

# **Firearms Dealer Training**

**Version 1.2**  
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# Welcome from DOL Firearms Unit

## Section One

Welcome to the online Firearms Dealer Training course. This course is designed to provide you and your employees with the latest information about the proper procedures for getting a Washington firearms dealer license and completing the Application to Transfer Pistol form.

This new online training course was created by the staff in the Department of Licensing Firearms Unit to:

- Provide firearms dealers and their employees with the critical information needed to properly conduct their work.
- Serve as a refresher for more experienced employees.

We welcome your suggestions about information or resources you think should be added to the course. After you complete the Firearms Dealer Training course, please e-mail your suggestions to us at [firearms@dol.wa.gov](mailto:firearms@dol.wa.gov).

Once again, welcome to the online Firearms Dealer Training course. We hope you enjoy the course.

# About the Firearms Unit

## Section Two

State law requires law enforcement agencies to complete background checks and approve or deny concealed pistol, alien firearms, or firearms dealer licenses within 30 days after application, and approve or deny handgun transfers.

The Department of Licensing (DOL) serves as the clearinghouse for all firearm records. The DOL Firearms Unit provides law enforcement agencies with information from these firearm records so law enforcement may:

- Ensure that only individuals who may lawfully possess a firearm are able to purchase handguns and get licenses.
- Investigate criminal activity.
- Arrest and prosecute those individuals who violate state and federal law while using a firearm.

On average, DOL processes over 50,000 handgun transfers and 600 firearms dealer licenses annually. DOL also informs firearms dealers about licensing and transfer procedures, and provides the state-approved forms needed to document and complete the transfer of handgun ownership. (Legal authority: [RCW 9.41.](#))

## **Mission and Goal**

### **Section Three**

The mission of this course is to provide you with the latest and most reliable source of training information on firearms transfer procedures.

Our goal is to assist firearms dealers with proper training so only those individuals that can lawfully possess a firearm are allowed to do so.

## **Course Objectives**

### **Section Four**

- To provide clear processing procedures.
- To provide reference tools and materials.
- To assure statewide dealer compliance.

# Washington Firearms Dealer License

## RCW 9.41.110

### Section Five

#### **When do I need to obtain a Washington Firearms Dealer License?**

Under [RCW 9.41.010\(10\)](#), you are required to have a Washington Firearms Dealer License if:

- You are engaged in the business of selling firearms at wholesale or retail.
- OR**
- You have, or are required to have, a federal firearms license under [18 U.S.C Sec 923\(a\)](#).

#### **How do I apply for a Washington Firearms Dealer License?**

You may apply for a Washington Firearms Dealer License at the local law enforcement agency in the jurisdiction where your business is located. If your business is located in the unincorporated area of a county, you must apply at the county sheriff's office. If your business is located within an incorporated city, you must apply at the city police department.

#### **What are the application hours?**

Application hours vary from agency to agency, and you should contact your local law enforcement agency for specific application times.

#### **Is there a background check?**

Yes. You will be fingerprinted and a criminal history background check will be conducted before you will be issued a Washington Firearms Dealer License.

#### **How long does it take before I receive my Washington Firearms Dealer License?**

If you are applying for your first Washington Firearms Dealer License, it may take up to 30 days to complete the background check before your license is issued.

#### **What do I need to bring with me when I apply for my Washington Firearms Dealer License?**

You will need to bring your:

- Federal Firearms License (FFL).
- State business license. To get a copy of your state business license, you may contact the Department of Licensing [Master License Service](#), or call (360) 664-1400.
- Picture identification, such as a Washington driver license or identification card.
- \$125.00 check or money order, made payable to "Washington State Treasurer."

**How long is my Washington Firearm Dealer License valid?**

Your license is valid for one year from the date of issuance, and it is your responsibility to ensure your license has not expired.

**How do I re-apply for a Washington Firearms Dealer License?**

You must apply for a new Washington Firearms Dealer License every year at the law enforcement agency in the jurisdiction where your business is located. In November 2006, DOL began sending a “License Expiration Notice” to firearms dealers approximately 60 days before their Washington firearms dealer license expires.

**Where am I allowed to conduct business?**

You may conduct business at the address/location designated on your license, or at a temporary location within Washington State if the location is a gun show sponsored by a national, state, or local organization, or an affiliate of any such organization, devoted to the collection, competitive use, or other sporting use of firearms in the community. You are not allowed to conduct business in or from a motorized or towed vehicle.

