



CALIFORNIA DEPARTMENT OF JUSTICE
BUREAU OF FIREARMS
**Employee Certificate of Eligibility
Termination of Employment Notice**



The Department of Justice (DOJ) is required, pursuant to Penal Code section 26915, subdivision (b), to notify employers of the Employee Certificate of Eligibility (COE) holders in the event they become lawfully ineligible to possess firearms during the term of the COE. To ensure your privacy, complete this form and submit it to DOJ when you terminate employment with the firearms dealership with whom you are employed. The transmittal of this form to DOJ when you are no longer associated with the firearms dealer certified on your COE application, will result in DOJ disassociating your name with the dealership.

COE HOLDER INFORMATION:

Last Name First Name Middle Name COE Number

Physical Address City State Zip Code

Mailing Address (if different) City State Zip Code

CA Driver License or Identification Number Date of Birth Telephone Number

CALIFORNIA FIREARMS DEALERSHIP INFORMATION:

Dealership Name

California Firearms Dealer (CFD) Number Date Employment Terminated

FORMER EMPLOYEE CERTIFICATION:

This is to notify the DOJ that as of the date stated above, I am no longer associated with the aforementioned firearms dealer. I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Signature

Date

Please retain a copy of this form for your records, and mail the original within ten (10) days of your termination of employment. If you have any questions, please contact the Bureau of Firearms at (916) 227-2153. Mail completed form to:

Department of Justice
Bureau of Firearms - COE
P.O. Box 160367
Sacramento, CA 95816-0367
FAX: (916) 227-1021

Privacy Notice

As Required by Civil Code § 1798.17

Collection and Use of Personal Information. The Bureau of Firearms in the Department of Justice collects the information requested on this form as authorized by Penal Code Section 26915. The Bureau of Firearms uses this information to disassociate a holder of a Certificate of Eligibility from a firearms dealer. In addition, any personal information collected by state agencies is subject to the limitations in the Information Practices Act and state policy. The Department of Justice's general privacy policy is available at <http://oag.ca.gov/privacy-policy>.

Providing Personal Information. All the personal information requested in the form must be provided. This form will not be processed for failure to provide all personal information requested.

Access to Your Information. You may review the records maintained by the Bureau of Firearms in the Department of Justice that contain your personal information, as permitted by the Information Practices Act. See below for contact information.

Possible Disclosure of Personal Information. In order to disassociate a holder of a Certificate of Eligibility from a firearms dealer, we may need to share the information you give us with any peace officer or other person designated by the Attorney General upon request.

The information you provide may also be disclosed in the following circumstances:

- In response to a Public Records Act request, as allowed by the Information Practices Act;
- To another government agency as required by state or federal law;
- In response to a court or administrative order, a subpoena, or a search warrant.

Contact Information. For questions about this notice or access to your records, you may contact the Department of Justice, Bureau of Firearms at P.O. Box 160367, Sacramento, CA 95816-0367 or (916) 227-2153.