



# NEBRASKA STATE PATROL

## Concealed Handgun Permit Instructor Application

### 1. Request Type

Type of Application:	New	Renewal
Curriculum Used:	NSP	Own
If NSP curriculum is being used, have any changes been made:	Yes	No
Curriculum included:	Yes	No

**Attention: Application will NOT be processed until curriculum is received** (unless the NSP curriculum is being used as is). See page 4 for additional information.

Office Use Only

Payment Received:

Payment Type:

DCN:

Work Order #:

### 2. Applicant Information

Full Legal Name:		Aliases: (maiden or any other names used – *See information below)			
Date of Birth:		Place of Birth: (City, County, State, Country)			
Country of Citizenship:		If you are an alien, record your U.S. issued alien or admission number (AR#, USCIS#, or I-94#):			
Social Security Number: (Voluntary – **See information below)		Nebraska Driver's License Number/State ID Number/Active Military ID Number:			
Race:	Gender:	Height:	Weight:	Eye Color:	Hair Color:
Current Residential Address: (Street, City, County, State, ZIP)					
Mailing Address: (if different) (Street, City, County, State, ZIP)					
Home Phone:		Work Phone:		Personal E-mail Address:	
<b>Instructors MUST supply a valid business phone number and e-mail address as this information will be available via the Nebraska State Patrol website at: <a href="https://statepatrol.nebraska.gov/services/concealed-handgun-permits/concealed-handgun-instructors">https://statepatrol.nebraska.gov/services/concealed-handgun-permits/concealed-handgun-instructors</a>.</b>					
Business Name:					
Business Address:					
Business Phone Number:			Business E-mail Address:		

\*Legal documentation (marriage certificate, divorce decree, court order, etc.) of name change may be required.

\*\*Pursuant to the Federal Privacy Act of 1974, voluntary disclosure of the social security number is requested from applicants for the sole purpose of processing criminal history background checks. This number is used to assist in proper identification. A permit will not be denied solely because an individual declines to disclose his or her social security number. Applications not containing this information may take significantly longer to process because other means may be required to ensure proper record identification.

### 3. Qualifications – An application will not be denied based solely on affirmative responses to the questions below. The Nebraska State Patrol will conduct a background check to determine concealed handgun permit instructor eligibility.

PLEASE NOTE: ANY "YES" ANSWERS TO QUESTIONS 1-16 SHOULD BE ACCOMPANIED WITH A BRIEF EXPLANATION ON AN ATTACHED SHEET OF PAPER.	Yes	No
1. Are you prohibited from purchasing or possessing a handgun by 18 U.S.C. 922 as that section existed on January 1, 2005?		
2. Have you ever been convicted in any court, including a military court, of a felony, or any other crime for which the judge could have imprisoned you for more than one year, even if you received a shorter sentence including probation?		
3. Are you a fugitive from justice?		
4. Are you an unlawful user of, or addicted to, any controlled substances? (Warning: The use or possession of marijuana remains unlawful under federal law regardless of whether it has been legalized or decriminalized for medical or recreational purposes in Nebraska.)		

PLEASE NOTE: ANY "YES" ANSWERS TO QUESTIONS 1-16 SHOULD BE ACCOMPANIED WITH A BRIEF EXPLANATION ON AN ATTACHED SHEET OF PAPER.	Yes	No
5. Have you been adjudicated as a mental defective OR have you ever been committed to a mental institution?		
6. Are you alien illegally or unlawfully in the United States?		
7. Have you been discharged from the Armed Forces under dishonorable conditions?		
8. Have you ever renounced your United States citizenship?		
9. Are you subject to a court order that restrains from harassing, stalking, or threatening an intimate partner or child of such intimate partner?		
10. Have you ever been convicted in any court of a misdemeanor crime of domestic violence?		
11. Are you under indictment or information in any court for a felony, or any other crime for which a judge could imprison you for more than one year, or are you a current member of the military who has been charged with violation(s) of the Uniform Code of Military Justice and whose charge(s) have been referred to a general court-martial?		
12. Have you ever pled guilty or no contest or been convicted of a felony in any jurisdiction? (Regardless of any later court or Government actions.)		
13. Have you been convicted of a misdemeanor crime of violence in any jurisdiction within the past ten (10) years?		
14. Have you been found to be a mentally ill and dangerous person or been adjudged mentally incompetent within the past ten (10) years?		
15. Have you ever been convicted of violating any law relating to firearms, unlawful use of a weapon, or controlled substances in Nebraska or any other jurisdiction within the past ten (10) years? (This may include felonies, misdemeanors, infractions and convictions for violation of city ordinances.)		
16. Are you currently on parole, probation, house arrest, or work release for any type of offense of any degree?		
17. Have you been a resident of the state of Nebraska for at least the past one hundred eighty (180) days?		
18. Are you at least twenty-one (21) years of age?		
19. Do you possess the eyesight necessary for a Class "O" operator's license – the standard license for automobiles?		
20. Do you possess a valid firearms instructor certificate to teach handgun courses?		
21. Do you possess a current Firearms Purchase Certificate under Nebraska Revised Statutes 69-2401 to 69-2409, a current permit issued under the Concealed Handgun Permit Act, or a current Federal Firearms License?		

