

Instructions for permit to carry drop box

You must follow these directions exactly when dropping off a permit to carry application. Failure to follow these instructions will result in your application being rejected and returned to you.

1. Obtain and complete an application form. Forms may be found on our website at www.co.benton.mn.us/237/Forms or in the supply next to the drop box.
2. Include with your application the following documents:
 - An accurate photocopy of a certificate, affidavit, or other document demonstrating the applicant's evidence of training in the safe use of a pistol that meets the requirements of Minnesota Statute 624.714.
 - An accurate photocopy of the applicant's current driver's license, state identification card, or the photo page of the applicant's passport.
 - In addition to the other application materials, a person who is otherwise ineligible for a permit due to a criminal conviction but who has obtained a

pardon or expungement setting aside the conviction, sealing the conviction, or otherwise restoring applicable rights, must include a copy of the relevant order.

- A check or money order made out to the Benton County Sheriff's Office for the processing fee for this application. The fee for a new application is \$60 and the fee for a renewal application (if renewed within 90 days prior to the expiration date on your permit or within 30 days after expiration) is \$55. Please do not put cash in the drop box. The processing fee is non-refundable if this permit is denied.
- Ensure your application includes both street address and P.O. Box, if applicable.

3. Place all required documents and your payment into one of the provided envelopes. Seal the envelope and deposit the envelope into the drop box.

We will process your application as expediently as possible. You will receive a receipt acknowledging our acceptance of your permit to carry application in the mail. If you have any questions, you may call our office at 320-968-7201.