



BUREAU OF SECURITY AND INVESTIGATIVE SERVICES
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FIREARMS PERMIT INITIAL APPLICATION**Application Fee \$80***FEES ARE NON-REFUNDABLE***IMPORTANT:** Read all instructions on Pages 4-5. Incomplete or incorrect application will delay processing.**IF APPLYING ON BREEZE, YOU MUST UPLOAD & ATTACH YOUR COMPLETED, SIGNED APPLICATION FORM. FAILURE TO ATTACH THE FORM WILL DELAY THE PROCESSING OF APPLICATION. (See Item 1 under Application Checklist on page 4 for additional information.)****U.S. ARMED FORCES PRIORITY REQUESTS****Check box if you have served, or are currently serving, in the U.S. Armed Forces.****Disclosure is voluntary.** If you check the box, submit proof of your military service (e.g. DD-214, DD-256, V-MET record, military orders, military I.D., etc.) with your application.**Check box if you are a spouse or domestic partner of an active duty member of the U.S. Armed Forces assigned to a California duty station.****Disclosure is voluntary.** If you check the box, submit the following documentation with your application. (You may be asked to provide original documents.)

- Certificate of marriage or domestic partnership or other legal union with an active duty member of the U.S. Armed Forces who is assigned to a duty station in this state under official active duty military orders.
- Verification of current licensure as private security guard or security officer in another state, district, or territory of the U.S.

THIS SECTION TO BE COMPLETED BY APPLICANT**(Type or Print Clearly)**

Last Name:		First Name:	Middle Name:
Social Security No.:		Date of Birth (MM, DD, YYYY):	
Address of Record (Address, City, State, and Zip Code): MANDATORY (SEE ITEM 1 UNDER APPLICANT INFORMATION ON PAGE 4)			
Confidential/Residential Address: (SEE ITEM 1 UNDER APPLICANT INFORMATION ON PAGE 4)			
Telephone No.:		Email Address (optional):	

Provide the number and expiration date for the license(s) you hold or are applying for that you wish to have associated with your firearms permit. If you are currently applying for a license, write "applying" in the space provided for the license number. NOTE: You cannot associate a firearms permit with a Private Patrol Operator License organized as a corporation, or a Private Investigator or Alarm Company Operator License organized as a corporation or limited liability company.

License Type	License No.	Exp. Date	License Type	License No.	Exp. Date
PI (Sole Owner/ Partners Only)			Security Guard		
PI (QM)**			PPO (Sole Owner/ Partners Only)		
			PPO (QM)**		
			Alarm Agent		
			Alarm Company (Sole Owner/ Partners Only)		
			Alarm Company (QM)**		

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

Check 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, or a federal qualified law enforcement officer, as defined in section 926B of Title 18 of the United States Code. **If you check the box, see Item 3 under Applicant Information on page 5.**

If you answer "Yes" to one or both of the questions below, you may include a supplementary explanation on a separate page and submit with your application.

<p>1. Have you ever been convicted of, or pled guilty or nolo contendere/no contests to, any crime, in any state, the United States or its territories, a military court, or any foreign country? Include every felony or misdemeanor offense, and any infraction involving drugs or alcohol with a fine of \$500 or more.</p> <p>You must disclose a conviction even if it was: (1) later dismissed or expunged pursuant to Penal Code section 1203.4 et seq., or an equivalent release from penalties and disabilities provision from a non-California jurisdiction, or (2) later dismissed or expunged pursuant to Penal Code section 1210 et seq., or an equivalent post-conviction drug treatment diversion dismissal provision from a non-California jurisdiction.</p> <p>Failure to answer truthfully and completely may result in the denial of your application.</p> <p>NOTE: You may answer "NO" regarding, and need not disclose, any of the following: (1) criminal matters adjudicated in juvenile court; (2) criminal charges dismissed or expunged pursuant to Penal Code section 1000.4 or an equivalent deferred entry of judgment provision from a non-California jurisdiction; (3) convictions more than two years old on the date you submit your application for violations of California Health and Safety Code section 11357, subdivisions (b), (c), (d), or (e), or California Health and Safety Code section 11360, subdivision (b); and (4) infractions or traffic violations with a fine of less than \$500 that do not involve drugs or alcohol.</p>	<p>Yes</p> <p>No</p>
<p>2. Is any criminal charge or indictment pending against you, or are you currently awaiting judgment and sentencing following entry of a plea or jury verdict?</p>	<p>Yes</p> <p>No</p>