**How do I ensure my employees have completed their background checks?**

You are required to have every employee who may sell a firearm in the course of his or her employment undergo fingerprinting and a criminal history background check. Before being permitted to sell a firearm, an employee must be eligible to possess a firearm and must not have been convicted of a crime that would make the person ineligible for a Concealed Pistol License. Every employee must comply with the requirements for purchase applications and restrictions on the delivery of firearms that apply to dealers.

**How is the fingerprint background check completed?**

Employees must have their fingerprints taken at their local law enforcement agency. When completed, either the dealer or the employee may send the fingerprint card to:

Fingerprint Identification Section  
Washington State Patrol  
PO Box 42633  
Olympia, WA 98504

The fee for taking the prints at the law enforcement agency is usually \$10.00. Washington State Patrol’s print-processing fee is \$25.00.

### **How do I get the state Application to Transfer Pistol forms I need to sell handguns at my business?**

After you have obtained your Washington Firearms Dealer License from your local law enforcement agency, you may either:

- Fax a copy of your new license to the Department of Licensing Firearms Unit at (360) 586-2726 or (360) 570-7889 and request pistol transfer forms.
- OR**
- We will mail you the forms after we receive your Washington Firearms Dealer License from the law enforcement agency.

### **What if I want to move my firearms store/business?**

If you are moving your store/business within the same law enforcement jurisdiction, a replacement license with the new address will be issued for no fee. If you are moving to a new jurisdiction, you must contact the law enforcement agency in that jurisdiction for a new license.

### **What if I want to open another firearms store?**

If you open another firearms store, you must get a Washington Firearms Dealer License for the new location. You will need to bring your:

- Federal Firearms License.
- State business license.
- Picture identification, such as a Washington driver license or identification card.
- \$125.00 check or money order, made payable to "Washington State Treasurer."


# Handgun Transfers/Sales

## RCW 9.41.090

### Section Six

**NOTE:** The transfer and possession of firearms is regulated federally by [The Gun Control Act of 1968](#) and at the state level by [RCW 9.41: Firearms and dangerous weapons](#).

#### **Where do I get State of Washington Application to Transfer Pistol forms?**

You can get  [Application to Transfer Pistol](#) forms by faxing our office at (360) 586-2726 or (360) 570-7889. Be sure to include a copy of your Washington State Firearms Dealer License and the number of books you need. Each book contains 50 transfer forms. There is no fee for the forms or shipping.

A New Dealer Packet is shipped to all first-time firearms dealers. This packet includes one book of pistol transfer forms, a copy of the firearms laws, and other resource material.

#### **What are the requirements for selling a handgun to someone without a Concealed Pistol License (CPL)?**

A five-day waiting period is required for the transfer of a handgun from a firearms dealer to someone who does not have a CPL. This waiting period begins when the Application to Transfer Pistol form is received by the police chief or sheriff, and refers to the next five business days when state offices are open. This does not include weekends and holidays. The waiting period gives law enforcement enough time to complete the necessary background check.

Local law enforcement will conduct the required background checks, including the National Instant Criminal Background Check System (NICS) Check, when there is no CPL. The approving law enforcement agency should provide you with the NICS Transaction Number (NTN). Record the NTN in the "Approval Code" box in the upper right corner of the Application to Transfer Pistol form.

#### **What are the requirements for selling a handgun to someone with a Concealed Pistol License (CPL)?**

The firearms dealer conducts the NICS Check for handgun transfers when the purchaser has a Concealed Pistol License. Local law enforcement will conduct the required background checks, but won't conduct the NICS when the applicant has a CPL. The dealer conducts the NICS Check only when the purchaser has a valid CPL.

### **What state forms do I need to complete to sell or transfer a long gun?**

The transfer of a long gun is regulated under federal law. No state form or notification at the state level is required for selling or transferring a long gun in Washington. However, you must have a state Firearms Dealer License.

Please contact the Bureau of Alcohol, Tobacco, Firearms and Explosives for forms or questions regarding the transfer of a long gun.

### **Is a black powder firearm regulated under Washington law?**

Yes. State and federal law differ in the regulations regarding black powder firearms. A black powder firearm is regulated under Washington law and requires the dealer to follow state transfer requirements. A person prohibited from possessing a modern firearm is also prohibited from possessing a black powder firearm in Washington.


### **How do I send completed transfer forms to local law enforcement for background checks?**

Send the blue copy of the pistol transfer form to the law enforcement agency where the purchaser resides by the end of the business day. Law enforcement agencies will accept forms that are delivered:

- by United States Postal Service mail.
- by fax.
- in person.

When the background checks have been completed and the purchase has been approved, the law enforcement agency should notify you of the approval and give you the NICS transaction number (NTN).

