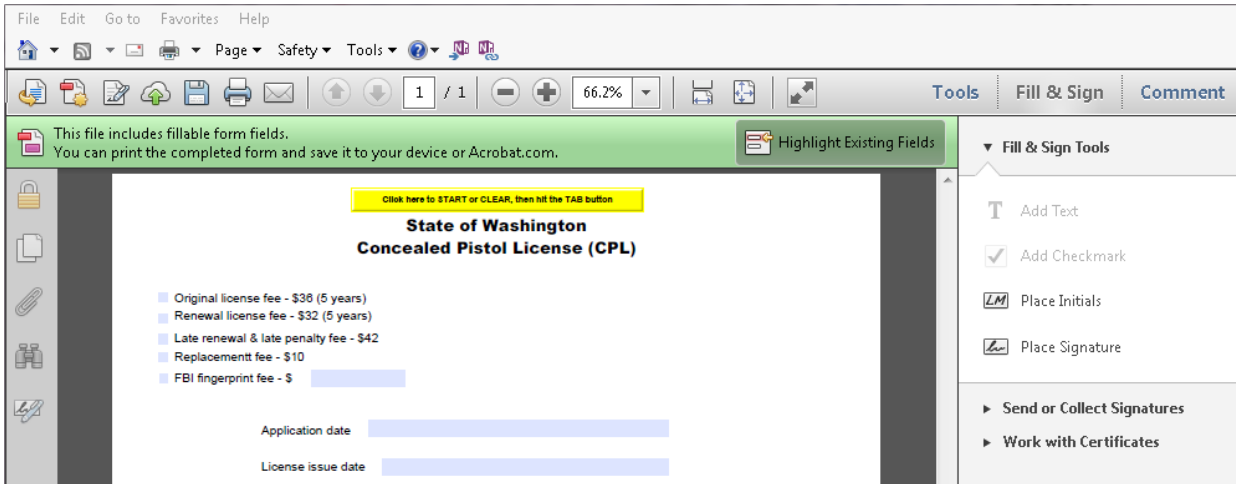


Concealed Pistol License Form  
Instructions for Law Enforcement Agencies

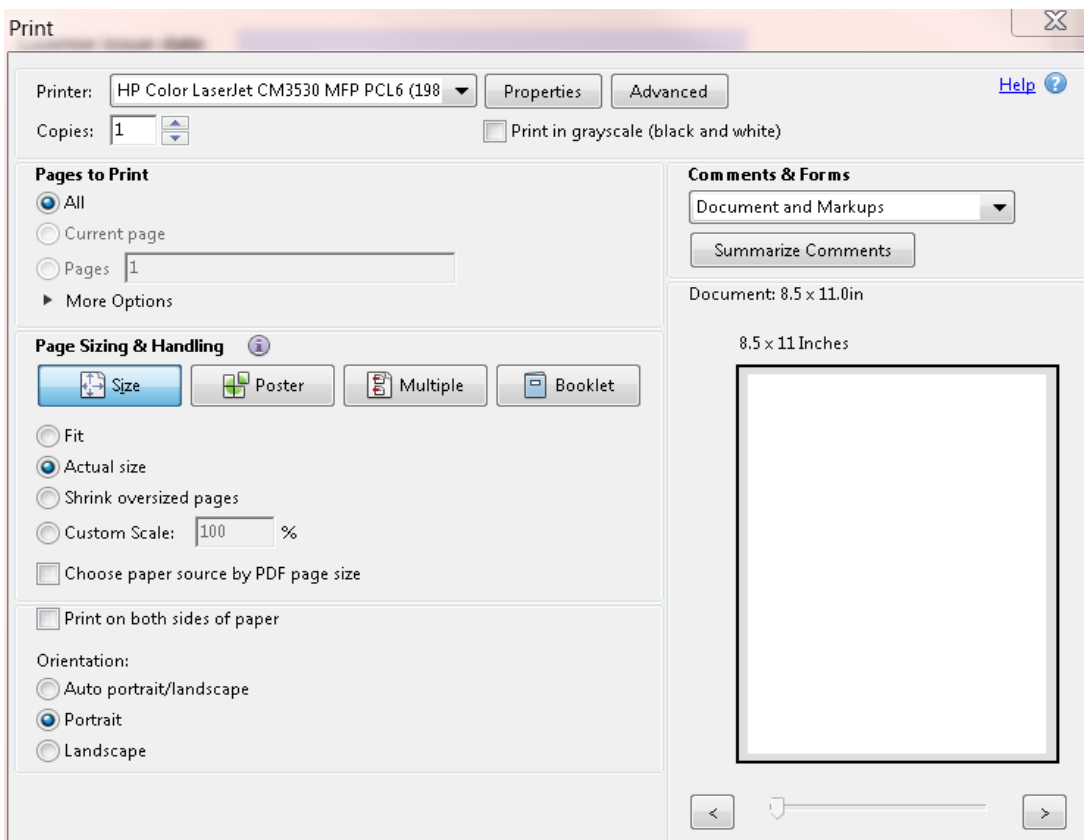
- Contact [Firearms@dol.wa.gov](mailto:Firearms@dol.wa.gov) to obtain the designated two letter abbreviation for your agency, your agency password, and to order CPL cardstock.
- Go to: <http://www.dol.wa.gov/business/firearms/training/externaltrainingdocs.html>
- Select the Concealed Pistol License form
- Enter your agency password
- Check the appropriate fee box(s)
- The validation box located on the upper right side of the CPL form is for Department of Licensing use only
- Enter the required information: Application date, License issue date, CPL number assigned by your agency, Issuing agency name, and ORI number
- CPL numbers will be created by the law enforcement agency using the assigned two letter abbreviation for your agency and the letter “P” (for paper) along with six numbers
  - For example, if your agency is assigned the two letter abbreviation of XX - your agency will assign CPL numbers beginning with XXP000001
  - We recommend using an Excel spreadsheet to track the CPL numbers assigned by your agency
  - All CPL numbers must be a total of three letters and six numbers as noted above
- Enter Previous CPL number and Previous name, if different when applicable
- Complete the CPL card section
- In the driver license field, enter the State Abbreviation followed by the driver license number; **Do not enter dashes** Examples: WA SMITHJD100QA or CA C1234567
- Use e-signature to place the licensing authority signature on the CPL card (see page 3)
- Print the completed CPL form on the blue security cardstock provided by the Department of Licensing
- Photocopy the CPL form on plain paper and mail it together with your agency’s check to Dept. of Licensing, PO Box 9048, Olympia, WA 98507-9048; **Do not mail cash or personal checks**
- If CPL is denied, write “DENIED” on the form you are mailing to DOL. **Do not attach documents to CPL forms using paperclips or staples.**
- If CPL is approved, give the signed CPL to your customer
- Retain a copy (electronic or printed) for your records

