

Dear License Holder:

Kentucky Revised Statute 237.110 sets forth the requirements and conditions to obtain and hold a Kentucky concealed carry license. As one of the requirements, a license holder must have completed a mandatory-firearms training course. This course must consist of a minimum of eight hours of classroom instruction in addition to a minimum score during actual range firing. At the completion of this course, each person must obtain a passing score of at least 70% on a written exam and have performed successfully during the live range-firing portion of the course.

It has come to our attention that certain firearms-instructors have failed to properly administer the mandatory firearms training course required by Kentucky law by not conducting the required eight hours of classroom instruction and/or not administering the required firing range test. In spite of the failure to render the training and testing mandated by Kentucky law, there is reason to believe that these instructors nonetheless issued training certificates to applicants and you may be one of those applicants.

It is the responsibility of the Kentucky State Police to ensure that only persons who have completed the statutorily required instruction program possess carry-concealed licenses. Accordingly, as your instructor may not have provided you with the training required by statute, we need you to complete and return the attached form. Completion of this form by you will certify that you have fully completed the mandatory firearms training. This form must be signed under oath before a notary public or it will not be accepted.

If your original instructor did not fully administer the required training and testing, your concealed carry license is invalid and you should not carry a concealed weapon until you obtain a valid license. You must obtain the minimum mandatory firearms training from a certified-firearms instructor. Your completion of this training must be reflected on the enclosed form. You must further submit a copy of your new training certificate with this form. The Kentucky State Police must receive the notarized form and training certificate within ninety (90) days of the date of this letter. Failure to complete and return the enclosed form within ninety (90) days will result in the revocation of your concealed carry license.

**The Training Affidavit form must be received by the Kentucky State Police at the following address on or before Thursday, March 28, 2002:**

**Kentucky State Police, CCDW Unit  
1250 Louisville Road  
Frankfort, KY 40601.**

If you have any questions regarding completion of the Training Affidavit you may call 1.866.294.0134.

Very truly yours,

Lieutenant Brad Bates  
Commander, Records Section

**TRAINING AFFIDAVIT**

Instructor: \_\_\_\_\_ Total Amount of Fee Paid: \_\_\_\_\_

Date(s) and Location of Classroom Training: \_\_\_\_\_

Date(s) and Location of Live Range Firing: \_\_\_\_\_

Classroom Training Content (subjects covered) [You may attach a copy of the course outline or syllabus]:

_____	_____
_____	_____
_____	_____
_____	_____

Total amount of time (hours/minutes) spent in classroom training: \_\_\_\_\_

Score on exam regarding classroom training (pass or fail): \_\_\_\_\_

Live Range Training Content (subjects covered/activities performed) [You may attach a copy of the course outline or syllabus]:

_____	_____
_____	_____

Number of rounds fired at target at live range training: \_\_\_\_\_

Number of rounds that struck the target at live range training: \_\_\_\_\_

**I certify and affirm that I understand that foregoing answers are true and correct and are completed under oath.**

\_\_\_\_\_  
Name (print)

\_\_\_\_\_  
License Number

\_\_\_\_\_  
Address

\_\_\_\_\_  
Address

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

COMMONWEALTH OF KENTUCKY }

COUNTY OF \_\_\_\_\_ }

The foregoing was sworn to and acknowledged by \_\_\_\_\_ to be his true act and deed this the \_\_\_\_\_ day of \_\_\_\_\_, 2002.

\_\_\_\_\_  
Notary Public

My commission

expires: \_\_\_\_\_