

COE HOLDED INCODMATION

## CALIFORNIA DEPARTMENT OF JUSTICE BUREAU OF FIREARMS Certificate of Eligibility Report of Employment



This form is to be completed and submitted to the Department of Justice (DOJ) when a person who currently holds a valid Certificate of Eligibility (COE) becomes an employee of a licensed California firearms dealer or California ammunition vendor who requires that his/her employee's obtain a COE (Pen. Code, §§ 26915 and 30347). The transmittal of this form to the DOJ will associate the employee's name with the firearms dealer or ammunition vendor with whom they are employed. If during the term of this COE, or upon renewal, the employee is found to be lawfully prohibited from possessing firearms, the COE will be revoked and the licensee certified on this form will be notified of the revocation. Please note: This report can be submitted by either the employee or employer.

To ensure the employee's privacy, when the employment is terminated with this firearms dealer or ammunition vendor, a Certificate of Eligibility Termination of Employment Notice (BOF 118) shall be submitted to the DOJ. The transmittal of that form to the DOJ will result in the DOJ disassociating the employee with the firearms dealer. If the COE holder transfers to another firearms dealer or ammunition vendor, the COE holder information can be updated by completing a new Certificate of Eligibility Report of Employment.

COE HOLDER INFORM	ATION:					
Last Name	First Name	Mide	Middle Name		COE Number	
Physical Address		City		State	Zip Code	
Mailing Address (if differ	rent)	City		State	Zip Code	
CA Driver License or Identification Number Date of Birth CALIFORNIA FIREARMS DEALERSHIP/AMMUNITION VENDOR IN			Telephone N	umber		
CALIFORNIA FIREARI	15 DEALERSHIP/AWIWIUNITIO	N VENDOR INFORMA	IION:			
Firearms Dealer Name/Ammunition Vendor Name				California Firearms Dealer (CFD) Number or California Ammunition Vendor (CAV) Number		
Date of Employment						
Name of Licensee			Licensee COE	E Number		
Business Address		City		State	Zip Code	
EMPLOYEE DECLARA	TION:					
a copy to him/her. I under the notified of the revocation of my privacy, DOJ within ten (10) days and correct.	old the COE listed above. My ererstand that if my COE is revoke tion. I understand that if I termin I will notify the DOJ by submitti s of termination. I declare under	ed, the licensee of the a ate my employment wit ng a Certificate of Eligil	forementioned firearr th this firearms dealer bility Termination of E r the laws of the Stat	ms dealership/amrship/ammunition Employment Notic	munition vendor will vendor, to ensure the (BOF 118) to the	
S	ignature		Date			
EMPLOYER DECLARA	TION:					
penalty of perjury under	g COE holder is currently an em the laws of the State of Californ dealer/ammunition vendor, and	ia that the foregoing is	true and correct, that			
S	ignature		Date			
If you have any question	s, please contact the Bureau of	Firearms at (916) 210-	2752. Mail completed	form to:		

California Department of Justice
Bureau of Firearms - Certificate of Eligibility Unit
P.O. Box 160487
Sacramento, CA 95816-0487
FAX: (916) 227-1032



## CALIFORNIA DEPARTMENT OF JUSTICE BUREAU OF FIREARMS Employee Certificate of Eligibility Report of Employment



## **Privacy Notice**

As Required by Civil Code § 1798.17

**Collection and Use of Personal Information:** The Division of Law Enforcement, Bureau of Firearms in the Department of Justice collects the information on this report pursuant to Penal Code sections 26915 and 30347. The Bureau of Firearms uses this information to associate a holder of a Certificate of Eligibility with a firearms dealer. In addition, any personal information collected by state agencies is subject to the limitations in the Information Practices Act and state policy. The Department of Justice's general privacy policy is available at <a href="http://oag.ca.gov/privacy-policy">http://oag.ca.gov/privacy-policy</a>.

**Providing Personal Information:** All personal information on this report is mandatory. Failure to provide the mandatory information will result in your report not being processed.

**Access to Your Information:** You may review the records maintained by the Division of Law Enforcement, Bureau of Firearms in the Department of Justice that contain your personal information, as permitted by the Information Practices Act. See below for contact information.

**Possible Disclosure of Personal Information:** In order to associate a holder of a Certificate of Eligibility with a firearms dealer/ammunition vendor, we may need to share the information you provide us with any Bureau of Firearms representative or any other person designated by the Attorney General upon request. The information you provide may also be disclosed in the following circumstances:

- With other persons or agencies when necessary to perform their legal duties, and their use of your information is compatible and complies with state law, such as for investigations, licensing, certification, or regulatory purposes;
- To another government agency as required by state or federal law.

**Contact Information:** For questions about this notice or access to your records, you may contact the Staff Services Analyst in the Customer Support Center at (916) 210-2300, via email at <a href="mailto:firearms.bureau@doj.ca.gov">firearms.bureau@doj.ca.gov</a>, or by mail at P.O. Box 160487, Sacramento, CA 95816-0487.