



**California Department of Justice
CFARS - Certificate of Eligibility (COE) Application
User Guide v1.5**

**Hawkins Data Center
Certificate of Eligibility (COE) Redesign Project
For the Bureau of Firearms**

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CFARS Certificate of Eligibility (COE) Application – User Guide

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1 INTRODUCTION

1.1 OVERVIEW

The purpose of this document is to provide a reference manual for users of the California Firearms Application Reporting System (CFARS) Certificate of Eligibility (COE) application. This User Guide provides step-by-step instructions for accessing and using the functional components of the COE application.

1.2 DEFINITIONS, ACRONYMS, AND ABBREVIATIONS

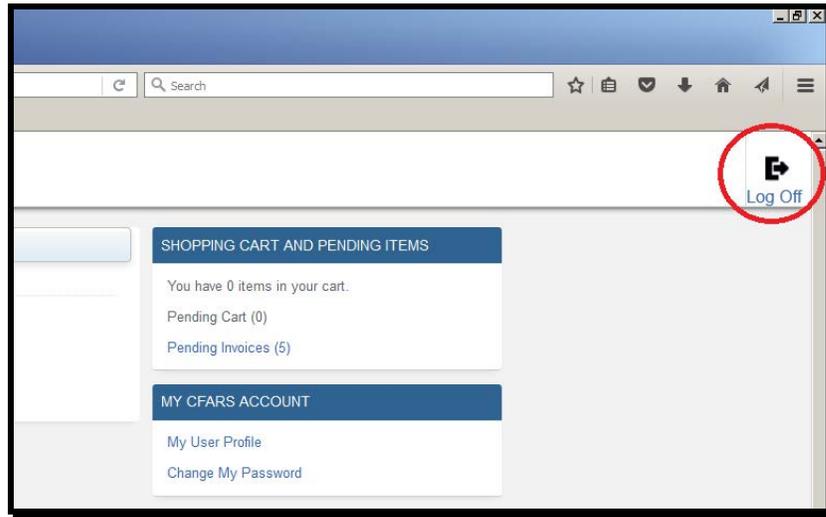
Term/Acronym	Definition
ATF	The Federal Bureau of Alcohol Tobacco, Firearms, and Explosives.
ATI	Applicant Transaction Identifier. Number generated by Live Scan device at time of fingerprint submission.
BOF	Bureau of Firearms
CAV	California Ammunition Vendor
CFARS	California Firearms Application Reporting System
CFD	California Firearms Dealer
CFD/CAV Number	California Firearms Dealership/California Ammunition Vendor Number, a.k.a. Centralized List Number. A five digit number that uniquely identifies a firearms dealer, firearms manufacturer, ammunition vendor, or exempt FFL in the Centralized List of Firearm Dealers.
CII Number	California Information and Identification Number.
COE	Certificate of Eligibility
DOJ	California Department of Justice
FFL	Federal Firearms License
FSC	California Firearms Safety Certificate
HDC	Hawkins Data Center
ORI	Originating Agency Identifier
PDF	Portable Document Format. The file type used for notices and printing in this application.

1.3 CONVENTIONS USED IN THIS DOCUMENT

- To highlight a button or other control, we show a picture of the application page with only the control relevant to the instruction circled in **red**.



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- Titles in **Bold** are typically exactly as they appear in the system. These are clickable functions that you will use to operate the application. (Example: Click **Log Off** button.)
- Titles in ALL CAPITAL LETTERS are how they appear in the system.
- Error recovery techniques or features that could be missed are highlighted with *Italicized Text*.



2 SYSTEM OVERVIEW AND TECHNICAL REQUIREMENTS

2.1 PROGRAM & SYSTEM OVERVIEW

A Certificate of Eligibility (COE) certifies the California Department of Justice (DOJ) has checked its records and determined the recipient is not prohibited from acquiring or possessing firearms at the time the firearms eligibility criminal background check was performed. A COE is a pre-requisite requirement for all prospective firearms dealers, ammunition vendors, manufacturers, certified instructors, gun show promoters, explosive permit holders, and other firearm related employment activities in California, including, any agent or employee of a vendor who handles, sells, or delivers firearms and ammunition. The initial COE application process includes a firearms eligibility criminal background check and issuance of a certificate, which is valid for one year. Thereafter, the COE must be renewed annually. A COE can be revoked, at anytime, if the COE holder becomes prohibited from owning/possessing firearms and ammunition.

A new or renewal COE application can be submitted through the California Firearms Application Reporting System (CFARS). The CFARS is a web-based application system that enables individuals to apply for, and receive their COE electronically from the DOJ. Applicants can access the electronic application by accessing the following URL <https://cfars.doj.ca.gov/login>.

Please note: prior to submitting a COE application through the CFARS, applicants must first submit their fingerprint impressions to the DOJ. To submit fingerprint impressions, applicants must take a completed Request for Live Scan Service form (BCIA 8016) to a Live Scan station and pay the designated fees. The Live Scan fingerprint submission must be specifically for a COE. No other fingerprint submissions are acceptable.

The Live Scan operator will provide an Applicant Transaction Identifier (ATI) number on an individual's copy of the Request for Live Scan Service form (BCIA 8016). The ATI number documents fingerprint submissions. (Applicants must enter their ATI number on the designated space of the COE application). Once they have completed their fingerprint submission requirements, an individual can complete the electronic COE application process using the CFARS.

