

Instructions for submitting FTAs to Department of Licensing (DOL)

Firearm Transfer Applications (FTAs)

1. You must fill in all fields.
 - a. We need contact information in the stamp section. It should include your 16 number UBI, Dealer name, phone number, etc.
2. Check mark either the Pistol transfer or the Semiautomatic Assault Rifle
3. You must submit your application *within 7 days* of completing the physical transfer of the firearm.
 - a. If submitting Pistol/FTAs send to PO Box 9649
 - b. If submitting SAR/FTAs send with the \$18 fee to PO Box 9048
4. Before submitting the paperwork to DOL
 - a. DO NOT mix the Pistol/FTAs with the SAR/FTAs!
 - b. Separate the paperwork into 2 piles, Pistol and SARs
 - c. Review the pistols to ensure they are all pistols
 - d. Review the SARs and ensure they are all SARs
 - i. Balance the SAR batch of paperwork. You must include the \$18 fee for each application when submitting.
 - e. You must send the SAR applications and fees together. If the paperwork and fees do not balance, we'll return the items. This will add time to the entry of the FTA. Send your applications and fees to us at:
Firearms Licensing
Department of Licensing
PO Box 9048
Olympia, WA 98507
5. Submit the paperwork after you review and balance it.

Questions? Need help?

Email us at Firearms@dol.wa.gov

Other guidance

Fees

If you send a SAR/FTA without the fee, we'll return it and ask you to resubmit. This will slow the process of capturing the data into the firearm system used by law enforcement. Per RCW 9.41 you must submit paperwork to us within 7 days.

We will also return the SAR if you forget to sign the check.

FTA and SAR

Please notify us immediately, by email Firearms@dol.wa.gov, if you send an FTA for a pistol instead of a SAR. We'll make the change on our end and provide you with instructions.