

**GOVERNMENT OF THE DISTRICT OF COLUMBIA  
CONCEALED PISTOL LICENSING REVIEW BOARD**



**NOTICE OF DECISION TO ISSUE GUIDANCE DOCUMENT**

**BOARD'S INTERPRETATION OF 1 DCMR § 1202.3 (f)  
(All Written Materials That the Appellant Wishes the Board to Consider at Any Hearing)**

On November 13, 2015 a quorum of the Concealed Pistol Licensing Review Board (Board) met at an open meeting to discuss, among other matters, the proper interpretation of 1 DCMR § 1202.3 (f) which reads:

- (f) All written materials that the appellant wishes the board to consider at any hearing.

The Board discussed that it had been receiving written materials from appellants which were never submitted to the Chief of the Metropolitan Police Department (Chief) for consideration at the time these appellants submitted their applications for concealed pistol licenses.

The Board noted that it has determined that it has no authority to consider reasons or materials for a concealed pistol license that were not first submitted and considered by the Chief. The Board also noted that the current regulation is ambiguous and could be read to be inviting appellants to submit any written materials it wants the Board to consider, whether or not those materials were first submitted to the Chief for consideration.

**By a unanimous vote of the board members present, the Board decided to interpret 1 DCMR § 1202.3 (f) to mean that the written materials the appellant may submit at the time of the appellant's request for an appeal shall be limited to all or part of those written materials the appellant has previously submitted to the Chief.**

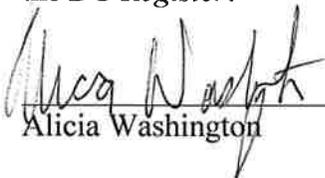
By a unanimous vote of the board members present, the Board authorized the Chairperson of the Board to post on the Board's website and publish in the *DC Register* a guidance document that gives notice of the Board's interpretation to appellants and the public.

The Board also instructed the Administrator of the Board to include in the Board's initial notice to the appellant a statement that the Board will not consider any materials or any grounds for a concealed pistol license that were not first submitted to the Chief by way of an application.

Lastly, the Board discussed and determined that during the course of an evidentiary hearing there may be a proper basis for the acceptance of written materials that were not first submitted to the

Chief, but acceptance of the materials would be determined by the specific circumstances of each case and after the Chief had a chance to consent to or oppose acceptance of the written materials.

THEREFORE, pursuant to the authorization by Board, Alicia Washington, Chairperson, authorized the posting of this guidance document on the Board's website and the submission of this guidance document to the Office of Documents and Administrative Issues for publication in the *DC Register*.

  
Alicia Washington

12/11/15  
DATE: