



OFFICE OF THE  
JACKSON COUNTY  
SHERIFF

SHERIFF  
**MIKE SHARP**  
COLONEL  
**HUGH L. MILLS**  
COLONEL  
**BEN C. KENNEY**

## Conceal Carry Permit Instructor Approval Requirements

Anyone requesting Jackson County, MO Sheriff's Office approval as an Instructor must submit the following information for review:

1. Cover sheet that includes the instructor's full legal name, e-mail address, phone number(s), address of business, and exact address of the range(s) used.
2. A legible photocopy of the instructor's valid driver's license.
3. A legible photocopy of the following:
  - The instructor's NRA Card w/number and valid expiration date which indicates he/she holds a rating as a personal protection instructor or pistol marksmanship instructor.
  - a notarized certificate from a firearms safety instructor's course offered by local, state, federal governmental agency, or department of public safety
  - a photocopy of a firearms safety instructor course certificate given by or under the supervision of any state, county, municipal, or federal law enforcement agency
  - Or a photocopy of law enforcement firearms safety instructor certificate.
4. A legible photocopy or sample of a professional certificate of completion that will be issued to student(s) upon successful completion of the course – this is different from the qualification form.
5. A course outline (bearing a **notarized signature** of the instructor that includes the instructor's name and each specific course requirement as described in RSMo 571.1112. This is **(required annually)** and is due by **January 2**. Instructors who have previously been approved an updated course outline (bearing a new **notarize signature** is required in addition to the above listed documents.
6. Any instructor who chooses to submit his/her information to be added to the MOSMART Database of qualified instructors must include a check, money order, or cashier's check in the amount of \$10.00 made payable to the Jackson County, MO Sheriff's Office. This fee is required annually and due on January 2 of the renewal year.

Finally, please mail or deliver the notarized documents to the below address. Please note that instructor approval may take up to five business days, and instructors' will be notified of approval/denial.

Should you have any questions, please contact a member of our CCP staff at [ccp@jacksongov.org](mailto:ccp@jacksongov.org) or call 816-541-8017 Ext 72223.

**Mailing Address:** Concealed Carry Permit Unit  
4001 NE Lakewood Court  
Lee's Summit, MO 64064