ADOPT

CALIFORNIA DEPARTMENT OF JUSTICE
BUREAU OF FIREARMS
Comparable Training Entity Application

California Penal Code section 31635(b)

Print Form | Reset Form

Type of Action Requested

☐ New Application ☐ Revision to Entity/DOJ Certified Instructor Information

(Sections A, B, C, and E must be completed)

A. Training Entity Information

Training Entity Name:			
Owner/Responsible Party Last Name:	First Name:	Middle Name:	
Training Entity Address:	City:	State:	Zip Code:
Telephone Number (include area code):	Email Address:		

B. Firearms Safety Training Course Information

Firearms Safety Training Course Title:

☐ **YES** ☐ **NO** Do you want your firearms safety training course and telephone number included on the Bureau of Firearms website listing of entities giving comparable firearms safety training?

C. Department of Justice Certified Instructor Information (100 hour teaching/training requirement)

DOJ Certified Instructor Last Name:	First Name:	DOJ Certified Instructor Number:	Instructor Status: ☐ Add ☐ Remove
Instructor Signature (Not required for removal)		Date	

D. Additional Department of Justice Certified Instructors (if any)

DOJ Certified Instructor Last Name:	First Name:	DOJ Certified Instructor Number:	Instructor Status: ☐ Add ☐ Remove
Instructor Signature (Not required for removal)		Date	
DOJ Certified Instructor Last Name:	First Name:	DOJ Certified Instructor Number:	Instructor Status: ☐ Add ☐ Remove
Instructor Signature (Not required for removal)		Date	

E. Declaration

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct. I understand the Department of Justice has no responsibility for insurance coverage for myself, my instructor(s), my student(s), or my course(s) on firearm training, use, and safety. I declare the Firearms Safety Certificate Training Course identified above will include the minimum requirements specified in CCR Section 4259 (d) in Division 5, Title II. I understand the Department of Justice's recognition as comparable entity can be revoked for cause.

Owner/Responsible Party Signature

Date

ADOPT

CALIFORNIA DEPARTMENT OF JUSTICE
BUREAU OF FIREARMS
Comparable Training Entity Application Instructions

Instructor Qualifications

A Department of Justice (DOJ) Certified Instructor number must be provided on the application for each proposed instructor. For each proposed instructor, the application must be accompanied by a resume/statement indicating a minimum of 100 hours of verifiable experience teaching/ training firearms safety. The resume/statement must include contact information for experience verification.

Minimum Course Requirements

By signing this application, you declare the course provided at the training entity named on page 1 will include a minimum of the following:

1. Instruction on Safe Handling Demonstration Steps for the following conventional firearm types:
   - Semiautomatic pistol
   - Double action revolver
   - Single action revolver
   - Pump action long gun
   - Bolt action long gun
   - Semiautomatic long gun with detachable magazine
   - Semiautomatic long gun with fixed magazine
   - Break-top long gun
   - Lever action long gun

2. Instruction on Safe Handling Demonstration Steps for the following firearms with alternative designs:
   - Semiautomatic pistol with a non-locking slide
   - Semiautomatic pistol with a fixed magazine
   - Semiautomatic pistol with a magazine-operated toggle lock
   - Semiautomatic pistol with a top-feeding magazine
   - Semiautomatic pistol with a tip-up barrel
   - Break-top revolver
   - Single-shot pistol
   - Derringer

3. Instruction on how to render a firearm safe in the event of a malfunction.

4. Requirement for all students to successfully perform the Safe Handling Demonstration with the conventional firearm types. The firearms used for the demonstration must be provided by the DOJ Certified Instructor.

Certificate of Completion

Upon successful completion of the training course, a Certificate of Completion must be issued to each student. A sample copy of the Certificate of Completion must accompany this application.

The Certificate must include the following:
- Name of the training course
- Name of the student
- Signature of the DOJ Certified Instructor
- Date course completed

Revisions

Any revisions to the comparable training entity or DOJ Certified Instructor information must be reported, through completion of this form, to the Department of Justice within 10 business days of the change of information.

Comparable Training Entity Recognition

A request to discontinue DOJ recognition as a comparable training entity must be submitted in writing to the Department of Justice within 10 business days of when the entity shall no longer be recognized as providing comparable training. The request can be sent to the address below or via email to boffscprogram@doj.ca.gov.

The Department of Justice will send a notice to the comparable training entity every five (5) years confirming the entity's status as a comparable training entity. Failure to respond to the notice will result in being removed from the list of comparable training entities.

Mail the completed application and required documentation to the following address:

Department of Justice
Bureau of Firearms - FSC
P.O. Box 160367
Sacramento, CA 95816-0367

DOJ Use Only

Date Received: _____ Date Processed: _____

ADOPT

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 31635, subdivision (b). The Bureau of Firearms uses this information to establish the entity on this application as providing comparable training to those entities in Penal Code section 31635. 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 establish the entity on this application as providing comparable training to those entities in Penal Code section 31635, 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 representative at P.O. Box 160367 Sacramento, CA 95816-0367 or (916) 227-3750.