

FIREARMS TRAINING COURSE REQUIREMENTS TO OBTAIN A FIREARMS QUALIFICATION CARD

The California Private Security Industry is governed by laws enacted by the California Legislature and contained in the California Business and Professions Code. These laws are known as the Proprietary Security Services Act and the Private Security Services Act and can be found at www.bsis.ca.gov.

To provide for and protect public safety, the Legislature included laws to make sure that armed Security Guards obtain a minimum level of training on the carrying and use of a firearm.

To obtain a Firearm Qualification, while working as a security guard, the Bureau of Security and Investigative Services has developed a specific course for training on the moral and legal aspects of carrying a firearm, de-escalation of potentially violent situations, knowledge of and maintaining the parts of a firearm, how to handle a weapon and actual experience of firing a weapon.

Specifically, California law requires that a Firearms Training Facility and the Firearms Instructor both be licensed by the Department of Consumer Affairs, Bureau of Security and Investigative Services. The course that is to be taught includes a minimum of 8 hours of classroom training and as many hours as needed range training.

Classroom training topics must include:

- **Laws regarding possession and carrying of firearms**
- **Laws and standards regarding the use of deadly force**
- **Avoidance and de-escalation of deadly force**
- **Shooting incidents**
- **Effects of firearms use**
- **The parts of a revolver and semi-automatic weapon and how to maintain them**
- **Weapon handling and shooting fundamentals**
- **A classroom examination and achieving a score of at least 85%**

Range Training must include:

- **Review of range safety, basic marksmanship, and how to draw the firearm.**
- **Drawing and holstering practice**
- **Practice in dry firing, loading and unloading a firearm**
- **Firing 50 practice rounds, per qualifying caliber, following a specific course of fire**
- **Firing an additional 50 rounds, per qualifying caliber, following a specific course of fire to be scored using a 5 point score per round for head/body hit**
- **Attaining a firing score of 80% (200 points) per caliber of weapon fired**

**BUREAU OF SECURITY AND INVESTIGATIVE SERVICES**

P.O. Box 989002

West Sacramento, CA 95798-9002

(916) 322-4000 (800) 952-5210

Fax (916) 575-7290 www.bsis.ca.gov

APPLICATION FOR FIREARMS PERMIT**ALL FEES ARE NON-REFUNDABLE**Have you served or are currently serving in the United States military? ☐ Yes* ☐ No

*Refer to the Veteran information on page 3 of this application for application filing requirements.

☐ Initial Application **\$80**☐ Renewal Application **\$98**☐ Add a Caliber

Firearm Permit # : FQ _____

Firearm Permit # : FQ _____

Expiration Date: _____

Expiration Date: _____

☐ Firearm Eligibility Application attached.☐ I would like to order a **duplicate firearm permit** listing my new caliber and have enclosed the required **\$10 fee**.**1. Please complete all information in this section.**

Last Name:		First Name:		Middle Name:	
Street Address (or Post Office Box), City, State, and Zip Code:				Driver's License Number:	
Date of Birth (Month, Day, Year)		Social Security Number: --- ---		Telephone Number: ()	

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

License Type (QM)	License #	Exp. Date	License Type	License #	Exp. Date
☐ Private Investigator	PI		☐ Security Guard	G	
☐ Private Patrol Operator	PPO		☐ Alarm Agent	ACE	
☐ Alarm Company Operator	ACQ				

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

• Are you an ACTIVE DUTY PEACE OFFICER , as defined in Chapter 4.5, (commencing with section 830) of Title 3 of Part 2 of the Penal Code AND required to requalify at a range at least twice annually?	☐ Yes ☐ No
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4. Please answer the following question. If you answer "Yes", please provide a supplementary explanation.

• Have you ever been convicted of, or pled guilty or nolo contendere to ANY criminal or civil offense in the United States, its territories, or a foreign country? <i>This includes every citation, infraction, misdemeanor and/or felony. Convictions that were adjudicated in the juvenile court or convictions under California Health and Safety Code sections 11357(b), (c), (d), (e) or section 11360(b) which are two years or older, as well as criminal charges dismissed under section 1000.3 of the Penal Code or equivalent non-California laws, should NOT be reported. Convictions that were later dismissed pursuant to sections 1203.4, 1203.4a, or 1203.41 of the California Penal Code or equivalent non-California law MUST be disclosed.</i>	☐ Yes ☐ No
• Is any criminal action pending against you, or are you currently awaiting judgment and sentencing following entry of a plea or jury verdict?	☐ Yes ☐ No

5. Read carefully before signing below: I understand that my firearm permit will authorize me to carry an exposed loaded firearm of the caliber(s) listed on my permit only while on duty or while directly en route to or from my home, to my worksite or a firearm range (PC 26030(a)(10) & PC 25540). I also understand that as a private patrol operator licensee, registered security guard, alarm agent, or alarm qualified manager, I shall not use or wear an exposed firearm unless I am wearing a uniform. At all other times, the firearm **shall** be unloaded and kept in a locked container during the course of travel (PC 25610 (a)(1) and (2)). If not wearing a uniform, the firearm **must** be unloaded and locked during the course of travel. Persons authorized to carry a concealed weapon are exempt from these requirements.

