



**BUREAU OF FIREARMS**  
P.O. BOX 981118  
W. SACRAMENTO, CA 95798-1118  
Public: (916) 263-8100  
Facsimile: (916) 263-0790

**To: Prospective California Licensed Firearms Dealers**

**Re: California Licensed Firearms Dealer Requirements**

Thank you for your interest in becoming a California licensed firearms dealer. The purpose of this notice is to provide you with important information about the statutory requirements for becoming a California licensed firearms dealer, and certain requirements for doing business in California as a licensed firearms dealer.

All California licensed firearms dealers are required to have all of the following:

- ▶ A valid federal firearms license.
- ▶ Any regulatory or business license, or licenses, required by local government.
- ▶ A valid seller's permit issued by the State Board of Equalization.
- ▶ A certificate of eligibility issued by the Department of Justice.
- ▶ A license granted by the duly constituted licensing authority of any city, county or city and county.
- ▶ A valid listing on the Department of Justice Centralized List of Firearms Dealers.

In addition to the licensing requirements listed above, the following requirements regarding the sale and transfer of firearms also apply to all California licensed firearms dealers:

#### **Personal Computer and Internet Access Requirements**

The Dealer Record of Sale (DROS) information that is submitted by licensed firearms dealers to DOJ to approve or deny the sale or transfer of firearms, must be submitted electronically via the internet using a secure dial-in connection from the dealer's personal computer (PC) directly to DOJ. Therefore, all licensed firearms dealers must have a PC with internet access. PC systems must be IBM compatible with, at a minimum, an internal 56K/v.90 modem and a Windows 98 operating system. A printer is also required to complete the DROS transaction process.

#### **DOJ Certified Instructor Requirements**

Department of Justice (DOJ) Certified Instructors have an important role in the sales and delivery of handguns in California. Their primary roles and responsibilities are described below under the Handgun Safety Certificate and Safe Handling Demonstration requirements. In order to become a DOJ Certified Instructor, applicants must submit a completed Certified Instructor Application (form FD037), a \$14 non-refundable fee for a firearms eligibility background check (valid COE holders are exempt from the fee) and certification to provide firearms safety training from one of the following organizations:

1. Department of Consumer Affairs, State of California- Firearm Training Instructor.
2. Director of Civilian Marksmanship, Instructor or Rangemaster.
3. Federal Government, Certified Rangemaster or Firearm Instructor.

4. Federal Law Enforcement Training Center, Firearm Instructor Training Program or Rangemaster.
5. United States Military, Military Occupational Specialty (MOS) as marksmanship or firearms instructor. Assignment as Range Officer or Safety Officer are not sufficient.
6. National Rifle Association- Certified Instructor, Law Enforcement Instructor, Rangemaster or Training Counselor.
7. Commission on Peace Officer Standards and Training (POST), State of California- Firearm Instructor or Rangemaster.
8. Authorization from a State of California accredited school to teach a firearms training course.
9. Any entity determined by the Department of Justice to provide comparable instruction firearms safety to those organizations listed above. Please see [www.ag.ca.gov/firearms/](http://www.ag.ca.gov/firearms/) for a current listing of comparable entities.

### **Handgun Safety Certificate Requirements**

Unless exempted, in order to purchase a handgun in California, the recipient must present to the firearms dealer a valid Handgun Safety Certificate (HSC). To obtain an HSC, an individual must pass a written test on handgun safety, which is given by DOJ Certified Instructors, generally located at firearms dealerships. If, as the licensee of a licensed firearms dealership, you also become a DOJ Certified Instructor, you may delegate the responsibility of proctoring the written test to any of your employees. If you elect not to become a DOJ Certified Instructor, only a DOJ Certified Instructor (either an employee or independent contractor) may proctor the written test.