When the initial application and fingerprints are received by BOF staff, the COE application is reviewed. The BOF User will analyze, and approve or deny the applicant for COE. If the COE applicant is approved, the applicant will receive a notification in CFARS. The COE certificate and acknowledgement letter will be generated and accessible on the applicant's CFARS Account. If the applicant is denied, a denial letter is prepared and the applicant is notified. Renewal applications are processed in a similar fashion, but no new set of fingerprints are required.



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2.2 TECHNICAL REQUIREMENTS

The COE Application is intended to work with most personal computers and mobile devices. The personal computer must be outfitted with a web browser.

In order to print a COE, it is necessary to have a PDF reader installed and integrated with your web browser.

Set your internet browser to check for current versions of stored pages to prevent old pages that are cached from being re-displayed.

If your web browser blocks pop-up windows (pop-ups) it is necessary to add the CFARS application server to the list of sites for which pop-ups are allowed.

2.3 WEBSITE AND SECURITY REQUIREMENTS

The website address for the CFARS is:

<https://cfars.doj.ca.gov/>

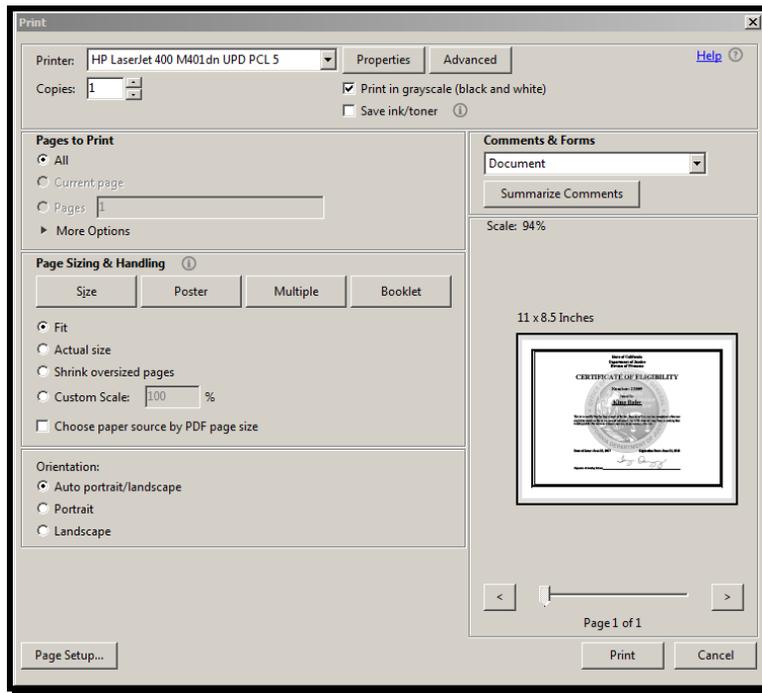
CFARS is accessed through a secure website designed to ensure that data is encrypted when transmitted over the internet. Be sure to include the entire web address including the prefix *https://* when accessing the website. You can bookmark this page to make accessing this site easier in the future.

2.4 PRINTING

All printing from the COE application will be to your local printer via Adobe Acrobat. Please refer to system documentation for instructions on how to setup and configure printers.



CFARS Certificate of Eligibility (COE) Application – User Guide



Please note that several notices printed by the application may contain more than one page, and may also include a COE. In the majority of cases, we anticipate that you will want to print all pages. If you want to selectively print certain pages, enter the page numbers in the Pages field of the Adobe print dialog box.



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3 GETTING STARTED

The purpose of this section is to give step by step instructions on creating and using CFARS to access the COE application. A CFARS account can also be used to submit forms electronically to BOF. Issues logging onto a CFARS account are also covered in this section.

3.1 CREATE A CFARS ACCOUNT

Steps:

- 1) Navigate using an Internet browser to the DOJ CFARS by entering the address <https://cfars.doj.ca.gov/login>. CFARS is the gateway to the COE Application.

system (CFARS) 1.3.1.22466 (08/09/2017)

If You Have a California Reporting Information System (CRIS) Account

The CRIS application has been migrated into the new CFARS system. Your existing CRIS user name and password are now your CFARS user name and password.

Assistance Center
CFARS Contact Us

ATTENTION: The ability to register an assault weapon pursuant to Assembly Bill (AB) 1135 (Stats. 2016, ch. 40) and Senate Bill (SB) 880 (Stats. 2016, ch. 48), is now available. Additionally, pursuant to AB 103 (Stats. 2017, ch. 17), the assault weapon registration deadline has been extended through June 30, 2018.

California Firearms Application Reporting System (CFARS) - Log On

* Indicates Required Field

Log On

*User Name
[Text Input Field]

*Password
[Text Input Field]

Forgot User Name?
Forgot Password?
Forgot User Name and Password?

Please click buttons only once. Multiple clicks will delay processing.

Log On to CFARS Clear Form

If you are not enrolled as a CFARS user:
Create a CFARS account
(Continue as a Guest; your transactions will not be retrievable)

BENEFITS OF CREATING A CFARS ACCOUNT

Creating a CFARS user account gives you the ability to view activity history, receive electronic notifications, and submit questions.

Certain functionality hosted within CFARS will not be available to Guest users.

Completion of your user account profile allows prepopulation of information on forms you wish to submit, which saves you time! You may edit the information before submitting, if you wish.

Create a CFARS account

- 2) Click the **Create a CFARS account** button.

By clicking the "I Agree" button below, I acknowledge that I have reviewed, understand, and agree to all of the conditions specified above.

