


<p>California Department of Justice DIVISION OF LAW ENFORCEMENT George B. Anderson, Director</p> 	<h1>INFORMATION BULLETIN</h1>	
<p><i>Subject:</i> CALIFORNIA FIREARMS LICENSEE CHECK (CFLC) PROGRAM</p>	<p><i>No.</i> 2008-BOF-05</p>	<p><i>Bureau of Firearms</i></p>
<p><i>Date:</i> 5/29/08</p>		

TO: ALL FEDERAL FIREARMS LICENSEES (FFLs)

The purpose of this Information Bulletin is to provide important information to nationwide Federal Firearms Licensees (FFLs) regarding the new California Firearms Licensee Check (CFLC) Program. Information contained herein does not apply to Type 03 or 06 FFLs.

Beginning July 1, 2008, California Penal Code Section 12072(f)(1) prohibits all *FFLs* from shipping firearms to an FFL in California unless, prior to delivery, the FFL intending to deliver, sell or transfer the firearm obtains a verification approval number from the California Department of Justice (CADOJ) Bureau of Firearms. This includes transfers that occur at gun shows. The verification approval number, which the Bureau of Firearms provides in a Firearms Shipment Approval letter, confirms that the intended recipient of the firearm shipment is properly licensed and listed in the state's database of persons/entities authorized to receive firearm shipments. If the intended CA FFL recipient is **not** listed in the state's database, the transaction will result in a Do Not Ship letter, and it is a crime for the intended recipient to receive the firearms (Penal Code Section 12083(c)(1)).

In order for a shipper to obtain a Firearms Shipment Approval letter from the Bureau of Firearms, the shipper must have the California FFL's five digit Centralized List number.

As a courtesy to impacted FFLs, the Bureau of Firearms has established an Internet application that is available to FFLs nationwide 24 hours a day 7 days a week (24/7) to obtain shipping approval letters. All Internet transactions will be handled on a secure server, and the information provided will be used solely for the purposes associated with the administration of the CFLC program. For FFLs that do not have Internet access, the Bureau has established a telephone service that allows nationwide FFL shippers to enroll and obtain Firearms Shipment Approval letters via telephone or facsimile prior to shipping firearms to a California FFL. However, the telephone service availability will be limited to Monday through Friday 8:00 a.m. to 5:00 p.m. Pacific Standard Time.

Complete instructions in how to enroll and obtain Firearms Shipment Approval letters can be found on the reverse side of this bulletin. For additional information regarding this new program, please review the enclosed *CFLC Frequently Asked Questions (FAQs)* or visit our website at www.ag.ca.gov/firearms.

Sincerely,



WILFREDO CID, Chief
Bureau of Firearms

For EDMUND G. BROWN JR.
Attorney General

Enclosure(s)



CALIFORNIA DEPARTMENT OF JUSTICE
BUREAU OF FIREARMS



CALIFORNIA FIREARMS LICENSEE CHECK (CFLC) PROGRAM
Enrollment and Firearms Shipment Approval Instructions

ENROLLING IN CFLC

To enroll in CFLC you must have a valid FFL number. Enrollment is a one-time process. There are several ways to enroll, by either using the Internet or by mailing/faxing an enrollment application to the Bureau of Firearms.

Enroll via the Internet

To enroll using the CFLC Internet application, type the following address into your Internet browser, <https://webapps.doj.ca.gov/cflc/index.jsp>. You may also access the CFLC Internet application through the California Attorney General's website, <http://ag.ca.gov/firearms>, under Latest Additions. We recommend bookmarking the CFLC Internet application website for future reference.

From the CFLC Internet application screen, click on **Enroll in CFLC**, and enter the information as directed. Additional information about enrolling is available from the **HELP** and **CONTACT US** links on the CFLC Internet application web page.