### **Safe Handling Demonstration Requirements**

With limited exceptions, prior to taking delivery of a handgun, the recipient must perform a safe handling demonstration on the handgun, or the same make and model of handgun, as the handgun being transferred. This required demonstration must be performed in the presence of a DOJ Certified Instructor, and the firearms dealer must prepare and sign an affidavit certifying the demonstration was completed. There is no delegation of authority for overseeing the safe handling demonstration. Only a DOJ Certified Instructor is authorized to oversee the safe handling demonstration. Therefore, in order to conduct handgun transactions, firearms dealers must either: 1) become a DOJ Certified Instructor; 2) employ a DOJ Certified Instructor in your dealership; or 3) contract with an independent contractor DOJ Certified Instructor whom you can use as needed to complete the handgun transfer requirements.

Please be advised California Licensed firearms dealers are governed by the California Penal Code (PC), Dangerous Weapons Control Laws, commencing with PC section 12000, and the California Code of Regulations, Title 11, Division 1, commencing with Chapter 12. This information is provided to inform prospective firearms dealers of some of the important requirements and responsibilities of California licensed firearms dealers. For additional information regarding the sale and transfer of firearms in California, please visit our web site at [www.ag.ca.gov/firearms](http://www.ag.ca.gov/firearms).

If you have any additional questions regarding this notice, please contact the Bureau of Firearms at (916) 263-8100.



**CALIFORNIA DEPARTMENT OF JUSTICE  
BUREAU OF FIREARMS**



**APPLICATION FOR  
CENTRALIZED LIST OF FIREARMS DEALERS**

***Part A - Firearms Dealership Information***

|  |                                       |         |                                 |          |        |          |
|--|---------------------------------------|---------|---------------------------------|----------|--------|----------|
| Firearms Dealership Name   | Dealership Telephone Number<br>(    ) |         | Dealership Fax Number<br>(    ) |          |        |          |
| Mailing Address  | City                                  | County  | State                           | Zip Code |        |          |
| Dealership Physical Location (if different)                                  | City                                  | County  | Zip Code                        |          |        |          |
| Days and Hours of Operation  |                                       |         |                                 |          |        |          |
| _____  |                                       |         |                                 |          |        |          |
| Sunday   | Monday                                | Tuesday | Wednesday                       | Thursday | Friday | Saturday |
| Local Firearms Dealer Licensing Authority (issuer of local firearms license) |                                       |         |                                 |          |        |          |
| Local Law Enforcement Agency (Police or Sheriff Department)                  |                                       |         |                                 |          |        |          |

***Part B - Firearms Dealer Licensee Information***

|   |                               |
|---|-------------------------------|
| Licensee Name (exactly as name appears on California Driver License or Identification Card) |                               |
| Certificate of Eligibility (COE) Number   | COE Expiration Date           |
| Federal Firearms License (FFL) Number   | FFL Expiration Date           |
| Local Firearms License Num  | Local License Expiration Date |
| CA Board of Equalization Seller's Permit Number   |                               |
|   |                               |

**Certification**

*"I declare under penalty of perjury (Sections 126 and 127 PC) that all statements made by me on this application are true and complete."*

\_\_\_\_\_  
Signature of Applicant listed in Part B

\_\_\_\_\_  
Date

**Part C - Additional Firearms Dealer Licensee(s)**

*Please complete this section if there is more than one licensee with a COE, FFL, and Local Firearms License for this same firearms dealership at this location. If there is no other licensee, go to Part D.*

|   |                     |
|---|---------------------|
| Licensee Name (exactly as name appears on California Driver License or Identification Card) |                     |
| Certificate of Eligibility (COE) Number   | COE Expiration Date |
| Licensee Name (exactly as name appears on California Driver License or Identification Card) |                     |
| Certificate of Eligibility (COE) Number   | COE Expiration Date |

**Additional Licensee Certification**

*“I declare under penalty of perjury (Sections 126 and 127 PC) that all statements made by me on this application are true and complete.”*

\_\_\_\_\_  
Signature of Additional Applicant listed in Part C

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Additional Applicant listed in Part C

