



# **Firearms Technical Assistance Project**

## **Compendium of Respondent Info and Instruction Sheets**



Firearms Technical Assistance Project

Full and timely compliance with orders to surrender firearms depends upon the prohibited person's understanding of how and where to relinquish the weapons, what proof of surrender is required, and the deadlines for both surrender of the firearms and for submitting the proof to the court. Courts should take all necessary steps to ensure that people subject to surrender orders receive and understand this information. Judges should provide the information orally in court, and prohibited persons should be given plain-language instruction sheets with all relevant information to ensure compliance with a safe surrender process.

Collaboration is the key to the development of the instruction sheets, and courts should work with the responsible law enforcement agency or agencies, advocates, and attorneys who represent respondents/defendants to craft the forms and language used to guide prohibited persons.

To assist jurisdictions in this process, this compendium contains examples from around the country of instruction sheets for firearms surrender. We assembled these samples for reference by community stakeholders who are engaged in amending or creating their own forms. Please note that the compendium is like a menu of options; you should read through the examples and decide on language that fits your local process and statutory authority. Not all of these examples are applicable to every jurisdiction.

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Forms provided by the following jurisdictions:

- Santa Clara County, CA
- Clackamas County, OR
- Wisconsin
- LaFourche Parish, LA
- Orleans Parish, LA
- California
- Steilacoom, WA
- Connecticut
- Multnomah County, OR
- Columbus, OH (Criminal)
- King County, WA



SUPERIOR COURT OF CALIFORNIA
COUNTY OF SANTA CLARA

How to Safely Turn In Firearms and Ammunition

Important! You must call BEFORE you bring firearms or ammunition to a law enforcement agency. You have 24 hours from the time you received the restraining order or protective order to call. Follow the steps below.

- 1 Call the Santa Clara County Sheriff's Department or the Police Department where you live. Tell them you have a restraining or criminal protective order and you need to turn in your firearm(s) and ammunition.
2 The law enforcement agency will explain where and how to turn in your firearm(s) and ammunition. Some agencies ask you to make two trips: one for the firearm(s) and one for the ammunition. Follow their instructions carefully.
3 Law enforcement may ask for:
- a description of you and your car,
- your ID, and
- your court order.

Here are the non-emergency phone numbers.

- Campbell Police Dept (408) 866-2101, 866-2102
Gilroy Police Dept. (408) 846-0300
Los Altos Police Dept. (650) 947-2779
Los Gatos/Monte Sereno Police Dept.(408) 354-8600
Milpitas Police Dept. (408) 586-2400
Morgan Hill Police Dept. (408) 779-2101
Mountain View Police Dept. (650) 903-6344
Palo Alto Police Dept. (650) 329-2406
San José Police Dept 311 or (408) 277-8900
San José State Univ. Police Dept (408) 924-2185
Santa Clara County Sheriff's Office (408) 808-4400
Santa Clara Police Dept. (408) 615-4700
Stanford Univ. Dept. of Public Safety (650) 723-9633
Sunnyvale Dept. of Public Safety (408) 730-7110

Do not call 911. Call your local police department or the Santa Clara County Sheriff's Office.

Follow these Safety Instructions:

- Your firearm(s) must be unloaded.
Place the firearm in your trunk, and lock your trunk. If you do not have a trunk, lock your firearm in a container and put it in the back of your vehicle out of arm's reach. Do NOT put it in your glove compartment! (Calif.Penal Code§ 12026.1(a))
Drive straight to the law enforcement agency. Do not stop anywhere else.
Park your car where the agency told you to park.
Call the agency when you get there. They will tell you what to do. If you do not have a cell phone, leave the firearm in your car and go inside and ask for instructions.

If you want to have your firearms and ammunition destroyed:

Follow the safety instructions above. The agency will also ask you to sign a paper that gives them permission to destroy your firearm(s) and ammunition.

If your firearms are antiques or collector's items:

When you turn in your firearm(s), tell the agency how they should be stored. Some agencies may not be able to follow your storage instructions.

You have 24 hours to turn in (or sell) your firearms and ammunition.

If the court ordered you to "relinquish" your firearms and ammunition, you have only 24 hours to do so. If you decide to sell them, you must sell them to a federally licensed gun dealer. Look in the Yellow Pages or online under "Firearms Dealers." Be sure that the firearm dealer is federally licensed.

## Questions About Safely Turning In Firearms and Ammunition

This information will answer your questions about turning in firearms.  
If you have other questions, call your local police department. (*See other side.*)

### What is a firearm?

Firearms include:

- handguns and pistols,
- rifles and shotguns,
- black powder firearms and muzzle-loading firearms,
- assault weapons, and
- *any* weapon that sends a projectile through a barrel and the weapon's frame or receiver.

### How do I turn in my firearms and ammunition?

You have 2 options:

- You can call your local police department or the Santa Clara County Sheriff's Office and ask for instructions, or
- You can sell them to a *federally licensed* gun dealer. Look in the Yellow Pages or online under "Firearms Dealers."

### How long do I have to turn in my firearms and ammunition?

If the court ordered you to "relinquish" your firearms and ammunition, you only have **24 hours** from the time that you received the restraining order or criminal protective order.

### What if I was ordered to turn in firearms and ammunition on a weekend, can I get more than 24 hours?

No. You only have 24 hours. Law enforcement is available 24/7. See other side for instructions.

### Can I turn in my firearms and ammunition now, and sell them later?

Yes. You can have one sale of the firearms and ammunition. You must use a federally licensed gun dealer for the sale. The gun dealer will give the law enforcement agency a bill of sale for the firearms and/or ammunition. If the paperwork is correct, the law enforcement agency will turn over the guns and/or ammunition to the gun dealer.

### What happens if my firearms have not been registered?

It depends. Not all firearms have to be registered. But, if you did not register a weapon that had to be registered, you may have committed a crime. Talk to a lawyer as soon as possible.

### How long will law enforcement keep my firearms and ammunition?

Usually they keep the firearms and ammunition until your restraining or protective order ends. If they cannot keep them for the whole period, they will let you know in writing so you can make other arrangements.

### Do I have to pay law enforcement to keep my firearms and ammunition?

Maybe. Each agency has its own policy. They will tell you about any fees when you turn them in. They will also let you know in writing if their fees change.

### Can a law enforcement officer take my firearms and ammunition from me?

Yes. If you are involved in domestic violence, the officer can take away your firearms and ammunition. (*Calif. Family Code, § 6389(c)(2)*)

### Can I get my firearms back from law enforcement after the court order ends?

Yes, *if* you are legally allowed to have a firearm. Fill out a Law Enforcement Gun Release (LEGR) Application and send it to the California Department of Justice. You can get the application at: <http://ag.ca.gov/firearms/forms>. You will also have to pay a fee (\$20 for the first firearm and \$3 for each additional firearm).

The Department of Justice will send you a notice within 4-6 weeks to tell you if you are eligible to possess a weapon again. If you are eligible, take that notice to the law enforcement agency where your firearm(s) and ammunition are stored within 30 days of the date on the notice. If you wait more than 30 days, you will have to submit another application.

### Where can I get more information?

You can:

- Call your local law enforcement agency, or
- Read the law (*Calif. Penal Code §§ 12001 and 6389*).
- Contact an attorney.

**FIREARMS SURRENDER AND RETURN TERMS  
For RESPONDENTS OF PROTECTION ORDERS**

The restraining order against you may immediately prohibit you from possessing firearms and ammunition and require you to surrender them. Read the firearms section of the Order carefully. Whether or not the immediate prohibition paragraph is checked, the boxed Firearm Notification tells you that state criminal law also prohibits you from possessing firearms as soon as a *hearing is held continuing the protection order or your hearing right expires*. Read your order carefully to know whether the gun ban is in effect now or will be soon.

**AS SOON AS THE PROTECTION ORDER PROHIBITS YOU from possessing firearms and ammunition, you must do ONE of the following within 24 HOURS:**

**Transfer all firearms and/or ammunition in your possession, control, or custody to Law Enforcement (see page 2 for law enforcement agency contact information), a Licensed Gun Dealer, or an eligible Third Party.**

1. **If transferring to a Law Enforcement Agency or Gun Dealer:** You will be issued a proof of transfer form identifying your name, the date on which firearms were transferred, and the serial number, make and model of each firearm transferred. You will need to file this with your Declaration as directed below.
2. **If transferring to an eligible Third Party:** The third party must not reside with you. You must arrange for an Oregon State Police criminal background check on the third party before you transfer your firearms. To arrange for the background check, you must contact a licensed gun dealer. A fee applies. The third party must complete the *Proof of Firearms Transfer* and the *Third Party Recipient's Declaration* forms provided to you. You will need to file these with your Declaration as directed below.

