

**12 NCAC 09F .0107 FILING AND FEES**

(a) Each instructor of an approved course shall file with the Commission a copy of the firearms course description, outline, and proof of instructor certification at least annually, or upon modification of the course if it occurs before the annual certification. A fee of fifty dollars (\$50.00) shall be submitted for the initial and annual filing of a course. If modification of the course occurs before the renewal filing date, a fee of twenty-five dollars (\$25.00) shall be charged.

(b) Instructors shall, in writing, request the number of certificates needed and shall remit a fee of two dollars (\$2.00) per certificate with a minimum request of 25 certificates per instructor. Requests for certificates shall be sent to:

Criminal Justice Standards Division  
North Carolina Department of Justice  
1700 Tryon Park Drive  
Post Office Drawer 149  
Raleigh, North Carolina 27602

All such fees shall be paid by certified check made payable to the North Carolina Department of Justice.

*History Note:* Authority G.S. 14-415.12; 150B-19(5); 1995 S.L., c. 507 s. 22;  
Temporary Adoption Eff. November 1, 1995;  
Eff. May 1, 1996;  
Amended Eff. February 1, 2014; November 1, 1998;  
Pursuant to G.S. 150B-21.3A, rule is necessary without substantive public interest Eff. May 25, 2019.