



Waterville Police Department

10 Colby Street
Waterville, Maine 04901-6699

Joseph P. Massey
Chief

Charles J. Rumsey IV
Deputy Chief

You are applying for a concealed firearms permit with the City of Waterville. Please provide the following information.

New Concealed Firearms Permit for WATERVILLE MAINE RESIDENT:

Fee \$35.00

1. Complete application. *I will witness your signature on the release when you return.*
2. Processing fee as stated on the application (cash or a check made payable to: City of Waterville).
3. Certificate stating proof of completion of a gun safety program/class within the last 5 (five) years – this is a State law (ex.: a local agency, NRA, hunting safety course, DD-214 within 5 yrs.). We will make a copy for our files.

Renewal of a Concealed Firearms Permit for WATERVILLE MAINE RESIDENT:

Fee \$20.00

1. Complete application. *I will witness your signature on the release form when you return.*
2. Processing fee as stated on the application (cash or a check made payable to: City of Waterville).
3. Application for renewal must be made within 6 months after expiration of permit or “new” permit fee and requirements may apply.

Change of Address for WATERVILLE MAINE RESIDENT:

Fee \$2.00

If within the City of Waterville, bring in the current permit within 30 days and a new one will be issued. If moving to Waterville from another city, the police department may ask for supporting documentation before approving the permit. If moving from another city, please be prepared to provide documentation that you reside in Waterville.

NON-MAINE RESIDENT Concealed Firearms Permit:

Must be completed through the State of Maine - Waterville Police Department cannot process these.

All applicants:

You must call (Kathleen Kenney-Haley, direct line: 207-680-4704) prior to turning in your completed paperwork to ensure I am here to assist you.

When you return with the paperwork to begin the permit process:

1. I will make a copy of your valid driver's license or State I.D. (and current permit if applicable).
2. I will take a headshot photo, which will be put on the permit and in our computer system.
3. You will provide an electronic signature for the concealed firearms permit card.
4. You will provide your social security number for background checks.

The process takes approximately 30 to 45 days from the time we receive all the necessary information. We will mail the permit upon approval. If you have any questions, you may contact me at 207-680-4704.

Sincerely,

Kathleen Kenney-Haley

Executive Assistant

(Rev. April 2014)