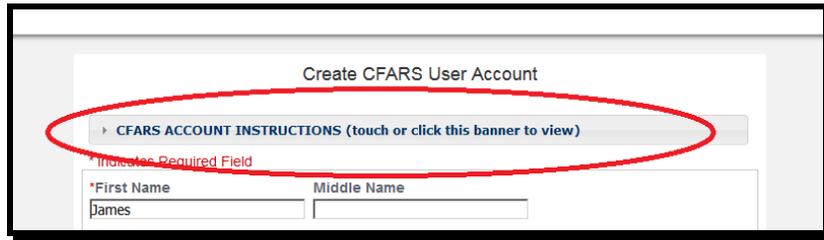
Please click buttons only once. Multiple clicks will delay processing.

I Agree Do Not Agree

- 3) Review the CFARS Enrollment Conditions of Use Agreement. Click the **I Agree** button only once.



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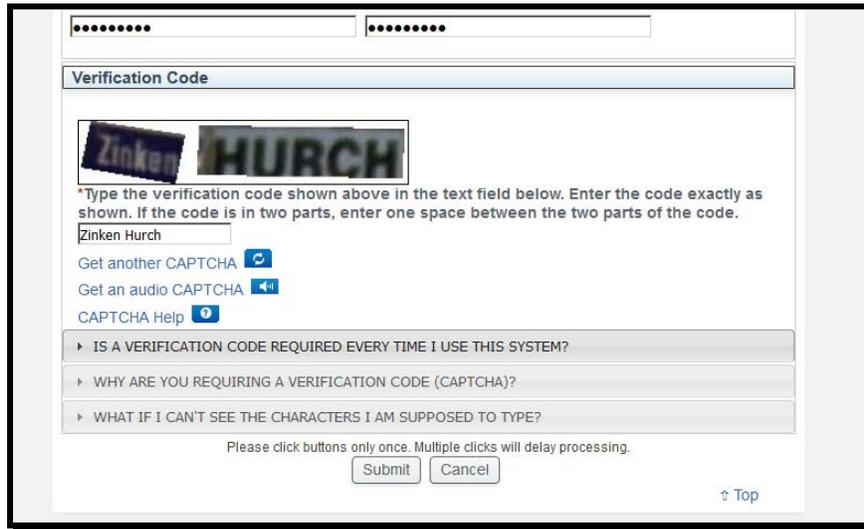


- 4) Guidelines for creating a CFARS account can be found by clicking the **CFARS Account Instructions** banner at the top of the screen.

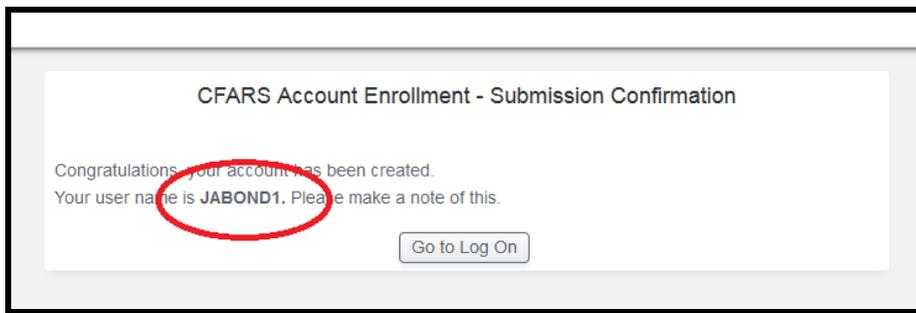
- 5) Complete the enrollment page with your: First Name; Last Name; Email Address (verified); three Security Questions; and Password (verified). Remember: the Password and Security Question Responses are case sensitive when authenticating a user.



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- 6) Type the CAPTCHA verification code shown into the text field. Enter the code exactly as it is shown. If the code is in two parts, enter one space between the two parts of the code.
- 7) Click the **Submit** button.
- 8) If necessary, correct any errors to the enrollment form.



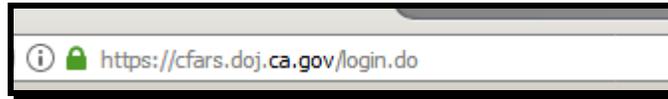
- 9) After submitting the enrollment form correctly, the system will display a confirmation message that will include a unique CFARS Account User Name that was issued.
- 10) Click on the **Go to Log On** button to start the application.



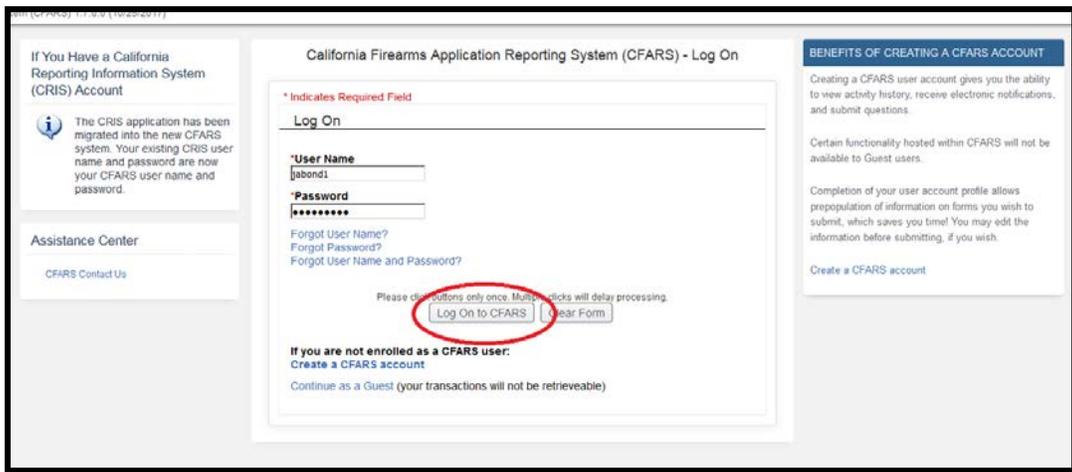
CFARS Certificate of Eligibility (COE) Application – User Guide

