



DEPARTMENT BULLETIN

21-125
09/02/21

Return of Seized Firearms, Ammunition, and Ammunition Feeding Device (Reissue DB 18-238)

The purpose of this bulletin is to establish department protocol for returning seized firearms, ammunition feeding devices, and ammunition.

When a member of the public requests the return of a booked firearm, feeding device or ammunition, members shall refer the person to the Investigator assigned to the case. When the case has not been assigned to an Investigator, members shall contact the supervisor or Lieutenant of the Unit. The supervisor/Lieutenant will assign an Investigator to whom the request can then be referred.

REMINDER: THE ASSIGNED INVESTIGATOR IS RESPONSIBLE FOR THE PROPER RETURN OF SEIZED FIREARMS, AMMUNITION, OR AMMUNITION FEEDING DEVICES. IT IS THE ASSIGNED INVESTIGATOR'S RESPONSIBILITY TO UNDERSTAND THE BASIC LEGAL REQUIREMENTS AND FOLLOW THE SFPD PROTOCOL, PROVIDED BELOW.

Legal Requirements for SFPD Release to Owners

Any person seeking return of a firearm, feeding device or ammunition in law enforcement custody must successfully complete the Law Enforcement Release (LER) application process with the California Department of Justice (DOJ), as provided in Penal Code section 33850 et seq. The DOJ's [LAW ENFORCEMENT RELEASE APPLICATION \(BOF 119\)](#) can be accessed and submitted electronically and is attached to this bulletin.

Law enforcement agencies are prohibited from releasing seized firearms, feeding devices or ammunition to any individual unless the individual has a valid DOJ LER letter with a determination of eligibility to possess the firearm, ammunition feeding device or ammunition. In addition, if the seized property is a firearm, the law enforcement agency must verify that the firearm has not been listed in AFS as stolen, and that the firearm has been recorded in AFS in the name of the individual seeking release. (Pen. Code § 33855.)

SFPD Protocol

NO AMMUNITION SHALL BE RELEASED ON THE SAME DAY AS FIREARM(S).

The assigned Investigator shall adhere to the following protocol when determining whether to release a firearm, feeding device or ammunition.

1. Evaluate whether the firearm, feeding device or ammunition is of ongoing investigative or evidentiary value to the case.
2. Ascertain whether the individual requesting release has submitted a LER application along with the appropriate fees to California Department of Justice, as required under Penal Code 33850 et seq.:
<https://oag.ca.gov/sites/all/files/agweb/pdfs/firearms/forms/ler.pdf>
3. Verify that the individual possesses an original, current DOJ LER letter:
 - a. Showing the DOJ has determined the individual is eligible to possess the firearm, feeding device or ammunition;
 - b. Listing the firearm(s) at issue by make, model and serial number; and
 - c. Indicating whether the firearm is recorded in the Automated Firearms System (AFS) in the name of the individual.

Note, the DOJ LER letter **expires 30 days after its listed date**. To be current, the letter must not be more than 30 days old. Valid DOJ LER letters bear a gold DOJ seal.

4. Ascertain whether the individual is precluded/prohibited from possessing firearms, feeding devices or ammunition. To do this, review CLETS for disabling convictions, restraining orders, supervision conditions, etc. **Confirm that the individual has not incurred any new preclusions since issuance of the DOJ letter to the present.** Investigators must repeat this confirmation anew on the day of release.
5. Confirm that the firearm at issue has NOT been listed in AFS as stolen.
6. Confirm that the firearm has been recorded in AFS in the name of the individual seeking release. If the firearm has not been recorded in AFS the individual's name, the individual may address this by submitting a [Firearm Ownership Report \(BOF 4542A\)](#) to the DOJ.
7. Once these threshold case evaluation and legal steps are completed, contact the Property Control Firearm Unit and co-ordinate an appointment with an officer. Because ammunition and firearms are not released together on the same day, some releases require two separate appointments. The assigned Investigator must accompany the individual to all release appointments.
8. On the date of the release appointment, complete Steps 3-5 again with emphasis on confirming through CLETS that the applicant has not incurred any preclusions since the date of the DOJ LER letter. If the assigned Investigator is unavailable for the release appointment, the Lieutenant shall designate another Investigator to cover steps 3-9. If the scheduled appointment is missed and rescheduled, the assigned Investigator starts again at Step 7 on the date of the new release appointment.
9. At the scheduled appointment, meet the Property Control Division (PCD) Officer and the individual seeking release of the firearm, feeding device or ammunition, at PCD. In PCD, the Investigator requests release of the firearm in Evidence on Q and remains