**AND, WITHIN 2 COURT (BUSINESS) DAYS, YOU MUST FILE A DECLARATION, WITH PROOF OF TRANSFER WITH THE CIRCUIT COURT AND THE DISTRICT ATTORNEY'S OFFICE IN CLACKAMAS COUNTY (located at 807 Main St, Oregon City, OR 97045).**

These documents will tell the court:

- A. That you have no firearms or ammunition;
- B. The person/agency you gave the guns & ammunition to, and other details of the transfer;
- C. Or that you do not want to answer because you do not want to incriminate yourself.

The **Firearms Declarations and Proof of Transfer** are included in your service packet. They are also available at the courthouse Information Center or online at:  
<https://www.courts.oregon.gov/courts/clackamas/help/Pages/firearm-surrender-program.aspx>

**Failure to comply with court-ordered terms about firearms possession and surrender may subject you to a contempt of court charge or a criminal charge.**

**OPTIONS TO TRANSFER TO LAW ENFORCEMENT**

These law enforcement agencies will accept your unloaded firearms. Call ahead to receive specific instruction and to find out if they will also accept your ammunition.

<p><b>Canby Police</b> 503-266-1104 Firearms &amp; Ammunition Must live in Canby</p>	<p><b>Gladstone Police</b> 503-557-2760 Call for information</p>	<p><b>Lake Oswego Police</b> 503-635-0250 Firearms only No Ammunition Must live in Lake Oswego</p>
<p><b>Milwaukie Police</b> 503-786-7400 Firearms only No ammunition Must live in Milwaukie</p>	<p><b>Oregon City Police</b> 503-657-4964 Firearms only No ammunition Must live in Oregon City</p>	<p><b>Sandy Police</b> 503-668-5566 Will only take surrendered firearms to be destroyed</p>
<p><b>West Linn Police</b> 503-655-6214 Call for information</p>	<p><b>Clackamas County Sheriff</b> 9101 SE Sunnybrook Blvd 503-655-8211 Firearms &amp; Ammunition</p>	<p><b>Oregon State Police</b> 503-378-3720 Firearms &amp; Ammunition Any office</p>
<p>Portland Police Bureau Central Precinct 1111 SW 2<sup>nd</sup> Ave. Portland, Oregon 97204 Hours: 24 hours/7 days a week 503/823-0097</p>	<p>Portland Police Bureau Property &amp; Evidence Division 2619 NW Industrial Way Portland, Oregon 97210 Hours: 9-12; 1-4 M-F 503/823-2179</p>	<p>Multnomah County Sheriff's Office 234 SW Kendall Ct Troutdale, OR 97060 Mon-Thurs 8- 4PM; Friday 8- 3PM Call 503-988-7300, option #5 to schedule</p>

**RETURN of firearms/ammunition:**

The firearm/ammunition ban ends when the protection order expires, or earlier if dismissed by court order. The law requires you to have a background check done on yourself before law enforcement, a dealer, or a third party returns your firearms or ammunition to you.



Frequently Asked Questions:

**SURRENDER and RETURN OF FIREARMS  
In Clackamas County  
Protection Order Cases**

**1. Do I have to surrender (give up) my guns?**

Yes, but *when* depends on what the restraining order says. Look at the Order carefully (*see question 2 below*).

Whether you must surrender your firearms immediately, or in 30 days, or an earlier hearing date, you must also complete the *Declaration of Firearms Surrender* and file it (*with Proof of Transfer*) at the Courthouse and with the District Attorney’s office. Legal deadlines apply for taking these steps. *See following questions*. The *Declaration w/Proof of Transfer* documents are included with the court papers you received. It is also available at the Information Center of the courthouse or on the court’s website:

<https://www.courts.oregon.gov/courts/clackamas/help/Pages/firearm-surrender-program.aspx>.

**2. How much time do I have to turn over my guns?**

- If the “Immediate Firearm Prohibition” box is checked – you must transfer any guns and ammunition in your possession or control **within 24 hours** to law enforcement, a licensed gun dealer, or a qualified Third Party who doesn’t live with you (who passes a criminal background check).
- If the “Immediate Firearm Prohibition” box is *not* checked – you have **24 hours** from the *earlier* of (1) the passing of the deadline to request a hearing (30 days from service) or (2) a court hearing that you received notice of and at which the restraining order was continued. Even if you withdraw your request for a hearing, or don’t show up at a hearing you requested, the gun ban will be in effect if the judge keeps the restraining order in effect.

**3. How much time do I have to file the Firearms Declaration (and Proof of Transfer)?**

You have **2 court days** from the time you become subject to the surrender order (*see answer to Question #1, above*) to file the Firearms Declaration with the court *and* District Attorney. Weekend days and holidays do not count as court days. Take or mail the documents to:

Civil Cases Unit  
Room 104  
Clackamas County Courthouse  
807 Main St  
Oregon City, Oregon 97045

Clackamas County District Attorney  
Room 7  
Clackamas County Courthouse  
807 Main St  
Oregon City, Oregon 97045

**4. Where can I surrender my guns?**

You may call any agency listed below to verify that they will accept your firearms and ammunition and to arrange how and when you may surrender them. Make sure your firearms are **unloaded** before transporting and surrendering them.

<p><b>Canby Police</b> 503-266-1104 Firearms &amp; Ammunition Must live in Canby</p>	<p><b>Gladstone Police</b> 503-557-2760 Call for information</p>	<p><b>Lake Oswego Police</b> 503-635-0250 Firearms only No Ammunition Must live in Lake Oswego</p>
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<b>Milwaukie Police</b> 503-786-7400 Firearms only No ammunition Must live in Milwaukie	<b>Oregon City Police</b> 503-657-4964 Firearms only No ammunition Must live in Oregon City	<b>Sandy Police</b> 503-668-5566 Will only take surrendered firearms to be destroyed
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<b>Portland Police Bureau</b> Central Precinct 1111 SW 2nd Ave. Portland, Oregon 97204 Hours: 24 hours/7 days a week 503/823-0097	<b>Portland Police Bureau</b> Property & Evidence Division 2619 NW Industrial Way Portland, Oregon 97210 Hours: 9-12; 1-4 M-F 503/823-2179	<b>Multnomah County Sheriff's Office</b> 234 SW Kendall Ct Troutdale, OR 97060 Mon-Thurs 8- 4PM; Friday 8- 3PM Call 503-988-7300, option #5 to schedule

**5. How do I transport my firearms/ammunition for surrender without breaking the law?**

You will not break the law for Unlawful Possession of a Firearm if:

- You have in your possession a copy of the restraining order against you and it was issued within the last 24 hours,
- The firearm is unloaded, and
- You are transporting it to a law enforcement agency, licensed gun dealer, or third party.

**6. Will I get a receipt from the law enforcement agency that is storing my guns?**

Yes. The agency will give you a receipt. The receipt will list all the guns you turn over and the type/amount of ammunition. The agency can use the *Proof of Transfer* that is part of your *Firearms Declaration* that you file. The agency can also use their own form for this proof of transfer.

**7. Can I leave my guns and ammunition with a gun dealer?**

Yes, if the licensed gun dealer agrees to storage firearms and ammunition for you. The dealer will likely charge you a storage fee for this service. You must get a *Proof of Transfer* from the dealer that lists the date of transfer and the serial #, make, and model of each transferred firearm.

**8. What if I want a friend or relative (instead of law enforcement or a gun dealer) to store my guns while the restraining order is in effect?**

If your guns were not given to law enforcement or a dealer, you can turn your guns over to a friend or relative. This person cannot live with you. You must first get a criminal background check done on this friend/relative to show that he or she is legally able to have firearms. See *Question 9, below*. If you decide to turn your guns over to a friend or relative, that Third Party must fill out and sign the *Third Party Recipient's Declaration of Firearms Receipt*.

**9. How do I get a firearms background check done on the person I want to store my guns?**

The background check is done through a licensed gun dealer. A small fee will be charged, and the dealer will do the check through the Oregon State Police. If the person passes the background check, you will be given an approval number to record on the *Proof of Transfer*.

**10. What if I don't have any firearms?**

You still need to complete and file the *Firearms Declaration*. The *Declaration* sets out three choices (boxes) for your response and the first box applies in this situation. This section states that you do not own or possess any firearms. Remember -- you must file the *Declaration* at the Courthouse within 2 court (business) days of the date you become subject to the surrender order. See answer to Question #1 for the date you become subject to the surrender order.

