



Richardson County, Nebraska  
**SHERIFF'S OFFICE**

*With courage, honor and integrity, we protect the rights of all citizens*

*RICK HARDESTY, SHERIFF*

**Instructions for submitting an application are as follows:**

**U.S. Mail:**

1. You must be a Richardson County Resident.
2. You must be 21 years of age or older to submit an application.
3. Carefully read and complete the application. If there are any questions that do not apply to you, please place a N/A in the box.
4. The application must be signed in the presence of a notary and notarized on the second page of the application.
5. You must include a phone number at the top of the application.
6. Include a photocopy of a valid Nebraska ID or Nebraska Driver's License with your current address.
  - a. If the DMV renewal and print at home online option implemented on October 1, 2020, was used, you must include a copy of your old license as well as a copy of your renewal.
  - b. If you ARE NOT a U.S. Citizen, you must also include your citizenship papers or alien resident card.
7. Mail the completed application with \$5.00 payment (cash/check/money order) to:

Richardson County Sheriff's Office

65086 706 Trail

Falls City, Ne 68355

**Drop-off at the Sheriff's Office:**

1. Print your application and complete it (DO NOT SIGN) prior to arriving at the Richardson County Sheriff's Office.
2. You must be a Richardson County Resident.
3. You must be 21 years of age or older to submit an application.

4. Carefully read and complete the application. If there are any questions that do not apply to you, please place a N/A in the box.
5. Include a phone number at the top of the application - it may expedite the process.
6. Bring a photocopy of a valid Nebraska ID or Nebraska Driver's License with your current address OR if applicable, your citizenship papers, U.S. Passport, or alien resident card if you ARE NOT a U.S. citizen.
7. Pay a \$5.00 fee by cash or credit card.
8. Sign the application in front of a Richardson County Sheriff's Office clerk.

**Walk-in (Monday-Friday 8:00am to 4:00pm):**

1. You must be a Richardson County Resident.
2. You must be 21 years of age or older to submit an application.
3. Pay a \$5.00 fee by cash or check.
4. Bring a valid Nebraska ID or Nebraska Driver's License with your current address OR if applicable, your citizenship papers, U.S. Passport, or alien resident card if you ARE NOT a U.S. citizen.

Firearms purchase certificates must be picked up in person if dropped off.

If you receive a denial letter in the mail, you may appeal or reapply using the steps above.

Additional requirements and disqualifiers can be found on our website.