

**State of Kansas
Attorney General
Permanent Administrative Regulations**

**Article 11.—PERSONAL AND FAMILY
PROTECTION ACT**

16-11-1. Definitions. As used in this article and in the act, the following terms shall have the meanings specified in this regulation:

- (a) “Act” means the personal and family protection act, K.S.A. 75-7c01 et seq. and amendments thereto.
- (b) “Completed application” means a current application for a license to carry a concealed handgun, as required by the act, that meets the following requirements:
- (1) Contains the following:
 - (A) All necessary signatures; and
 - (B) a legible and fully responsive reply to every question and request for information; and
 - (2) is accompanied by all required attachments.
- (c) “Full frontal-view photograph” means a passport photograph or other color photograph that is equivalent to a passport photograph in the following respects: (1) Fairly represents the physical appearance of the applicant’s head and shoulders;
- (2) is taken with the applicant directly facing the camera; and
 - (3) shows the applicant’s head and shoulders in an area of the picture that is at least two inches square.
- (d) “Intimate partner” means any of the following:
- (1) The spouse of a licensee;
 - (2) a former spouse of a licensee;
 - (3) an individual who is a parent of a licensee’s child; or
 - (4) an individual who cohabitates or has cohabitated with a licensee.
- (e) “Place of worship” means any building owned or leased by a religious organization and used primarily as a place for religious worship and other activities ordinarily conducted by a religious organization, whether that building is called a church, temple, mosque, synagogue, or chapel, or a similar name.
- (f) “State office” means the interior of any of the following buildings:
- (1) Those buildings named in K.S.A. 21-4218 and amendments thereto;
 - (2) the following buildings located in Topeka, Kansas:
 - (A) The memorial building, 120 SW 10th;
 - (B) the Forbes office building #740;
 - (C) the division of printing plant, 201 NW MacVicar;
 - (D) the state office building located at 3440 SE 10th Street;
 - (E) the Dillon house, 404 SW 9th Street;
 - (F) the Curtis state office building, 1000 SW Jackson; and
 - (G) the state office building located at 700 SW Harrison; and

(3) all other state-owned or state-leased buildings in which firearm possession is prohibited by posting as provided in K.A.R. 1-49-11. (Authorized by K.S.A. 2009 Supp. 75-7c16; implementing K.S.A. 2009 Supp. 75-7c05, as amended by L. 2010, Ch. 140, §5, 75-7c07, as amended by L. 2010, Ch. 140, §7, 75-7c10, as amended by L. 2010, Ch. 140, §9, and 75-7c16; effective, T-16-7-5-06, July 5, 2006; effective Nov. 27, 2006; amended Jan. 14, 2011.)

- 16-11-2. Instructor certification standards.** (a) Each applicant for certification by the attorney general as an instructor of handgun safety and training courses shall apply on a form prescribed by the attorney general.
- (b) Except as provided in subsection (e), each applicant shall meet all of the following requirements:
- (1) Meet all of the concealed carry license requirements of K.S.A. 75-7c04(a) and amendments thereto, except for those requirements in paragraph (a)(1);
 - (2) except for individuals certified before the effective date of this regulation, complete an attorney general instructor orientation course within six months of certification; and
 - (3) agree to teach at least one class during each 12-month period commencing on the date of certification.
- (c) In addition to meeting the requirements of subsection (b) and except as provided in subsection (h), each applicant shall meet one of the following certification requirements:
- (1) Be currently certified as a firearms trainer or firearms instructor by any of the following organizations:
 - (A) The attorney general, pursuant to K.S.A. 75-7b21 and amendments thereto;
 - (B) any city, county, state, or federal law enforcement agency;
 - (C) the United States armed services;
 - (D) the Kansas law enforcement training center; or
 - (E) any organization that certifies firearms instructors, if the organization’s certification program is determined by the attorney general to be substantially equivalent to any of the instructor certification programs identified in paragraph (c)(1); or
 - (2) be currently certified by the national rifle association in any of the following firearms instructor certification categories:
 - (A) “Pistol instructor”;
 - (B) “personal protection instructor”;
 - (C) “police firearms instructor”;
 - (D) “law enforcement security firearms instructor”;
 - (E) “law enforcement tactical handgun instructor”;
 - (F) “law enforcement handgun/shotgun instructor.”
- Each applicant shall submit a copy of one of the certification documents identified in this subsection with the completed application form. Each certification document shall contain a certification expiration date.
- (d) Each applicant shall pay a certification application fee in the amount of \$100.
- (e) Each applicant who holds a license issued by the attorney general to carry a concealed handgun pursuant

to the act shall be certified by the attorney general to instruct handgun safety and training courses if the applicant has satisfied the requirements of subsections (b) through (d).

