



City of Ripon POLICE DEPARTMENT

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GUN RELEASE PROCESS

Effective January 1, 2005, section 12021.3 is added to the Penal Code (PC) and states that any person who claims title to any firearm that is in the custody or control of a court of law enforcement agency and who wishes to have the firearm returned to him or her shall make application for a determination by the Department of Justice as to whether he or she is eligible to possess a firearm. Therefore, effective January 1, 2005, prior to law enforcement's return of a firearm to its owner, the individual seeking the return of the firearm must complete and submit to the **DOJ Law Enforcement Gun Release Application**. The Department of Justice (DOJ) will no longer conduct Law Enforcement Gun Release checks at the request of law enforcement agencies or courts.

Attached is a DOJ Law Enforcement Gun Release application. Additional application forms are available on-line at www.ag.ca.gov/firearms or by calling (916)263-4887. The application form will instruct you how to obtain a firearms eligibility clearance. The fee for the law enforcement gun release eligibility check is \$20 for the first firearm (long gun or handgun) and \$3 for each additional handgun.

Once the check is completed by DOJ, you will be notified via U.S. Mail of the eligibility check results. If you have been approved, you must provide a copy of the DOJ determination notice to the Ripon Police Department **within 30 days from the date of the notice**.

If you do not wish to obtain possession of the firearm, or you are determined ineligible to possess the firearm by DOJ and you want to sell or transfer the firearm, you will need to make arrangements to facilitate the sale or transfer of the firearm(s) to a firearms dealer licensed pursuant to PC 12071 by DOJ (provided the firearm(s) is otherwise lawful). It is recommended that the firearm owner submit a No Longer in Possession form to DOJ once the transfer is complete, to disassociate him or herself from the firearm. No Longer in Possession forms are available on the Firearms Division website at www.ag.ca.gov/firearms or by calling (916)263-4887.

You may visit the above website to obtain further information or contact Department of Justice at the phone number listed above should you have further questions.



**CALIFORNIA DEPARTMENT OF JUSTICE
FIREARMS DIVISION
LAW ENFORCEMENT
GUN RELEASE APPLICATION**
Instructions on Reverse



A. OWNER INFORMATION:

LAST NAME		FIRST NAME		MIDDLE NAME	
ALIAS LAST NAME (if Any)		ALIAS FIRST NAME		ALIAS MIDDLE NAME	
ADDRESS			CITY	STATE	ZIP
DATE OF BIRTH Mo Day Yr	PLACE OF BIRTH (State or Country)		SEX	DAYTIME PHONE # ()	
U.S. CITIZEN? <input type="radio"/> YES <input type="radio"/> NO			AND Country of Citizenship		
<small>Enter your California Driver's License (CDL), California ID (CID), Military ID (MIL) or Out-of-State ID (OSID) number in the ID number box to the right. If using military identification you must send a copy of your permanent duty station orders stating you are stationed in California. If using an out-of-state Driver's License or Identification number you must send a notarized copy of your Driver's License or Identification card.</small>			ID TYPE (Circle One) CDL CID MIL OSID	ID NUMBER	

B. FIREARM INFORMATION (Mark one of the following circles to describe the firearms you are reporting):

Reporting **only** long guns. Proceed to Part D, Agency or Court Information.

Reporting **only** handguns or handguns **and** long guns. Identification information for each handgun **must** be entered below in Part C. No descriptive information is required for long guns.

C. HANDGUN INFORMATION (To report additional handguns copy and attach additional applications)

HANDGUN TYPE <input type="radio"/> Semi-auto <input type="radio"/> Revolver <input type="radio"/> Single Shot <input type="radio"/> Derringer <input type="radio"/> Other: _____					SERIAL NUMBER
MAKE (As stamped on firearm)	MODEL (3032 Tarmac, KP95, 17C, etc.)	CALIBER	HANDGUN ORIGIN (U.S., Italy, China, etc.) (If known)	BARREL LENGTH <input type="radio"/> IN. <input type="radio"/> CM	

