



BUREAU OF SECURITY AND INVESTIGATIVE SERVICES

P.O. Box 989002, West Sacramento, CA 95798-9002

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FIREARMS PERMIT RENEWAL APPLICATION

Renewal Application Fee \$98

ALL FEES ARE NON-REFUNDABLE

Pursuant to Business and Professions Code section 7583.37, a firearms permit renewal application must be submitted at least 60 days prior to the permit's expiration date.

Have you served or are you currently serving in the United States military?* Yes No

*BSIS' Veterans Come First Program offers priority services to veteran applicants. Disclosure of military service is voluntary and participation in the program is optional. If you check yes, submit proof of your military service (e.g. DD-214, DD-256, V-MET record, military orders, military I.D., etc.) with your application.

NOTE: If your firearms permit is expired, you may not use this form to renew your permit. You must submit an initial application for a firearms permit and complete the required initial firearm's training.

TO BE COMPLETED BY APPLICANT (Type or Print Clearly)

Last Name:		First Name:		Middle Name:
Firearms Permit No.		Firearms Permit Exp. Date		Driver's License No.: (optional)
Address of Record (Street Address, City, State, and Zip Code or P.O. Box):				
Physical Address (if using P.O. Box as Address of Record, you must provide your physical residential address):				
Date of Birth (MM, DD, YYYY)	Social Security No.:	Telephone No.:	Email Address (optional):	

Provide the number and expiration date for the license(s) associated with your Firearm Permit.

License Type	License No.	Exp. Date	License Type	License No.	Exp. Date
PI (License)			Security Guard		
PI QM**			PPO (Lic)		
			PPO (QM**)		
			Alarm Agent		
			Alarm Company (Lic)		
			Alarm Company (QM)		

**** Provide the number and expiration date of the license on which you serve as the qualified manager.**

Are you 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? **If you check "Yes," read Item 3 under Application Form – Applicant Information on Instructions Page.**

Yes No

READ CAREFULLY: I understand that a BSIS firearms permit authorizes me to carry an exposed (i.e. non-concealed) loaded firearm only of the caliber(s) listed on my firearms permit card and only when on duty. A BSIS Firearm Permit does not authorize me to carry a concealed loaded firearm. I also understand that if I am a current private patrol operator or alarm company operator licensee; or registered security guard or alarm agent, or qualified manager for a private patrol operator or alarm company operator licensee, I shall not use or wear an exposed firearm while on duty unless I am in uniform.

Mandatory Disclosure Language

Submission of the requested information is mandatory. The Bureau of Security and Investigative Services (BSIS) of the Department of Consumer Affairs (Department) cannot process your Firearms Permit Renewal Application unless all requested information is provided.

Per the Information Practices Act, the Chief of the BSIS is responsible for maintaining the information in this application. You have the right to review the records maintained on you by the BSIS or Department unless the records are exempt from disclosure by section 1798.40 of the Civil Code. Your completed application becomes the property of the BSIS and will be used by authorized personnel to determine your eligibility for a license, registration or permit. Information on your

application may be transferred to other governmental or law enforcement agencies, as permitted by law.

Pursuant to the California Public Records Act (Gov. Code § 6250 et seq.) and the Information Practices Act (Civ. Code § 1798.61), the names and addresses of persons possessing a license, certificate, permit or registration may be disclosed by the BSIS unless otherwise specifically exempt from disclosure under the law. The BSIS makes every effort to protect the personal information you provide us. The information you provide, however, may be disclosed in response to a court or administrative order, a subpoena, or a search warrant.

Pursuant to Business and Professions Code section 30, providing your social security number is mandatory and will be used exclusively for tax enforcement purposes and for compliance with any judgment or order for family support in accordance with section 17520 of the Family Code. Your social security number may also be used for verification of licensure or examination status for national examination where licensure is reciprocal with a requesting state. If you fail to provide your social security number, you will be reported to the Franchise Tax Board (FTB), which may assess a \$100 penalty against you.

Effective July 1, 2012, the State Board of Equalization (BOE) and the FTB may share taxpayer information with the BSIS. You are required to pay your state tax obligation. This application may be denied or your license may be suspended if the state tax obligation is not paid and your name appears on either the BOE or FTB certified list of top 500 tax delinquencies.