(f) Any applicant who is currently certified as an instructor by the national rifle association to teach a handgun safety and training course described in K.S.A. 75-7c04(b)(1)(D)(ii), and amendments thereto, may be approved by the attorney general to instruct that course if a determination is made by the attorney general that the requirements for instructor certification established by the national rifle association meet or exceed the requirements of paragraph (b)(1) and subsection (c). Approval granted pursuant to this provision shall be conditioned upon the instructor's compliance with the requirements of K.A.R. 16-11-3.

(g) Subject to notice and an opportunity for a hearing, certification or approval may be withdrawn by the attorney general for either of the following reasons:

- (1) Failure to comply with the eligibility requirements specified in subsection (b) or (c); or
- (2) failure to remain in compliance with K.A.R. 16-11-3.

(h) Each law enforcement officer certified by the commission on peace officers' standards and training who was certified by the attorney general as an instructor of handgun safety and training on or before the effective date of this regulation shall be exempt from compliance with the certification requirement in subsection (c).

(Authorized by and implementing K.S.A. 2009 Supp. 75-7c04, as amended by L. 2010, Ch. 140, §4, and 75-7c16; effective, T-16-7-5-06, July 5, 2006; effective Nov. 27, 2006; amended Jan. 14, 2011.)

16-11-3. Handgun safety and training course;

instructors. (a) Each instructor certified by the attorney general, or approved by the attorney general pursuant to K.A.R. 16-11-2(f), to instruct handgun safety and training courses shall comply with the following standards:

(1) Use only the handgun safety and training courses approved by the attorney general as provided in K.A.R. 16-11-4;

(2) use only examinations approved by the attorney general; and

(3) require trainees to display firing proficiency by successfully completing the shooting requirement established in K.A.R. 16-11-4.

(b) Upon the conclusion of each handgun safety and training course, the instructor of that course shall provide each trainee who successfully completes the course with one of the following documents:

(1) An affidavit signed by the instructor that attests to the successful completion of the course by the applicant; or

(2) a certificate of completion on a form approved by the attorney general.

(c) Each instructor shall forward a list of each trainee who successfully completed a training course taught by that instructor to the office of the attorney general within

10 days of the date on which the training course concludes. Each list shall meet all of the following requirements:

(1) Identify the instructor by name and driver's license number;

(2) contain the date of the training course; and

(3) identify each trainee by name and by any state-issued identification card number specified in K.S.A. 75-7c03, and amendments thereto.

(d) For each course an instructor teaches, the instructor shall retain the following records for at least five years from the date on which the course concludes:

(1) A record of the date, the time, and the location of the course;

(2) a record of the name of each trainee enrolled in the course and of each trainee's state-issued identification card number, as specified in K.S.A. 75-7c03 and amendments thereto;

(3) for each trainee, documentation showing whether the trainee completed the training course specified in K.A.R. 16-11-4; and

(4) a record of the examination results for each trainee, including the results of the firing proficiency test.

(e) Each instructor shall notify the attorney general, in writing, within 10 days of any of the following occurrences:

(1) Changes in the instructor's mailing address;

(2) the expiration, suspension, or revocation of the certification used to meet the certification standard in K.A.R. 16-11-2(c); and

(3) any other circumstance that would make the instructor ineligible for certification pursuant to the standards required in K.A.R. 16-11-2.

(f) If an instructor certified by the attorney general, or approved by the attorney general pursuant to K.A.R. 16-11-2(f), fails to comply with the requirements of this regulation, the instructor's certification or approval may be withdrawn by the attorney general upon notice and an opportunity for a hearing. (Authorized and implementing K.S.A. 2009 Supp. 75-7c04, as amended by L. 2010, Ch. 140, §4, and 75-7c16; effective, T-16-7-5-06, July 5, 2006; effective Nov. 27, 2006; amended Jan. 14, 2011.)

16-11-4. Handgun safety and training course.

(a) Except as provided in K.S.A. 75-7c03(d) and amendments thereto and subsection (d) of this regulation, each applicant for a license to carry a concealed handgun shall successfully complete either of the following handgun safety

and training courses that have been approved by the attorney general when taught by one or more instructors certified by the attorney general, or approved by the attorney general pursuant to K.A.R. 16-11-2(f):

(1) The attorney general's "concealed carry handgun license program lesson plan," dated July 1, 2006 and amended on October 19, 2006, which is hereby adopted by reference; or

(2) any handgun course described in K.S.A. 75-

7c04(b)(1)(D)(ii), and amendments thereto, that is determined by the attorney general to be substantially equivalent to the course identified in paragraph (a)(1). Internet, online, correspondence, and self-study courses shall not be approved.

