Processing the Firearm Transfer Application

Fill the form out completely. Leaving essential areas blank will delay the processing of the application and could require you to do additional work. The application must be typed. The form is fillable which allows you to tab through the fields for faster processing.

Print 3 copies of the completed application:
- At end of day, provide a copy to the local law enforcement agency where the buyer resides;
- The Dealer will retain a copy for their records and keep for 6 years;
- After the delivery of the firearm, send the last remaining copy to Department of Licensing.

All denied applications must be sent to the Washington Association of Sheriffs and Police Chiefs (WASPC). You may do this electronically through http://www.wafirearmsreport.org/.

The form below combines the Semiautomatic assault rifle (SARs) with the Pistol Transfer application (PTA).

1. When the Dealer has released the firearm to the buyer, the completed SAR (with check) or PTA is sent within 7 days to the appropriate PO Box listed on the form.
2. The box marked “For DOL validation only” is for DOL use.
3. Check the correct box related to what you are selling or transferring:
   - Semiautomatic Assault Rifle (SAR with $18 fee). The number of SAR applications must match the check total being mailed.
   - When money is involved use PO Box 9048.
   - Pistol Transfer Applications, which do not have a fee, must be sent to PO Box 9649.
4. Check the “Private transfer” box if you are completing the paperwork for a private transfer.
5. List the approval Code (NTN) from the LEA doing the background check.
6. Include the Dealer Transaction number from your tracking system.
7. Check the City or County for the LEA doing the background check.

SECTION A - Firearm description

8. Fill in the Firearm serial number. This might include both numbers and letters.
9. Choose the “Make” from the drop down list. Choose “other” in the drop down list if the “Make” is not listed. Fill in the missing “Make” in the “Other” fill in box and do not use abbreviations.
10. For the Caliber box, use numbers only – no special characters/letters
11. The Barrel length will include numbers and one decimal (Example: 6.5 in. or 15.75 in.) – Do not use fractions.
12. Your options for “Condition” are new or used.
13. The “Type” has a drop down list to choose from, including the SAR.
14. Fill in the Model number or name of the Firearm.

SECTION B – Dealer information

The information for the Dealer is the same. Use the fill in boxes and Tab to move from area to area. Also, when saving the form to your computer, your Dealer information will repopulate with each customer. See “Requirements for filling out the form” located on the last page to review details. You will not have to use your stamp in the “Stamp” field.

15. Date weapon delivered, is the date the buyer took possession of the firearm.
16. UBI number listed on your business license will have all 16 numbers of your business identifier:
   o UBI number = 9 numbers
   o Business ID = 3 numbers
   o Location ID = 4 numbers
17. Enter your Federal firearms license (FFL) number
18. Dealer store or name as listed on your business license
19. Full physical address
20. Area code and phone number
21. Email address
22. Dealer signature, must be signed by the Dealer or person completing the sale.

SECTION C – Buyer information

23. Buyer name using this format: Last, First, Middle
24. Gender
25. U.S. Citizen
26. Full physical address – (number, street, apt. number)
27. City
28. State – 2 digit abbreviation only (Example: Washington = WA; Indiana = IN)
29. ZIP code
30. County
31. Date of birth use this format: (mm/dd/yyyy)
32. Place of birth – (city, state or province, and country)
33. Height and weight
34. Eye color – choose from the drop down list
35. Driver's license or State ID number and the State where it was processed – military ID's are not allowed
36. AREA code and phone number
37. Race – Choose from the list, select all that apply
38. Permanent resident card number, if applicable
39. Washington State alien firearms license number and expiration date
40. Occupation
41. Concealed pistol license number and expiration date
42. Issuing authority - LEA who issued the CPL

SECTION C – Buyer information (continued)

43. The red circled items will populate from the first page entries and you won’t have to reenter the information.
44. The four questions above are answered by the buyer, their signature certifies the information is correct. The buyer’s signature will be their full legal name. The buyer must sign to allow the LEA to conduct the required background check.

Requirements for using the form
1. If you need the most current Adobe reader please click on the upper right corner of the electronic form and follow instructions for downloading.
2. We recommend you save this fillable PDF onto your computer before filling it out with a customer. Save again with your Dealer information added. This saves your data.
   o Click on the yellow shaded area of the electronic form when working with a customer. This will reset the form by removing all previous buyers’ information.