present for the physical release of the firearm. Note, for the release of any ammunition, the Investigator would return to PCD on a different day, make a separate release request in Evidence on Q for the ammunition, and again remain present for the physical release. PCD will issue a Property Release Receipt for the firearm(s), feeding device, and ammunition if requested.

10. Retain a copy of the CLETS printouts, DOJ LER letter and the Property Release Receipt in the case file.

Investigators may contact the Legal Division at (415) 553-1147 with questions regarding the law.

Members assigned to the Airport Bureau shall refer the person making the request to the San Mateo Sheriff's Detective Bureau assigned to the Airport.



WILLIAM SCOTT
Chief of Police

Per DN 20-150, all sworn & non-sworn members shall electronically acknowledge this Department Document in PowerDMS. Members whose duties are relevant to this Document shall be held responsible for compliance. Any questions regarding this policy should be made to sfpd.writtendirectives@sfgov.org who will provide additional information.



**CALIFORNIA DEPARTMENT OF JUSTICE
BUREAU OF FIREARMS
Law Enforcement Release Application**
Penal Code Section 33850



This form is to be used only by the owner of a firearm, ammunition, or ammunition feeding device which is in the custody or control of a law enforcement agency or court to redeem the firearm, ammunition, or ammunition feeding device. It only establishes the applicant's eligibility to lawfully possess firearms, ammunition, or ammunition feeding devices at the time the application is processed. It cannot be used to transfer a firearm, ammunition, or an ammunition feeding device, or to prove ownership of a firearm.

(Instructions and processing fee information on page 3 of this form.)

A. Owner Information					
Last Name:		First Name:		Middle Name:	
Alias Last Name (if any):		Alias First Name:		Alias Middle Name:	
Residence Street Address:			City:	State:	Zip Code:
Mailing Address (if different):			City:	State:	Zip Code:
Date of Birth (mm/dd/yyyy):		Place of Birth (state or country):		Gender:	Phone No. (include area code):
U.S. Citizen? <input type="radio"/> Yes <input type="radio"/> No	If no, enter Alien Registration No. or I-94 No.:		Country of Citizenship:		
Enter your California driver license (CDL), California ID (CID), Military ID (MIL), or Out-of-State ID (OSID) number in the ID number box to the right. If using military identification you <u>must</u> send a copy of your permanent duty station orders stating you are stationed in California. If using an out-of-state driver's license or identification number you must send a notarized copy of your driver's license or identification card.				ID Type (check one): CDL <input type="checkbox"/> MIL <input type="checkbox"/> CID <input type="checkbox"/> OSID <input type="checkbox"/>	ID Number:

B. Firearm(s) Information (To report additional firearm(s), copy and attach additional applications)					
Firearm Type: <input type="radio"/> Handgun <input type="radio"/> Rifle <input type="radio"/> Shotgun		Category: (select from list on page 4)		Serial Number:	
Make:	Model:	Caliber:	Firearm Origin:	Color:	Barrel Length: <input type="radio"/> IN. <input type="radio"/> CM.
Firearm Type: <input type="radio"/> Handgun <input type="radio"/> Rifle <input type="radio"/> Shotgun		Category: (select from list on page 4)		Serial Number:	
Make:	Model:	Caliber:	Firearm Origin:	Color:	Barrel Length: <input type="radio"/> IN. <input type="radio"/> CM.
Firearm Type: <input type="radio"/> Handgun <input type="radio"/> Rifle <input type="radio"/> Shotgun		Category: (select from list on page 4)		Serial Number:	
Make:	Model:	Caliber:	Firearm Origin:	Color:	Barrel Length: <input type="radio"/> IN. <input type="radio"/> CM.