HANDGUN TYPE <input type="radio"/> Semi-auto <input type="radio"/> Revolver <input type="radio"/> Single Shot <input type="radio"/> Derringer <input type="radio"/> Other: _____					SERIAL NUMBER
MAKE (As stamped on firearm)	MODEL (3032 Tarmac, KP95, 17C, etc.)	CALIBER	HANDGUN ORIGIN (U.S., Italy, China, etc.) (If known)	BARREL LENGTH <input type="radio"/> IN. <input type="radio"/> CM	

D. AGENCY OR COURT INFORMATION:

Name of Law Enforcement Agency or Court in Possession of the Firearm(s) _____

Address _____ City _____ Zip Code _____ Incident/Case Number _____

E. DECLARATION:

I declare under penalty of perjury (Sections 126 and 672 PC) that all statements made by me on this application are true and complete. I expressly authorize DOJ to perform firearms eligibility checks of all relevant state and federal databases, including the National Instant Criminal Background Check System. I also understand that if I currently possess/own firearms and the results of this check reveal that I am ineligible either to lawfully possess or purchase firearms, I must relinquish any and all firearms in my possession.

Signature Date

Submit completed application and fees to:
**Department of Justice
Firearms Division - LEGR
P.O. Box 820200
Sacramento, CA 94203-0200**

FOR DOJ USE ONLY

Date Received: _____ Date Paid: _____ Date Processed: _____ Processed By: _____ NTN # _____

California Department of Justice
Firearms Division

INSTRUCTIONS FOR LAW ENFORCEMENT GUN RELEASE APPLICATION

Application Submission Requirements

Individuals seeking the return of a firearm(s) that is in the possession of a law enforcement agency or court must submit this application with the appropriate fees to the Department of Justice (DOJ). A firearms eligibility check will be conducted to determine whether you are lawfully eligible to possess firearms. A notice of results will be sent to you via U.S. Mail. Complete all requested information. Incomplete applications may be returned without processing. If reporting more than two handguns, make extra copies of this form to meet your reporting needs. Once issued, a determination notice is valid for 30 days. Be advised that any unclaimed firearm may be disposed of by an agency or court 180 days after the owner has been notified that the firearm has been made available for return.

Fee Submission Requirements

The processing fee for a Law Enforcement Gun Release is \$20 for the first firearm (long gun or handgun), and \$3 for each additional handgun being reported (e.g., 1 handgun and 1 long gun = \$20; 2 handguns and 1 long gun = \$23). If the agency or court determines the firearm was reported stolen pursuant to Penal Code section 12021.3(b)(3), the fees for the stolen firearm(s) will be waived. Provide documentation from the agency or court with this application to qualify for the waiver of fees. DOJ will process your application within 30 days from the date of receipt unless delayed by circumstances beyond the control of the department.

Part A: Owner Information

Enter the information requested. If you are using a military number for identification, you must submit a copy of your permanent duty station orders indicating you are stationed in California with this application. Out of state residents must submit a notarized copy of their home state Driver's License or Government-issued Identification Card.

Part B: Firearm Information

Check the box that describes the firearms you are reporting. If you are reporting only long guns, you need not provide any firearm description. Proceed to Part D.

Part C: Handgun Information

For each handgun, you must provide the descriptive information requested. Most of this information can be found on the property receipt you received from the law enforcement agency or court. Please refer to your handgun owner information or the sample chart below to assist you in providing the required information:

Serial Number	May be all numeric or a combination of alpha and numeric characters and located on the frame of the handgun.
Make	The manufacturer of the handgun (e.g. Beretta, Ruger, Glock, Smith and Wesson).
Model	The model name of the handgun (e.g. 3032 Tomcat, KP95, 22A).
Caliber	The caliber of the handgun (e.g. .38, .45, 9 mm).
Handgun Origin	The country of origin of the handgun (e.g. United States, China, Italy).
Barrel Length	Enter the barrel length as stated in your owner information, or estimate the length of the barrel.

Part D: Agency or Court Information

Enter the name and address of the law enforcement agency or court that has possession of the firearm(s).

Part E: Declaration

You must sign and date the application. If you have any questions, call the Firearms Division at (916) 263-4887.