CALIFORNIA DEPARTMENT OF JUSTICE
BUREAU OF FIREARMS
CERTIFICATE OF ELIGIBILITY APPLICATION

Please complete this application by typing or printing in black ink.
See reverse for instructions and fees.

Application Type

☐ **New Permit** _____
Applicant Tracking Identifier (ATI) Number

☐ **Annual Renewal** _____ _____
Certificate of Eligibility (COE) Number | Expiration Date

NOTE: One application per person.

Applicant Information

☐ Male
☐ Female

Last Name | Suffix | First Name | Middle Name

Alias/Maiden Name | California Driver License or ID No. | Date of Birth | Social Security Number

United States Citizen: ☐ Yes ☐ No **IF NO:** _____ _____
Country of Citizenship | Alien Registration or I-94 Number

Physical Residential Address | City | County | State | Zip Code

Mailing Address *(if different)* | City | County | State | Zip Code

☐ Check if new mailing address _____ _____
Home Telephone Number | Daytime Telephone Number

Business Type (check appropriate box(es))

☐ Importer	☐ Wholesaler / Distributor	☐ Store Manager
☐ Collector	☐ Pawnbroker	☐ Gunsmith
☐ Firearms Dealer	☐ Manufacturer	☐ Explosive Permit
☐ Gun Show Promoter	☐ Shooting Range	☐ Certified Instructor
☐ Employee* Record dealership information below	☐ Prop Master	☐ Other _____ *(Indicate type)*

*California Firearms Dealership (CFD) No: _____

*Name of Dealership: _____

Certification

I certify under penalty of perjury under the laws of the State of California that the foregoing is true and correct. I expressly authorize the Department of Justice (DOJ) to perform firearms eligibility checks of all relevant state and federal databases. I further understand that if I knowingly furnish a fictitious name or address or knowingly furnish any incorrect information or omit any information required to be provided on this application, I am guilty of a misdemeanor.

_____ _____
Signature | *Date*

FOR DOJ USE ONLY

Date Received: _____ COE #: _____

Issue/Denial Date: _____ NTN #:: _____ Initials: _____

Certificate of Eligibility Application Instructions

New Applicants

Fingerprint Submission Requirements:

You must submit your fingerprint impressions before submitting this application form to the Department of Justice (DOJ). To submit fingerprint impressions, you must take a completed Request for Live Scan Service form (BCIA 8016) to a Live Scan station. Please refer to www.oag.ca.gov/fingerprints for Live Scan station location information. There, you need to have your fingerprint impressions submitted to DOJ and the Federal Bureau of Investigation (FBI). You must pay the Live Scan operator a $54 DOJ fingerprint processing fee and Bureau of Firearms (BOF) eligibility processing fee, a $17 FBI fingerprint processing fee, as well as the Live Scan operator's fee (Note: the Live Scan operator fee varies by Live Scan site, and the BOF does not regulate or set this price).

The Live Scan operator will provide an Applicant Tracking Identifier (ATI) number on your copy of the Request for Live Scan Service form (BCIA 8016). The ATI number documents your fingerprint submissions. You must enter your ATI number on the designated space of your Certificate of Eligibility (COE) Application form.

New Application Form Submission Requirements:

Complete the COE Application form. Be sure to include your Live Scan ATI number. Only one applicant per form. For more than one applicant per firearms dealership, each individual must complete a separate application form and submit fingerprint impressions via Live Scan to DOJ and the FBI. Check the appropriate business type box(es). If your business type is not listed, check the "Other" box and indicate the type of business on the line below. If you are applying for a COE as an employee of a California Firearms Dealer (CFD), you must provide the name of the dealership and the dealership's CFD number. You must date and sign the certification.

Mail your completed COE Application to:

DEPARTMENT OF JUSTICE
BUREAU OF FIREARMS
FIREARMS LICENSING AND PERMITS SECTION - COE
P.O. BOX 160367
SACRAMENTO, CA 95816-0367

It is recommended that you retain a copy of your completed COE Application form and your Request for Live Scan Service form for your records.

Renewal Applicants

Fingerprint submissions are not required for annual renewal applications. Complete the COE application, being sure to include your COE number and expiration date. Check the appropriate business type box(es). If your business type is not listed, check the "Other" box and indicate the type of business on the line below. If you are applying for a COE as an employee of a CFD, you must provide the name of the dealership and the dealership's CFD number. You must date and sign the certification.

Mail your completed COE Application along with the $22.00 COE annual renewal fee to the address listed below.

DEPARTMENT OF JUSTICE
BUREAU OF FIREARMS
FIREARMS LICENSING AND PERMITS SECTION - COE
P.O. BOX 160367
SACRAMENTO, CA 95816-0367

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If you have any questions, please contact the Bureau of Firearms at (916) 227-3751.

PRIVACY NOTICE

The information requested on this form is being requested by the State of California, Department of Justice, Bureau of Firearms, to establish grounds for the issuance of the license or permit indicated on this application. The maintenance of the information collected on this form is authorized by Penal Code section 26710. All information requested on this form is mandatory. Failure to provide the requested information will result in the denial of this application. Information provided on this form may be disclosed to any peace officer or other person designated by the Attorney General upon request.

Pursuant to Civil Code section 1798.30 et seq., individuals have the right [with some exceptions] to access records containing the personal information about themselves that are maintained by the agency. The Bureau of Firearms is the agency officially responsible for the system of records that maintains the information provided on this form. For more information regarding the location of your records and the categories of any persons who use the information in those records, you may contact the Department of Justice, Bureau of Firearms at the above listed address.

REQUEST FOR LIVE SCAN SERVICE

Print Form Reset Form

Applicant Submission

CA0349400
ORI (Code assigned by DOJ)

FIREARMS ELIGIBILITY CERT
Authorized Applicant Type

Certificate of Eligibility
Type of License/Certification/Permit OR Working Title (Maximum 30 characters - if assigned by DOJ, use exact title assigned)

Contributing Agency Information:

Department of Justice, Bureau of Firearms
Agency Authorized to Receive Criminal Record Information

02879
Mail Code (five-digit code assigned by DOJ)

P.O. Box 160367
Street Address or P.O. Box

Firearms Licensing and Permits Section
Contact Name (mandatory for all school submissions)

Sacramento — City
CA — State
95816-0367 — ZIP Code

(916) 227-3751
Contact Telephone Number

Applicant Information:

Last Name

First Name — Middle Initial — Suffix

Other Name (AKA or Alias) Last

First — Suffix

Date of Birth

Sex ☐ Male ☐ Female

Driver's License Number

Height — Weight — Eye Color — Hair Color

Billing Number
(Agency Billing Number)

Place of Birth (State or Country)

Social Security Number

Misc. Number
(Other Identification Number)

Home Address Street Address or P.O. Box

City — State — ZIP Code

Your Number: N/A
OCA Number (Agency Identifying Number)

Level of Service: ☒ DOJ ☒ FBI

If re-submission, list original ATI number:
(Must provide proof of rejection)

Original ATI Number

Employer (Additional response for agencies specified by statute):

N/A
Employer Name

N/A
Mail Code (five digit code assigned by DOJ)

N/A
Street Address or P.O. Box

N/A — City
State
ZIP Code

N/A
Telephone Number (optional)

Live Scan Transaction Completed By:

Name of Operator

Date

Transmitting Agency — LSID — ATI Number — Amount Collected/Billed