**11. What happens if I don't file the Firearms Declaration?**

If you are required to file the *Firearms Declaration* and do not, you are disobeying the court's order. This is a serious matter. A law enforcement officer could contact you for questioning or cite you to appear in court. The District Attorney's (DA) office could charge you with violating a restraining order (contempt of court). In that case, you will have the right to a court-appointed lawyer if you cannot afford to hire a lawyer. If the judge decides after a hearing that you willfully disobeyed the restraining order by not filing the *Declaration*, you could go to jail for up to 6 months, be placed on probation, or be ordered to pay a fine of up to \$500 plus the cost of your state-provided attorney.

**12. How do I get my firearms back from the police or sheriff when the restraining order no longer exists?**

You must call the police or sheriff's office at the numbers provided in the *Firearms Surrender and Return Terms* and make arrangements to pick up your guns and ammunition. The police or sheriff's office will do a background check on you to be sure you are legally able to possess firearms before returning your guns and ammunition. Take photo identification when you go to pick them up.

**13. How do I get my firearms back from a friend or relative storing them when the restraining order no longer exists?**

The person storing them can return them to you. But the law requires a background check *first* to make sure you are otherwise eligible to possess firearms. See question 9 above for information about getting this background check done. A dealer or the Oregon State Police will do the check when someone is requesting the check on himself or herself.

# Information for Respondents Regarding the Surrender and Return of Firearms

**To read the statutes this guide relies upon, please see the following:**

- Wisconsin law: §§813.12 – 813.125 and 813.1285, Wisconsin Statutes
- Federal law: 18 U.S.C. Section 922(g)(8) and (9)

**Would you like a copy of the forms listed in this guide?**

- The forms are available at <http://www.wicourts.gov/forms1/circuit.htm>. Click on the link for “Civil” and then on the link for “all civil forms.”

**Make sure to check your county’s local rules.**

Some counties may have forms or rules that are specific to that county. Check the Wisconsin State Bar’s website or talk to your county’s Clerk of Court for local rules.

<http://www.wisbar.org/directories/courtrules/pages/circuit-court-rules.aspx>

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## Will I have to surrender my firearms?

Yes, IF the judge or commissioner does any of the following:

- Grants a domestic abuse injunction against you
- Grants a child abuse injunction against you
- Grants an individual at risk injunction against you and orders the surrender of firearms
- Grants a harassment injunction against you and orders the surrender of firearms

**I have access to a firearm, but it is not mine. Do I still need to disclose it?**

- **Yes.** The law applies to firearms that you actually own AND those in your possession. If you have access to a firearm, you should disclose this information to the judge or commissioner.
- If you surrender a firearm that does not belong to you, the owner may petition the court for its return. There will be a hearing and if the owner proves he/she owns the firearm, the court will order that the firearm be returned to that person.

## Who can I surrender my firearms to?

- The sheriff (either of the county where you live or the county this court case is in).
- Another person (a.k.a. “third party”) you request AND who is approved of by the judge or commissioner
  - This person will need to come to the injunction hearing or the Firearm Surrender Hearing with you and speak to the judge or commissioner.
  - In some counties, even if you want to want to surrender your firearms to another person, you may have to first surrender your firearms to the sheriff. If the person comes to court for the injunction or Firearm Surrender Hearing and the court

approves him/her, then that person may be able to pick up the firearms from the sheriff.

## What happens now?

**Note:** Lines that begin with  indicates something that you need to do.

1. There will be an injunction hearing.
  - Attached is the Respondent's Statement of Possession of Firearms (CV-800).
    - Complete this form and bring it with you to the injunction hearing.
  - At the hearing, the judge or commissioner will decide whether to grant an injunction against you.
2. If an injunction is granted, the judge or commissioner may decide that you need to surrender your firearms.
  - If the judge or commissioner grants a **domestic abuse** or **child abuse** injunction against you, you will be **AUTOMATICALLY** prohibited from possessing firearms and will be required to surrender any firearms that you own or possess.
  - If the judge or commissioner grants an **individual at risk** or **harassment** injunction against you, the court **MAY** prohibit you from possessing firearms if the court determines that you may use a firearm to cause physical harm to another or to endanger public safety. If the court prohibits you from possessing firearms, you will be ordered to surrender any firearms you own or possess.
  - If the court prohibits you from possessing firearms and finds that you own or possess firearms, the judge or commissioner will fill out an Order for to Surrender Firearms and Notice of Firearm Surrender Hearing (CV-803) form.
  - The judge or commissioner will ask you questions about each firearm and your intentions for how to surrender each firearm.
3. If the judge or commissioner orders you to surrender your firearms, you must do so within 48 hours (or sooner pursuant to the court order) of the injunction hearing. Possessing firearms for any reason other than surrender may result in criminal penalties being brought against you.

### **I want to surrender my firearms to the sheriff.**

- Unless the court has instructed otherwise, call the sheriff and set up a time for firearm surrender.
  - The sheriff will fill out a receipt for each firearm that you surrender, which will include the firearm's manufacturer, model number, and serial number.
  - Both you and the sheriff will sign each receipt. The sheriff will keep the original receipt and give you two copies.

- File one of the copies of the receipt(s) with the clerk of court before the Firearm Surrender Hearing.

**I want to surrender my firearms to a person I choose and who is approved by the judge or commissioner.**

- That person must be present at the injunction hearing or the Firearm Surrender Hearing.
- The judge or commissioner will tell the person about the responsibilities and potential penalties associated with being a third party who agrees to take firearms. The judge or commissioner will give him/her a copy of the Notice of Firearms Possession Penalties (CV-432).
- In some counties, even if you want to surrender to another party, you may be required to surrender your firearms to the sheriff first. If the court approves the third party, the third party may be able to pick the firearms up from the sheriff.

**I received an Order to Surrender Firearms and Notice of Firearm Surrender Hearing (CV-803) OR the Notice of Firearm Surrender Hearing (Respondent Not Present at Injunction Hearing) (CV-802) form that says that there is a Firearm Surrender Hearing scheduled. Do I need to go to this hearing?**

**Please read this section carefully. If you are required to appear at the Firearms Surrender Hearing and you fail to do so, the judge or commissioner may issue a warrant for your arrest.**

If any of the following situations apply to you, you MUST go to the hearing.

- I did not go to the injunction hearing and I never gave the court my signed Respondent's Statement of Possession of Firearms (CV-800) form that says I do not own or possess any firearms.
- The judge or commissioner ordered me to surrender my firearms, but I did not do so within 48 hours of the injunction hearing.
- I surrendered my firearms within 48 hours, but I did not take the surrender receipt from the sheriff to the clerk of court.
  - Bring any receipt(s) to the Firearm Surrender Hearing.
- I want to surrender my firearms to someone that I choose rather than the sheriff, but that person did not come to the injunction hearing.
  - The person you want to hold your firearms needs to come with you to the Firearm Surrender Hearing.
- I want to surrender my firearms to another person, but the judge or commissioner made me surrender them to the sheriff first.

- The person that you want to hold your firearms needs to come with you to the Firearm Surrender Hearing. If the court approves that person to hold your firearms, the person may be able to pick up the firearms from the sheriff.

## **The injunction against me has expired or has been dismissed. How do I get my firearms back?**

1. Complete the Petition to Return Firearm(s) (CV-433) form. **Do not sign it yet!**
2. Sign CV-433 in front of a notary. (A notary is a person authorized to administer oaths and certify documents. The clerk of court's office and most banks have notaries.)
3. File CV-433 with the clerk of court.
4. Wait for the judge or commissioner to complete and sign the Order Concerning Return of Firearms (CV-435). If the court schedules a hearing, you will be notified of that date. If there is no hearing, you will receive CV-435 in the mail.

The judge or commissioner needs to find the answers to these two questions before he/she can order the return of firearms:

1. Has the injunction against you been vacated or has it expired?
2. Do any other federal or state laws or court orders prohibit you from possessing firearms?

5. If the judge or commissioner orders your firearms returned, contact the person holding your firearms and notify that person of this decision.

### **I surrendered my firearms to the sheriff.**

- You have six months to contact the sheriff. You may be charged storage costs beyond this date.
- If you have not recovered your firearms from the sheriff within 12 months, the sheriff may dispose of your firearms. You may be charged for storage costs beyond the expiration date and for disposal costs.
- The sheriff will return the original receipts and any copies he/she has.