Ammunition or Ammunition Feeding Device(s) Information (Check all that apply)	
<input type="radio"/> Ammunition	<input type="radio"/> Ammunition Feeding Device



CALIFORNIA DEPARTMENT OF JUSTICE BUREAU OF FIREARMS Law Enforcement Release Application



C. Agency Information

Name of Law Enforcement Agency or Court in Possession of the Firearm(s), Ammunition, or Ammunition Feeding Device(s):			
Address:	City:	Zip Code:	Case Number:

D. Declaration

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct and that I am the lawful owner of all firearms, ammunition, or ammunition feeding devices that I seek to have returned. I expressly authorize the Department of Justice to perform firearms eligibility checks of all relevant state and federal databases, including the Federal Bureau of Investigation's National Instant Criminal Background Check System. I also understand that if I currently possess or own firearms, ammunition, or ammunition feeding devices and the results of this check reveal that I am ineligible either to lawfully possess or purchase firearms, ammunition, or ammunition feeding devices, I must relinquish any and all firearms, ammunition, or ammunition feeding devices in my possession.

Signature _____

Date _____

DOJ USE ONLY

AFS REFLECTS APPLICANT AS OWNER. UNABLE TO VERIFY OWNERSHIP OF FIREARMS VIA AFS. COURT OR LEA MUST CONFIRM.

Date Received:	Date Paid:	Date Processed:	Processed By:	NTN#:
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CALIFORNIA DEPARTMENT OF JUSTICE BUREAU OF FIREARMS Law Enforcement Release Application



Proper Use of the Law Enforcement Release Application

This form is **only** to be used by the **owner** who is seeking to redeem his/her firearm, ammunition, or ammunition feeding device in the custody or control of a law enforcement agency or court. **If the seized property is a firearm, the applicant must already have a record on file in the California Department of Justice Automated Firearms System (AFS) reflecting that he or she is the lawful owner or possessor of the firearm.** It is the responsibility of the court or law enforcement agency with custody or control of the firearm to verify that the applicant is the lawful owner or possessor of the firearm.

Application Submission Requirements

Individuals seeking the return of a firearm, ammunition, or ammunition feeding device that is in the custody or control of a law enforcement agency or court must submit a complete application **with the appropriate fees** to the Department. An eligibility check will be conducted to determine whether the person is eligible to possess firearms, ammunition, or ammunition feeding devices under state and federal law. A notice of results will be sent to the applicant via U.S. Mail. Incomplete applications will be returned without processing. If reporting more than three firearms, make extra copies of this form to meet your reporting needs. **Once issued, a determination notice is only valid for 30 days.** Be advised that any unclaimed firearm, ammunition, or ammunition feeding device may be disposed of by a law enforcement agency or court 180 days after the owner has been notified that those items are available for return.

Fee Submission Requirements

The processing fee for a Law Enforcement Release is twenty dollars (\$20) per application for return of a firearm, any quantity of ammunition, or ammunition feeding device, plus a three-dollar (\$3) charge for each additional firearm being processed as part of the request to return a firearm (check or money order made payable to the Department of Justice). If the law enforcement agency or court determines the firearm, ammunition, or ammunition feeding device was reported stolen pursuant to Penal Code section 33855, subdivision (d), the fees for the stolen firearm(s) will be waived. **Applicants must provide documentation from the law enforcement agency or court with this application to qualify for the waiver of fees.** The Department will process your application within 30 days from the date of receipt unless delayed by circumstances beyond the control of the Department.