IMPORTANT INFORMATION - 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 permit and only while performing the duties of the license associated with the permit. I also understand that a BSIS firearms permit does not authorize me to carry a concealed loaded firearm. Lastly, I understand that if I am a private patrol operator or alarm company operator licensee; a registered security guard or alarm agent, or a qualified manager for a private patrol operator or alarm company operator licensee, I can only wear or use an exposed firearm while on duty when 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 Initial 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 exempt 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 primarily 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. Further, pursuant to section 30, subdivision (n) your social security number together with your name, date of birth, and license information may be shared with the Office of the Chancellor of the California Community Colleges.

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:

- I personally completed this application;
- To the best of my knowledge all statements on this application are true and correct;
- I have completed the training requirements (i.e. range for each caliber, classroom and exam) to obtain a BSIS firearms permit or am an active duty peace officer who has successfully completed a firearms training course;
- I am not presently subject to any State of California or Federal prohibition from owning or being in possession of a firearm; and
- 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 my firearms permit and any other license(s) I hold, or may subject me to criminal prosecution.

Applicant Signature

Date

CERTIFICATION OF FIREARMS RANGE QUALIFICATION TRAINING

THIS PAGE TO BE COMPLETED BY THE BSIS CERTIFIED FIREARMS INSTRUCTOR

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

1. Draw a line through 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 _____

Facility Name _____ Facility Phone # _____

Facility Address _____

Facility Certificate # TFF _____ Expiration Date _____

Instructor Name _____ Instructor Phone # _____

Instructor License # TIF _____ Expiration Date _____

APPLICANT TRAINING INFORMATION

TRAINING INFORMATION	Date of Classroom Instruction	Written Exam Date and Exam Score		Range Qualification Date
The range qualification must be after the exam date and must be completed within 30 days of the classroom instruction (B&P Code § 7585.6).				
QUALIFIED CALIBER(S)				

NOTE: The range qualifications (50 rounds for practice and 50 rounds for score) must be completed by firing live ammunition. The use of a firearms simulator to qualify for an initial firearms permit is prohibited.

CITIZENSHIP OR PERMANENT RESIDENT VERIFICATION (See Item 3 under Instructor Information on Page 5)

Document Type: _____

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 I am the instructor who completed this page of the application and that to the best of my knowledge:

- ***The information I provided on this page is true and correct.***
- ***The applicant completed a Powers to Arrest Training Course as prescribed by the Bureau.***
- ***The applicant completed the firearms classroom training as prescribed by the Bureau prior to range training, and the applicant passed the Bureau-approved written firearms exam with a score of 85 percent or more.***
- ***The applicant qualified with a minimum score of 80 percent on a course of fire, having fired live ammunition with the same caliber(s) of weapon as listed on this application.***

Instructor Signature

Date Signed

INSTRUCTIONS FOR COMPLETING FIREARMS PERMIT INITIAL APPLICATION

Application Checklist

1. All sections of Application Form must be completed and applicant and instructor signatures provided.
APPLICATIONS SUBMITTED ON BreEZe: The Bureau cannot process a Firearms Permit Initial Application submitted in BreEZe without an attached scan of the entire application form (applicant and instructor portions) and other applicable documents (e.g., peace officer verification information, Firearms Qualification Application form, etc.). Submitting your application without the required attachments will significantly delay the processing of the application.
2. Submit fee payment of \$80.00.
3. Provide fingerprints by one of the following methods.

