

FIREARMS ONLINE

FOR WASHINGTON FIREARMS DEALERS

What is this?

- ž DOL has developed an electronic system that is user friendly
- ž You can submit all required transfers, requests and information by computer through a secure access website or,
- ž Have your computer talk to our computer via a data link and send the information automatically without using a website, or
- ž Use a secure file transfer protocol using "xml" data files and send them by file transfer, no website needed.

WHY USE IT?

- ž Reduce errors and incomplete submissions
- ž Allows you to save and hold the transfer during the background check process
- ž Could reduce printing and mailing costs if you save it electronically for your records
- ž It could reduce workload backlogs for you and DOL
- ž This provides more accurate statistical data for you and DOL
- ž Secure and easy to negotiate website with data entry screens

Why use it – continued

- ž The 3 part Transfer form goes away
- ž Saves DOL approximately \$25,000 a year in printing and mailing costs

What about the “way it was”?

- ž The current process of submitting pistol transfers by paper will still be available
- ž You would still have to request more transfers the way you do now
- ž We will still print the 3 part transfer form but at a reduced number

What will the screens look like?

Ž Home Page for Dealers:

Ž The two Options available are:

- submitting a pistol transfer and,
- review and submit already saved pistol transfers.

Ž Adobe Reader is needed to view the application form. We are providing a useful function for dealers to view their data on the form or print the PDF and send that for background checks.

Homepage screen

Firearms ONLINE

What you will need

- Pistol information.
- Buyer's information.
- Dealer's information.
- [Adobe Reader](#) to view the application form.
- A **printer** to print your application form.

Submit Firearm transaction in 2 easy steps

1. Complete the form and then submit.
2. Print the acknowledgement for your records.

What you can do?

[Submit a pistol transfer](#)

[Review and submit pending forms](#)

SEE ALSO →

[Dealer training packet](#)
[Firearms RCW 9.41](#)

Why should you file online?

- Provides secure, 24/7 access.
- Creates an immediate record in the firearms system.
- Eliminates mailing time.

When should you file?

- You should submit the record within 7 days.



Submitting the Transfer

WASHINGTON STATE DEPARTMENT OF LICENSING

Firearms ONLINE

Submit a pistol transfer

*Required

*Initiation date / / : AM

(mm/dd/yyyy) time(10h:mm am/pm)

Dealer transaction #

Pistol Information

Frame only

Pistol type

Serial #

NCIC Code

enter 1 or more characters to fill the below Make list.

Make

Caliber

Model

Barrel Length (inches)

Country of manufacture

Condition of firearm

Buyer Information

*Last name

*First name

Middle name Suffix

AKA Names

Last name First name Middle

Logged in user details:

Name: Tom Smith
Agency: Big 5 Sporting Goods
Client account #: 0020873686500001

Help
Exit

Submitting - continued

AKA Names	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Last name	First name	Middle
*Date of birth	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<small>(mm/dd/yyyy)</small>		
Birth place	<input type="text"/>		
*Gender	<input type="text" value="Select one"/>		
*Ethnicity	<input type="text" value="Select one"/>		
*Height	<input type="text"/>	feet	<input type="text"/>
	<small>eg: 5 feet 6 inches</small>		
*Weight (lbs)	<input type="text"/>		
*Eye color	<input type="text" value="Select one"/>		
*Location where driver license or ID card was issued	<input type="text" value="Select one"/>		
*Driver license or ID card number	<input type="text"/>		
	<small>Not case sensitive</small>		
Name listed on Driver license or ID card	<input type="text"/>		
*US Citizen	<input type="text" value="Select one"/>		
CPL Information			
CPL #	<input type="text"/>		
CPL expiration date	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<small>(mm/dd/yyyy)</small>		
Issuing Agency	<input type="text"/>		
Buyer's residence address			
*Country	<input type="text" value="United States"/>		
*Address	<input type="text"/>		
	<small>Apartment number or suite</small>		
*City/Town	<input type="text"/>		
*State	<input type="text" value="Washington"/>		
County	<input type="text" value="Select one"/>		

Submitting - continued

*Zip code

Residency method Same as above residence address

enter additional information on residency method.

Dealer Information

*Application Status

*Federal firearm license #

*Date of weapon delivery / / :

(mm/dd/yyyy) time(hh:mm am/pm)

- I certify that the buyer signed and initialed the application form.
- I certify that the dealer signed the application form.

[← Back](#)

[Print form & Save](#)

[Save](#)

[Submit](#)

Submit, print and or save?

- ž **Print form & save:** This will save the transfer until the dealer gets the background checks results or waiting for any other information such as the serial number on orders
- ž You can also view the form with saved information, it will look just like the existing pistol transfer form
- ž **Save:** This option saves the form and goes to Home page and allows you to update or edit it
- ž You can only submit a saved form

Field Descriptions

- ž **Dealer transaction #:** This is the dealer's system number used by you to find a saved transfer faster. We will save this number temporarily until the form gets submitted.
- ž Dealers have the option to search for any saved form by this number, first name or last name.

Review and submit saved forms

 WASHINGTON STATE DEPARTMENT OF LICENSING Help
Exit

Firearms
ONLINE

Welcome Tom Smith - Olympia Police Department

 Search for saved pistol transfers

Buyer's Last Name AND/OR Buyer's First Name AND/OR Dealer transaction # Search

All pending pistol transfers [Show all](#)

Dealer transaction #	PistolType	Make	First Name	Last Name	Saved By	Date saved	Void/delete	Action
1096676	Frame Only	Smith & wesson	Tom	Smith	Ted tailor	01/12/2011	VOID/Delete	
2w5445	Pistol	Smith & wesson	Tim	Peters	Kelley Kellerman	01/03/2011	VOID/Delete	
33454677	Revolver	Smith & wesson	Louis	Simmons	Tom Smith	08/04/2011	VOID/Delete	

First **1** Last

[← Back](#)

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Review and Submit Pending forms

- ž There is search option to find the saved forms quickly and those that are not submitted yet.
- ž You can VOID/Delete a form by clicking on the related row.
- ž Once you have reviewed the transfer and made any updates or additions, you can now submit the form

Who will have access to submit?

- ž You the dealer and your designated employees
- ž Access will be gained by using “Secure Access Washington” (SAW)
 - Involves a one time application process listing users
 - If there will be changes to this list it is necessary for you to advise us (Firearms)

DOL Firearms website

- ž <http://www.dol.wa.gov/business/firearms/fadealerfaq.html>
- ž The above web link will take you to our website with dealer licensing and Firearms Online information.

DOL contact info:

ž Bruce W Tanaka, Firearms program manager

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QUESTIONS?

