



"Excellence in Service"

# Yamhill County Sheriff's Office

**Sheriff Tim Svenson**

535 NE 5<sup>th</sup> Street, Room 143, McMinnville, Oregon 97128-4595

Business Office: (503) 434-7506 • Fax: (503) 472-5330

Jail: (503) 434-7507 • Fax: (503) 434-7534 Email: [sheriff@co.yamhill.or.us](mailto:sheriff@co.yamhill.or.us)

## MEMO

To: Yamhill County Board of Commissioners  
 From: Tim Svenson, Sheriff   
 Date: September 23, 2021  
 Re: Sheriff Fee Schedule – Concealed Handgun License Fees

Pursuant to Senate Bill 554 (2021), the following changes apply to fees charged for Concealed Handgun Licenses:

	Current Fee (BO 21-264)	SB 554 New Fee
<b>New Concealed Handgun License (includes as outlined):</b>	<b>\$65.00</b>	<b>\$115.00</b>
<i>For CHL Review and Processing (GL Code 322.91)</i>	\$50.00	\$100.00
<i>For Fingerprinting (GL Code 322.92)</i>	\$15.00	\$15.00
<b>Renewal (including Transfer) Concealed Handgun License (includes as outlined):</b>	<b>\$50.00</b>	<b>\$75.00</b>
<i>For CHL Review and Processing (GL Code 322.91)</i>	\$50.00	\$75.00
<b>Transfer Renewable Concealed Handgun License (includes as outlined):</b>	<b>\$65.00</b>	<b>\$90.00</b>
<i>For CHL Review and Processing (GL Code 322.91)</i>	\$50.00	\$75.00
<i>For Fingerprinting (GL Code 322.92)</i>	\$15.00	\$15.00

As stated in SB554, Section 6, the amendments to ORS 166.291 apply to applications for new concealed handgun licenses and requests for license renewal submitted on or after the effective date of this 2021 Act, which is September 27, 2021.

A full Fee Schedule for your approval is attached.

TS:emw

cc: Ken Huffer, County Administrator  
 Justin Hogue, Business Services Director

B.O. 22-82



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## YAMHILL COUNTY SHERIFF'S OFFICE FEE SCHEDULE

### APPLICATIONS AND OTHER PERMITS

<b>General Fingerprinting</b>	<b>\$40.00</b>
For OSP Background Check Unit cost (GL Code 322.92)	\$15.00
For Processing and Printing up to 2 cards (GL Code 341.99)	\$25.00
Each additional card (GL Code 341.99)	\$5.00 per card
<b>New Concealed Handgun License (includes as outlined):</b>	<b>\$115.00</b>
For CHL Review and Processing (GL Code 322.91)	\$100.00
For Fingerprinting (GL Code 322.92)	\$15.00
<b>Renewal (including Transfer) Concealed Handgun License (includes as outlined):</b>	<b>\$75.00</b>
For CHL Review and Processing (GL Code 322.91)	\$75.00
<b>Transfer Renewable Concealed Handgun License (includes as outlined):</b>	<b>\$90.00</b>
For CHL Review and Processing (GL Code 322.91)	\$75.00
For Fingerprinting (GL Code 322.92)	\$15.00
<b>Transfer VALID Concealed Handgun License (includes as outlined):</b>	<b>\$30.00</b>
For CHL Review and Processing (GL Code 322.91)	\$15.00
For Fingerprinting (GL Code 322.92)	\$15.00
<b>Address Change / Replacement for Lost CHL Card (includes as outlined):</b>	<b>\$15.00</b>
For CHL duplication of license because of loss or change of address (GL Code 322.91)	\$15.00

### ATTORNEY COURTHOUSE SECURITY BYPASS CARD

<b>New Security Bypass Card (valid for two years):</b>	<b>\$30.00</b>
Covers application review, background check and card	
<b>Renewal Security Bypass Card (valid for two years):</b>	<b>\$30.00</b>
<b>Lost / Replacement Card (valid through original period):</b>	<b>\$20.00</b>

### CIVIL SERVICE FEES

(Per ORS 21.410 renumbered ORS 21.300)

GL Code 342.04

<b>Conveyance of real property (Sheriff's Deed):</b>	<b>\$66.00</b>
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<b>Criminal Subpoenas:</b>	<b>No charge</b>
<b>Garnishments (Delivery):</b>	<b>\$25.00</b>
<b>Notice Process:</b> (i.e., FEDs (Forced Entry and Detainer), Notice of Restitution (enter date); Small Claims, Summons / Complaint or Petition, Motion Orders, Civil Subpoenas (must have witness fees attached)):	<b>\$50.00 (for 2 persons)</b>
<i>If service is requested for more than two parties at the same address, the fee is \$28.00 for each additional party at the same address.</i>	<i>\$28.00 per person</i>
<b>Orders of Assistance or Executions:</b>	<b>\$139.00</b>
<b>Restraining Orders</b>	<b>No charge</b>
<b>Writ of Foreclosure</b>	<b>\$651.38</b>

**RECORDS REQUESTS**

*GL Code 341.99*

**Public Records Request\*:**

*Fee is applied towards copy of report, up to 20 pages, and includes 30 minutes of research/redaction of records processing time.*

*\$12.00 per person and/or incident*

*Reports over 20 pages or requiring more than 30 minutes of research/redaction processing time will be assessed at staff rate.*

*\$12.00 per person and/or incident + Hourly rate of assigned staff*

**Records Requests for Criminal Justice agencies, Department of Human Services (DHS), and/or Senior Disability Services**

**No charge**

**Photo CD / DVD**

**\$15.00 per CD / DVD**

*\*Public Records Request sent by mail must include payment and a self-addressed stamped envelope.*

**TOW / IMPOUND RELEASE**

**Release Fee:**

**\$75.00**

Accepted by Yamhill County  
Board of Commissioners on  
3/17/22 by Board Order  
# 22-82