STATE OF WISCONSIN, CIRCUIT COURT, \_\_\_\_\_ COUNTY

IN THE MATTER OF THE POSSESSION OF FIREARMS BY

Amended

**Notice of Firearms  
Possession Penalties**

\_\_\_\_\_  
Respondent (Person subject to firearm restriction)

\_\_\_\_\_  
Date of Birth

Case No. \_\_\_\_\_

To:

This court has ordered that the respondent surrender any firearms he or she owns or has in his or her possession. A copy of the injunction ordering this surrender is attached.

**YOU ARE INFORMED THAT:**

1. You may not furnish to this respondent any firearm in violation of the injunction.  
This prohibition includes:
  - Any firearms the respondent is required to surrender to you.
  - Any other firearms.
2. You may not return any firearms to the respondent until a judge has ordered that you may return the firearms to the respondent.
3. Any person who knowingly furnishes the respondent with a firearm in violation of the injunction can be charged with a Class G felony punishable by a fine not to exceed \$25,000 or imprisonment not to exceed 10 years, or both.

\_\_\_\_\_  
County Circuit Court

\_\_\_\_\_  
Date

**DISTRIBUTION:**

1. Court
2. Person to whom firearm(s) were surrendered
3. Petitioner
4. Respondent
5. Law Enforcement



## IMPORTANT INSTRUCTIONS TO DEFENDANT

Pursuant to a court order, you are prohibited from possessing firearm(s), you must transfer any firearm(s) you possess to either a qualifying 3<sup>rd</sup> Party, an approved contracted storage facility or the Lafourche Parish Sheriff's Office (LPSO). If you possess any concealed handgun permit this permit is hereby suspended, you must follow up with Louisiana State Police. If you do not possess firearms or a concealed handgun permit you are still required to complete a Declaration of Non- Possession.

### FOLLOW THESE INSTRUCTIONS:

#### **DO NOT BRING FIREARMS INTO SHERIFF'S OFFICE BUILDINGS**

1. Immediately contact LPSO to initiate the "Proof of Transfer/Declaration of Non-Possession," at (985) 532-2808. Inform the deputy that the court has ordered you to transfer your firearm(s) to the LPSO and that you are requesting an appointment and the assigned deputy will contact you. You must disclose the number of firearms involved in the transfer. Have your docket number available-this number is printed on your court order.
2. **IF YOU DO NOT** possess a firearm(s) or a concealed handgun permit, and you have not already done so in court, you are ordered to report to the Administrative Office located at 200 Canal Blvd, Thibodaux, La. during normal business hours, Monday-Friday (8:00am-5:00pm) to execute your Declaration of Non-Possession. LPSO will provide this form to you. Be advised that you must have a copy of your court order and proof of identification.

#### **\*AGAIN, DO NOT BRING YOUR FIREARMS WITH YOU INTO THE OFFICE.\***

3. Once you are contacted by a deputy to schedule your transfer you must be prepared to choose from the following transfer options:
  - a. Third party transfer (possible fee) -The receiving 3<sup>rd</sup> party must not reside in the same home with you and cannot be a prohibited possessor. The Third Party Transfer form is available on the LPSO website, [www.lpsonet.net](http://www.lpsonet.net).
  - b. Transfer to LPSO for safekeeping (no fee).
  - c. Legal sale or donation with written proof of transaction.( fee)
  - d. Storage at a LPSO approved facility (fee). A list of approved facilities can be located on the LPSO website, [www.lpsonet.net](http://www.lpsonet.net).

If a third party transfer option is chosen pursuant to state law, a Third Party Transfer and Acknowledgement form must be completed and provided to LPSO. This form notifies the third party of the relevant state and federal laws and consequences for noncompliance.

4. If you choose to transfer to LPSO, follow the procedures below:
  - a. Call Communications to arrange transfer (985) 532-2808. The Deputy will provide a location for the transfer.
  - b. If possible, arrive alone at the designated location. Firearm(s) are to be **UNLOADED** and locked inside your vehicle (trunk if possible).
  - c. Everyone must exit the vehicle with you; you must have your court order, proof of identification and keys.
  - d. You are to remain outside the vehicle, until otherwise informed by the Deputy.
  - e. Deputy will retrieve the firearm(s) from your vehicle.
  - f. **DO NOT RE-ENTER THE VEHICLE UNTIL TOLD TO DO SO.**
  - g. Upon completion of transfer you will receive a "Proof of Transfer" form and if required, a receipt from the Deputy. This form is required so that you can show proof to the court that you have complied with the transfer order.
  - h. **YOU** are required to file the Proof of Transfer Form with the issuing clerk of court within five days of the transfer (exclusive of legal holidays only).
  - i. If you have a concealed handgun permit you must contact Louisiana State Police for the surrender.

**YOU ARE RESPONSIBLE FOR COMPLYING WITH THE CONDITIONS OF THE COURT ORDER IN 48 HOURS.**

**IMPORTANT INSTRUCTIONS TO DEFENDANT/RESTRAINED PARTY**

Pursuant to a court order, you must transfer any firearm(s) or concealed handgun permit to the Orleans Parish Sheriff's Office (OPSO). If you do not possess firearms or a concealed handgun permit you are still required to complete a Declaration of Non-Possession. FOLLOW THESE INSTRUCTIONS:

**DO NOT BRING FIREARMS INTO SHERIFF'S OFFICE OR COURT BUILDINGS**

1. Immediately contact OPSO to initiate the "Proof of Transfer/Declaration of Non-Possession," at (504) 202-9442, or email OPSO at [firearms@opso.us](mailto:firearms@opso.us). Inform the deputy that the court has ordered you to transfer your firearm(s) to the OPSO and that you are requesting an appointment and the assigned deputy will contact you. You must disclose the number of firearms involved in the transfer. **Have your docket number available** --- this number is printed on your court order.
2. **IF YOU DO NOT** possess a firearm(s) or a concealed handgun permit, and you have not already done so in Court, you are must execute your Declaration of Non-Possession which was handed to you in Court and file it with the Clerk of Court within 5 days, exclusive of legal holidays. If you have lost or misplaced your Proof of Transfer/Declaration of Non-Possession form, it is **your** responsibility to go to OPSO for another copy.

**\* AGAIN, DO NOT BRING YOUR FIREARMS WITH YOU INTO THIS OFFICE \***

3. Once you are contacted by a deputy to schedule your transfer you must be prepared to choose from the following transfer options:
  - a. Third party transfer (possible fee) - The receiving 3rd party **must not reside in the same home with you** and cannot be a prohibited possessor. The Third Party Transfer form is available on the OPSO website, [www.opcso.org](http://www.opcso.org) or can be picked up at the bond window @ 2800B Perdido St.
  - b. Transfer to OPSO for safekeeping (no fee).
  - c. Legal sale or donation with written proof of transaction.(fee)
  - d. Storage at an OPSO approved facility (fee).

**If a third party transfer option is chosen pursuant to state law, a Third Party Transfer and Acknowledgement form must be completed and provided to OPSO. Call 504.202.9442 to schedule an appointment to bring your form. This form notifies the third party of the relevant state and federal laws and consequences for noncompliance. OPSO will not notarize the form, you must arrange that.**

4. If you choose to transfer to OPSO, follow the procedures below:
  - a. The Deputy who contacts you will provide a location for the transfer.
  - b. If possible, arrive alone at the designated location. **Firearm(s) are to be UNLOADED and locked inside your vehicle (trunk if possible).**
  - c. Everyone must exit the vehicle with you, you must have your court order, proof of identification and keys.
  - d. You are to remain outside the vehicle, until otherwise informed by the Deputy.
  - e. **Deputy will retrieve the firearm(s) from your vehicle.**
  - f. **DO NOT RE-ENTER THE VEHICLE UNTIL TOLD TO DO SO.**
  - g. Upon completion of transfer you will receive a "Proof of Transfer" form and if required, a receipt from the Deputy. This form is required so that you can show proof to the court that you have complied with the transfer order. **YOU are required to file the Proof of Transfer Form with the issuing clerk of court within five days of the transfer (exclusive of legal holidays).**

**IT IS YOUR RESPONSIBILITY TO COMPLY WITH THE COURT ORDER  
WITHIN 48 HOURS (EXCLUSIVE OF LEGAL HOLIDAYS)**

**1 What is a firearm?**

A firearm is a

- Handgun
- Shotgun
- Rifle
- Assault Weapon



**2 If you own or have a firearm, you must:**

- Turn it in to local law enforcement, *or*
- Sell it to, or store it with, a licensed gun dealer.

**3 How do I sell or store my firearm?**

Find a licensed gun dealer in your area.

Look under “Firearms Dealers” in your local Yellow Pages or on the Internet. Make sure the dealer is licensed.