3.2 STARTING THE APPLICATION

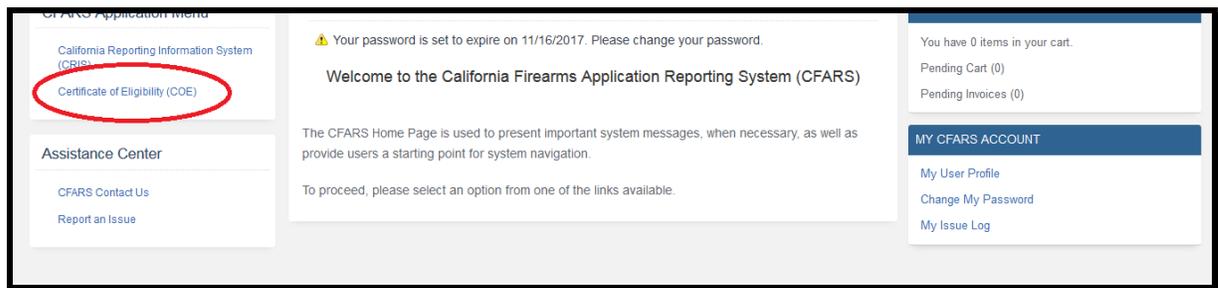
Steps:



- 1) Navigate using an Internet browser to the DOJ CFARS by entering the address <https://cfars.doj.ca.gov/>. CFARS is the gateway to the COE Application.



- 2) Enter your User Name and Password and click the **Log On to CFARS** button. The CFARS Home Page displays a personalized page that includes a list of the CFARS applications to which you have access. The COE application will be included in this list.



- 3) Click on the link named **Certificate of Eligibility (COE)**. CFARS opens the COE Home Page. You are now running the COE application. Refer to subsequent sections in this document for instruction in using the COE application.



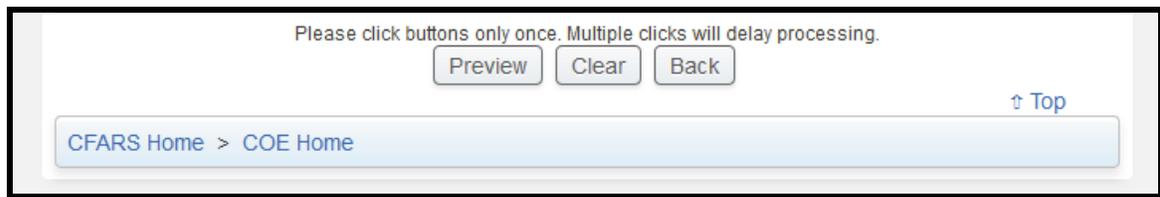
CFARS Certificate of Eligibility (COE) Application – User Guide

3.3 NAVIGATION WITHIN THE APPLICATION

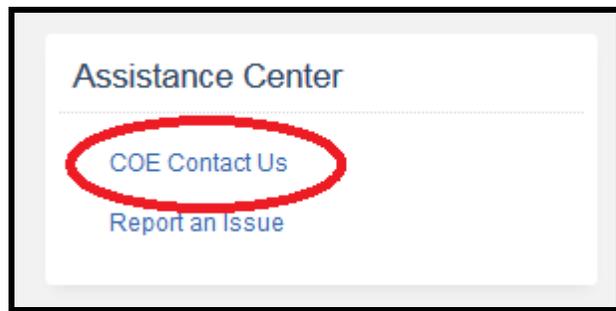
The COE application is a web based application. This means that it is accessed through your web browser in the same manner that you would access any web site. There is one important distinction between web sites and web applications however, and that concerns the use of the browser navigation buttons. The browser navigation buttons built into the browser, as shown, allow you to go navigate forwards and backwards through web site pages, and to refresh a page.



These buttons must not be used to navigate within the COE application. Use only the application menus and buttons that are on the application's pages and not those built into the browser. Also, never use the refresh button.



3.4 USING THE COE ASSISTANCE CENTER



If you have questions or comments specifically concerning COE, you may utilize the COE Assistance Center by selecting the **COE Contact Us** button on the COE Home



CFARS Certificate of Eligibility (COE) Application – User Guide

Page. The Contact Us Page includes ways to contact the department by mail, phone, fax, and email.

