



Office of Sheriff
Of Pike County
Milford, Pennsylvania 18337
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Kerry Welsh
Sheriff

Jason Cameron
Chief Deputy

As our area continues to deal with the Covid 19 Crisis the Pike County Sheriff's Office has been trying to determine the best means to continue to issue License to Carry Firearms (LTC). At this time the Supreme Court of Pennsylvania has an order in place that limits public access to the County Courthouse, with the exception of certain time sensitive and emergent court filings and proceedings. The issuance of LTCs are not listed among these cases. In attempt to best serve the public Sheriff Welsh is now accepting LTC applications via U.S. Mail. This new procedure will take effect immediately. These are unprecedented events in our country and Sheriff Welsh sees the need to deviate from prior practices. Please be aware that under PACS 18 Section 6109 the Sheriff has 45 days to process an LTC. Should the restrictions on public access to the courthouse be extended, the Sheriff will reevaluate and attempt to develop a procedure for issuing LTCs to approved applicants. Applications can be found on the Sheriff's website pikepa.org/sheriff. If a person absolutely has no access to the internet or the online application, a copy may be picked up at the front entrance of the Pike County Courthouse Monday-Friday 8:00 am to 4:30 pm; however, please practice good *social distancing*. Please refer to the list below for instructions regarding a mail in application:

- Applications will be accepted by U.S. Mail Only.
- Applications will be time stamped upon receipt. The 45 day investigation period will begin at that time and date.
- All applications must have a photo copy of a valid PA Driver's License attached.
- Renewal applications must also have a copy of the applicant's expiring LTC attached.
- Naturalized citizens must attach a copy of *Naturalization Papers* or a copy of their U.S. Passport.
- A new application processing fee of \$6.00 in the form of a check or money order must be enclosed.
NOTE *This is a new procedure, the additional \$1 was formerly paid at the time of issuance.*
- At the time of issuance, the applicant must present a \$14 check or money order and a valid government issued ID (preferably a PA Driver's License).
- NO CASH WILL BE ACCEPTED.
- Please note, any applications received prior to March 24, 2020 the applicant must adhere to the prior policy of providing a check or money order for \$14.00 and a \$1.00 bill.
- Except as listed above, please follow the instructions on the instruction sheet attached to the application packet.
- Applications must be fully completed. Incomplete applications will be denied and returned, thus subjecting the applicant to reapply.

If you have any questions please call the office, 570-296-6459, anytime Monday-Friday between 8:30 am and 4:30 pm.