**4 How do I take my firearm to law enforcement?**

Call your local law enforcement agency to ask about their procedures. Take a copy of the restraining order with you. Go directly to the law enforcement agency. Do not go anywhere else with firearms in your vehicle!

**5 If I turn my firearm in to law enforcement, how long will they keep it?**

Ask the law enforcement agency.

**6 After I give my firearm to law enforcement, can I change my mind?**

Yes. You are allowed to make one sale through a licensed gun dealer. To do this, a licensed gun dealer must present a bill of sale to your local law enforcement agency. The law enforcement agency will give the licensed gun dealer the firearm you are selling.

**7 Do I have to pay the law enforcement agency to keep my firearm?**

You may have to pay the agency for keeping your firearm. Contact your local law enforcement agency and ask if a fee is charged. The agency will tell you how much you need to pay.

**8 Questions?**

Call your local law enforcement agency:  
*[insert local information here]*

DO:

- unload your firearm.
- put your firearm in the trunk.
- call ahead to the law enforcement agency.

DO NOT:

- bring a loaded firearm to the law enforcement agency.
- bring ammunition with the firearm when you turn it in.
- put your firearm in a locked glove compartment.
- bring a firearm to court.

Cancel

Print

# CALIFORNIA COURTS

THE JUDICIAL BRANCH OF CALIFORNIA

## Respond to a Request for Firearms Restraining Order

### WARNING:

Please note that websites you visit may be viewed by someone else later. Always clear your browsing history after searching the web. Consider using a public or friend's computer if you are concerned about someone viewing your browsing history.

### Are You in Danger Now? If you need help right now, call "911."

You can also call a [legal aid or nonprofit in your area](#).

This section helps you respond to a request for a firearms restraining order. Read the introduction to the Firearms Restraining Order section to get more information about firearms restraining orders and the court process.

## What Is a Firearms Restraining Order?

A firearms restraining order is a court order that prohibits someone from having a gun or ammunition.

It can order you to:

- Not have a gun or ammunition;
- Not buy a gun or ammunition; and
- Turn in any guns and ammunition to the police, sell them to or store them with a licensed gun dealer.

## If There Is a Temporary Restraining Order Against You

### 1. Read the order carefully. If you disobey the order, you can go to jail or be fined.

- Read the *Temporary Firearms Restraining Order* ([Form GV-110](#)), which contains the order that is in effect until the court date. Make sure follow the order.
- You CANNOT own, possess, buy or try to buy a gun or firearm while the order is in effect. If you have a gun now, the law enforcement officer will probably require you to give him or her all the firearms and ammunition that you currently have. If the law enforcement officer does not take your firearms, you have to turn them in to the police or sell them to, or store them with, a licensed firearms dealer. Read *How Do I Turn in, Sell, or Store My Firearms?* ([Form GV-800-INFO](#)).

### 2. Read *How Can I Respond to a Petition for Firearms Restraining Orders?* ([Form GV-120-INFO](#)).

### 3. Go to the court hearing on the restraining order. The hearing date is on the *Notice of Court Hearing* ([Form GV-109](#)).

- If you do not go to court, the judge can make the restraining order without hearing your side of the story. And the order can last up to 1 year.

#### 4. If you want to tell your side of the story, file a response BEFORE your court date.

- You can fill out and file a *Response to Petition for Firearms Restraining Orders* ([Form GV-120](#)) where you tell the judge your side of the story.
- Even if you do not file a *Response*, GO TO YOUR HEARING!

You do not need a lawyer to respond to a restraining order. BUT it is a good idea to have a lawyer. Having a restraining order issued against you can have very serious consequences, so by having a lawyer you can protect your rights as best as possible. Click for help [finding a lawyer](#).

Your court's [self-help center](#) may also be able to help you respond to the restraining order or refer you to someone who can.

**IMPORTANT!** If you also have a criminal case related to this case, it is very important you talk to a lawyer. Anything you say or write in the firearms restraining order case can be used against you in your criminal case.

## Answering the Restraining Order

If you decide to answer the request for the restraining order, follow these steps:

### **STEP 1. Fill Out Your Court Forms and Prepare to File**

### **STEP 2. File and Serve Your Response**

### **STEP 3. Get Ready and Go to Your Court Hearing**

### **STEP 4. After the Court Hearing**

---

## **STEP 1. Fill Out Your Court Forms and Prepare to File**

1. Read *How Can I Respond to a Petition for Firearms Restraining Orders?* ([Form GV-120-INFO](#)).

2. Fill out your response forms:

- *Response to Petition for Firearms Restraining Orders* ([Form GV-120](#));
- *Attached Declaration* ([Form MC-031](#)), if you need more space to write; and
- *Declaration* ([Form MC-030](#)) for any statements of witnesses that will support your side of the story.

3. Have your forms reviewed before filing

If your court's [self-help center](#) helps people with firearms restraining orders, ask them to review your paperwork. They can make sure you filled out your *Response* properly.

4. Make at least 2 copies of all your forms

One copy will be for you; another copy will be for the person asking for the restraining order. The original is for the court.

## **STEP 2. File and Serve Your Response**

Once you have filled out all your forms, you have to file them with the court and “serve” (give a copy to) the person who filed the request (the petitioner). Do this at least 2 days before your court hearing to make sure you give the court and the petitioner enough time to review your response. If you cannot do it at least 2 days before the court date, do it as soon as you can.

## 1. File your Response in court

Take the original and 2 copies of your form GV-120 to the court clerk to file. The court clerk will keep the original and return both copies to you, stamped "Filed."

- You will have to pay a filing fee. If you cannot afford the fee, you can ask for a fee waiver. Click for help [asking for a fee waiver](#).
- If you do not speak English well, ask the clerk for an interpreter for your hearing date. If a court interpreter is not available, bring someone to interpret for you. Do not ask a child to interpret for you. Make sure you find someone who is qualified to interpret and speaks English and your language extremely well. Click to [search for a licensed interpreter](#). Get [tips to help you work with a court interpreter](#).
- If you are deaf, hard-of-hearing, or have another disability, ask for an interpreter or other accommodation. For more information for [persons with disabilities and a form to ask for an accommodation](#).

## 2. Serve the petitioner with a copy of your forms

You must get someone 18 or older (NOT YOU) to mail a copy of your *Response* and any other papers to the petitioner. The person who does this is called the "server" or "process server." The server can also hand-deliver the papers.

- For more help with service, read our section on [service of process](#).

## 3. File your proof of service

Have your server fill out a *Proof of Service by Mail* ([Form GV-250](#)) and give it to you. Then, you file it with the court and keep a copy for yourself. This form tells the judge that the other person got a copy of your *Response*.

**If you are unable to file and serve your forms before the hearing, bring them with you to the hearing anyway.**

# STEP 3. Get Ready and Go to Your Court Hearing

## Get Ready for Your Hearing

### Be prepared:

- Get your papers together. If you did not already file your forms with the court, take 2 copies of all your papers, including the Proof of Service, with you to the hearing. If there are any other documents that help your case (trying to disprove what the other person says happened), take those with you.
- Get your evidence together. You can take witnesses to help support your case. Witnesses may or may not be allowed to speak. But you can bring a witness's written statement (declaration) of what he or she saw or heard. You can use a *Declaration* ([Form MC-030](#)) for any statements of witnesses that support your side of the story. You should file and serve witness statements at the same time that you filed your *Response* ([Form GV-120](#)). If you did not have time to file them ahead of time, then take the original plus 2 copies to your court hearing.
- If you do not speak English well, ask the clerk for an interpreter for your hearing date. If a court interpreter is not available, bring someone to interpret for you. Do not ask a child to interpret for you. Make sure you find someone who is qualified to interpret and speaks English and your language extremely well. Click to [search for a licensed interpreter](#). Get [tips to help you work with a court interpreter](#).

### Do not miss your hearing!

**If you miss it, the judge can make the order without hearing from you.**

### Get there 30 minutes early:

- Find the courtroom.
- When the courtroom opens, go in and tell the clerk or officer that you are present.

- If the the petitioner is present, do NOT sit near or try to talk to him or her.
- Watch the other cases so you will know what to do.
- When your name is called, go to the front of the courtroom.
- Your hearing may last just a few minutes or up to an hour.

### **Practice what you want to say in response to what the petitioner said in the request:**

- It is important to present your case clearly and precisely without rambling. It is often a good idea to write out what you want to say as an aid. But it is better to speak without reading. In court, do not take more than 3 minutes to say why you disagree with the requested order.
- If you get nervous at the hearing, just read from your notes. Use your notes to make sure you tell the judge about everything you disagree with.

