



BUREAU OF SECURITY AND INVESTIGATIVE SERVICES

P.O. Box 989002
West Sacramento, CA 95798-9002
(916) 322-4000
www.bsis.ca.gov



APPLICATION FOR FIREARMS PERMIT

ALL FEES ARE NON-REFUNDABLE

Initial Application

Renewal Application

Add a Caliber

Firearm Permit # : \_\_\_\_\_

Firearm Permit # : \_\_\_\_\_

Expiration Date: \_\_\_\_\_

Expiration Date: \_\_\_\_\_

1. Please complete all information in this section.

Form with fields for Last Name, First Name, Middle Name, Street Address, Driver's License Number, Date of Birth, Social Security Number, Telephone Number.

2. If you are licensed, please check the box that describes your license type. If you are applying for a license, write "applying" in the space provided for the license number.

Table with license types: Private Investigator, Security Guard, Private Patrol Operator, Alarm Agent, Alarm Company Operator. Columns for License # and Exp. Date.

3. Please answer the following questions with a Yes or No.

Three questions with Yes/No checkboxes: active duty peace officer, range qualification, United States citizen.

4. Please answer the following questions. If you answer "Yes", provide an explanation below.

Question: Have you ever been convicted of any crime, or entered a plea of nolo contendere? Includes explanation text.

5. Read carefully before signing below: I understand that my firearm permit will authorize me to carry an exposed loaded firearm of the caliber(s) listed on my permit only while on duty or while directly en route to or from my home, to my worksite or a firearm range (PC 12031 ( d ) (5)). I also understand that no private patrol operator licensee or registered security guard shall use or wear a firearm unless he or she is wearing a uniform. At all other times, the firearm shall be unloaded and kept in a locked container during the course of travel (PC 12026.2 (a) and (b)). If not wearing a uniform, the firearm must be unloaded and locked during the course of travel. Persons authorized to carry a concealed weapon are exempt from these requirements.

I DECLARE UNDER PENALTY OF PERJURY, UNDER THE LAWS OF THE STATE OF CALIFORNIA, that all statements on this application are true and correct, with full knowledge that all statements herein are subject to investigation and that any false, dishonest, or incomplete answers to any questions on the application may be grounds for denial or subsequent revocation of a firearm permit.

Applicant Signature:

Date:

**CERTIFICATION**

**OF FIREARM RANGE QUALIFICATION**

**TO BE COMPLETED BY INSTRUCTORS ONLY!**

**NOTE TO THE INSTRUCTOR:** This document may not be released to the applicant until all information required below has been completed, including your original signature. Use one color ink. The instructor must initial any corrections. In the "Course Completed" section below, be sure to draw a line through those boxes that are not used to document "Caliber" and "Range Score(s)." This will ensure that nothing is added to that section after completion by the instructor. Note: All required requalifications for renewal must be completed on this form, and must be submitted at the time of renewal.

In accordance with the standards established by the Bureau of Security and Investigative Services (Bureau), I certify that the individual named in this application has qualified with a minimum score of 80 percent on a course of fire as prescribed by the Bureau, and has passed with a minimum score of 85 percent or more on the Bureau-approved written examination. Passing a written examination is only required at the time of the initial application and the renewal of the firearm permit.

Facility Name: \_\_\_\_\_

Facility Address: \_\_\_\_\_

Facility Certificate #: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Course	Exam Date	Range Date	Calibers							
INITIAL										
Adding Calibers										
1 <sup>st</sup> Requalification										
2 <sup>nd</sup> Requalification										
3 <sup>rd</sup> Requalification										
Renewal 4 <sup>th</sup> Requalification										
2 Hour Refresher Course										

*(do not write in shaded area)*

Citizenship or Permanent Residence Verification: Pursuant to Sections 758.3.23, 7585.8, 7596.3 and 7596.7 of the Business and Professions Code, I hereby certify that I have seen the following document that meets the requirements of these Sections.

Type of Document: \_\_\_\_\_ Document Number: \_\_\_\_\_  
*(If birth certificate, indicate city and state)*

*I declare under penalty of perjury, under the laws of the State of California, that the information supplied above is true and correct to the best of my knowledge.*

Instructor License Number: \_\_\_\_\_ Instructor Telephone Number: \_\_\_\_\_

License Expiration Date: \_\_\_\_\_ Instructor Signature: \_\_\_\_\_

*(Original Signature Only)*

## GENERAL INFORMATION FOR COMPLETING FIREARM PERMIT APPLICATION

### FEES

**Firearm permits are issued for a period of two years  
Permit fees reflect the two-year licensing period**

<b>FIREARM PERMIT (Live Scan)</b>	
Initial Application	\$80
DOJ Fingerprint Processing Fee ( <b>\$32.00 paid at Live Scan site</b> )	
FBI Fingerprint Processing Fee ( <b>\$19.00 paid at Live Scan site</b> )	
Firearm Eligibility Application ( <b>\$38.00 paid at Live Scan site</b> )	
<b>TOTAL</b>	<b>\$80</b>
Renewal Fee (\$60) and DOJ Firearm Eligibility Application (\$38)	\$98

### EXPLANATION OF SECTIONS ON APPLICATION FORM

All sections of the application must be completed pursuant to Title 16, California Code of Regulations, section 601. Deficient applications will not be processed.

**Section 1: Applicant Information** - Name, Date of Birth, Driver's License Number, Social Security Number<sup>1</sup>, Mailing Address<sup>2</sup> and Telephone Number of the person who is applying for the firearm permit.