Submit completed application and fees to:

Department of Justice
Bureau of Firearms - LER
P.O. Box 820200
Sacramento, CA 94203-0200

The following must be submitted with your application and fee:

- A copy of your California driver license or identification card. (Cal. Code Reg., tit. 11, § 4045.1)
- If your California 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:
 - (1) Valid, unexpired U.S. passport or passport card.
 - (2) Certified copy of U.S. birth certificate.
 - (3) 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.
 - (4) Valid, unexpired foreign passport with valid U.S. immigrant visa and approved Record of Arrival/Departure (I-94) form.
 - (5) Certified copy of birth certificate from a U.S. Territory.
 - (6) Certificate of Naturalization or U.S. Citizenship.
 - (7) Valid, unexpired Permanent Resident Card. (Cal. Code Reg., tit. 11, § 4045.1)
- If your name, as it appears on the "FEDERAL LIMITS APPLY" California driver license or identification card, differs from the name on the document(s) above, you shall also submit one of the following certified documents:
 - (1) An adoption document that contains your legal name as a result of the adoption.
 - (2) A name change document that contains your legal name both before and, as a result of, the name change.
 - (3) A marriage certificate.
 - (4) A dissolution of marriage document that contains your legal name as a result of the court action.
 - (5) A certificate, declaration or registration document verifying the formation of a domestic partnership.
 - (6) A dissolution of domestic partnership document that contains your legal name as a result of the court action. (Cal. Code Reg., tit. 11, § 4045.1)



CALIFORNIA DEPARTMENT OF JUSTICE BUREAU OF FIREARMS Law Enforcement Release Application



Part A. Owner Information

Enter the information as requested. If you are using a military number for identification, you must submit a copy of your permanent duty station orders indicating you are stationed in California.

Part B. Firearm(s), Ammunition, or Ammunition Feeding Device(s) Information

For each firearm, ammunition, or ammunition feeding device you must provide the information requested. Please refer to your firearm owner's manual, the firearms manufacturer's website, or the examples below to assist you in providing the required information:

Firearm:

Firearm Type: Handgun, Rifle, or Shotgun

Category: Bolt Action, Lever Action, Pump Action, Revolver, Semi-Automatic, or Single Shot

Serial Number: Usually located on the frame of a handgun, or the receiver of a long gun. May be all numeric or a combination of alpha and numeric characters. (e.g., 98765, US54321G)

Make: The manufacturer of the firearm. (e.g., Remington, Winchester, Glock, Smith & Wesson)

Model: The model name of the firearm. (e.g., 870 Express, Model 70, 17C, 29-10)

Caliber: The caliber of the firearm. (e.g., 12 gauge, .308 Winchester, 9 mm, .44 Magnum)

Firearm Origin: The country of origin of the firearm. (e.g., United States, Russia, China, Italy)

Barrel Length: Enter the barrel length as stated either in your owner's manual, manufacturer's website, or measure the barrel length by closing the action of the firearm and inserting a wooden dowel down the barrel until it stops. Mark the dowel with a pen at the muzzle. Remove the dowel and measure the distance between the inserted end of the dowel and the pen mark.

Ammunition or Ammunition Feeding Device:

Select either Ammunition or Ammunition Feeding Device, or both as needed.

Part C. Agency Information

Enter the name and address of the law enforcement agency or court in possession of the firearm(s), ammunition, and/or ammunition feeding device(s).

Part D. Declaration

You must sign and date the declaration on this application. For questions, refer to the Bureau of Firearms website:

www.oag.ca.gov/firearms/



CALIFORNIA DEPARTMENT OF JUSTICE
BUREAU OF FIREARMS
Law Enforcement Release Application



Privacy Notice

As Required by Civil Code § 1798.17

Collection and Use of Personal Information: The Division of Law Enforcement, Bureau of Firearms in the Department of Justice collects the information on this application pursuant to Penal Code section 33850. The Bureau of Firearms uses this information to process an application for the release of a firearm, ammunition, or ammunition feeding device. 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 personal information on this application is mandatory. Failure to provide the mandatory personal information will result in your application not being processed.

Access to Your Information: You may review the records maintained by the Division of Law Enforcement, 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 process an application for the release of a firearm, ammunition, or ammunition feeding device, we may need to share the information you provide us with any Bureau of Firearms representative or any other person designated by the Attorney General upon request. 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, 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 820200, Sacramento, CA 94203-0200.