(b) To “successfully complete” means to obtain a passing score of 100% on an examination approved by the attorney general and to display proficiency with a handgun by shooting at least 18 hits out of 25 rounds on a designated portion of a target approved by either the Kansas commission on peace officers’ standards and training or an equivalent body as determined by the attorney general.

(c) Each applicant shall provide to the sheriff of the county in which the applicant resides the documentation of completion of the handgun safety and training course provided to the applicant by the certified instructor as required by K.A.R. 16-11-3(b).

(d) A retired law enforcement officer as defined in K.S.A. 21-3110, and amendments thereto, shall not be subject to this regulation if the retired law enforcement officer was certified by the Kansas commission on peace officers’ standards and training or similar body from another jurisdiction not more than eight years before the retired officer submits the application for licensure. (Authorized by K.S.A. 2009 Supp. 75-7c04, as amended by L. 2010, Ch. 140, §4, and 75-7c16; implementing K.S.A. 2009 Supp. 75-7c04, as amended by L. 2010, Ch. 140, §4, 75-7c05, as amended by L. 2010, Ch. 140, §5, and 75-7c16 ; effective, T-16-7-5-06, July 5, 2006; effective Nov. 27, 2006; amended Jan. 14, 2011.)

16-11-5. Application procedure. (a) Each applicant for a license to carry a concealed handgun pursuant to the act shall submit to the sheriff of the county in which the applicant resides a completed application in accordance with K.S.A. 75-7c05, and amendments thereto, and these regulations.

(b) Except for military applicants and their dependents, an applicant shall be considered to be a resident of the state only if the applicant possesses either a valid Kansas driver’s license or a valid Kansas nondriver’s identification card.

(c) Within seven days of receiving an application, each sheriff shall submit the following to the attorney general:

(1) A copy of the applicant’s completed application for licensure; and

(2) the application fee established by K.S.A. 75-7c05, and amendments thereto.

(d)(1) Within seven days of receiving an application, each sheriff shall submit one full set of the fingerprints of the applicant as follows:

(A) To the Kansas bureau of investigation (KBI), electronically; or

(B) to the attorney general on an applicant card provided by the federal bureau of investigation (FBI).

(2) Each fingerprint submission, whether submitted electronically or using the applicant card, shall contain

the originating agency identifier (ORI) assigned to the office of attorney general by the FBI and shall indicate that the fingerprinting is for concealed carry licensing pursuant to the act.

(e) A state and national criminal history records check shall be promptly completed by the KBI.

(f) The 90-day timeline specified in K.S.A. 75-7c05, and amendments thereto, for issuance or denial of a license shall begin on the date when all of the following items are received by the attorney general:

(1) A completed application;

(2) the cashier’s check, personal check, or money order submitted in accordance with K.S.A. 75-7c05(b), and amendments thereto;

(3) a photocopy of the appropriate documentation described in K.S.A. 75-7c05(b), and amendments thereto; and

(4) a full frontal-view photograph of the applicant as described in K.S.A. 75-7c05(b), and amendments thereto.

(g) The document titled “concealed handgun license sheriff’s or chief’s voluntary report pursuant to personal and family protection act,” dated July 1, 2006, is hereby adopted by reference. In accordance with the voluntary report, within 45 days of the date on which a sheriff receives any application from a resident of that county, the sheriff or the chief law enforcement officer of any other law enforcement agency in that county may provide information that, when corroborated through public records and combined with another enumerated factor, establishes that the applicant poses a significantly greater threat to law enforcement or the public at large than the average citizen. (Authorized by K.S.A. 2009 Supp. 75-7c16; implementing K.S.A. 2009 Supp. 75-7c04, as amended by L. 2010, Ch. 140, §4, 75-7c05, as amended by L. 2010, Ch. 140, §5, and 75-7c16; effective, T-16-7-5-06, July 5, 2006; effective Nov. 27, 2006; amended Jan. 14, 2011.)

16-11-6. (Authorized by L. 2006, Ch. 32, §4, as amended by L. 2006, Ch. 210, §2, and L. 2006, Ch. 32, §16; implementing L. 2006, Ch. 32, §4, as amended by L. 2006, Ch. 210, §2; effective, T-16-7-5-06, July 5, 2006; effective Nov. 27, 2006; revoked Jan. 14, 2011.)