Report an Issue

* Indicates Required Field

*Issue Type
Select Issue Type

*Comment
Enter additional information concerning the issue. 500 character limit. Characters remaining: 500

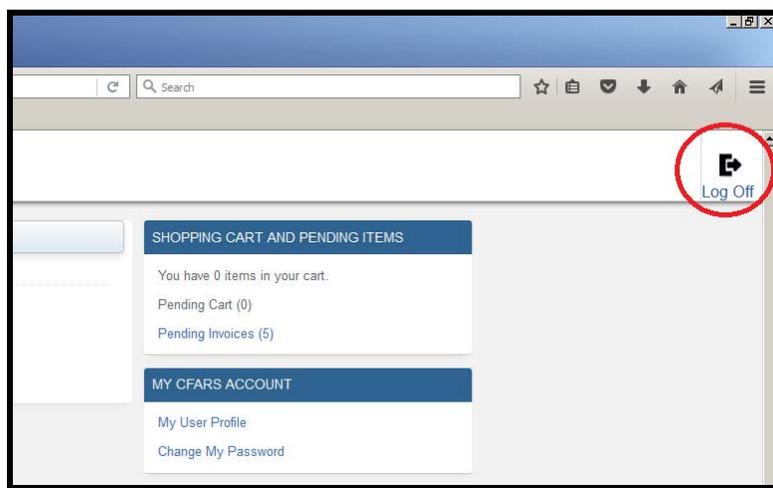
Please click buttons only once. Multiple clicks will delay processing.

Submit Clear

You may also submit a message through the CFARS by clicking the **Report an Issue** link in the Assistance Center. Select the issue type from the drop down and include a comment for your specific issue. Click the **Submit** button. The DOJ staff will respond with a message to your CFARS account.

3.5 SHUTTING DOWN THE COE APPLICATION

Steps:



- 1) To exit the COE application click **Log Off**. You are now logged out of the COE application and your CFARS account. You may now close the Internet Browser.



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3.6 RECOVERY

Browsers can terminate unexpectedly for various reasons including power failures and operator error. This section describes how to respond if the browser closes while you are working with a COE application.

If the browser closes unexpectedly while you are on the home page, a search page, or viewing a COE record, nothing is lost and no recovery is needed.

If the browser closes unexpectedly while you are adding or changing information, unsaved changes will be lost. If you are adding a new record, log into the application and confirm that the COE application was correctly submitted. If missing, it will need to be submitted again. If you are modifying a record, log into the application and confirm that the changes were stored. If not, enter them again.

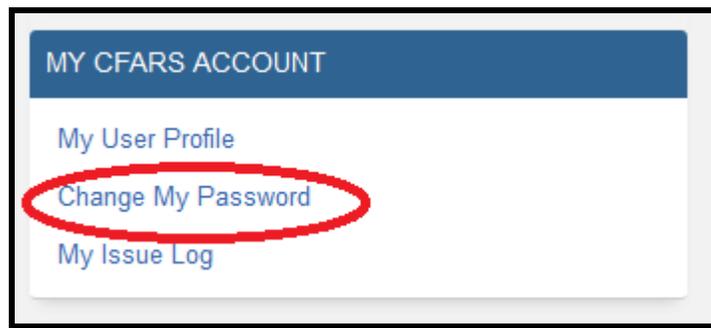
3.7 PASSWORD EXPIRATION



⚠ Your password is set to expire on 11/16/2017. Please change your password.

Passwords for CFARS accounts are set to expire every 90 days.

Steps:



- 1) On the right side of the screen, under MY CFARS ACCOUNT, click **Change My Password** link.



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Change Password

* Indicates Required Field

▶ CHANGE PASSWORD INSTRUCTIONS (touch or click this banner to view)

*Current Password

*New Password

*Re-enter Password

Please click buttons only once.

Submit Clear Form

- 2) Enter your Current Password, New Password, and Re-enter (New) Password. Click the **Submit** button.



- 3) The system will confirm you've successfully changed your password.

3.8 FORGOT USER NAME/PASSWORD

In the event you have forgotten your User Name and/or Password, use the links directly below the User Name and Password fields in order to verify and recover your account. You may also use these links in the case that your password has expired.

Log On

*User Name

*Password

[Forgot User Name?](#)
[Forgot Password?](#)
[Forgot User Name and Password?](#)

Please click buttons only once. Multiple clicks will delay processing.

Log On to CFARS Clear Form



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3.9 APPLICATION TIMEOUT

After a period of inactivity of 15 minutes, you will be automatically logged out from the application. Any unsaved work will be lost, and the application will display the message below.

 Either your session has timed out or you are not logged in. To access COE, you must login to CFARS. If you do not have an account please select the [Create a CFARS account link](#).

 Your session has timed out.



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4 FIND EXISTING CERTIFICATE OF ELIGIBILITY

The purpose of this section is to give step by step instructions on linking a current COE, already on record with the DOJ, with a CFARS account. Individuals applying for an initial COE should proceed to Section 5 of this User Guide.

4.1 FIND EXISTING CERTIFICATE OF ELIGIBILITY (COE)

Steps:

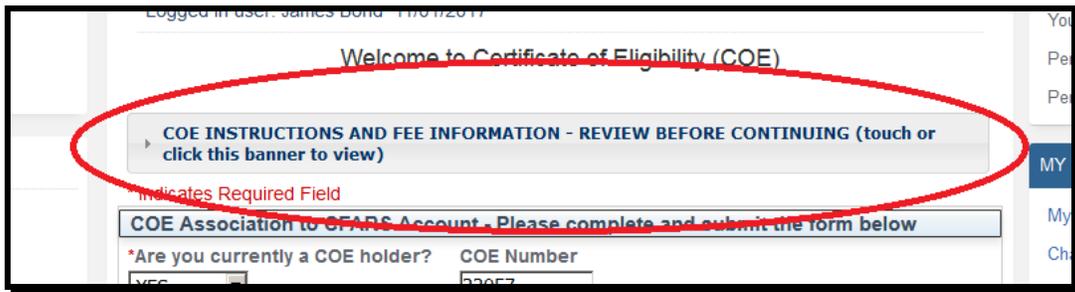


- 1) Navigate using an Internet browser to the DOJ CFARS by entering the address <https://cfars.doj.ca.gov/>. Enter your User Name and Password and log on to CFARS. Click on the link named **Certificate of Eligibility (COE)**.

