

ARKANSAS STATE POLICE
Concealed Handgun Carry License (CHCL)
RENEWAL INSTRUCTIONS

Please apply on-line and pay with a credit card
or
you can use the mail-in process

To renew on-line go to:

https://www.ark.org/asplicense/chcl_application/chcl.aspx

If you use the mail-in process, you must submit the following RENEWAL PACKET:

1. RENEWAL APPLICATION FORM - A properly completed Arkansas Concealed Handgun Carry License Application form indicating **Renewal Application**. You must use the renewal form that is revised October 2016 or later.

https://static.ark.org/eeuploads/asp/chcl_application_nov2016.pdf

2. TRAINING CERTIFICATE - The **properly completed "Certificate Of Training" form** reflecting completion of the renewal training course within six (6) months prior to the license expiration or renewal date. The renewal training must include "live fire". Contact a Concealed Handgun Carry License Firearms Safety Training Instructor for the course and the training certificate.

3. PAYMENT - If your license is not expired, send a **check or money order** for **\$60.00**, payable to the "Arkansas State Police".

If your license is expired less than six months, add an additional \$15.00.

If your license is expired over six months, you will not use this form, but will need to begin the application process with a new application and not a renewal.

The Department will accept the application packet prior to the 90 days before renewal, although the license will not be issued until closer to the renewal date.

4. Copy of Arkansas CHCL - A legible **copy of your Arkansas Concealed Handgun Carry License**.

5. Copy of Driver's License - A legible **copy of your Arkansas Driver's License**.

Mail your packet to: Arkansas State Police, CHCL, 1 State Police Plaza Drive, Little Rock, AR 72209

TIMELY RECEIPT OF THE MAILED-IN RENEWAL PACKET IS DETERMINED BY ASP RECEIPT DATE, NOT THE MAILING OR POSTMARK DATE. TIMELY RECEIPT OF THE ON-LINE RENEWAL APPLICATION IS THE TIME PAYMENT IS MADE ON-LINE.