For questions about this notice or access to your record, you may contact the BSIS, Attn: Public Records Liaison, P.O. Box 980550, Sacramento, CA 95798-0550, by phone at (800) 952-5210, or by e-mail at bsis@dca.ca.gov. For questions about the Department's Privacy Policy, you may contact the Department of Consumer Affairs at 1625 North Market Boulevard, Sacramento, CA 95834, by phone at (800) 952-5210 or by e-mail at dca@dca.ca.gov.

I DECLARE UNDER PENALTY OF PERJURY, UNDER THE LAWS OF THE STATE OF CALIFORNIA, that all statements on this application are true and correct and that I have completed the minimum training requirements required (range for each caliber, classroom and exam) to renew a BSIS firearm permit, with full knowledge that all statements herein are subject to investigation and that any false, dishonest, or incomplete answer to any question on the application may be grounds for denial or subsequent revocation of a firearms permit.

Applicant Signature

Date

CERTIFICATION OF 1st FIREARMS RANGE REQUALIFICATION/REVIEW COURSE TRAINING

THIS PAGE TO BE COMPLETED BY THE BSIS CERTIFIED FIREARM INSTRUCTOR

DO NOT RELEASE THE APPLICATION FORM to the applicant until you have completed all information required on this page, based on the training you provide the applicant.

1. Draw a line through and initial unused boxes in the Applicant Training Information Table below.
2. Do not provide corrected information. If you make an error, start a new form.

TYPE OR PRINT CLEARLY

Applicant Name _____ Firearm Permit # _____

Facility Name _____ Facility Phone # _____

Facility Address _____

Facility Certificate # TFF _____ Expiration Date _____

Instructor Name _____ Instructor Phone # _____

Instructor License # TIF _____ Expiration Date _____

APPLICANT TRAINING INFORMATION

	Review Course Date	Written Exam Date	Range Date	Calibers					
First Requalification									

Applicant must complete a 2-hour review course on the use and de-escalation of force prior to each range requalification. Also, the applicant must pass ***the Bureau-approved written firearm exam with a score of 85 percent or more***, preferably at the time of the 4th requalification. (B&P Code §7583.32 and CCR §633).

CITIZENSHIP OR PERMANENT RESIDENT VERIFICATION

Document Type: _____
(For birth certificate, indicate city and state. For Passport indicate issuing country.)

Document Number: _____ Expiration Date _____
(Provide expiration if passport, permanent resident or I-327)

I declare under penalty of perjury, under the laws of the State of California, that:

- ***The information I provided on this page is true and correct to the best of my knowledge.***
- ***The applicant completed the required two-hour refresher course, as prescribed by the Bureau, prior to attempting the range qualification.***
- ***The applicant requalified with a minimum score of 80 percent on a course of fire, as prescribed by the Bureau.***
- ***If a written exam date is provided in the Applicant Training Table (above), the applicant passed the Bureau-approved written firearm exam with a score of 85 percent or more.***

 Instructor Signature

 Date Signed

CERTIFICATION OF 2nd FIREARMS RANGE REQUALIFICATION/REVIEW COURSE TRAINING

THIS PAGE TO BE COMPLETED BY THE BSIS CERTIFIED FIREARM INSTRUCTOR

DO NOT RELEASE THE APPLICATION FORM to the applicant until you have completed all information required on this page, based on the training you provide the applicant.

1. Draw a line through and initial unused boxes in the Applicant Training Information Table below.
2. Do not provide corrected information. If you make an error, start a new form.

TYPE OR PRINT CLEARLY

Applicant Name _____ Firearm Permit # _____

Facility Name _____ Facility Phone # _____

Facility Address _____

Facility Certificate # TFF _____ Expiration Date _____

Instructor Name _____ Instructor Phone # _____

Instructor License # TIF _____ Expiration Date _____

APPLICANT TRAINING INFORMATION

	Review Course Date	Written Exam Date	Range Date	Calibers					
Second Requalification									

Applicant must complete a 2-hour review course on the use and de-escalation of force prior to each range requalification. Also, the applicant must pass ***the Bureau-approved written firearm exam with a score of 85 percent or more***, preferably at the time of the 4th requalification. (B&P Code §7583.32 and CCR §633).