## **Your court hearing**

### **During your hearing, the judge may ask questions**

- Wait for your turn to speak. When the judge asks you for your side of the story, tell the truth. Speak slowly. You can read from your notes.
- Try to be brief. If you go on about things that are not really relevant or important, it may affect your chances of winning.
- Do not use inappropriate language. Stick to the facts.
- Stay calm. Any display of anger toward the petitioner will only make it appear that any fear of violence that he or she has is reasonable.
- The other person or his or her lawyer may also ask you questions.
- Give complete answers.
- If you do not understand a question, say “I don’t understand the question.”
- If the other side lies in court, wait until he or she finishes talking. Then tell the judge the truth.
- Speak only to the judge. Do not talk to the the petitioner unless it is your turn to ask questions.
- If you are given an opportunity to ask questions, only ask questions. Do not take it as a chance to argue with or berate the petitioner, or to repeat things that you have already said.
- When someone else is talking to the judge, wait for him or her to finish. Then you can ask questions about what was said.
- Do not sit near or talk to the petitioner, except when it is your turn to ask questions.

### **The judge’s decision**

At the end of the hearing, the judge may:

- Give the the petitioner the order he or she asked for.
- Not give the petitioner the order he or she asked for.
- Postpone your case and give you a new court date. This means you have to come back another day. The judge can do this if:
  - You need more time to get a lawyer or prepare an answer.
  - The judge wants more information.
  - Your hearing is taking longer than planned.
- If the judge postpones (“continues”) your case, the judge will extend the temporary restraining order until the new hearing date.

See [Going to Court](#) to read more information about how to prepare for your court hearing.

## **STEP 4. After the Court Hearing**



If the judge issues a restraining order against you at the hearing you **MUST** obey it. If you do not, you can be arrested.

If you were not at the hearing, you will be served with the *Firearms Restraining Order After Hearing* ([Form GV-130](#)) within a few days of your court date in person. If you did go to the hearing, you should get a copy of the [Form GV-130](#). The rules for whether you have to be served with a copy of [Form GV-130](#) are as follows:

- If you were at the hearing, the petitioner does NOT have to serve you with a copy of [Form GV-130](#) although he or she may do it anyway. BUT do not wait to see if you receive it or not. Get your own copy from the court. That way, you will have it and will not forget you must do.
- If you were not at the hearing, the petitioner must have someone serve you with [Form GV-130](#) in person, not by mail.

If the judge issues a restraining order against you, you are not allowed to own, possess, buy or try to buy a firearm or ammunition. If you own firearms or ammunition, you will have to sell them to a licensed gun dealer, store them with the licensed dealer, or turn them in to law enforcement, and file proof with the court. To file this proof, you can use the *Proof of Firearms Turned In, Sold, or Stored* ([Form GV-800](#)). For more information on what to do, read *How Do I Turn in, Sell, or Store My Firearms?* ([Form-GV-800-INFO](#)).

## Getting Help

It can be difficult to find free or low-cost legal help if you are responding to a request for a firearms restraining order. But you should still try since legal aid agencies have different guidelines, and your local bar association may have a volunteer lawyer program that can help you. Click for help [finding a lawyer](#).

Your court's [self-help center](#) may also be able to help you respond to the restraining order or refer you to someone who can.

## Court Ordered Surrender of Weapons

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### Steilacoom Department of Public Safety

If you have been ordered by Pierce County Superior Court, Steilacoom Municipal Court or Pierce County District Court to surrender any firearms, court-identified dangerous weapon (specific), or concealed pistol license (CPL) to the Steilacoom Department of Public Safety (SDPS), you must comply with the following procedures:

1. Any firearms, specified dangerous weapon, or concealed permit license will only be received by the Steilacoom Department of Public Safety at the following location:

**Steilacoom Department of Public Safety**  
**601 Main St**  
**Steilacoom, WA 98388**  
**253-581-0110**

2. Upon your arrival at the Steilacoom Department of Public Safety contact the South Sound 911 dispatch center at 253-798-4721 and advise them that you are at the station to surrender your weapons. Do not enter the Police Station with any firearm or dangerous weapon. Firearms must be unloaded. Keep items inside your vehicle until accompanied by a Police Officer, who will provide instructions on how the weapon will be retrieved from your vehicle.

3. Do not bring any ammunition, accessories (scopes, optics, and specialty attachments) or combustible/explosive material such as gun powder.

4. Do not call 911 to request that an officer pick up the items from your home. SDPS officers will not respond to such a request if the only purpose for the call is to collect a weapon from the residence. If you are served with the court order by SDPS officers, you may turn your weapons over to them at their discretion, at that time. Otherwise follow these instructions.

5. Do not deliver any court-order surrendered weapons to the County-City Building. The Pierce County Sheriff will refuse to accept delivery of these items at this location.

6. You, or any third party surrendering items must bring a copy of the court's surrender order, proof of surrender form and government-issued photo identification to the Police Department.

7. You must provide an address and other contact information for future communication regarding surrendered items. It is your responsibility to keep the information up to date.

8. You or your attorney must file with the Clerk of the Court the proof of surrender and receipt form, or declaration of non-surrender, within five business days of the date of service upon you.

9. To obtain the release of any surrendered items you will need a separate court order directing the SDPS to release the items to you or your agent, if eligible to receive them. When court order is obtained contact the SDPS Property Room to make arrangements for the release of property.

10. The property Room can be reached at 253-581-0110 or email [jenifer.specht@ci.steilacoom.wa.us](mailto:jenifer.specht@ci.steilacoom.wa.us).

## FIREARMS PROHIBITORS

No person convicted for a Felony or a Misdemeanor crime of domestic violence involving the use or threatened use of physical force or a deadly weapon may possess any firearms in Connecticut.

No person may obtain a Pistol Permit, Eligibility Certificate, or possess any handguns if they are less than 21 years of age, subject to a Protective or Restraining Order, or if they have been convicted of a felony, or convicted in Connecticut for any of the following misdemeanors:

Illegal possession of narcotics or other controlled substances - 21a-279

Criminally negligent homicide - 53a-58

Assault in the third degree - 53a-61

Assault of a victim 60 or older in the third degree - 53a-61a

Threatening - 53a-62

Reckless endangerment in the first degree - 53a-63

Unlawful restraint in the second degree - 53a-96

Riot in the first degree - 53a-175

Riot in the second degree - 53a-176

Inciting to riot - 53a-178

Stalking in the second degree - 53a-181d, or

Has been convicted as delinquent for the commission of a serious juvenile offense, or

Has been discharged from custody within the preceding twenty years after having been found not guilty of a crime by reason of mental disease or defect, or

Has been confined in a hospital for persons with psychiatric disabilities, as defined in section 17a-495, within the preceding sixty months by order of a probate court,

Has been voluntarily admitted to a hospital for persons with psychiatric disabilities as defined in 17a-495 within the preceding six months for care and treatment of a psychiatric disability and not solely for alcohol or drug dependency, or

Is subject to a firearms seizure order issued pursuant to Connecticut General Statute Section 29-38c after notice and an opportunity to be heard has been provided to such person, or is an alien illegally or unlawfully in the United States.

Any federal disqualifiers listed in Title 18 U.S.C Chapter 44.

## VOLUNTARY SURRENDER

If you possess firearms which you would like to turn in to the Connecticut State Police for voluntary destruction or for police use, you should make arrangements through your local State Police barracks in advance.

# Your Guide to Firearms and Permits in Connecticut

## SURRENDERS

### INELIGIBLE PERSONS

Those persons deemed ineligible to possess (see firearm prohibitors) are required to relinquish their firearms by one of the following methods:

- 1) Turn your firearms in to the police. Your guns will be held for up to one year. You may at any time during the year transfer your guns to an eligible person. After the expiration of one year if your status has not changed your guns will be destroyed. You must notify the Special Licensing and Firearms Unit immediately at (860) 685-8285 to advise when and to which police department you turned in your firearms.

- 2) If instead you choose to legally transfer your firearms to an eligible person you must telephone the Special Licensing and Firearms Unit at (860) 685-8400 for an authorization number for each individual hand gun and long gun. A NICS background check will be conducted on the recipient at that time. You must then submit the sale or transfer form DPS-3C to the State Police.

