prior felony conviction (even if expunged) must be disclosed.

What constitutes a “felony” offense is judged in accordance with the law where the offense occurred. What constitutes a “conviction” for that felony will generally be judged by Kansas law. An active felony prohibition from another jurisdiction will likely preclude eligibility for a Kansas CCH license in accordance with Federal law.

NOTE: Any person still subject to the terms of a diversion agreement for a felony violation is prohibited from licensure.

“Misdemeanor crime involving domestic violence” means: (1) a misdemeanor under, Federal, State or Tribal law; (2) that has as an element the use of force, attempted use of force or threatened use of a deadly weapon; (3) that was committed by: a current or former spouse, parent or guardian of the victim; a person with who has a child with the victim; a person who is living with or has lived with the victim as a spouse, parent or guardian; or a person who is similarly situated to a spouse, parent or guardian to the victim.

NOTE: The misdemeanor being violated DOES NOT have to have the term “domestic” in it at all (this means a simple assault, battery or disorderly conduct can be sufficient even if pled down from a “domestic” assault, battery, or disorderly conduct charge).

NOTE: Under Kansas law, an expungement does not completely remove the conviction from the person’s record therefore an expungement or setting-aside of the conviction **will not** suffice to remove the federal prohibition under 18 USC 922(g)(9). Also, in Kansas, a person never loses their civil rights for such a misdemeanor conviction, therefore they cannot have those rights “restored.” Therefore, only a pardon may restore an individual’s ability to possess firearms if they have a qualifying 922(g)(9) conviction.

“Adjudicated as a mental defective” means: a finding by a court, board, commission or other lawful authority that a person, as a result of marked subnormal intelligence, or mental illness, incompetency, condition or disease: (a) Is a danger to himself or to others; or (b) Lacks the mental capacity to contract or manage his own affairs. The term shall include: a finding of insanity by a court in a criminal case; and those persons found incompetent to stand trial or found not guilty by reason of lack of mental responsibility pursuant to articles 50a and 72b of the Uniform Code of Military Justice, 10 U.S.C. 850a, 872b.

“Restraining order” means: a court order that restrains the person from: (a) harassing, stalking or threatening (i) an intimate partner or (ii) child of the intimate partner or the restrained person; or (b) engaging in conduct that places the intimate partner or child in reasonable fear of bodily injury. The order must be one issued after the restrained person received notice and had an opportunity to be heard and must include a finding that the restrained person poses a credible threat to the physical safety of the intimate partner or child; or the order must include a specific prohibition on the use, attempted use or threatened use of physical force against the intimate partner or child.

Exceptions to Nonimmigrant Alien Prohibition: An “alien” is anyone not a citizen or “national of the U.S.” A “national of the U.S.” is someone who owes permanent allegiance to the U.S. A “nonimmigrant visa” is a visa properly issued to an alien as an eligible nonimmigrant by a competent officer. Nonimmigrant aliens may apply for a Kansas concealed carry handgun license if the alien: (1) is admitted to the U.S. for lawful hunting or sporting purposes and in possession of a hunting license/permit issued in the U.S.; (2) is an official representative of a foreign government who is accredited to the U.S. Government or their Government’s mission to an international organization having its headquarters in the U.S.; (3) is an official of a foreign government or a U.S. Dept of State designated “distinguished foreign visitor”; (4) is foreign law enforcement of a friendly foreign government and here on official law enforcement duties; or (5) has received a firearms waiver from the Attorney General of the United States. (*See 18 U.S.C § 922(y)(2) for additional exceptions*)

“Unlawful user of or addicted to any controlled substance” means: A person who uses a controlled substance and has lost the power of self-control with reference to the use of controlled substance; and any person who is a current user of a controlled substance in a manner other than as prescribed by a licensed physician.