



# Concealed Handgun License Change of Address Form

Change of address hours are 8:30 a.m. to 4:00 p.m., Monday through Friday (excluding legal holidays). We operate on a first-come first-served basis.

Deschutes County Sheriff's Office  
63333 W. Highway 20  
Bend, Oregon 97703  
Phone: (541) 383-4425

Name: \_\_\_\_\_

CHL Number \_\_\_\_\_ Telephone \_\_\_\_\_

New Residence Address \_\_\_\_\_ ZIP Code \_\_\_\_\_

Mailing Address \_\_\_\_\_ ZIP Code \_\_\_\_\_  
(if different)

## Please Read Carefully

Oregon Revised Statues (ORS) requires a CHL holder keep their current **physical address** on file at all times with issuer of their CHL permit. If you move to a different address within Deschutes County, you are required to change your address with us. (ORS 166.295) This can now be done by mail in Deschutes County.

To process your change of address, please complete the required information above and mail with check or money order or deliver this form to our office at the address shown above with \$15.00. If you deliver this form in person, we do accept payment by checks payable to "DCSO", debit card (**\$1.00 fee**) or cash (**exact change only**). Upon receipt of this completed form and payment your residence will be verified with Oregon DMV records. **If you have not notified the DMV of your address change, please do so first**, as we will not be able to process your request if your ODL and CHL addresses do not match. Please be sure to include a ten-digit phone number in the event we need to contact you.

Your updated CHL permit will be mailed to you in approximately two weeks. Please destroy your old CHL permit. If you have changed only your mailing address and still have the same physical address no payment is required, simply complete and submit this form. **This form is for physical address changes within Deschutes County only.**

- If you have moved to another county in Oregon, please consult the Sheriff's Office of that county for hours and procedures to transfer your CHL permit to that county.
- If you have moved outside of Oregon, Oregon Revised Statutes requires that a CHL holder be a resident of the county where their CHL is issued or be able to meet other residency requirements as outlined in ORS 166.29(9)(a)(b)(c)(d). Please mail your CHL permit to us and advise you have moved out of state.
- If you have moved to Deschutes County from another county in Oregon you must contact our office to schedule an appointment to Transfer your permit to Deschutes County. Please make sure you have changed your address with DMV prior to your appointment. At the time of your appointment, please be sure to bring your completed DCSO CHL application, old CHL permit with you as well as your Birth Certificate or Valid Passport. We will issue you a Deschutes County Concealed Handgun License at the time of your visit. The cost is \$15.00 for this transfer and \$75.00 for a Transfer & Renewal.

**I have read the entire text of, and understand this application; and, the statements therein are correct and true.**

CHL Licensee Signature \_\_\_\_\_

Date \_\_\_\_\_

Mail or deliver this form and \$15.00 (checks payable to "DCSO") to: address above ATTN: CHL