

Renewal application submission requirements:

1. We are accepting renewal paperwork if your permit is going to expire within 4 weeks. If you did not receive your renewal paperwork in the mail, please call 970-498-5157 or email mcdonoab@larimer.org and request one to be mailed to you.
2. To schedule your appointment to submit your renewal application call 970-498-5100 and enter 94 when you hear the attendant's voice.
3. Before coming to the LCSO administration building at 2501 Midpoint Drive in Fort Collins:
 - a. **Check your body temperature.** If you have a fever, **DO NOT** show up for your appointment. Call to cancel your appointment and reschedule.
 - b. **If you have any symptoms of COVID-19** (respiratory symptoms, fever, cough, shortness of breath and breathing difficulties), **DO NOT** show up for your appointment. Call to cancel your appointment and reschedule.
1. Arrive at 2501 Midpoint Drive in Fort Collins with your completed application packet at the time of your appointment. **YOU MUST WEAR A FACE COVERING WHILE INSIDE THE BUILDING**, or you will be asked to leave. Maintain six feet of social distancing from others inside the building. Bring a check, cash, or credit card to pay all fees. Deputies will take your photograph and after verifying your application packet is complete.
2. Staff will conduct CCIC/NCIC and local records checks, and if no prohibiting circumstances are discovered, your permit will be mailed to your residence within 4 weeks-depending on the current backlog.

NOTE: Application appointments are accepted between the hours of 8am and 4pm, Monday-Friday (except holidays).