CITIZENSHIP OR PERMANENT RESIDENT VERIFICATION

Document Type: _____
(For birth certificate, indicate city and state. For Passport indicate issuing country.)

Document Number: _____ Expiration Date _____
(Provide expiration if passport, permanent resident or I-327)

I declare under penalty of perjury, under the laws of the State of California, that:

- ***The information I provided on this page is true and correct to the best of my knowledge.***
- ***The applicant completed the required two-hour refresher course, as prescribed by the Bureau, prior to attempting the range qualification.***
- ***The applicant requalified with a minimum score of 80 percent on a course of fire, as prescribed by the Bureau.***
- ***If a written exam date is provided in the Applicant Training Table (above), the applicant passed the Bureau-approved written firearm exam with a score of 85 percent or more.***

 Instructor Signature

 Date Signed

CERTIFICATION OF 3rd FIREARMS RANGE REQUALIFICATION/REVIEW COURSE TRAINING

THIS PAGE TO BE COMPLETED BY THE CERTIFIED BSIS FIREARM INSTRUCTOR

DO NOT RELEASE THE APPLICATION FORM to the applicant until you have completed all information required on this page, based on the training you provide the applicant.

1. Draw a line through and initial unused boxes in the Applicant Training Information Table below.
2. Do not provide corrected information. If you make an error, start a new form.

TYPE OR PRINT CLEARLY

Applicant Name _____ Firearm Permit # _____
 Facility Name _____ Facility Phone # _____
 Facility Address _____
 Facility Certificate # TFF _____ Expiration Date _____
 Instructor Name _____ Instructor Phone # _____
 Instructor License # TIF _____ Expiration Date _____

APPLICANT TRAINING INFORMATION

	Review Course Date	Written Exam Date	Range Date	Calibers					
Third Requalification									

Applicant must complete a 2-hour review course on the use and de-escalation of force prior to each range requalification. Also, the applicant must pass **the Bureau-approved written firearm exam with a score of 85 percent or more**, preferably at the time of the 4th requalification. (B&P Code §7583.32 and CCR §633).

CITIZENSHIP OR PERMANENT RESIDENT VERIFICATION

Document Type: _____
 (For birth certificate, indicate city and state. For Passport indicate issuing country.)

Document Number: _____ Expiration Date _____
 (Provide expiration if passport, permanent resident or I-327)

I declare under penalty of perjury, under the laws of the State of California, that:

- The information I provided on this page is true and correct to the best of my knowledge.
- The applicant completed the required two-hour refresher course, as prescribed by the Bureau, prior to attempting the range qualification.
- The applicant requalified with a minimum score of 80 percent on a course of fire, as prescribed by the Bureau.
- If a written exam date is provided in the Applicant Training Table (above), the applicant passed the Bureau-approved written firearm exam with a score of 85 percent or more.

 Instructor Signature

 Date Signed

CERTIFICATION OF 4th FIREARMS RANGE REQUALIFICATION/REVIEW COURSE TRAINING

THIS PAGE TO BE COMPLETED BY THE BSIS CERTIFIED FIREARM INSTRUCTOR

DO NOT RELEASE THE APPLICATION FORM to the applicant until you have completed all information required on this page, based on the training you provide the applicant.

1. Draw a line through and initial unused boxes in the Applicant Training Information Table below.
2. Do not provide corrected information. If you make an error, start a new form.

TYPE OR PRINT CLEARLY

Applicant Name _____ Firearm Permit # _____

Facility Name _____ Facility Phone # _____

Facility Address _____

Facility Certificate # TFF _____ Expiration Date _____

Instructor Name _____ Instructor Phone # _____

Instructor License # TIF _____ Expiration Date _____

APPLICANT TRAINING INFORMATION

	Review Course Date	Written Exam Date	Range Date	Calibers					
Fourth Requalification									

Applicant must complete a 2-hour review course on the use and de-escalation of force prior to each range requalification. Also, the applicant must pass ***the Bureau-approved written firearm exam with a score of 85 percent or more***, preferably at the time of the 4th requalification. (B&P Code §7583.32 and CCR §633).