### Domestic Violence

Connecticut General Statute 29-36k requires that within two (2) business days of such occurrence you must:

1. Transfer, in accordance with C.G.S. §§ 29-33, and 29-36k, all pistols, revolvers, firearms and ammunition you possess to a federally licensed firearms dealer pursuant to the sale of the pistol, revolver or other firearms; or
2. Deliver or surrender any/all firearms and ammunition to any Connecticut State Police Troop or organized municipal police department—not to include Headquarters in Middletown



## SPECIAL LICENSING AND FIREARMS UNIT

Phone: (860) 685-8290

Fax: (860) 685-8496

Web site: [www.ct.gov/despp](http://www.ct.gov/despp)

## SPECIAL LICENSING AND FIREARMS UNIT

Revised 06/2016

## Transferring a Handgun

Federal Law states you may only buy a handgun in the state in which you reside.

You can only buy a handgun in Connecticut if in addition to being a resident, you are at least 21 years of age and you possess a valid Permit to Carry Pistols or Revolvers, a valid Eligibility Certificate or if you are a sworn Police Officer.

You must first complete an Application to Purchase Firearms (DPS -67-C). This form shall be retained by the seller for 20 years.

The seller of the handgun shall then contact the Special Licensing and Firearms Unit @ (860) 685-8400, or (888) 335-8438 and obtain an authorization number for that sale. Four copies of the Sale or Transfer form DPS-3-C must be completed. The original copy is kept by the seller (for a minimum of 5 years). One copy is given to the purchaser as a receipt. One copy shall be forwarded to the Special Licensing and Firearms Unit. One copy must be sent to the Chief of Police in the town where the purchaser resides.

## Transferring a Long Gun

*Effective April 1, 2014*

After April 1, 2014 you will be required to have a valid Pistol Permit, Eligibility Certificate to Purchase Pistols or Revolvers, Eligibility Certificate to Purchase Long Guns, or be a Police Officer or one of the exemption listed in law, to purchase long guns. You must be 18 years of age. You must first complete an Application to Purchase Firearms (DPS-67-C) and a Sale or Transfer of All Firearms form (DPS-3-C). This form shall be retained by the seller for 20 years. The seller of the long gun shall then follow the steps set out under HANDGUN purchase above.

## Appealing Your Denial

In the event that you have been denied authorization to purchase a firearm, you must request the reason for such denial by contacting the Special Licensing and Firearms Unit at (860) 685-8290 to determine the basis for your denial during regular business hours.

## NICS

If the reason for your denial was a result of the National Instant Criminal Background Check, you must make a written request to:

Federal Bureau of Investigation, NICS Operations Center, Research and Analysis, P.O. Box 4278, Clarksburg, West Virginia, 26302-4278. Include your mailing address and the NICS Transaction Number and NRI, NICS Record Identifier (obtained from the Special Licensing and Firearms Unit).

## Pistol Permits

Once you have received your Temporary State Permit, you may apply to the DESPP for your State Permit. The cost of the State Permit is an additional \$70.00 and is valid for a period of five years. You will be required to have your photograph taken upon application and renewals. Applications and renewals shall be accepted at locations listed on the back of this brochure. Renewal notices will be sent to permit holders ninety days prior to expiration. There is a ninety day grace period after the expiration of your permit during which you may renew. Renewal instructions are available on-line at [www.ct.gov/despp](http://www.ct.gov/despp).

**State Law requires the holder of a Pistol Permit to notify the Special Licensing and Firearms Unit of any change of residence address within two business days.**

Lost or stolen Pistol Permits should be reported immediately in order to replace them. A \$5.00 duplication fee will be charged.

## Ammunition Certificates

*Effective October 1, 2013*

If you do not intend to purchase anymore firearms after October 1, 2013 but would like to continue to purchase ammunition, you will be required to possess a Ammunition Certificate, or be listed as an exempted person, i.e., police officer. You must apply on a form DESPP-417C, and come to one of the DESPP permit offices to have your photograph taken. The fee is \$35.00 for a 5 year certificate and your renewal will be sent 90 days prior to expiration. **Applicants who have been convicted of any felony at any time or of any of the misdemeanors after July 1, 2013 will be denied.**

## Eligibility Certificate to Purchase Long Guns

*Effective April 1, 2014*

After April 1, 2014 you will be required to possess a valid Eligibility Certificate to Purchase Long Guns, if you do not already possess a pistol permit or eligibility certificate for the purchase of pistols or revolvers. You may also purchase ammunition with this certificate. You may apply directly to DESPP on a DPS-799-C form, which you may obtain on-line at [www.ct.gov/despp](http://www.ct.gov/despp), under the Special Licensing and Firearms page. It is a 5 year certificate and renewal will be sent 90 days prior to expiration. The fee is \$35.00 plus \$50.00 for the State fingerprint and \$14.75 for the FBI fingerprint fee. **Applicants who have been convicted of any felony at any time or of any of the misdemeanors after October 1, 1994 will be denied.**

## Machine Guns

Machine Guns are strictly regulated by the U.S. Department of Treasury, Bureau of Alcohol Tobacco and Firearms (ATF) as well as the Connecticut State Police, Special Licensing and Firearms Unit (SLFU).

Connecticut residents may purchase Machine Guns if they are capable of a "full automatic only" rate of fire. Any select fire weapon is considered an "Assault Weapon" and is prohibited by State Law.

Dealers who are licensed to sell Machine Guns have all the necessary Federal paperwork required for that transaction.

Any Connecticut resident who owns a Machine Gun is required to complete State form DPS 418C, registering that Machine Gun with the SLFU immediately upon receiving it, and upon an annual basis thereafter.

Registered owners will be notified yearly with a registration form-letter which must be signed and returned to the SLFU prior to July 1 annually.

**If you currently own a Machine Gun and do not receive a yearly registration form, you must contact the SLFU for instructions on registering your firearm.**

## Gun Shows

A Gun Show is defined as any event at which fifty or more firearms are offered or exhibited for sale, transfer or exchange and any event at which two or more persons are exhibiting one or more firearms for sale, transfer or exchange to the public.

All sales, transfers or exchanges taking place at a Gun Show require the seller to obtain an authorization number from the Special Licensing and Firearms Unit at 860-685-8400 or toll-free in-state at 888-335-8438.

## Assault Weapons

Connecticut General Statutes Section 53-202a as amended by Public Acts 13-3 and 13-220, assault weapons are described and defined in portion as: *"(1) Any selective-fire firearm capable of fully automatic, semiautomatic or burst fire at the option of the user or any of the specified semiautomatic firearms..."*

For a complete text of law and list of banned firearms, check on [www.ct.gov/despp](http://www.ct.gov/despp), Special Licensing and Firearms section or at the Legislative web site at [www.cga.ct.gov](http://www.cga.ct.gov). Refer to Public Act 13-3 and Public Act 13-220.

Assault weapons owners must obtain a Certificate of Possession (DPS-414-C) prior to January 1, 2014.

**IF YOU POSSESS AN UNREGISTERED "ASSAULT WEAPON" AFTER JANUARY 1, 2014, YOU MAY CALL OUR OFFICE TO ARRANGE ITS DESTRUCTION AT NO RISK OF PENALTY.**

## PHOTO PERMIT LOCATIONS AND HOURS

### DPS Headquarters

1111 Country Club Rd.  
Middletown, Ct. 06457  
(860) 685-8494

### Troop E

I-395  
(between exits 6 & 9)  
Montville, CT 06382  
(860) 848-6539

Tues., Wed., Fri., & Sat.  
8:00 a.m.—12:00 p.m.  
12:30 p.m.—3:45 p.m.  
Thurs.  
11:00 a.m.—2:00 p.m.  
2:30 p.m.—6:45 p.m.

### Troop G

149 Prospect St.  
Bridgeport, CT 06604  
(203) 696-2532

Tues., Wed., Fri., & Sat.  
8:00 a.m.—12:00 p.m.  
12:30 p.m.—3:45 p.m.  
Thurs.  
11:00 a.m.—2:00 p.m.  
2:30 p.m.—6:45 p.m.

**Troop permit offices are closed during**

**inclement weather.**

Frequently Asked Questions:

**SURRENDER and RETURN OF FIREARMS**  
**In Multnomah County**  
**Family Abuse Prevention Act (FAPA) Restraining Order Cases**

**1. Do I have to surrender (give up) my guns?**

It depends on what the restraining order says. Look at paragraph 10 on page 4 of the order. If the judge's initials are on the right side of the page, on the line next to number 10, the "Firearms Surrender and Return Terms" attached to the order apply to you. This means that **if you have guns or ammunition, you must turn them over:**

- to a law enforcement officer who serves the restraining order on you in Multnomah County, if you have the weapons/ammunition in your possession at that time, or
- to the Portland Police Bureau or the Multnomah County Sheriff's Office, or
- to someone you know who is willing to store them while the restraining order is in place and who passes a firearms background check.