After submitting your CFLC enrollment information, your CFLC Logon ID and Password will be sent to the email address entered on the enrollment screen. Then, by using your CFLC Logon ID and Password, you can log in to CFLC to obtain Firearms Shipment Approval letters.

Enroll by Mail or Fax

(Note, if you enroll via Mail or Fax, you will not be able to receive Firearms Shipment Approval Letters via the Internet and you will not have 24/7 access to the CFLC database) To enroll by mail or fax, complete the California Firearms Licensee Check Enrollment Application and return it to the Bureau of Firearms (see address fax information below). The Bureau of Firearms staff will enroll you in the CFLC Program and then mail and/or fax back an enrollment verification letter.

YOU MAY OBTAIN A FIREARMS SHIPMENT APPROVAL LETTER VIA THE FOLLOWING:

By Internet: You can obtain Firearms Shipment Approval letters 24/7 from the CFLC Internet application website at <https://webapps.doj.ca.gov/cflc/index.jsp>. You will need the CFLC Logon ID and Password you received during the Internet enrollment process. You will also need the shipment recipient's five digit Centralized List (CL) number.

By Fax: Fax a completed CFLC Firearms Shipment Approval Letter Request Form to the fax number that will be provided once you complete the enrollment process.

By Mail: Mail a completed CFLC Firearms Shipment Approval Letter Request Form to Bureau of Firearms at the address shown below.

By Phone: Request a Firearms Shipment Approval letter by calling the telephone number that will be provided once you have completed the enrollment process.

Firearms Shipment Approval letter requests received via phone, fax, or mail will be processed Monday through Friday between 8:00 a.m. and 5:00 p.m. Pacific Standard Time. After processing your request, the Bureau of Firearms will fax you a Firearms Shipment Approval letter containing the verification approval number or a Do Not Ship letter.

California Department of Justice
Bureau of Firearms – CFLC Program
P.O. Box 981118
West Sacramento, CA 95798-1118
Fax: 916-263-0790



**CALIFORNIA DEPARTMENT OF JUSTICE
BUREAU OF FIREARMS
CALIFORNIA FIREARMS LICENSEE CHECK (CFLC)
ENROLLMENT APPLICATION**



(For NON Internet Users Only)

To enroll in the California Firearms Licensee Check Program complete, sign, and return this application. Incomplete applications will be returned and you will not be able to request Firearms Shipment Approval letters.

Please Type or Print

Business Name (As appears on FFL)	FFL Number	FFL Expiration Date	
If you are operating under a Letter of Continuing Authorization (LOA) from ATF, please provide the expiration date: _____			
Business Physical Address	City	State	Zip Code
Business Telephone Number ()	Business Fax Number ()		
Contact Person Last Name (appears on the Firearms Shipment Approval letter)	First Name		

The above information submitted for enrollment in the CFLC Program is correct.

Signature _____ Date _____

Please mail or fax completed application to:

California Department of Justice
Bureau of Firearms - CFLC Program
P.O. Box 981118
West Sacramento, CA 95798-1118
Fax: 916-263-0790

Once your application is processed, you will receive a confirmation letter that includes a telephone/fax number that you can use to request Firearms Shipment Approval letters. If you enroll using this application, you can only receive Firearms Shipment Approval letters via fax or U.S. mail.



CALIFORNIA FIREARMS LICENSEE CHECK (CFLC) PROGRAM Frequently Asked Questions (FAQs)



As of July 1, 2008, California Penal Code Section 12072(f)(1) prohibits all *FFLs* from shipping firearms to an FFL in California unless, prior to delivery, the FFL intending to deliver, sell or transfer the firearm obtains a verification approval number from the California Department of Justice (CADOJ) Bureau of Firearms. This includes transfers that occur at gun shows. The verification approval number, which the Bureau of Firearms provides in a Firearms Shipment Approval letter, confirms that the intended recipient of the firearm shipment is properly licensed and listed in the state's database of persons/entities authorized to receive firearm shipments. If the intended CA FFL recipient is **not** listed in the state's database, the transaction will result in a Do Not Ship letter, and it is a crime for the intended recipient to receive the firearms (Pen. Code, § 12083, subd. (c)(1)).

