

## Concealed Weapons Permits Processing by Video

1. Download and complete the application located on the [Virginia State Police website](#)
2. Assemble all required documents and email the to [CWP710@circuitcourtva.us](mailto:CWP710@circuitcourtva.us)
  - a. Application
  - b. Copy of the certificate of completion of a gun safety course
  - c. Copy of your identification showing that you reside in the City of Norfolk
3. Once received, we will review and contact you providing a link to a video call.
4. You will be required to hold your ID up to the camera so we can verify you against the documents presented.
5. You will need to have a valid credit card to complete the payment of fees
6. Once these steps are completed, we will process the application which includes:
  - a. Criminal history check
7. When these documents are received from the Norfolk Police Department, we will mail your concealed weapons permit via United States Postal Service within 45 days.