You must then complete and file the Firearms Affidavit at the Courthouse. The Firearms Affidavit is included with the court papers you received. It is also available on the court's website.

**2. How much time do I have to turn over my guns?**

If you have guns in your possession or control when you are served with the restraining order by law enforcement, you must turn them over right then. Otherwise, you have 48 hours to turn over your guns to law enforcement or a qualified friend or relative. If you are served in jail, you must turn them over within 48 hours of being released.

**3. How much time do I have to file the Firearms Affidavit?**

You have 3 court days from the time you were served with the restraining order to file the Firearms Affidavit with the court. (Weekend days and holidays do not count as court days). If you were served in jail, you have 3 court days from your release to file the Affidavit. You must sign the Affidavit in front of a notary and can mail or take the Affidavit to:

Room 210  
Main Multnomah County Courthouse  
1021 SW 4<sup>th</sup> Avenue  
Portland, Oregon 97204

or East County Courthouse  
18480 SE Stark  
Portland, Oregon

**4. Where can I surrender my guns?**

You can surrender (give) your guns to the Portland Police Bureau or Multnomah County Sheriff's Office at these locations during the times listed. To turn them over to the sheriff's office, you must call first to schedule an appointment.

Portland Police Bureau  
Central Precinct  
1111 SW 2nd Ave.  
Portland, Oregon 97204  
Hours: 24 hours/7 days a week  
503/823-0097

Portland Police Bureau  
Property & Evidence Division  
2619 NW Industrial Way  
Portland, Oregon 97210  
Hours: 9-12; 1-4 M-F  
503/823-2179

Multnomah County Sheriff's Office  
12240 NE Glisan St.  
Portland, OR 97230  
Call 503-255-3600 to schedule  
Mon-Thurs 8- 4PM; Friday 8- 3PM

**5. Will I get a receipt from the law enforcement agency that is storing my guns?**

Yes. The agency will give you a receipt. The receipt will list all the guns you turn over and the type/amount of ammunition. You must attach a copy of the receipt to the Firearms Affidavit that you file.

**6. What if I want a friend or relative (instead of law enforcement) to store my guns while the restraining order is in effect?**

If your guns were not given to law enforcement when you were served, you can turn your guns over to a friend or relative. However, you must first get an ID Services Firearms Background Check done on the friend or relative to show that he or she is legally able to have firearms. If you decide to turn your guns over to a friend or relative, you will fill out paragraph 2 on page 1 of the Firearms Affidavit. Your friend or relative will fill out paragraph 4 on page 2 of the Affidavit. Each of you must sign the Affidavit in front of a notary.

**7. How do I get a firearms background check done on the person I want to store my guns?**

The background check is done through the Oregon State Police. It costs \$10. You will need a credit or debit card. The number to call is: **1-800-432-5059**. If the person passes the background check, you will be given a number to record on the Firearms Affidavit. This number goes in the space provided on page 2 of the Firearms Affidavit, before the person signs the form in front of a notary.

**8. What if I don't have any firearms?**

You still need to complete and file the Firearms Affidavit. Paragraph 3 on page 1 applies in this situation. This section states that you do not own or possess any firearms. You must sign the Affidavit in front of a notary and file it at the Courthouse within 3 court days of being served or released from jail.

**9. What happens if I don't file the Firearms Affidavit ?**

If you are required to file the Firearms Affidavit and do not, you are disobeying the court's order. This is a serious matter. A law enforcement officer could contact you for questioning or cite you to appear in court. The District Attorney's (DA) office could charge you with violating a restraining order (contempt of court). In that case, you will have the right to a court-appointed lawyer if you cannot afford to hire a lawyer. If the judge decides after a hearing that you disobeyed the restraining order, you could go to jail for up to 6 months, be placed on probation, or be ordered to pay a fine of up to \$500 plus the cost of your state-provided attorney.

**10. How do I get my firearms back from the police or sheriff when the restraining order no longer exists?**

You must call the police or sheriff's office at the numbers provided above and make arrangements to pick up your guns and ammunition. The police or sheriff's office will do a background check on you to be sure you are legally able to possess firearms before returning your guns and ammunition. Take photo identification when you go to pick them up.

**11. How do I get my firearms back from the person storing them when the restraining order no longer exists?**

The person storing them can return them to you after obtaining an ID Services Firearms Background Check on you. See question 7 above for information about what the person needs to do to get a background check.



# FIREARM SURRENDER INSTRUCTIONS



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## Municipal Court Misdemeanor Court Order- Firearm Surrender Instructions

- If the charging agency is **Columbus Division of Police**:
  1. Call CPD's non-emergency line at **614-645-4545**
  2. Tell the operator you're calling to surrender weapon(s) as directed by a court order issued by **Franklin County Municipal Court**
  3. The operator will coordinate a time for **patrol officers to pick up your weapon(s)**
  4. **Do NOT take your weapon(s) to the police station or courthouse for surrender**
  
- If the charging agency is not **Columbus Division of Police**:
  1. Call the Franklin County Sheriff's Office non-emergency line at **614-525-3333** and select **option 0 for dispatch**
  2. Tell the operator you're calling to surrender weapon(s) as directed by a court order issued by **Franklin County Municipal Court**
  3. Tell the operator the name of the jurisdiction/law enforcement agency that filed charges
  4. The operator will connect you with the township, village or suburban law enforcement agency that will **pick up your weapon(s)**
  5. **Do NOT take weapon(s) to the police station or courthouse for surrender**

## Franklin County Common Pleas Court Orders (Civil or Felony) - Firearm Surrender Instructions

All Franklin County Common Pleas firearm seizures are done by **Franklin County Sheriff's Office**:

1. Call the Franklin County Sheriff's Office non-emergency line between **8:30 a.m. and 3:30 p.m. at 614-525-3333** and select **option 0 for dispatch** and ask for the **Civil Unit**
2. Tell the Civil Unit you're calling to surrender weapon(s) as directed by a court order issued by **Franklin County Common Pleas Court**
3. The Civil Unit will coordinate a time for **patrol officers to pick up your weapon(s)**
4. **Do NOT take weapon(s) to the police station or courthouse for surrender**



## INSTRUCTIONS TO RESPONDENTS REGARDING FIREARMS AND DANGEROUS WEAPONS.

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### LOOK CAREFULLY AT THE COURT ORDER:

If the Judge or Magistrate has checked the box under section 10 on the Order,

10. DEFENDANT SHALL NOT POSSESS, USE, CARRY, OR OBTAIN ANY DEADLY WEAPON at any time while the Order remains in effect, unless the Defendant is excepted for official use pursuant to 18 U.S.C. 925(a)(1). [NCIC 07]

- DEFENDANT SHALL TURN OVER ALL DEADLY WEAPONS AND CONCEALED CARRY WEAPON LICENSE in Defendant's possession to the law enforcement agency that serves Defendant with this Order.

**THEN YOU MUST TURN OVER ALL WEAPONS IN YOUR POSSESSION AS ORDERED AT THE TIME YOU ARE SERVED WITH THE ORDER OR AS OTHERWISE DIRECTED BY LAW ENFORCEMENT.** If you are in a location or situation where turning over firearms at time of service is not possible:

**CALL FRANKLIN COUNTY SHERIFF'S DEPARTMENT @ 614.525.3333 btwn 8:30 a.m. and 3:30 p.m. Press 0 for "Dispatch" and ask for the Civil Unit. The Civil Unit will schedule a time for a Deputy to pick up firearms from your residence or location where firearms are stored.**

### **DO NOT BRING FIREARMS INTO SHERIFF'S OFFICE OR LOCAL POLICE STATION**

*Firearms include: handguns and pistols; rifles and shotguns; black powder firearms and muzzle-loading firearms; assault weapons; any weapon that sends a projectile through a barrel and the weapon's frame or receiver.*

**SO LONG AS YOU ARE NOT OTHERWISE LEGALLY PROHIBITED FROM POSSESSING A FIREARM**, usually your firearms are held for only the duration of the protection order, after which time they would be returned to you.

**IF YOU ARE ALREADY PROHIBITED FROM POSSESSING FIREARMS BECAUSE OF A PRIOR CRIMINAL CONVICTION OR COURT ORDER**, then you should consult with your attorney. **HOWEVER**, Consulting with an attorney **DOES NOT** change your responsibility to fully comply with court orders.

**King County, WA (Seattle)**

[Surrender Weapons 2019 Update](#)

Video produced by King County TV in Washington