1) Are there any costs or fees to obtain a Firearms Shipment Approval letter from the CADOJ Bureau of Firearms via the CFLC program?

No. There are no costs or fees associated with the CFLC program.

2) I am not an FFL but I want to ship a firearm to a California FFL. Do I have to obtain a Firearms Shipment Approval letter before shipping a firearm to California?

No. The requirement to obtain a Firearms Shipment Approval letter only applies to holders of valid FFLs.

3) I am an FFL in California. How does the CFLC program affect me?

If you receive firearms, you must either be listed on the Centralized List of firearms dealers pursuant to Penal Code Section 12071, or the Centralized List of exempted federal firearms licensees permanent to Section 12083. (Pen. Code, § 12083, subd. (c)(1).) Anytime you receive a firearm from an FFL (whether the other FFL is located within, or outside of California) a Firearms Shipment Approval letter from the FFL shipper must be included with the firearm. (Pen. Code, § 12070, subd., (f)(1)(A).) If you are not a licensed dealer, but are an FFL on DOJ's Centralized List of exempt FFLs, you must retain each Firearms Shipment Approval letter on file for three years. (Pen. Code, § 12083, subd., (d)(1).) When you ship/transfer a firearm to another California FFL, you must obtain a Firearms Shipment Approval letter from the CADOJ Bureau of Firearms. In order to obtain Firearms Shipment Approval letters, you must enroll in the CFLC program.

4) Are any California FFLs exempt from the CFLC verification approval requirement?

Yes. The CFLC program does not apply to FFLs with Type 03 (curio and relic collectors) and Type 06 (ammunition dealers) licenses.

5) I am an FFL located outside of California. I ship/transfer firearms to California FFLs. Am I affected by the CFLC Program?



CALIFORNIA FIREARMS LICENSEE CHECK (CFLC) PROGRAM Frequently Asked Questions (FAQs)



Yes. You must obtain a Firearms Shipment Approval letter from the CADOJ Bureau of Firearms prior to delivering a firearm to a California FFL. Consequently, you will need to enroll in the CFLC program to obtain Firearms Shipment Approval letters prior to shipping firearms to California.

6) I am an FFL located outside of California. I do not intend to ship/transfer firearms to a California FFL. Will I be affected by the CFLC Program?

No. If you do not ship or transfer firearms to a California FFL, the CFLC program does not apply to you. If you decide to ship or transfer firearms to a California FFL in the future, you will be able to enroll in the CFLC Program at that time.

7) I am an FFL dealer. How do I ship/transfer a firearm to a California FFL? What is the procedure?

In order to enroll in the CFLC Program, go to the following website, <https://webapps.doj.ca.gov/cflc/index.jsp>, or visit the CADOJ Bureau of Firearms website at www.ag.ca.gov/firearms for additional information. **Once enrolled, you may access the CFLC database 24 hours, 7 days a week.** This will allow you to log in with your user ID and password to obtain Firearms Shipment Approval letters. When you obtain a Firearms Shipment Approval letter for a firearm shipment, place the Firearms Shipment Approval letter inside the package of the firearm shipment and keep a copy of it for your records.

8) I do not have Internet access. How do I receive Firearms Shipment Approval letters?

You may enroll in the CFLC program by completing the enclosed enrollment application and mailing/faxing it to the address listed on the application. Once your application is approved, you will receive a letter with a telephone/fax number that can be used to request Firearms Shipment Approval letters. **However, the service availability is limited to Monday through Friday from 8:00 a.m. to 5:00 p.m. Pacific Standard Time.**

9) Who obtains the Firearms Shipment Approval letters, the shipper or the receiver of the firearm?