- 2) The first time using the COE application, CFARS will validate if you already have a COE number.

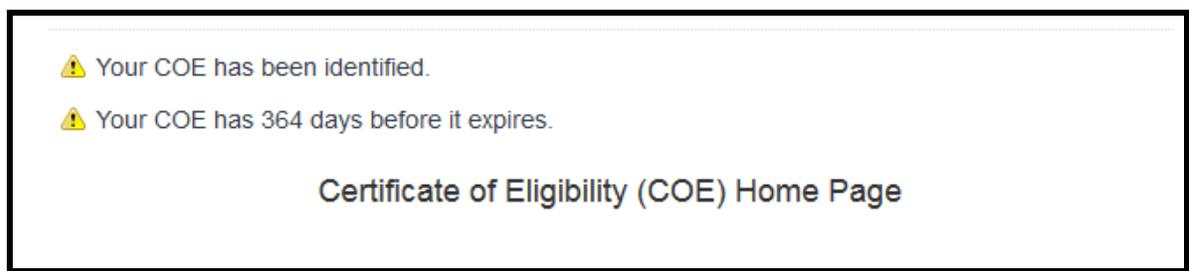


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- 3) Additional COE instructions and fee information can be found by clicking the banner at the top of the webpage.

- 4) If you currently are a holder of a valid COE, select **YES** and provide your COE Number. If not, select **NO** and continue to complete the form without providing a COE Number.
- 5) Provide your First Name, Last Name, ID Type, ID Number, and Date of Birth exactly as it appears/will appear on your COE.
- 6) Click **Submit**. Unless you have a valid COE, proceed to Section 5 of this User Guide.



- 7) Provided that you have entered the information that matches a COE the department has on file, you will receive an alert that your COE has been identified.



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 We could not identify a COE. If you have a COE and this problem persists, please contact the Bureau of Firearms.

- 8) In the case that the department could not identify your COE, confirm the information you are entering and try again. If the problem persists, contact the Bureau of Firearms through the **COE Contact Us** link under Assistance Center.

Logged in user: Mickey Mouse 6/16/2018

 Your COE association request has been submitted. You will be notified by email upon the completion of the Bureau of Firearms review.

- 9) In the case that the department must look into the identification of your COE, you will receive an email notification.
- 10) You now have access to the COE Home Page. Refer to subsequent sections in this document for instruction in using the COE application.



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5 NEW CERTIFICATE OF ELIGIBILITY APPLICANT

The purpose of this section is to give step by step instructions for initial applicants to submit for their COE through CFARS.

5.1 SUBMIT COE APPLICATION

Prerequisite:

*Have you submitted your fingerprint impressions through a Live Scan provider?
Yes [dropdown menu]

Before submitting your COE Application, you must have already completed your COE fingerprint submission. No other fingerprint submissions are acceptable.

Steps:

CFARS Application Menu
California Reporting Information System (CRIS)
Certificate of Eligibility (COE)
Assistance Center
CFARS Contact Us
Report an Issue

Welcome to the California Firearms Application Reporting System (CFARS)
Your password is set to expire on 11/16/2017. Please change your password.
The CFARS Home Page is used to present important system messages, when necessary, as well as provide users a starting point for system navigation.
To proceed, please select an option from one of the links available:

MY CFARS ACCOUNT
My User Profile
Change My Password
My Issue Log

- 1) Navigate using an Internet browser to the DOJ CFARS by entering the address <https://cfars.doj.ca.gov/>. Enter your User Name and Password and log on to CFARS. Click on the link named **Certificate of Eligibility (COE)**. If this is the first time running the COE application, the computer will validate if you already have a COE.

* Indicates Required Field

COE Association to CFARS Account - Please complete and submit the form below

*Are you currently a COE holder? COE Number
NO [dropdown menu] [input field]

- 2) If you are not currently a holder of a valid COE, select **NO** and continue to complete the form by providing your First Name, Last Name, ID Type, ID Number, and Date of Birth exactly as it will appear on your COE.



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Welcome to Certificate of Eligibility (COE)

COE INSTRUCTIONS AND FEE INFORMATION - REVIEW BEFORE CONTINUING (touch or click this banner to view)

** Indicates Required Field*

COE Association to CFARS Account - Please complete and submit the form below

***Are you currently a COE holder?** **COE Number**
NO

***First Name** ***Last Name**
John Public

***ID Type** ***ID Number** ***Date of Birth**
CALIFORNIA DL B0070007 11/11/1970

Please click buttons only once. Multiple clicks will delay processing.

3) Click **Submit** without providing a COE Number.

Do you want to submit a COE application?

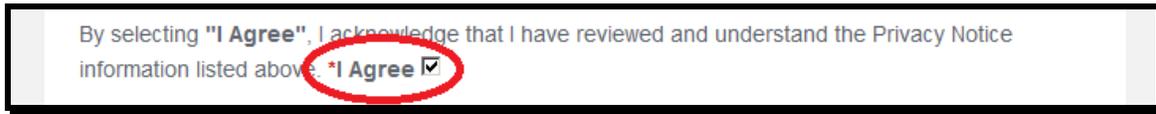
Before proceeding with the submission of your COE Application, you must have already completed your fingerprint submission for a Certificate of Eligibility requirement.