Live Scan: Submit fingerprints through a Department of Justice (DOJ) approved Live Scan Operator using one of the forms listed below. You will need to submit fingerprints even if you submitted them when applying for your qualifying license. DOJ approved Live Scan locations can be found at <https://oag.ca.gov/fingerprints/locations>. Instructions for completing the live scan form are available on the Bureau's web site. **NOTE:** DOJ'S process for issuing criminal history responses when an applicant submits one set of fingerprints for both a BSIS license and a firearms permit using a combination Live Scan form (e.g. Security Guard w/Firearm) is to hold the response for the license until all information on the firearms permit is complete. This may delay the Bureau's processing of your license application. To help avoid delays in the processing of your license application, you may wish to submit two sets of fingerprints with separate Live Scan forms (e.g. Security Guard and Security Guard w/Firearm). Please note, however, that submitting fingerprints through two Live Scan forms is more expensive than submitting fingerprints with one combination Live Scan form.

- **Alarm Agent w/Firearm:** For use by Alarm Agent Registrant, Alarm Company Qualified Manager or Alarm Company Operator Licensee (Sole Owner/Partners Only) seeking a firearms permit.
- **Private Investigator w/Firearm:** For use by Private Investigator Licensee (Sole Owner/Partners Only) or Private Investigator Qualified Manager seeking a firearms permit.
- **Priv Patrl Opr/Per w/Fire:** For use by Private Patrol Operator Licensee (Sole Owner/Partners Only) or Private Patrol Qualified Manager seeking a firearms permit.
- **Security Guard w/Firearm:** For use by Security Guard Registrant.

Hard Card Fingerprint Cards: If you are unable to submit fingerprints via a Live Scan operator, you will need to have your fingerprints rolled onto a fingerprint card. Instructions for submitting fingerprint cards are posted on the Bureau's web page at http://www.bsis.ca.gov/forms_pubs/livescan/fpcard_instructions.pdf.

General Information

1. **Allow 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 a current *Firearms Permit Initial Application*.** Do not use a *Firearms Permit Renewal Application* or an outdated Firearms Permit Initial Application to apply for an initial firearms permit. An incorrect or outdated form is deficient and the completion of a new application on the correct form will be required. Refer to the Bureau's website to make sure you are using the most current form.
3. The range qualifications (50 rounds for practice and 50 rounds for score) for an initial Firearms Permit must be completed by firing live ammunition; the use of a firearms simulator for range qualifications is prohibited.

Applicant Information

1. **Address Information:** By law, an applicant is required to provide their residence address. The residence address can be designated as the Address of Record or the Confidential Address.

Address of Record (AOR): This is the address that will appear on your permit and where the Bureau will mail your permit and any future correspondence. The AOR is also the address that will be disclosed in response to public records requests and/or public sales requests. If providing a Post Office Box or an address other than your residence address as your AOR, you must provide your residence address as a Confidential Address.

Confidential/Residential Address: If AOR is not your residence address, you must provide your residence address.

2. **Type(s) of License Currently Held** – Complete requested information for each license type you hold or are applying for that you wish to have associated with your firearms permit. The application will not be processed unless you are applying for and have been approved or 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. **NOTE:** You can only carry a firearm while performing the duties of the license associated with the firearms permit. Also, officers of a corporation or managing members, managers, or officers of an LLC are not a licensee; they are agents of the licensed corporation or LLC. Officers, managers or managing members who wish to hold a firearms permit must themselves hold a qualifying license.

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 or a federal qualified law enforcement officer as defined in section 926B of Title 18 of the United States Code, you may be **exempt** from completing a BSIS firearms training course by providing the Bureau with proof of your active duty status and proof of you having completed a course of study in the use of firearms (BPC 7583.22). Verification of your active duty status can be satisfied by providing a legible copy of the front and back of your peace officer identification. If your peace officer identification does not specifically state your authority to carry a firearm, the Bureau will accept a letter from your Commanding Officer, on your agency letterhead, attesting to your peace officer status and authority to carry a firearm. Proof of having completed a course of study in the use of firearms can be satisfied by providing a copy of your POST profile, a copy of your Basic/Specialized Basic POST course completion certificate or a letter from your Range Master or Commanding Officer attesting to your completion of a firearms training course. **NOTE:** This exemption does not apply to applicants who are associating the firearms permit to a license issued under the Alarm Company Act. See BSIS website for additional information (bsis.dca.ca.gov).
4. **Criminal History Disclosure** – The information requested will be used as part of the Bureau's determination of the applicant's fitness for issuance of a firearms permit. A firearms permit will not be issued if an applicant is prohibited by federal or state law from carrying a firearm. A criminal background investigation is conducted on all applicants.