#### 4. Authorization

**I swear or affirm that the information I have provided on this application is complete and accurate.**

\_\_\_\_\_  
(Signature)

#### 5. Notarization – required for new and renewal applicants

State of Nebraska, County of \_\_\_\_\_

Acknowledged before me on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ by  
(Month)

\_\_\_\_\_  
(printed name of applicant)

\_\_\_\_\_  
Signature of Notary Public

↑ Affix Official Notary Seal here ↑



# Concealed Handgun Permit Instructor Information

## 1. Nebraska State Patrol Locations

**Fingerprinting is by appointment only.** To schedule an appointment online, please visit <https://www.statepatrol.nebraska.gov>.  
Nebraska State Patrol fingerprinting locations are as follows:

<b>Omaha – Troop A</b> 4411 S 108th Street Omaha, NE 68137 (402) 331-3333	<b>North Platte – Troop D</b> 300 W South River Road North Platte, NE 69103 (308) 535-6604
<b>Norfolk – Troop B</b> 1401 W Eisenhower Ave Norfolk, NE 68701 (402) 370-3456	<b>Scottsbluff – Troop E</b> 4500 Avenue I Scottsbluff, NE 69361 (308) 632-1211
<b>Grand Island – Troop C</b> 3431 Old Potash Highway Grand Island, NE 68801 (308) 385-6000	<b>Lincoln – Troop H</b> Criminal Identification Division 4600 Innovation Drive Lincoln, NE 68521 (402) 479-4971

## 2. Privacy Act Statement

**This privacy act statement is located on the back of the FD-258 fingerprint card.**

**Authority:** The FBI's acquisition, preservation, and exchange of fingerprints and associated information is generally authorized under 28 U.S.C. 534. Depending on the nature of your application, supplemental authorities include Federal statutes, State statutes pursuant to Pub. L. 92-544, Presidential Executive Orders, and federal regulations. Providing your fingerprints and associated information is voluntary; however, failure to do so may affect completion or approval of your application.

**Principal Purpose:** Certain determinations, such as employment, licensing, and security clearances, may be predicated on fingerprint-based background checks. Your fingerprints and associated information/biometrics may be provided to the employing, investigating, or otherwise responsible agency, and/or the FBI for the purpose of comparing your fingerprints to other fingerprints in the FBI's Next Generation Identification (NGI) system or its successor systems (including civil, criminal, and latent fingerprint repositories) or other available records of the employing, investigating, or otherwise responsible agency. The FBI may retain your fingerprints and associated information/biometrics in NGI after the completion of this application and, while retained, your fingerprints may continue to be compared against other fingerprints submitted to or retained by NGI.

**Routine Uses:** During the processing of this application and for as long thereafter as your fingerprints and associated information/biometrics are retained in NGI, your information may be disclosed pursuant to your consent, and may be disclosed without your consent as permitted by the Privacy Act of 1974 and all applicable Routine Uses as may be published at any time in the Federal Register, including the Routine Uses for the NGI system and the FBI's Blanket Routine Uses. Routine uses include, but are not limited to, disclosures to: employing, governmental or authorized non-governmental agencies responsible for employment, contracting, licensing, security clearances, and other suitability determinations; local, state, tribal, or federal law enforcement agencies; criminal justice agencies; and agencies responsible for national security or public safety.

As of 03/30/2018, the FBI Privacy Act Statement can be found at <https://www.fbi.gov/services/cjis/compact-council/privacy-act-statement>.

### **Applicant Notification of Procedures for Obtaining an Amendment to an FBI Record**

Your fingerprints will be used to check the criminal history records of the FBI. You have the opportunity to complete or challenge the accuracy of the information contained in the FBI identification record. The procedure for obtaining a change, correction, or update of an FBI criminal history record are set forth at 28 CFR 16.34. Information regarding this process may be found at <https://www.fbi.gov/services/cjis/identity-history-summary-checks> and <https://www.edo.cjis.gov>.