**CALIFORNIA DEPARTMENT OF JUSTICE
BUREAU OF FIREARMS
Firearm Ownership Report**
California Penal Code section 28000



A total processing fee of \$19.00 must accompany this report.
(Instructions on page 2)

***All fields marked with an asterisk (*) are mandatory.**

A. Owner Information					
*First Name:		Middle Name:	*Last Name:		Suffix:
Alias First Name (if any):		Alias Middle Name:		Alias Last Name:	
*Residence Street Address:			*City:	*State:	*Zip Code:
Mailing Address (if different):			City:	State:	Zip Code:
*Date of Birth (mm/dd/yyyy):		*Place of Birth (state or country):		*Gender:	*Phone No. (include area code)
*U.S. Citizen? <input type="radio"/> Yes <input type="radio"/> No	If no, enter Alien Registration No. or I-94 No.:		*Country of Citizenship:		
Enter your California driver license (CDL), California ID (CID), or Military ID (MIL) number in the ID number box to the right. If using military identification you <u>must</u> send a copy of your permanent duty station orders stating you are stationed in California.			*ID Type (check one): CDL <input type="checkbox"/> CID <input type="checkbox"/> MIL <input type="checkbox"/>	*ID Number:	Firearm Safety Certificate (FSC) No.:

B. Firearm(s) Information (To report additional firearm(s) copy and attach additional applications)					
*Firearm Type: <input type="radio"/> Handgun <input type="radio"/> Rifle <input type="radio"/> Rifle / Shotgun Combo <input type="radio"/> Shotgun		*Category (select from list on page 3)		*Serial Number:	
*Make:	*Model:	*Caliber:	*Firearm Origin:	*Barrel Length: <input type="radio"/> IN. <input type="radio"/> CM.	
*Firearm Self-Built? <input type="radio"/> Yes <input type="radio"/> No	*Did You Obtain A Serial Number From The DOJ? <input type="radio"/> Yes <input type="radio"/> No	*Frame/Receiver Only? <input type="radio"/> Yes <input type="radio"/> No	*Is Firearm In Law Enforcement Custody? <input type="radio"/> Yes <input type="radio"/> No		
*Color:	*Date Acquired (mm/dd/yyyy):	*Acquired From: <input type="radio"/> Gun Show <input type="radio"/> Family Member (Specify Relationship): _____ <input type="radio"/> Private Party <input type="radio"/> Other _____			

*Firearm Type: <input type="radio"/> Handgun <input type="radio"/> Rifle <input type="radio"/> Rifle / Shotgun Combo <input type="radio"/> Shotgun		*Category (select from list on page 3)		*Serial Number:	
*Make:	*Model:	*Caliber:	*Firearm Origin:	*Barrel Length: <input type="radio"/> IN. <input type="radio"/> CM.	
*Firearm Self-Built? <input type="radio"/> Yes <input type="radio"/> No	*Did You Obtain A Serial Number From The DOJ? <input type="radio"/> Yes <input type="radio"/> No	*Frame/Receiver Only? <input type="radio"/> Yes <input type="radio"/> No	*Is Firearm In Law Enforcement Custody? <input type="radio"/> Yes <input type="radio"/> No		
*Color:	*Date Acquired (mm/dd/yyyy):	*Acquired From: <input type="radio"/> Gun Show <input type="radio"/> Family Member (Specify Relationship): _____ <input type="radio"/> Private Party <input type="radio"/> Other _____			

C. Declaration	
<p><i>I declare 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 to perform firearms eligibility checks of all relevant state and federal databases, including the Federal Bureau of Investigation's National Instant Criminal Background Check System. I also understand that if I currently possess or own firearms and the results of this check reveal that I am ineligible either to lawfully possess or purchase firearms, I must relinquish any and all firearms in my possession.</i></p>	
Signature _____	Date _____



CALIFORNIA DEPARTMENT OF JUSTICE BUREAU OF FIREARMS Firearm Ownership Report



Firearm Ownership Report Submission Requirements

The following must be submitted with your reporting form and mailed to the Department of Justice, Bureau of Firearms - FOR, P.O. Box 820200, Sacramento CA 94203-0200:

- o \$19.00 processing fee (check or money order made payable to the Department of Justice) (Pen. Code, § 28230, subdiv. (a)(3))
- o A copy of your California driver license or identification card. (Cal. Code Regs., tit. 11, § 4045.1)
- o 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:
 - (1) Valid, unexpired U.S. passport or passport card.
 - (2) Certified copy of U.S. birth certificate (issued by a city, county, or state vital statistics office). "Abbreviated" or "Abstract" certificates are NOT accepted.
 - (3) 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.
 - (4) Valid, unexpired foreign passport with valid U.S. immigrant visa and approved Record of Arrival/Departure (I-94) form.
 - (5) Certified copy of birth certificate from a U.S. Territory.
 - (6) Certificate of Naturalization or U.S. Citizenship.
 - (7) Valid, unexpired Permanent Resident Card. (Cal. Code Regs., tit. 11, § 4045.1)
- o 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:
 - (1) An adoption document that contains your legal name as a result of the adoption.
 - (2) A name change document that contains your legal name both before and, as a result of, the name change.
 - (3) A marriage certificate.
 - (4) A dissolution of marriage document that contains your legal name as a result of the court action.
 - (5) A certificate, declaration or registration document verifying the formation of a domestic partnership.
 - (6) 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)

Complete all required information. Incomplete reporting forms submitted without the proper fees and documentation will be returned without processing. If reporting more than two firearms, attach additional copies of this report as needed. A firearm eligibility check will be conducted to determine whether you are lawfully eligible to possess firearms. Once approved, you will receive a confirmation notice of your Firearm Ownership Report.

This report may not be used to report ownership of assault weapons defined in Penal Code sections 30510 through 30530. It is the responsibility of the applicant to determine if the firearm being reported is an assault weapon. A list of assault weapons is available on the Bureau of Firearms website at www.oag.ca.gov/firearms.



CALIFORNIA DEPARTMENT OF JUSTICE BUREAU OF FIREARMS Firearm Ownership Report



Part A. Owner Information

If you are using military identification, you must send a copy of your permanent duty station orders stating you are stationed in California. If you are not actively stationed in California, pursuant to Penal Code sections 28160, subdivision (a) (22), and 16400, a California driver license or identification card is required in order to have the firearms recorded in your name.

Part B. Firearm Information

For each firearm, you must provide the identification information requested. Please refer to your firearm owner's manual, the firearms manufacturer's website, or the examples below to assist you in providing the required information:

- Firearm Type Handgun, Rifle, Shotgun, Rifle/Shotgun Combo
- Category Bolt Action, Lever Action, Pump Action, Semi-Automatic, Single Shot, Carbine, Over and Under, Revolver, Derringer, Double Barrel, 3 Barrels, or 4 or More Barrels.
- Serial Number Usually located on the frame of a handgun, or the receiver of a long gun. May be all numeric or a combination of alpha and numeric characters. (e.g., 98765; US54321 G)
- Make The manufacturer of the firearm (e.g. Remington, Winchester, Glock, Smith & Wesson). If your firearm is self-built, the make should be listed as U.S.
- Model The model name of the firearm. (e.g., 870 Express, Model 70, 17C, 29-10)
- Caliber The caliber of the firearm. (e.g., 12 gauge, .308 Winchester, 9 mm, .44 Magnum). If your firearm has more than one caliber, please list them all.
- Firearm Origin The country of origin of the firearm. (e.g., United States, Russia, China, Italy)
- Barrel Length Enter the barrel length as stated either in your owner's manual, manufacturer's website, or measure the barrel length by closing the action of the firearm and inserting a wooden dowel down the barrel until it stops. Mark the dowel with a pen at the muzzle. Remove the dowel and measure the distance between the inserted end of the dowel and the pen mark.
- Date Acquired The date you, the person submitting this report, took possession of the firearm.

Part C. Declaration

You must sign and date the declaration on this reporting form.



CALIFORNIA DEPARTMENT OF JUSTICE
BUREAU OF FIREARMS
Firearm Ownership Report

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 on this report as authorized by Penal Code section 28000. The Division of Law Enforcement uses this information to establish firearm ownership. 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 report must be provided. If you fail to provide any of the required personal information, the unprocessed report 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 from owning a firearm and to establish firearm ownership, we may need to share the information you provide 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 820200, Sacramento, CA 94203-0200.