The FFL shipping the firearm must obtain a Firearms Shipment Approval letter from the CADOJ Bureau of Firearms. The shipment cannot be legally shipped without a verification approval number. The California FFL who receives the firearm must be on the Centralized List and must keep the verification approval number from the Firearms Shipment Approval letter on file for three (3) years.

10) Once I am issued a Firearms Shipment Approval letter to ship/transfer a firearm, what do I do with it?

Firearms Shipment Approval letters include the verification approval number. Include a copy of this letter with the firearm shipment and keep a copy for your records.



**CALIFORNIA FIREARMS LICENSEE CHECK (CFLC) PROGRAM
Frequently Asked Questions (FAQs)**



11) Do I need to notify the CADOJ Bureau of Firearms if the number of firearms that are shipped changes, or the shipment is cancelled after a Firearms Shipment Approval letter has been issued?

Yes. You may obtain a Firearms Shipment Modification/Cancellation Form on the Bureau of Firearms web site at www.ag.ca.gov/firearms/forms/. If you do not have Internet access, you may contact the Bureau of Firearms at the telephone number provided on the CFLC Enrollment Verification Letter. The completed form should be mailed, faxed or e-mailed to the contact information listed on the form as soon as possible to enable the Bureau of Firearms to reconcile the shipment information upon inspection of the CA FFL's shipment records. If the modification/cancellation form is not completed in a timely manner, the Bureau of Firearms may have to contact the FFL shipper to verify the shipment change/cancellation.

12) I ship/transfer to one specific FFL dealer on a regular basis. Do I need to obtain a new Firearms Shipment Approval letter each time I ship firearms to that dealer?

Yes. A Firearms Shipment Approval letter is required for each shipment/transfer of firearms to a California FFL.

13) My company often ships a large number of firearms in a single drop shipment. Do we need a Firearms Shipment Approval letter for each individual firearm, or just one letter for the entire shipment?

Only one Firearms Shipment Approval letter is required for each shipment, regardless of how many firearms are in the shipment.

14) Where should I keep the Firearms Shipment Approval letters issued to me?

It is advisable to keep the Firearms Shipment Approval letters with the rest of your FFL related records.

15) I am a California FFL who receives firearm shipments. How long must I retain Firearms Shipment Approval letters?

Firearms Shipment Approval letters must be retained for three (3) years. (Pen. Code, § 12083, subd. (d)(1).)

16) Where/how can I obtain a copy of the legislation that mandates the CFLC Program?

You may obtain a copy of the bill (AB 2521, Chapter 784, Session 2005-2006) from www.legislature.ca.gov or by calling the California Legislative Bill Room at (916) 445-2323.



CALIFORNIA FIREARMS LICENSEE CHECK (CFLC) PROGRAM
Application Expedite Request



This Expedite Request is for Federal Firearms Licensees who:

(Check all that apply)

- Have pre-scheduled monthly shipments of firearms to California.
- Anticipate shipping firearms to California during the first week of July 2008.

If either or both of the above conditions apply, please provide the firearms shipment information and attach this card to your CFLC Enrollment Application. CADOJ will expedite the processing of your enrollment application.

(Please type or print)

Name of Intended California FFL Recipient:	Five digit Centralized List Number:
Number of weapons to be shipped: Handguns _____	Long guns _____



CALIFORNIA FIREARMS LICENSEE CHECK (CFLC) PROGRAM
Application Expedite Request



This Expedite Request is for Federal Firearms Licensees who:

(Check all that apply)

- Have pre-scheduled monthly shipments of firearms to California.
- Anticipate shipping firearms to California during the first week of July 2008.

If either or both of the above conditions apply, please provide the firearms shipment information and attach this card to your CFLC Enrollment Application. CADOJ will expedite the processing of your enrollment application.

(Please type or print)

Name of Intended California FFL Recipient:	Five digit Centralized List Number:
Number of weapons to be shipped: Handguns _____	Long guns _____