\_\_\_\_\_  
Date

**Part D - Fees**

|   |                 |
|---|-----------------|
| 1. Enter the total number of licensees from Parts B and C.  | _____           |
| 2. Multiply the number of licensees from Line 1 by \$20.<br>This is your firearms dealership’s Centralized List of Firearms Dealers Annual Fee. | \$ _____        |
| 3. Dealer Inspection Program Annual Fee.  | \$ <b>95.00</b> |
| 4. Add the amounts of Line 2 and Line 3. This is your total Centralized List of Firearms Dealer/Dealer Inspection Program Annual Fee.           | \$ _____        |

*Please make a check or money order payable to Department of Justice.*

Mail to:

Department of Justice  
Bureau of Firearms- Centralized List  
P.O. Box 981118  
West Sacramento, CA 95798-1118

Staple check or money order here.

## **INSTRUCTIONS FOR APPLICATION FOR CENTRALIZED LIST OF FIREARMS DEALERS**

The Application for Centralized List of Firearms Dealers must be typewritten or printed in ink. Incomplete forms will not be processed and will be returned with attached monies. Applications must be accompanied by copies of the Federal Firearms License (FFL), Local Firearms License (or alternative letter described in Penal Code (PC) section 12071), and the Board of Equalization Seller's Permit for each individual requesting listing on the Centralized List in conjunction with the dealership. If you have any questions, please call the Firearms Licensing and Permits Unit at (916) 263-8100.

### **Part A - Firearms Dealership Information**

- Provide the firearms dealership's name, mailing address and the physical location if different from the mailing address. The physical location information is frequently different when a post office box or a rural route number is used as the mailing address.
- Provide the firearms dealership's hours of operation for each day of the week, using standard am/pm abbreviations. Indicate "closed" on days the firearms dealership is not open.
- The local Firearms Dealer Licensing Authority is the local department or bureau that issues the 12071 PC Local Firearms License or alternative letter described in 12071 PC. Provide this department/bureau's name. Also provide the name of the Police or Sheriff's Department that is responsible for law enforcement protection for your community.

### **Part B - Firearms Dealer Licensee Information**

- Provide your name as it appears on your California Driver License or Identification Card. Provide your COE, FFL and Local Firearms License number and expiration dates and your Board of Equalization Seller's Permit number in the spaces indicated.
- Sign and date the certification statement affirming the information you provided is true and complete.

*(continued on reverse side)*

### **Part C - Additional Firearms Dealer Licensee(s)**

- Each licensee who is also listed on the FFL, Local Firearms License and Seller's Permit noted in Part B - Firearms Dealer Licensee Information, and who desires listing on the Centralized List for this dealership must provide his/her name as it appears on their California Driver's License or Identification Card and COE number and expiration date in the spaces indicated. The additional licensee must also sign and date the certification statement affirming the information provided is true and complete. Part C may be copied to accommodate as many additional licensees as necessary for the dealership.

### **Part D - Fees**

- The Centralized List of Firearms Dealers fee is \$20 for each of the dealership's licensees. The Firearms Dealer Inspection Program fee is \$95 per dealership. Part D provides the format to calculate the total fees for your dealership. Enter the number of licensees to be listed, multiply that number time \$20, for the total Centralized List fees. Add the \$95 Dealer Inspection fee for the total annual fees due.
- Make check or money order payable to the Department of Justice for the appropriate remittance. Attach the check or money order to the lower right margin of the form where indicated.
- Mail the completed application, remittance and documentation to:

Department of Justice  
Bureau of Firearms - Centralized List  
P.O. Box 981118  
West Sacramento, CA 95798-1118

#### **CENTRALIZED LIST APPLICATION PROCESSING TIME**

The maximum time for processing a completed application is 30 days for an initial application and 20 days for a renewal application. If the Department fails to meet the time period for processing an application, the applicant, within 30 days of the final decision granting or denying the application, may apply in writing for a full reimbursement of all application fees. The Department shall respond within 10 days of receipt of a request for reimbursement; and, if the reimbursement is denied by the Department, the applicant may appeal the denial in writing directly to the Attorney General. Further information regarding this process is provided in the California Code of Regulations, Title 11, Chapter 13, and may be obtained by calling (916) 263-8100.