Instructor Information

1. **Caliber Boxes** – Draw a line through unused caliber boxes 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** – See Attachment I of Firearms Training Manual for acceptable documents to verify citizenship/ residency.

Important Information Once Firearms Permit is Issued

1. **Address Change:** You must notify the Bureau of any change in your address of record or residential address within 30 days from the date of change. Failure to provide timely notice may result in the issuance of an administrative fine. An address change may be completed online through BreEZe if you have a BreEZe account. Address changes submitted online through BreEZe are effective immediately. An address change also may be submitted by completing an Address Change (Personal) form and emailing it to bsis@dca.ca.gov or mailing it to P.O. Box 989002, West Sacramento, CA 95798-9002. **Please see Item 1 under-Applicant Information-Address Information for address requirements.**
2. **Proof of Permit Issuance:** Current law authorizes Firearms Permit holders whose qualifying license is a Security Guard registration, Private Patrol Operator license or Private Patrol Operator Qualified Manager to work with a hardcopy print out of the approved registration from the [BreEZe License Search website](#), along with a valid picture ID while waiting to receive the hardcopy registration in the mail.

Important Information for Renewing a Firearms Permit

1. **No renewal notice will be mailed to you.** By law, you are responsible for submitting a Firearms Permit Renewal Application if you wish to continue holding a firearms permit after expiration.
2. **Renew timely** – By law, you must submit a firearms permit renewal application at least 60 days prior to expiration of the current permit. **NOTE:** The Bureau cannot process renewal applications submitted more than 90 days prior to expiration. (BPC 7542, 7583.23 & 7596.7)
3. **Range Qualifications** – As each range qualification is separate, you may complete each one with a single Bureau certified firearms instructor and firearms training facility or with multiple instructors and facilities.
4. **Range Qualification Requirements** – To renew your firearms permit, you will need to complete four (4) range qualifications as follows: two (2) range qualifications during each 12-month period of the current permit's two-year term with no two (2) range qualifications completed closer than four (4) months apart. Generally, range qualifications are completed about six (6) months apart. Also, only one qualification in each twelve-month period may be completed by firearm simulator, and only simulators that comply with the specifications in Bureau regulations may be used for qualifications.

NOTE: Failing to adhere to the required range qualification schedule will result in you being ineligible for renewal and the need to apply for a new initial firearms permit. **See Suggested Range Schedule on Page 6.**

5. For additional information regarding firearms permit renewals, see the Bureau's Firearms Permit Renewal Application Form and the Bureau's website.

Suggested Range Schedule

As a courtesy, the table below provides a suggested range qualification schedule that satisfies the firearm permit renewal requirements. This schedule is not a mandatory provision for renewal, but a suggestion by the Bureau of a typical schedule that would allow for timely renewal of the permit. To use the table, first check the expiration date on your firearms permit, find your permit's expiration month on the table, and follow the schedule detailed on the corresponding row. This schedule provides sufficient time to submit your firearms permit renewal application at least 60 days before expiration, as required by law.

Month Permit Expires	First Range Qualification	Second Range Qualification	Third Range Qualification	Fourth Range Qualification
January	May-July	September-November	January-May	July-October
February	June-August	October-December	February-June	August-November
March	July-September	November-January	March-July	September-December
April	August-October	December-February	April-August	October-January
May	September-November	January-March	May-September	November-February
June	October-December	February-April	June-October	December-March
July	November-January	March-May	July-November	January-April
August	December-February	April-June	August-December	February-May
September	January-March	May-July	September-January	March-June
October	February-April	June-August	October-February	April-July
November	March-May	July-September	November-March	May-August
December	April-June	August-October	December-April	June-September