



## Initial Application Instructions



Please inform all **OKLAHOMA COUNTY SDA** applicants of the following Sheriff's Office locations and hours for application processing:

Fill out your application online at:

[https://www.ok.gov/osbi/Handgun\\_Licensing/](https://www.ok.gov/osbi/Handgun_Licensing/)

Location	Address	Phone	Hours
Oklahoma County Sheriff's Office	201 N. Shartel OKC, OK 73102	(405) 713-1919	Monday – Friday 8:00AM-3:30PM
Midwest City Substation	8029 SE 29th St MWC, OK 73110	(405) 869-2522 or (405) 869-2531	Monday – Friday 8:00AM- 4:30PM
Francis Tuttle Substation (NW Hall)	12777 N. Rockwell OKC, OK 73142	(405) 869-2567	Monday – Friday 8:00AM- 4:30PM

### Applicant Checklist

- Current Oklahoma County resident and OK State ID
  - Completed SDA application or Online application verification sheet
  - Two (2) recent passport photos if not submitted online
  - \$25 to the Oklahoma County Sheriff's Office *Must be Cash, Money Order, or Cashiers Check, No credit cards.*
  - \$100 (5 year) or \$200 (10 year) to OSBI if not paid online. *Must be: Credit/Debit Card, Money Order, or Cashier's Check. No cash.*
  - Original signed training certificate (no copies)
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- The Sheriff's Office will do a background check on you for Oklahoma County and fingerprint you.
  - Once we have approved you at the county level, we will forward your application to OSBI who will do a background check for the State of Oklahoma.
  - Once they have approved you at the State level, OSBI will forward the application to the FBI who will do a background check on you for across the Nation.
  - OSBI will have a three (3) month time frame or longer to do all of the above. OSBI will mail your license to the address listed on your application.