

**WALTERS STATE COMMUNITY COLLEGE**  
**CONCEALED FIREARM CARRY REGISTRATION INSTRUCTIONS**

1. Access the registration form, laws and policy online at: <http://ws.edu/student-services/campus-safety/carry-permit/>
2. Be sure to review the laws and policies.
3. Complete the registration packet and return the registration form to Chief Travis Surber on the Morristown campus.
4. Along with your registration form you **must** supply campus police with the following:
  - Copy of valid Tennessee carry Permit (front & back)
  - Copy of valid Driver's license (front & back)
5. Campus Police will confirm validation of the carry permit through the Department of Safety. Once validation of permit to carry is confirmed you will be issued a campus handgun carry registration card. **DO NOT CARRY YOUR WEAPON ON CAMPUS UNTIL YOU RECEIVE THIS CARD.** Processing a new registration will take between 3-5 business days.
6. After receiving the WSCC registration card you may begin to carry your handgun on institution property. You must have both your firearms carry permit and campus registration card on your person or within reach of you at all times. You must present both cards to any campus or local officer that asks you for them.
7. You must also notify local law enforcement agencies in writing (Notification Form) of your intent to carry on campus. Below are a list of local law enforcement agency jurisdictions that Walters State campuses/properties are within.
  - a. **Morristown Campus (Includes Public Safety Complex)**
    1. Morristown Police Department
    2. Hamblen County Sheriff's Department
  - b. **Expo Center**
    1. White Pine Police Department
    2. Jefferson County Sheriff's Department
  - c. **Niswonger Campus**
    1. Greeneville Police Department
    2. Greene County Sheriff's Department
  - d. **Sevierville Campus**
    1. Sevierville Police Department
    2. Sevier County Sheriff's Department
  - e. **Claiborne Campus**
    1. Tazewell Police Department
    2. Claiborne County Sheriff's Department
  - f. **Newport Center**
    1. Newport Police Department
    2. Cocke County Sheriff's Department