



California Department of Justice Bureau of Firearms

**Other Assault Weapon Registration Form
Public User Guide
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Other Assault Weapon Registration Form – Public User Guide

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1 INTRODUCTION

OVERVIEW

The Other Assault Weapon Registration Form – Public User Guide provides step-by-step instructions for completing and submitting an Other Assault Weapon Registration (OAWR) form on the OAWR web application. To submit the OAWR form by mail, please complete the Other Assault Weapon Registration Form (BOF 1039) available for download from the [Forms and Publications page](#).

WEBSITE ADDRESS

The website address for the OAWR web application is:

<https://oawr.doj.ca.gov>

DEFINITIONS, ACRONYMS, AND ABBREVIATIONS

Term/Acronym	Definition
OAWR	Other Assault Weapon Registration
BOF	Bureau of Firearms
DOJ	Department of Justice

TECHNICAL REQUIREMENTS

The OAWR application is intended to work with most personal computers. The personal computer must be outfitted with a web browser to access the form. Please refer to your web browsers technical requirements to ensure your personal computer meets those requirements.

PRINTING

As a guest user, your information will not be retrievable. Print your transactions for your records. All printing from the OAWR application will be done within your web browser and your local printer. Refer to your printer's setup documentation for instructions on how to setup and configure your printer.

2 BEFORE WE BEGIN

Some preparation is necessary before you begin the process of completing the OAWR form. Please prepare these required items in advance for your convenience in completing the OAWR form.

1. Proof of Lawful Presence Documentation
 - a. A copy of your California driver license or identification card. (Cal. Code Regs., tit. 11, § 4045.1)



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- b. If your driver license or identification card has “FEDERAL LIMITS APPLY” on the front, you shall also submit proof of lawful presence in the United States, in the form of **one** of the following documents:
 - i. Valid, unexpired U.S. passport or passport card.
 - ii. Certified copy of U.S. birth certificate.
 - iii. Certification of Birth Abroad (FS-545), Certification of Report of Birth (DS-1350) or Consular Report of Birth Abroad of a Citizen of the United States of America (FS-240), issued by the U.S. Department of State.
 - iv. Valid, unexpired foreign passport with valid U.S. immigrant visa and approved Record of Arrival/Departure (I-94) form.
 - v. Certified copy of birth certificate from a U.S. Territory.
 - vi. Certificate of Naturalization or U.S. Citizenship.
 - vii. Valid, unexpired Permanent Resident Card. (Cal. Code Regs., tit. 11, § 4045.1)
 - c. If your name, as it appears on the “FEDERAL LIMITS APPLY” driver license or identification card, differs from the name on the document(s) above, you shall also submit **one** of the following certified documents:
 - i. An adoption document that contains your legal name as a result of the adoption.
 - ii. A name change document that contains your legal name both before and, as a result of, the namechange.
 - iii. A marriage certificate.
 - iv. A dissolution of marriage document that contains your legal name as a result of the court action.
 - v. A certificate, declaration or registration document verifying the formation of a domestic partnership.
 - vi. A dissolution of domestic partnership document that contains your legal name as a result of the courtaction (Cal. Code Regs., tit. 11, § 4045.1)
 2. The date you took possession of the firearm as well as where the firearm was acquired from is mandatory. If the firearm was acquired from a family member or private party, you will be required to provide the name and address of the family member or private party. If the firearm was acquired from a firearms dealer, then the dealership name and address is required.
 3. Five high quality and legible pictures are required to submit the form.
 - a. One photo shall show the firearm from the end of the barrel and/or permanently attached component to the end of the point furthest from the end of the barrel and/or permanently attached component. The photo shall include an extended tape measure with the measurement of the entire firearm in inches clearly legible.



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- b. One photo shall show the barrel. The photo shall include an extended tape measure with the measurement of the barrel in inches clearly legible.
- c. If the firearm has a fixed magazine, one photo shall show the magazine release device that is used. If the firearm has a non-fixed magazine, one photo shall show the push button release mechanism.
- d. One photo shall show the left side of the receiver/frame.
- e. One photo shall show the right side of the receiver/frame.

Permitted file types include pdf, png, gif, jpg (or jpeg). Applicants shall provide additional photos to the Department as requested in order to identify the weapon. The maximum file size accepted for upload is 10MB.

- 4. The processing fee for the Other Assault Weapon Registration is \$37.19 for the first firearm and \$5.00 for each additional firearm. An electronic payment may be made using a Visa, MasterCard, American Express, or Discover debit/credit card (including prepaid/gift cards).

3 PRIVACY NOTICE AND STATEMENT TO APPLICANT

PRIVACY NOTICE

Other Assault Weapon Registration Form (Senate Bill 118) 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 requested as authorized by Penal Code Section 30900 (c). The Division of Law Enforcement uses this information to establish registration of an Other assault weapon by an assault weapon owner. 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 must be provided. If you fail to provide any of the required personal information, your registration will not be accepted.

