

# QRLO Renewal Information

What is the new process for renewing my ID card and CCW?

## Retired State of California Residents

1. Check your identification card to see when it expires.
2. Download the Petition to Carry a Concealed Weapon application from: [http://www.westminster-ca.gov/depts/police/history/retired\\_officers\\_\(qrlo\)/default.asp](http://www.westminster-ca.gov/depts/police/history/retired_officers_(qrlo)/default.asp) or, call (714) 548-3732 and request a form be sent to you.
3. On the QRLO application form, take note of the firearms requirement and “course of fire” that needs to be performed by the applicant at a firing range, including the type of target. The target is to be verified and scored by a Range master. The Range master must complete and sign the CCW/QRLO range form with his/her name, the name and address of the firing range, and phone number. The range fees, ammunition and any other incidental expenses are at the applicant’s expense.
4. Complete the forms and sign all attestations.
5. Take a current digital photo to include your shoulders and head with a neutral background (see below) and email it to [retiree@westminster-ca.gov](mailto:retiree@westminster-ca.gov) with a subject line of ‘Retiree Photo’.
6. Mail all forms and attestations to the Westminster Police Department or, you may hand deliver the items to the front counter. You must also include the CCW/Westminster ID Card you are renewing.
7. Your identification card will be mailed to you.

## Retired Non-California Residents

1. Check your identification card to see when it expires.
2. Download the Petition to Carry a Concealed Weapon application from: [http://www.westminster-ca.gov/depts/police/history/retired\\_officers\\_\(qrlo\)/default.asp](http://www.westminster-ca.gov/depts/police/history/retired_officers_(qrlo)/default.asp) or, call (714) 548-3732 and request a form be sent to you.
3. The HR218 legislation **requires** retired law enforcement officers to meet the active duty standards for qualification with a firearm **in the State where they reside**. Retired out-of-state officers must qualify at their own expense in the State they reside and mail a copy of the active State HR218 firearms qualification certification with the CCW/QRLO application. If the State you reside in does not offer CCW or HR218 instruction or certification, you will not be eligible under the legislation for an HR218 endorsement on your Westminster PD identification card. However, you may still obtain a California CCW. If you desire to maintain your California CCW credential, please complete Item #3 for “Retired State of California Residents”.
4. Complete the forms and sign all attestations.
5. Take a current digital photo to include your shoulders and head with a neutral background (see below) and email it to [retiree@westminster-ca.gov](mailto:retiree@westminster-ca.gov) with a subject line of ‘Retiree Photo’.
6. Mail all forms and attestations to the Westminster Police Department. You must also include the CCW/Westminster ID Card you are renewing.
7. Your identification card will be mailed to you.

# QRLO Renewal Information

What are the ID card and photo requirements?

## Photo Requirements

- Electronic photos should be sent to [retiree@westminster-ca.gov](mailto:retiree@westminster-ca.gov) in JPEG format and no less than 3MB in size. Please ensure your full name is in the text of the email.
- Include a full face, front view and open eyes
- Make sure photo presents full head from top of hair to shoulders
- Take the photo in a plain white or off-white background
- Avoid shadows on the face or background
- Face in photo should have a natural expression (closed mouth)
- Photos should not include sunglasses or hats
- The contrast and lighting in the photo should be normal