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

Applicant Signature: _____

Date: _____

Name of Applicant: _____ FQ _____ (list permit number for renewal applicants)

CERTIFICATION OF FIREARM RANGE QUALIFICATION

TO BE COMPLETED BY INSTRUCTORS ONLY!

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

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

Facility Name: _____ Telephone Number: _____

Facility Address: _____

Facility Certificate #: TFF _____ Expiration Date: _____

Course	Date of Classroom Instruction	Exam Date	Range Date	Calibers						
INITIAL										
Adding Calibers										
1 st Requalification										
TWO-HOUR REFRESHER COURSE MUST BE COMPLETED WITH EACH REQUALIFICATION										
2 nd Requalification										
TWO-HOUR REFRESHER COURSE MUST BE COMPLETED WITH EACH REQUALIFICATION										
3 rd Requalification										
TWO-HOUR REFRESHER COURSE MUST BE COMPLETED WITH EACH REQUALIFICATION										
Renewal 4 th Requalification										
TWO-HOUR REFRESHER COURSE MUST BE COMPLETED WITH EACH REQUALIFICATION										
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)										

Citizenship or Permanent Residence Verification: Pursuant to California Business and Professions Code sections 7583.23, 7585.8, 7596.3 and 7596.7, I hereby certify that I have seen the following document that meets the requirements of these sections.

Type of Document: _____ Document Number: _____

(For birth certificate, indicate city and state. For Passport indicate issuing country.)

Expiration Date (of passport, permanent residence or I-327): _____

I certify that the Powers to Arrest Training has been completed by the applicant. **(for initial firearm permit applications only)** Instructor Signature: _____ Date: _____

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

Instructor License Number: TIF _____ Instructor Telephone Number: _____

License Expiration Date: _____ Instructor Signature: _____
(Original Signature Only)

Print Instructor Name: _____

GENERAL INFORMATION FOR COMPLETING FIREARM PERMIT APPLICATION

EXPLANATION OF SECTIONS ON APPLICATION FORM

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

Veteran Information - In order to assist veterans in their transition from military service to civilian employment, BSIS has implemented the Veterans Come First Program which offers priority services to veteran applicants. Disclosure of military service is voluntary and participation in the program is optional. If you choose to use the Veteran's Come First Program, check the military status box and submit proof of military service (e.g. DD-214, DD-256, V-MET record, military orders, military I.D., etc.) along with your application.

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

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

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

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

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

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

Submission of the requested information is mandatory. The Bureau of Security and Investigative Services cannot consider your application for licensure or renewal unless you provide all of the requested information.

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 or registration may be disclosed by the Department unless otherwise specifically exempt from disclosure under the law. We make every effort to protect the personal information you provide us. The information you provide, however, may be disclosed in response to a court or administrative order, a subpoena, or a search warrant.

Per the Information Practices Act, the Chief of the Bureau of Security and Investigative Services, Department of Consumer Affairs, is responsible for maintaining the information in this application. You have the right to review the records maintained on you by the Bureau 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 Bureau 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.

For questions about this notice or access to your record, you may contact the Bureau of Security and Investigative Services, Attn: Public Records Liaison, P.O. Box 980550, Sacramento, CA 95798-0550, by phone at (916) 322-4000 or (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.

Firearms Application Checklist

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

Requirements to obtain a firearm permit are as follows:

Initial firearm permit, using Live Scan:

- Submit a completed Application for Firearm Permit,
- Submit a certification of Firearm Range Qualification,
- Submit your prints to the Department of Justice via Live Scan,
- Submit the Firearm Permit fee of \$80.00
- Submit any other required documentation as applicable

Mail your application to:

**Bureau of Security and
Investigative Services**

P. O. Box 989002

West Sacramento, CA 95798-9002

Renewal of a firearm permit:

- Submit a completed Application for Firearm Permit,
- Submit a certification of Firearm Range Qualification and \$98.00
- Submit the Department of Justice, Firearm Qualification Form (FEA)
- Submit any other required documentation as applicable.

Live Scan Fingerprinting

Live Scan is a system for the electronic submission of fingerprints and the subsequent automated background checks and responses. Simply go to the nearest Live Scan station to have your fingerprints submitted to the DOJ and FBI. Pay the Live Scan operator the \$32.00 DOJ fingerprint processing fee and the \$17.00 FBI fingerprint processing fee, \$38.00 DOJ Firearm Eligibility Application (FEA) processing fee, as well as the Live Scan site fee. **The fee set by each Live Scan site varies.**

Live Scan Sites and Forms

You may visit the Bureau's web site at "www.bsis.ca.gov" to link to the [Live Scan sites and/or Live Scan form](#). You may also contact the Bureau at (800) 952-5210 or (916) 322-4000 for further questions.

Certificate of Firearm Range Qualification

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

Application Processing

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

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

ALL FEES ARE NON-REFUNDABLE