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 establish registration, 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:



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- 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 firearms.bureau@doj.ca.gov, or by mail at P.O. Box 160367, Sacramento, CA 95816-0367.

Note: Select the "I Agree" checkbox on the website to acknowledge you have reviewed and understand the Privacy Notice information provided. If you do not agree to the Privacy Notice, you will not be able to submit the OAWR form.

STATEMENT TO APPLICANT

- The Department will not register a firearm as an Other category assault weapon, unless it was lawfully possessed on or before September 1, 2020.
- The Department will not register a firearm as an Other category assault weapon, if the firearm was required to have been registered under any other prior assault weapon registration period.
- The Department will not register a firearm as an Other category assault weapon, if the firearm has a rifle buffer tube.
- The Department will not register a firearm as an Other category assault weapon, unless the firearm is fully assembled and fully functional.
- The Department will not register rifles, pistols, shotguns, or rifle/shotgun combinations as Other category assault weapons.
- The Department will not register as an Other category assault weapon, a firearm manufactured by a federally-licensed manufacturer if the firearm does not have a serial number applied pursuant to federal law.
- The Department will not register as an Other category assault weapon, a Firearm Manufactured By Unlicensed Subject (FMBUS) if the firearm does not have a serial number that was assigned by the Department prior to September 1, 2020 and applied by the owner or agent pursuant to California Code of Regulations, title 11, section 5518.

4 COMPLETING THE ASSAULT WEAPON REGISTRATION FORM

OWNER INFORMATION

Any fields denoted with a red asterisk (*) are mandatory fields.

1. Provide all of the required information in the "Owner Information" section, these are marked with a red asterisk (*).



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- a. Enter your First Name and Last Name. The Middle Name, Suffix, and Alias Names are optional fields but recommended if applicable.
- b. Enter your residence **street address** (the system will not allow P.O. Box entries in any configuration).
- c. Enter your **zip code** (must be a valid zip code in order for the city to auto-populate).
- d. Enter your **mailing address**, if applicable.
- e. Enter a home, business or mobile **phone number** as one continuous number (No dashes. Cannot be all zeros. If you provide more than one phone number, each phone number must be unique. You can't provide the same phone number in each field).
- e. Enter your Email address.
- f. Confirm your email address. Copy and paste is not allowed.
- g. Select your ID **Type** from the drop down menu: California Driver License (CDL), California Identification Card (CID), Department of Defense Identification Number (DOD) and Military ID Number.
 - Enter your ID number. The business rules for each are as follows:
 - CDL – The first character must be an alpha followed by 7 numeric digits. (No alpha plus all zeros).
 - CID – The first character must be an alpha followed by 7 numeric digits. (No alpha plus all zeros).
 - a. Selecting CDL or CID will generate a required response requesting if the ID is Real ID compliant.
 - b. Selecting CDL or CID will auto-populate a read-only state field.
 - DOD – Must be a 10 digit number. (Cannot be all zeros).
 - Military ID – Must be a 9 digit number. (Cannot be all zeros).
 - a. Selecting DOD or Military ID will auto-populate a read-only Issuing Country field.
- h. Enter your **date of birth** as mm/dd/yyyy (e.g. 01/02/1945).

Note: Applicants must be at least 18 years old to register an "Other" assault weapon.
- i. Select your **gender** (options are only female or male).
- j. Enter your **height** by selecting 1 digit for feet and 2 digits for inches.
- k. Enter your **weight** (maximum of 3 digits allowed).
- l. Select your **eye color** from the drop down menu.
- m. Select your **hair color** from the drop down menu.
- n. Select whether you are a **US citizen** (must select YES or NO).



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- If “NO” is selected, a “Country of Citizenship” box will generate a required response.
 - Select the country of citizenship from the drop down menu and enter the alien registration or I-94 number.
 - Select **place of birth** from the drop down menu.

FIREARM INFORMATION

The Firearm Information section of the OAWR form requires you to enter information about the firearm you would like to register.

1. Select “Is the firearm self built?” and select Yes or No.
2. Select the **Firearm Type**: Other.
3. Select the **Category**: Semi-Automatic.
4. Select the **Make**. If you do not see the Make of your firearm listed, select the country of origin and enter the Make in the Comments section. If made in the United States, select “U S.”
5. Enter the **Model**.
6. Select the **Caliber** of your firearm from the dropdown menu.
7. Select the **Firearm Color** from the dropdown menu.
8. Enter the **Barrel Length** of your firearm in Inches or Centimeters.
9. Select the **Unit** (Inches or Centimeters).
10. Select “Is the overall length of the firearm less than 30 inches?” and select Yes or No.
11. Select the **Magazine** and select “Fixed, with capacity to accept more than 10 rounds” or “Non-fixed.”
12. Select the **Cartridge** type: Centerfire.
13. Select additional firearm characteristics that apply to your firearm.
14. Enter the **Serial Number** that is engraved or permanently affixed to your firearm (may include alphas and numbers).
15. Re-enter the serial number. Copy and paste is not allowed.
16. Select the **Firearm Country of Origin/Manufacturer** from the dropdown menu.