## Helpful Tips:

- ✓ Select “Highlight Existing Fields” to view the fields needing completion

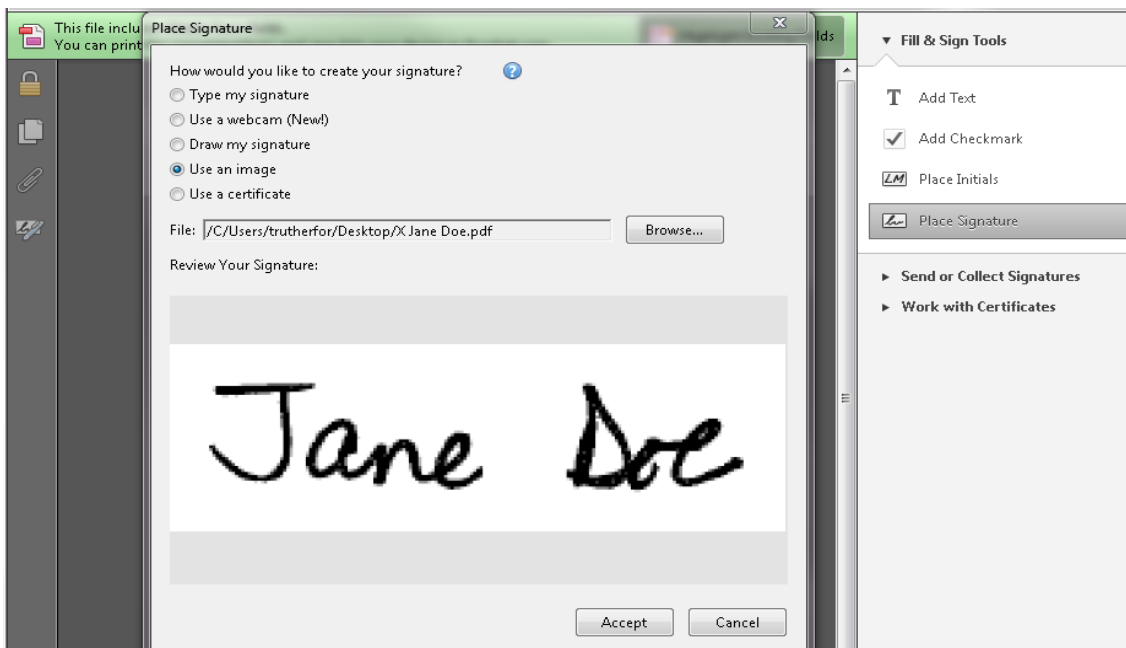


- ✓ When printing, select “Actual size”



✓ **To use e-signature:**

- Have your Chief or Sheriff sign a blank sheet of paper using a fine point Sharpie
- Scan the signature to your desktop
- Save the CPL form to your desktop from the website
- Open the CPL form and select “Place Signature”
- Select “Use an Image”
- Click “Browse” and select the signature saved on your desktop
- Click “Accept”



You can now drag the signature and place it on the CPL card over the red “licensing authority signature” spot.

CPL number	<b>XXP112233</b>	Exp date	09/01/2020	
Last name	<b>SMITH</b>			
First name - Middle	<b>JOHN</b>	<b>DOE</b>		
Date of birth	<b>07/07/1970</b>	D/L	<b>WA SMITHJD999WA</b>	
Address	<b>405 BLACK LAKE BLVD #2</b>			
	<b>OLYMPIA</b>	<b>WA</b>	<b>98502</b>	
Ht	<b>5'9"</b>	Wt	<b>190</b>	Eyes
	<b>BLU</b>	Hair	<b>BRN</b>	Race
	<b>W</b>	Sex	<b>F</b>	

Should you have any questions or need assistance with printing or e-signature, please contact the Firearms Program at (360) 664-6616 or email at [Firearms@dol.wa.gov](mailto:Firearms@dol.wa.gov).