** ATTENTION **

We are currently **NOT** accepting any NEW out of state applicants. If you are calling to inquire about applying for or renewing your permit, please **DO NOT** call and leave a message, but instead refer to these instructions.

All applicants who wish to apply or renew their permit, shall come to the front doors of the courthouse, located at 200 North Washington Avenue, where they will obtain an application or refer to the link located on the county website, Lackawannacounty.org under the Sheriff's section of the Government Officials tab. Once the application is completed, it **MUST** be placed inside of a sealed envelope, along with a photocopy of the applicant's driver's license or state photo ID, as well as a photocopy of their current or expired permit. The envelope is then to be dropped off in the secure lock box located in the vestibule of the front doors of the courthouse **OR** mailed to the Sheriff's Office addressed to 200 North Washington Avenue – First Floor Sheriff's Office Scranton, PA 18503.

If the application is not entirely completed or not placed in a sealed envelope, it **WILL NOT** be processed and **WILL BE** destroyed, due to confidentiality and privacy concerns. If the application cannot be processed, you will be contacted and informed of the reason why and instructed to resubmit another application.

Once our office processes the application, you will be contacted by phone and given a date and time to come into our office, where your photograph and signature will be taken. Please bring your $20.00 **CASH** payment with you at that time. **DO NOT** place the payment inside of the envelope.

Our office is inundated with applications, so we appreciate your patience during this time. Please take care and stay safe.

Sheriff Mark P. McAndrew