**Section 2: Type of License Applied For or Currently Possess** - Check the type of license applied for and give specific information regarding your current active licenses. Firearm permit applications will not be processed unless you have applied for or currently possess a valid license as a private investigator, private patrol operator, alarm company operator, or registration as a security guard or alarm agent.

**Section 3: Active Duty Law Enforcement Officer Disclosure** - As of January 1, 1997, Business and Professions Code sections 7522 and 7582.2 (Stats. of 1996, ch. 710; SB 1375), require active duty **peace officers** who perform the duties of an **armed private security officer, armed private investigator, armed private patrol operator, or armed alarm company operator or agent** to maintain a qualifying license/registration and a firearm permit. If you are an active duty peace officer as defined in Chapter 4.5, (commencing with section 830) of Title 3 of Part 2 of the Penal Code, and are currently authorized by your employing agency to carry a firearm, you are **exempt** from completing a firearm training course but will be required to submit proof of active duty status before issuance of a firearm permit.

**Section 4: Criminal History Disclosure** - The information requested is required under sections 7542, 7583.24, 7583.25, 7596.8, 7596.81 of the Business and Professions Code. It will be used to determine eligibility for a firearm permit. A firearm permit will not be issued if: (1) an applicant has been convicted of a felony and has not received a pardon; (2) an applicant's felony conviction has not been reduced to a misdemeanor; (3) an applicant has been determined to be a danger to others; or, (4) if an applicant otherwise has been prohibited by the Penal Code from carrying a firearm. A criminal background investigation is conducted on all applicants.

**Section 5: Signature Required** - Signature is required under declaration of understanding.

<sup>1</sup> Disclosure of your Social Security Number (SSN) is mandatory. Section 30 of the Business and Professions Code and Public Law 94-455 (42 USCA 405(c)(2)(C)) authorizes collection of your SSN. Your SSN will be used exclusively for tax enforcement purposes, or for purposes of compliance with any judgment or order of family support in accordance with Section 17520 of the Family Code. If you fail to disclose your SSN, your application for initial or renewal license will not be processed, and you will be reported to the Franchise Tax Board, which may assess a \$100 penalty against you.

<sup>2</sup> Your name and address entered on the application forms may become public information subject to disclosure. Upon issuance of a license or registration, your name and address entered on the attached forms SHALL become public information subject to disclosure pursuant to the California Public Records Act (Gov. Code Section 6250 et seq.) and the Information Practices Act (Civ. Code section 1798.61).

Rev. (07/08)

# Checklist

**Application** - Complete every section of the application. If a section of the application does not apply to you, please indicate by writing "not applicable" or "N/A" in that section.

Requirements to obtain a firearm permit are as follows:

**Initial firearm permit, using Live Scan:**

- Submit a completed Application for Firearm Permit,
- Certification of Firearm Range Qualification,
- Submit your prints to the Department of Justice via Live Scan,
- The Firearm Permit fee of \$80
- Any other required documentation as applicable

Mail your application to:

**Bureau of Security and Investigative  
Services  
P. O. Box 989002  
West Sacramento, CA 95798-9002**

**Renewal of a firearm permit:**

- Submit a completed Application for Firearm Permit,
- Certification of Firearm Range Qualification and \$98
- Department of Justice, Firearm Qualification Form (FEA)
- Any other required documentation as applicable.

## **Live Scan Fingerprinting**

Live Scan is a system for the electronic submission of fingerprints and the subsequent automated background checks and responses. Simply go to the nearest Live Scan station to have your fingerprints submitted to the DOJ and FBI. Pay the Live Scan operator the \$32 DOJ fingerprint processing fee and the \$19 FBI fingerprint processing fee, \$38 DOJ Firearm Eligibility Application (FEA) Processing fee as well as the Live Scan site fee. The fee set by each Live Scan site varies.

## **Live Scan Sites and Forms**

You may visit the Bureau's web site at "[http://www.bsis.ca.gov/live\\_scan\\_fingerp.htm](http://www.bsis.ca.gov/live_scan_fingerp.htm)" to link to the Live Scan sites and/or Live Scan form. You may also call the Bureau at (916) 322-4000 to request a form and/or a referral to a Live Scan site in your area.

## **Certificate of Firearm Range Qualification**

Each applicant must have completed the prescribed firearm training pursuant to specified sections of the California Penal and Business and Professions Codes. Applicants applying for renewal of a firearm permit must requalify by completing the prescribed firearm training. A licensed firearm instructor, employed by a licensed firearm training facility, must verify this training. The instructor must complete the Certification of Firearm Range Qualifications form that is provided on the reverse side of your Application for Firearm Permit.

## **Application Processing**

Your application for a firearm permit will be evaluated and you will be notified in writing of any deficiencies. The status of your application may not be available for 45-60 days from the date it was submitted. An application is complete only upon receipt by the Bureau of all required forms, documents and the payment of all appropriate fees. Applications not completed within one year will be considered abandoned. All applicants for licensure must meet current statutory and regulatory requirements that are in effect at the time a license is issued.

*Note:* Per California Civil Code, Section 1798.17 (Information Practices Act), the Chief of the Bureau is responsible for maintaining the information in this application. This information may be transferred to other governmental and enforcement agencies. Individuals have the right to review their records, unless the records are exempt by Section 1798.40 of the Civil Code.

**ALL FEES ARE NON-REFUNDABLE**