CITIZENSHIP OR PERMANENT RESIDENT VERIFICATION

Document Type: _____
(For birth certificate, indicate city and state. For Passport indicate issuing country.)

Document Number: _____ Expiration Date _____
(Provide expiration if passport, permanent resident or I-327)

I declare under penalty of perjury, under the laws of the State of California, that:

- ***The information I provided on this page is true and correct to the best of my knowledge.***
- ***The applicant completed the required two-hour refresher course, as prescribed by the Bureau, prior to attempting the range qualification.***
- ***The applicant requalified with a minimum score of 80 percent on a course of fire, as prescribed by the Bureau.***
- ***If a written exam date is provided in the Applicant Training Table (above), the applicant passed the Bureau-approved written firearm exam with a score of 85 percent or more.***

 Instructor Signature

 Date Signed

INSTRUCTIONS FOR FIREARMS PERMIT RENEWAL APPLICATION

Application Checklist

1. Submit a complete and signed Firearms Permit Renewal Application Form (If renewing online through BreZE, upload a copy of the complete and signed application form and submit with your application.)
2. Submit a complete and signed Department of Justice (DOJ) **Firearms Qualification Application (BCIA 4040)**. Pursuant to Business and Professions Code section 7583.25, DOJ must verify a renewal applicant's continued eligibility to possess a firearm. If renewing online through BreZE, upload a copy of the complete and signed application form.)
3. Submit fee payment of \$98 (\$60 Renewal Fee and \$38 DOJ Firearm Qualification Form Processing Fee).

General Information

1. **Allow the Bureau 60 days to process your application. DO NOT** contact the Bureau to check on the status of your application unless it is over 60 days from date of submission. You will be notified in writing if your application is deficient.
2. **Use the *Firearms Permit Renewal Application*.** Do not use a *Firearms Permit Initial Application* to renew your permit. An incorrect form is deficient and the completion of a new application on the correct form will be required.
3. **Use a current form.** An outdated form may require completion of a new application on a current form. Current forms are on the Bureau's website at <http://www.bsis.ca.gov> in Forms and Publications under the Licensees tab.
4. **Four Range Requalifications:** Applicant must have completed four range requalifications as follows: two (2) requalifications during each 12-month period of the current permit's two-year term with no two (2) requalifications completed closer than four (4) months apart. *As each range requalification is separate, you may complete each one with a single Bureau certified firearm instructor and firearm training facility or with multiple instructors and facilities.* **NOTE:** Failing to adhere to the required requalification schedule will result in you being ineligible for renewal and the need to apply for a new initial firearms permit.
5. **Submit application at least 60 days before expiration, as required by law.** However, do not submit more than 90 days before expiration. **NOTE:** By law, a firearms permit cannot be renewed after expiration. If a complete Firearms Permit Renewal Application is not received by the expiration of your current permit, you will need to apply for a new initial firearms permit. (BPC 7583.32. 7542 & 7596.7)

Application Form – Applicant Information

1. **Applicant Information** – The Address of Record information may be subject to public release. You may list a P.O. Box for your Address of Record. However, if you list a P.O. Box, you must provide your physical residential address.
2. **Type(s) of License Currently Hold** – Complete requested information for each license type you hold. The application will not be processed unless you currently hold a valid license as a private investigator (PI), private patrol operator (PPO), or alarm company operator (ACO); you are a qualified manager associated with a valid PPO or PI licensee; you possess a valid certificate as an alarm company operator qualified manager; or possess a valid registration as a security guard or alarm agent.
3. **Active Duty Peace Officer** – 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 authorized by your current employer to carry a firearm, you are **exempt** from completing the Bureau's range requalifications with proof of active duty status and proof of having completed firearms requalification training before the renewal of the permit. (Business and Professions Code section 7583.32).

Application Form – Instructor Information

1. **Caliber Boxes** – Draw a line through unused caliber boxes and initial in the Applicant Training Information Table to prevent the addition of information after you have signed and released the form.
2. **Do not make revisions to the form.** If you need to change information, start a new form. The Bureau has no way of knowing if the change was made by the instructor or someone else.
3. **Citizenship or Permanent Resident Verification** -- Complete all information including issuing city and state if document provided is a birth certificate or issuing country if the document provided is a passport.