



CALIFORNIA DEPARTMENT OF JUSTICE BUREAU OF FIREARMS Annual Event and Security Plan



(See instructions on reverse side before completing)

Gun Show Producer Information			
Gun Show Producer Business Name:	Gun Show Producer First and Last Name:	Certificate of Eligibility Number:	Expiration Date:
Contact Person Name and Title for Gun Show or Event:	Office Phone:	Cellular Phone:	Email Address:
Gun Show or Event Information			
Gun Show or Event Name:	Date(s) of Gun Show(s) or Event(s):	Time(s) of Gun Show(s) or Event(s):	
Gun Show or Event Facility Name:	Gun Show or Event Facility Address, City, State, and Zip Code:		
Type of Gun Show or Event:	Facility Contact Person (Name and Title):	Contact Phone Number:	
Security Information			
Estimated number of attendees at gun show or event _____	Number of non-sworn security personnel employed by the producer or the facility's manager who will be present at the gun show or event _____		
Estimated number of vendors offering firearms or ammunition for sale or display _____			
Number of entrances and exits at the gun show or event site _____	Number of sworn peace officers employed by the producer or the facility's manager who will be present at the gun show or event _____		
Certification Signatures			
I declare under penalty of perjury under the laws of the State of California the foregoing is true and correct.			
_____ Signature	_____ Title	_____ Date	
FACILITY MANAGER APPROVAL			
I declare under penalty of perjury under the laws of the State of California that I am the manager of the above named facility, and I have consulted with the law enforcement agency with jurisdiction over the facility regarding this Annual Event and Security Plan. I certify that, following my consultation with law enforcement, I have approved this Annual Event and Security Plan.			
_____ Signature	_____ Title	_____ Date	



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INSTRUCTIONS FOR ANNUAL EVENT AND SECURITY PLAN

Penal Code section 27210, subdivision (b), states, "The annual event and security plan shall be submitted by either the producer or the facility's manager to the Department of Justice and the law enforcement agency with jurisdiction over the facility." An annual event and security plan must be submitted each calendar year for each facility site at which gun show(s) or event(s) are held by the producer. The annual event and security plan must be submitted no later than fifteen (15) days prior to the gun show(s) or event(s).

Penal Code section 27210, subdivision (d), states, "The annual event and security plan shall be approved by the facility's manager prior to the event or show after consultation with the law enforcement agency with jurisdiction over the facility." No gun show or event shall commence unless the requirements of Penal Code section 27210 are met.

Only the licensed gun show producer and the facility's manager may complete and sign the Annual Event and Security Plan form (BOF 104). Please use additional sheets of paper as necessary to complete the form.

Please send appropriate copies of this form to the following address:

Department of Justice
Bureau of Firearms - Gun Shows
P.O. Box 160487
Sacramento, CA 95816-0487
Fax: (916) 731-3393
Email: GunShows@doj.ca.gov



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Privacy Notice

As Required by Civil Code § 1798.17

Collection and Use of Personal Information: The Division of Law Enforcement in the Department of Justice collects the information on this form as authorized by Penal Code section 27210. The Division of Law Enforcement uses this information to verify fulfillment of all Gun Show or Event requirements pursuant to Penal Code section 27210. 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 <https://oag.ca.gov/privacy-policy>.

Providing Personal Information: All the personal information requested in the form must be provided. If you fail to provide any of the required personal information, the unprocessed form will be returned to you for completion and resubmission.

Access to Your Information: You may review the records maintained by the Division of Law Enforcement 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 ensure you are not prohibited and verify fulfillment of all requirements pursuant to Penal Code section 27210, we may need to share the information you give us with entities as authorized in Penal Code section 11105. The information you provide may also be disclosed in the following circumstances:

- With other persons or agencies when necessary to perform their legal duties, and their use of your information is compatible and complies with state law, such as for investigations or for licensing, certification, or regulatory purposes;
- To another government agency as required by state or federal law.

Contact Information: For questions about this notice or access to your records, you may contact the Staff Services Analyst in the Customer Support Center at (916) 210-2300, via email at firearms.bureau@doj.ca.gov, or by mail at P.O. Box 160367, Sacramento, CA 95816-0367.