### 3. Application Process

Any person wishing to apply for a concealed handgun permit instructor must present themselves in person at a Nebraska State Patrol Troop Area Headquarters and submit the following at time of application:

- ☐ **Completed, signed, and notarized application form.** Applicants are advised to obtain the application form in advance because the form must be notarized, and notaries may not always be available at Troop Area Headquarters. Application forms will be available at each Troop Area Headquarters and at <https://www.statepatrol.nebraska.gov/>.
- ☐ **Proof of identification.** The applicant will be required to provide identification at the time of application consisting of a current Nebraska motor vehicle operator's license, a Nebraska identification card issued by the Nebraska Department of Motor Vehicles, or an active military identification card. When providing a military identification card, please also provide a driver's license or state issued identification card for processing purposes.
- ☐ **Proof of vision.** The applicant may show compliance with the vision requirements by presenting a current Nebraska motor vehicle operator's license or a current vision statement by a Nebraska licensed ophthalmologist or optometrist certifying the applicant has been tested and meets the vision requirements prescribed for a Class "O" operator's license (Nebraska Revised Statutes § 60-4,118). If using a Nebraska identification card issued by the Nebraska Department of Motor Vehicles, a vision statement will be needed for proof of vision. A copy of this form can be located at <https://www.statepatrol.nebraska.gov/>.
- ☐ **Proof of citizenship or legal/lawful status in the United States.** Applicants cannot be an alien illegally or unlawfully in the United States. Proof of citizenship may be a state certified birth certificate showing birth in the United States, a copy of naturalization papers, a Certificate of Citizenship issued by the United States Immigration authorities, or a signed current or expired United States passport. Proof of legal/lawful status in the United States may be a Permanent Resident Card (i.e. green card), Employment Authorization Card, Visa, and/or I-94 admission number.  
**Please note: If the name listed on the application does not match the name on the proof of citizenship provided, legal documentation showing name change (such as a marriage certificate, divorce decree or court order) may be required.**
- ☐ **Proof of training.** The applicant may show compliance with the training requirement by providing a notarized Firearms Instructor Certification to teach handgun courses. This may be a certificate as a State of Nebraska Certified Firearms Instructor (law enforcement only), a National Rifle Association Certified Pistol Instructor, or instructor in any other program meeting the standards for instructor certification under Nebraska Revised Statute(s) and Administrative Code.
- ☐ **Current certificate, permit, or license.** The applicant must present a current firearms purchase certificate under Neb. Rev. Stat. 69-2401 to 69-2409, a current concealed handgun permit under the Concealed Handgun Permit Act, or a current Federal Firearms License issued by the Bureau of Alcohol, Tobacco, Firearms & Explosives.
- ☐ **Proposed course curriculum.** The universal NSP curriculum is available on the Nebraska State Patrol website at: <https://statepatrol.nebraska.gov/services/concealed-handgun-permits/chp-instructor-curriculum-minimum-requirements>.  
**Please note: No information can be removed from this curriculum. While additions can be included, they must be submitted for approval. If using your own drafted curriculum, it will also need to be submitted for approval.**  
Any curriculum questions may be directed to: [nsp.chpinstructorinfo@nebraska.gov](mailto:nsp.chpinstructorinfo@nebraska.gov).
- ☐ **Photograph.** A color photograph will be taken by the Nebraska State Patrol. The photograph shall display the full, front head and facial features of the applicant who shall not wear sunglasses or attire that obscures a feature of applicant's face.
- ☐ **Fingerprints.** Fingerprints of the applicant will be obtained at the time of application by utilizing the Livescan equipment of the Nebraska State Patrol's Automated Fingerprint Identification System (AFIS).
- ☐ **Applicable fee.** The fee shall be paid with the application and shall be paid by cash or check made payable to the Nebraska State Patrol. If using our online fingerprint appointment calendar, payment using a credit/debit card or e-check is acceptable.

Completed applications will be transmitted to the Nebraska State Patrol Criminal Identification Division in Lincoln for processing and certificate issuance. An application form which is not complete or legible will not be processed. A notice of deficiency will be mailed to the applicant who will have five (5) calendar days to submit information or documents to correct the deficiency. If the deficiency is not corrected within this time period, the application will be returned to the applicant who will then have to reinstate the application process if he or she wishes to obtain a certificate.

Additional information can be located within Title 272, Nebraska Administrative Code, Chapter 21.