### **When do I complete the Application to Transfer Pistol form when ordering a handgun?**

The  [Application to Transfer Pistol](#) form is initiated at the time the purchaser either orders or purchases the handgun. In either case, you will need to complete sections A, B, and C (except for the date and time of delivery portion in Section C) of the Application to Transfer Pistol form.

The blue copy of the form is then sent to the appropriate law enforcement agency. This process is followed even when the handgun is on order and you are unable to provide the serial number. The law enforcement agency is conducting a background check on the individual and not the handgun.

The handgun may then be delivered once it has been received and the law enforcement agency has either provided the approval or the appropriate timeframe has expired.

**Can law enforcement put an investigative hold on a firearm transfer?**

Yes, if the chief or sheriff of the local jurisdiction has reasonable grounds, they may hold the sale and delivery of the firearm. See [RCW 9.41.090\(4\)](#) for complete information.

**What do I do if I receive a denial on an Application to Transfer Pistol?**

When a firearms dealer receives notification of the denial from local law enforcement or the FBI's NICS Program:

- The firearms dealer must write "Denied Purchase" across the face of each copy of the Application to Transfer Pistol in an area that doesn't obscure any handwritten information.
- When DOL receives the denied transfer form, we enter the information into the firearms database.

**How long must I keep the Washington State Application to Transfer Pistol form?**

By law, you must keep the pink copy of the Application to Transfer Pistol form for six years ([RCW 9.41.090\(5\)](#)). If you close or transfer your business, you are still required to keep the state pistol transfer forms for six years from the date of the purchase.

**A special consideration relating to state vs. federal law:**

Although state and local laws do not differ on the possession of a firearm, federal law and state law may differ. If federal law prohibits the purchaser from possessing a firearm, he or she may be prosecuted in federal court. State permission to purchase a firearm is not a defense to federal prosecution.

However, when approving handgun transfers it is important for the purchaser to pass both state and federal background checks.

# New Alien Firearms License

## Section Seven

### Frequently asked questions: Alien firearms license

#### New law (starting July 26, 2009)

##### What is the new alien firearms license?

This license allows you to use a firearm for hunting and sport shooting if you are a non-immigrant alien who is temporarily living in Washington State.

##### Who must have an alien firearms license?

Any non-immigrant alien who is temporarily living in Washington, such as:

- Students on temporary school visas.
- People on temporary work visas.

##### Who doesn't need an alien firearms license?

- A permanent resident alien (immigrant alien) with a permanent resident card.
- A non-immigrant alien **not residing in Washington**, who is hunting or participating in trade shows or shooting events while visiting or vacationing here.

##### Where do I apply for this license?

You must apply in person at the sheriff's office in the county where you live. **City police departments won't be issuing this new license.** When you apply:

- You must complete and sign the application.
- You will be fingerprinted.
- The county will conduct a background check. Please allow 60 days from the date you apply for the background check to be completed.

##### How much will the new license cost?

Description	Fee
• Alien firearms license	• \$50
• FBI fingerprinting fee	• \$19.25
• Live-scan fingerprinting	• \$16
• Set of fingerprint cards	• \$26

##### What documents will I need?

You will need to present **all** of the following:

- A photo ID such as a valid state driver license or state ID card.
- Your passport and visa to show you are legally in the United States.
- A valid Washington State hunting license **or** documentation that you are a member of a sport shooting club.

**How long is the license good for?**

The license will be valid in the state of Washington for 2 years from the date it was issued.

**What are the application hours?**

Application hours vary from agency to agency, so you will need to contact your local county sheriff for their specific business hours.

**Can I apply for a concealed pistol license if I have an alien firearms license?**

Yes.

## Conclusion Section Eight

The Department of Licensing Firearms Unit would like to thank you for using our online Firearms Dealer Training course. We hope this course provided you with information that will assist you in getting a Firearms Dealer License and transferring firearms.

If you have comments or suggestion you may reach us at (360) 664-6616 or by e-mail at [firearms@dol.wa.gov](mailto:firearms@dol.wa.gov). Once again, thank you and best of luck.

### **For more information about state firearms law:**

- See [RCW 9.41: Firearms and dangerous weapons](#)
- Call or write us at:
  - Firearms Unit
  - Department of Licensing
  - PO Box 9469
  - Olympia, WA 98504-9649
  - Phone: (360) 664-6616
  - Fax: (360) 586-2726 or (360) 570-7889

### **For more information about federal firearms law:**

For questions about federal law pertaining to firearms, or to obtain a copy of Federal Firearms Regulations, please write or call:

[The Bureau of Alcohol, Tobacco Firearms and Explosives \(ATF\)](#)  
915 2<sup>nd</sup> Ave, Room 790  
Seattle, WA 98174  
Phone: (206) 389-6800