

# Request for a Replacement Permit



## Criteria

Under [§ 18.2-308.011](#), in instances of change of address, change of name or a lost or destroyed permit, a replacement concealed handgun permit can be issued. The original concealed handgun permit must be current and valid and issued by Rockingham County Circuit Court. Expiration date for permit will not change when re-issued.

## Change of Address

- Must have completed VSP form:

[SP-248A - CHANGE OF ADDRESS NOTIFICATION AND REQUEST FOR REPLACEMENT PERMIT](#)

- Present the valid permit issued by our court
- Fee is \$10. See payment types accepted below.

If you moved to Rockingham/Harrisonburg area and your current valid permit was issued by another Virginia circuit court, you will file the form with the issuing court. You may renew with Rockingham County Circuit Court when the current permit expires.

## Lost or Destroyed Permits or Legal Name Change

- Must have completed form:

[REQUEST FOR A REPLACEMENT CONCEALED HANDGUN PERMIT](#)

- For name change, permit will need to be surrendered prior to issuance of replacement permit; proof of legal name change must be provided.
- Fee is \$5. See payment types accepted below.

The clerk shall issue the replacement permit within 10 business days of receiving the notarized statement with payment.

## Payment types accepted:

Cash, checks, money orders and credit cards.

- All credit card transactions will include a 4% surcharge.
- Checks can be made payable to Clerk of Court.

## Office & Mailing address:

Rockingham County Circuit Court  
80 Court Square  
Harrisonburg, VA 22802