



BUREAU OF SECURITY AND INVESTIGATIVE SERVICES
P.O. Box 989002, West Sacramento, CA 95798-9002
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RENEWAL APPLICATION
FIREARM OR BATON TRAINING FACILITY CERTIFICATE
ALL FEES ARE NON-REFUNDABLE

INSTRUCTIONS FOR COMPLETING RENEWAL APPLICATION

- 1. Identify the expiration date of your current certificate.
2. If your certificate has expired, you must also pay the reinstatement fee and check the box below.
3. Print your facility name and address; check the box if changing the address.
4. Print your entire certificate number and sign and date the renewal application.
5. Do not send cash. Send a check or money order and fee(s) made payable to: Bureau of Security and Investigative Services and mail to P. O. Box 989002, West Sacramento, CA 95798.

PLEASE READ CAREFULLY

Each certificate is issued to a specific location. All licenses must be renewed on or before the date of expiration. Submit your renewal application and fee(s) no earlier than ninety (90) days prior to the expiration date. A TRAINING FACILITY CERTIFICATE MAY NOT BE REINSTATED AFTER 3 YEARS FROM THE EXPIRATION DATE. To reinstate a certificate within the 3 years from the expiration date all accrued renewal fees and reinstatement fees must be paid in full. If there has been a change of ownership, corporate officer, or manager, you must contact the Bureau immediately. A change of address to a post office box or a mailbox service is allowed only if there is no mail delivery to the physical address or if the business is located in the licensee's residence. If the address has changed to a post office box or a mail box service, you are still required to provide the physical address below.

YOU MAY NOT ENGAGE IN THE BUSINESS OF A FIREARMS OR BATON TRAINING FACILITY AFTER THE EXPIRATION DATE UNLESS THE LICENSE IS RENEWED OR THE RENEWAL IS PENDING.

Firearm Training Facility (\$500) or Baton Training Facility (\$500) Fee Enclosed \$

Reinstatement fee (\$250)

If the renewal application is postmarked after the expiration date then the reinstatement fee shall apply

Expiration Date / /

(Please type or print legibly)

Form with fields for Company Name, Mailing Address, Physical Address, Email Address, Signature, Printed Name, and Date. Includes a certification statement: 'I certify, under penalty of perjury under the laws of the State of California, that all statements attached hereto, are true and accurate.'