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17. Enter the date the firearm was acquired (mm/dd/yyyy). If your firearm is self-built, provide the date you completed building the firearm.

Note: This is not the date you submit your application to the DOJ.

18. Select the **Acquired From** dropdown menu and select where you acquired the firearm from.

- a. If you select **Self-Built**, you will not need to provide any additional information.
- b. If you select **Family Member**, **Private Party**, or **Other**, you will be required to provide their name (Last, First), Street Address, and Zip Code.
 - i. If you select **Other**, you will also be required to leave a detailed comment with more information.
- c. If you select **Firearms Dealer**, you will be required to provide the Dealership Name, Street Address, and Zip Code.

19. If applicable, enter any additional markings on the firearm in the All Identification Marks field.

20. The Comments field may be used to enter comments if:

- a. They are required for explanations.
- b. Your firearm's Make is not listed in the dropdown menu.
- c. You are identifying multiple calibers for your firearm.
- d. You have questions, or want to provide additional information to the Department of Justice relative to your application.

FILE UPLOADS SECTION

Review the File Uploads Section for information on the files and photos required to successfully submit an OAWR form. Please make sure that you have these ready and in an approved format before you begin.

- There are 5 required photos:
 - One photo shall show the firearm from the end of the barrel and/or permanently attached component to the end of the point furthest from the end of the barrel and/or permanently attached component. The photo shall include an extended tape measure with the measurement of the entire firearm in inches clearly legible.



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- One photo shall the barrel. The photo shall include an extended tape measure with the measurement of the barrel in inches clearly legible.
 - If the firearm has a fixed magazine, one photo shall show the magazine release device that is used. If the firearm has a non-fixed magazine, one photo shall show the push button release mechanism.
 - One photo shall show the left side of the receiver/frame.
 - One photo shall show the right side of the receiver/frame.
- Upload a copy showing the front side of the selected ID type.
 - If your California driver license or identification card has "FEDERAL LIMITS APPLY" on the front, you shall also upload proof of lawful presence in the United States in the form of one of the following documents:
 - Valid, unexpired U.S. passport or passport card.
 - Certified copy of U.S. birth certificate.
 - Certification of Birth Abroad (FS-545), Certification of Report of Birth (DS-1350) or Consular Report of Birth Abroad of a Citizen of the United States of America (FS-240), issued by the U.S. Department of State.
 - Valid, unexpired foreign passport with valid U.S. immigrant visa and approved Record of Arrival/ Departure (I-94) form.
 - Certified copy of birth certificate from a U.S. Territory.
 - Certificate of Naturalization or U.S. Citizenship.
 - Valid, unexpired Permanent Resident Card. (Cal. Code Regs., tit. 11, § 4045.1)
 - If your name, as it appears on the "FEDERAL LIMITS APPLY" driver license or identification card, differs from the name on the document(s) above, you shall also upload one of the following certified documents:
 - An adoption document that contains your legal name as a result of the adoption.
 - A name change document that contains your legal name both before and, as a result of, the name change.
 - A marriage certificate.
 - A dissolution of marriage document that contains your legal name as a result of the court action.
 - A certificate, declaration or registration document verifying the formation of a domestic partnership.
 - A dissolution of domestic partnership document that contains your legal name as a result of the court action (Cal. Code Regs., tit. 11, § 4045.1)
- If using a Department of Defense ID or Military ID, Permanent Duty Station Orders shall be uploaded.



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- If you are not a U.S. Citizen and entered your I-94, you shall upload a valid hunting license.
1. Select **Browse** and select the photo on your device to upload.
 2. Repeat this process until all required photos/documents have been uploaded.
 3. If you are satisfied with the information on the form and the uploaded photos/documents, select **Save Firearm Information**.
 4. In the cart, you have the option to edit owner information, edit firearm information, remove firearm(s), or add additional firearms. If no further action is required, you may click on **Review Registration Information**.
 5. Review owner and firearm information. If you are satisfied with the information on the form, click "**I declare under penalty of perjury that the above information is true and accurate.**"

CHECKOUT

1. Click "**Pay Fee & Submit Registration.**"
2. Enter your payment information and complete the payment.
3. After completing payment, your registration has been received. Click on "**Download Confirmation**" to download a copy of your submission. **Please note:** this is the only opportunity to obtain a complete copy of your submission. It cannot be obtained again. You are strongly encouraged to save or print a copy now.

CONTACT US

If you encounter a problem or have a question about using the application, you can contact the OAWR Team at oawr@doj.ca.gov.