***Have you submitted your fingerprint impressions through a Live Scan provider?**
Yes

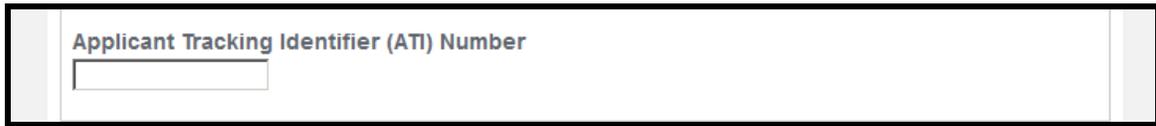
4) The system will alert you that it could not identify a COE. At the bottom of the webpage, you will have the option to submit a new COE application. As mentioned in the Prerequisite, you must have already completed your COE fingerprint submission. Select **Yes** and click on the **New COE Application** button.



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- 5) Review the Certificate of Eligibility Privacy Notice. Click the ***I Agree** checkbox at the bottom of the notice.
- 6) Complete the Applicant Information section. Information previously provided to your CFARS Profile will be prepopulated.



- 7) At the bottom of the Applicant Information section, you will provide the Applicant Tracking Identifier (ATI) Number provided to you by your Live Scan Operator on Live Scan Service form (BCIA 8016). See the image below to help you identify the correct number.

STATE OF CALIFORNIA
BCIA 8016
(orig. 4/2001, rev. 01/2011)

DEPARTMENT OF JUSTICE
PAGE 3 of 3

REQUEST FOR LIVE SCAN SERVICE

Applicant Submission

CA0349400 FIREARMS ELIGIBILITY CERT
ORI (ook assigned by DOJ) Authorized Applicant Type

Certificate of Eligibility
Type of License/Certification/Permit OR Working Title (Maximum 30 characters - if assigned by DOJ, use exact title assigned)

Contributing Agency Information:

Department of Justice, Bureau of Firearms 02879
Agency Authorized to Receive Criminal Record Information Mail Code (five-digit code assigned by DOJ)

P.O. Box 160967 Firearms Licensing and Permits Section
Street Address or P.O. Box Contact Name (mandatory for all school submissions)

Sacramento CA 95816-0367 (916) 227-3751
City State ZIP Code Contact Telephone Number

Applicant Information:

Last Name _____ First Name _____ Middle Initial _____ Suffix _____
Other Name (AKA or Alias) Last _____ First _____ Suffix _____

11/11/1970 Sex Male Female Driver's License Number B0070007
Date of Birth

6'2" 175 Blue Brown Billing Number _____
Height Weight Eye Color Hair Color (Agency Billing Number)

Scotland 007-07-0007 Misc. Number _____
Place of Birth (State or Country) Social Security Number (Other Identification Number)

Home 123 Residential Av. Sacramento CA 95820
Address Street Address or P.O. Box City State ZIP Code

Your Number: N/A Level of Service: DOJ FBI
(OCA Number (Agency Identifying Number))

If re-submission, list original ATI number: _____ Original ATI Number _____
(Must provide proof of rejection)

Employer (Additional response for agencies specified by statute):

N/A N/A
Employer Name Mail Code (five digit code assigned by DOJ)

N/A
Street Address or P.O. Box

N/A N/A
City State ZIP Code Telephone Number (optional)

Live Scan Transaction Completed By:

Name of Operator _____ Date 01/01/2016
Transmitting Agency LSID 0007 ATI Number A007KXX007
LSID ATI Number
ORIGINAL - Live Scan Operator SECOND COPY - Applicant THIRD COPY (if any) - Requesting Agency

Request for Live Scan Service Form (BCIA 8016)



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Business Type(s)

Select all that apply; and at least one

<input type="checkbox"/> Ammunition Agent / Employee	<input type="checkbox"/> Ammunition Vendor	<input type="checkbox"/> Certified Instructor
<input type="checkbox"/> Collector	<input type="checkbox"/> Consultant / Evaluator	<input type="checkbox"/> Employee
<input type="checkbox"/> Explosive Permit	<input type="checkbox"/> Firearms Dealer	<input type="checkbox"/> Gun Show Producer
<input type="checkbox"/> Gunsmith	<input type="checkbox"/> Importer	<input type="checkbox"/> Manufacturer
<input type="checkbox"/> Other	<input type="checkbox"/> Pawnbroker	<input type="checkbox"/> Prop Master
<input type="checkbox"/> Shooting Range	<input type="checkbox"/> Store Manager	<input type="checkbox"/> Wholesaler / Distributor

Explain Business Type Other

Employment Details

 **NOTE: If your Business Type includes Ammunition Agent/Employee or Employee, you are required to select at least one employer.**

No employers have been selected.

Please click buttons only once. Multiple clicks will delay processing.

[↑ Top](#)

- 8) In the Business Types section, select the type of COE that you are applying for by clicking the checkbox. Make sure to select all that apply. Note: If your business type includes either Ammunition Agent/Employee or Employee, you are required to select at least one employer by clicking the **Manage Employment Details** button. Details on how to submit a report of employment can be found in Section 6 of this User Guide.

5.1.1 COE Business Types

- Ammunition Agent/Employee: Applicant who is currently employed by a California Ammunition Vendor (CAV).
- Ammunition Vendor: Applicant who will be a licensed CAV.
- Certified Instructor: Applicant who will be issuing Firearm Safety Certificates (FSC) and conducting firearm safety demonstrations.
- Collector: Applicant who will be a licensed Type 03 Federal Firearms License (FFL) holder.
- Consultant/Evaluator: Applicant who's profession requires firearms to be loaned from a California Firearms Dealer (CFD).
- Employee: Applicant who is currently employed by a CFD.
- Explosive Permit: Applicant utilizing an Explosive Permit.



