

# WAYNE COUNTY SHERIFF'S OFFICE

MARK STEELMAN, SHERIFF

COURTHOUSE ANNEX  
925 COURT STREET  
HONESDALE, PA 18431



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## CHANGES IN THE PROCESS FOR LICENSE TO CARRY APPLICATIONS WHILE IN THE YELLOW PHASE OF THE COVID- 19 PANDEMIC

### NEW APPLICANTS

If you are a new applicant, you may either mail your application to the Sheriff's Office or you may drop it off in the Lobby of the Courthouse. A **\$5.00 check** for the initial application fee must accompany your application. Make check payable to the Wayne County Sheriff's Office. We will begin processing your application and you will be notified in writing within 45 days if you have been approved or denied. If you have been approved you will need to contact the office to schedule an appointment to finalize your permit. There will be a final **\$15 (cash or check)** fee for the completion of your permit. You must bring your approval notice and proper identification at this time.

### RENEWAL APPLICANTS

A renewal notice along with a new applications will be mailed to you approximately 60 days prior to your permit expiring. Once you receive your notice, you will need to contact the office to schedule a time to renew your permit. If you did not receive a notice or your permit has expired, you may call the office to schedule a time to renew your permit. Please bring your renewal notice, completed application and proper identification. The fee for renewing your permit will be **\$20 (cash or check)**.

- Please wear a mask when coming to the Courthouse for your permit. You will be permitted to remove it to capture your photograph.
- DO NOT ENTER THE OFFICE.
- There will be chairs outside the office to be used as a waiting area. Someone will come out and bring you into the office.
- Your signature and photo will be captured and you will need to pay the necessary fees. You will then return to the waiting area while your permit is being produced.
- We will then bring your permit to you and you may leave.
- Applications will be available in the Lobby of the Courthouse or on the web site: <https://waynecountypa.gov/500/Sheriff>
- Your patience is greatly appreciated during this time and if you have any questions, please contact the office.

Sincerely,  
Mark Steelman  
Sheriff