16-11-7. Signs. (a) Each sign posted pursuant to K.S.A. 75-7c10, and amendments thereto, shall contain the graphic in the document titled “personal and family protection act: required signage for K.A.R. 16-11-7,” dated October 19, 2006, and hereby adopted by reference.

(b) The size of the sign shall be eight inches by eight inches or larger. If the sign is eight inches by eight inches, the size of the graphic adopted by reference in subsection (a) shall be six inches in diameter. If the sign is larger than eight inches by eight inches, the size of the graphic shall be proportional to the size of the sign.

(c) Each sign shall meet all of the following requirements:

(1) The background shall be white.

(2) The portion of the graphic depicting the handgun shall be black.

- (3) The portion of the graphic depicting the circle and diagonal slash across the handgun shall be red.
- (4) No text shall be placed within the one-inch area surrounding the graphic.
- (d) Each sign shall be displayed according to the following requirements:
- (1) The sign shall be posted at the eye level of an adult. "At the eye level of an adult" shall mean that the entire sign is between four feet and six feet from the ground.
- (2) The sign shall be posted not more than 12 inches to the right or left of all exterior public and nonpublic entrances to the building.
- (3) The sign shall be visible from the exterior of the building.
- (4) The sign shall not be obstructed by sliding doorways, displays, or other postings.
- (e) Each sign that becomes illegible shall be replaced immediately. (Authorized by and implementing K.S.A. 2009 Supp. 75-7c10, as amended by L. 2010, Ch. 140, §9; effective Nov. 27, 2006; amended Jan. 14, 2011.)

16-11-8. Restraining order; effect of; procedure.

- (a) For purposes of this regulation, the terms in this subsection shall be defined as follows:
- (1) "Director" means the director of the concealed carry unit of the attorney general's office.
- (2) "Restraining order" means a court order that meets all of the following requirements:
- (A) Is issued by a Kansas district court or a court in another state or jurisdiction that is entitled to full faith and credit in this state;
- (B) is issued after a hearing at which the licensee received actual notice and had an opportunity to participate;
- (C) restrains the licensee from harassing, stalking, or threatening an intimate partner or the child of the licensee or intimate partner or engaging in other conduct that would place an intimate partner in reasonable fear of bodily injury to the partner or child; and
- (D)(i) Includes a finding that the licensee represents a credible threat to the physical safety of the intimate partner or child; or
- (ii) explicitly prohibits the use, attempted use, or threatened use of physical force against the intimate partner or child that would reasonably be expected to cause bodily injury.
- (b) Within 24 hours of a sheriff's receipt of any restraining order, the sheriff shall determine whether the restraining order has been issued against a person who holds a concealed carry license.
- (c) Whenever a sheriff determines that a restraining order has been issued against a person who holds a concealed carry license, the sheriff shall immediately notify the director by faxing or e-mailing the restraining order to the director.
- (d) Within eight working hours of the director's receipt of the restraining order from a sheriff, the following actions shall be taken by the director:
- (1) Verification of whether the restraining order meets the requirements of paragraph(a)(2); and

- (2) if the director verifies that the restraining order has been issued against a person who holds a concealed carry license, issuance of a written order suspending the concealed carry license of the person named as the subject of the restraining order. The order shall be effective immediately upon issuance.
- (e) The order of suspension shall be served by the director on the concealed carry license holder by United States mail at the address on record at the concealed carry unit. In addition, the subject of the restraining order may be notified by telephone or e-mail, or both, by the director that the individual's concealed carry license has been suspended.
- (f) The order of suspension shall include a notice that the concealed carry license holder may, within 10 calendar days of receipt of the written order of suspension, submit a written request for a hearing to the director.
- (g) Upon the director's receipt of a written request for a hearing, a hearing shall be arranged by the director to occur within 30 calendar days. However, for good cause shown, the hearing may be continued to a later date.
- (h) The presiding officer at the hearing shall be the attorney general or a designee of the attorney general.
- (i) The licensee shall have the burden of proving that the licensee is not the subject of the restraining order or that the order does not meet the requirements of paragraph (a)(2).
- (j) Notification of each license suspension shall be provided electronically to the Kansas department of revenue.
- (k) Each concealed carry license that was suspended pursuant to this regulation shall be reinstated by the director upon the director's receipt of a certified copy of a court order that dissolves the restraining order, if the person remains otherwise eligible for the concealed carry license. (Authorized by and implementing K.S.A. 2009 Supp. 75-7c07, as amended by L. 2010, Ch. 140, §7; effective Dec. 29, 2006; amended Jan. 14, 2011.)

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