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- Firearms Dealer: Applicant who will be a licensed CFD with Type 01 FFL.
- Gun Show Producer: Applicant involved with California gun shows.
- Gunsmith: Applicant with a Type 01 FFL, but not licensed to sell firearms in California.
- Importer: Applicant licensed to bring firearms into the United States.
- Manufacturer: Applicant that produces firearms and/or ammunition.
- Other: Applicant must clarify in comment field of application.
- Pawnbroker: Applicant with a pawnbroker license.
- Prop Master: Applicant utilizing an Entertainment Firearms Permit.
- Shooting Range: Applicant with business license for firearm target range.
- Store Manager: Applicant currently employed by a CFD or CAV who will have administrative privileges.
- Wholesaler/Distributor: Applicant that sells firearms/ammunition to CFD/CAV.

Please click buttons only once. Multiple clicks will delay processing.

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- 9) At the bottom of the page, click the **Preview** button. If necessary, correct any errors to the enrollment form.

I certify under penalty of perjury under the laws of the State of California that the foregoing is true and correct. I expressly authorize the Department of Justice (DOJ) to perform firearms eligibility checks of all relevant state and federal databases. I further understand that if I knowingly furnish a fictitious name or address or knowingly furnish any incorrect information or omit any information required to be provided on this application, I am guilty of a misdemeanor. **Agree**

Please click buttons only once. Multiple clicks will delay processing.

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- 10) Verify that all the information you have entered is true and correct under penalty of perjury. Mark the ***Agree** checkbox. Click **Submit Final** button.

Your COE application has been submitted. You can view your application and the status from the COE Transactions link.

New COE - Submitted

- 11) The computer will confirm that your COE application has been submitted. Details on how to view your COE transactions can be found in Section 7 of this User Guide.



CFARS Certificate of Eligibility (COE) Application – User Guide

 Your request for a new COE is currently in process.

Certificate of Eligibility (COE) Home Page

- 12) You now have access to the COE Home Page with a notice that your new COE is in Process. Refer to subsequent sections in this document for instruction in using the COE application.



6 MY CERTIFICATE OF ELIGIBILITY

With access to the COE Home Page, you will have access to a variety of functions within the COE application. The purpose of this section is to give step by step instructions on using those functions.

6.1 MANAGE EXISTING COE

Steps:

- 1) Navigate using an Internet browser to the DOJ CFARS by entering the address <https://cfars.doj.ca.gov/>. Enter your User Name and Password and log on to CFARS. Click on the link named **Certificate of Eligibility (COE)**. You are now on the COE Home Page.

⚠ Your COE has 362 days before it expires.

Certificate of Eligibility (COE) Home Page

COE Snapshot		
Name Public, John		
COE Number	COE Status	
COE #	Active	
Initial Issue Date	Re-Issue Date	Expiration Date
01/03/2018	01/03/2018	01/02/2019

My COE

[View or Modify COE Details](#)

[Print COE](#)

- 2) On the COE homepage, you will have a notice of how many days before your COE expires. Under the COE Snapshot section, you will see the current details of your COE. Under the My COE section, you will have a variety of options to renew your COE, submit a new application, modify your COE details, or Print your COE.



CFARS Certificate of Eligibility (COE) Application – User Guide

6.2 VIEW OR MODIFY COE DETAILS

Steps:

COE Snapshot		
Name Public, John		
COE Number	COE Status	
COE #	Active	
Initial Issue Date	Re-Issue Date	Expiration Date
01/03/2018	01/03/2018	01/02/2019

My COE
View or Modify COE Details
Print COE

- 1) The system will allow you to update your Alias, Residential Address, Email Address, and Telephone Numbers at anytime. Click the **View or Modify COE Details** link under My COE on the COE Home Page.

COE Holder Information			
First Name Middle Name Last Name Suffix			
Alias First Name	Alias Last Name		
<input type="text"/>	<input type="text"/>		
*Residence Street Address	*Zip Code	*City	State
123 REDIDENCE STREET	94928	COTATI	CA
Mailing Address (if different)	Zip Code		
<input type="text"/>	<input type="text"/>		
*Email Address			
<input type="text"/>			
At least one phone number must be entered			
Home Phone	Business Phone	Mobile Phone	
7075551111	#####	#####	
ID Type	ID Number	ID State	
California DL	M2345678	CA	
Date of Birth	Gender		
11/11/1970	Male		
U.S. Citizen			
YES			

- 2) Make all appropriate changes in the COE Holder Information section.



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I certify under penalty of perjury under the laws of the State of California that the foregoing is true and correct. I expressly authorize the Department of Justice (DOJ) to perform firearms eligibility checks of all relevant state and federal databases. I further understand that if I knowingly furnish a fictitious name or address or knowingly furnish any incorrect information or omit any information required to be provided on this application, I am guilty of a misdemeanor. *Agree

Please click buttons only once. Multiple clicks will delay processing.

[↑ Top](#)

[CFARS Home](#) > [COE Home](#)

- 3) Verify that all the information you have entered is true and correct under penalty of perjury. Mark the *Agree checkbox. Click **Submit** button.



- 4) The system will confirm your COE was updated.

6.3 SUBMIT A MODIFY RESTRICTED FIELDS APPLICATION

Steps:

Certificate of Eligibility (COE) Home Page

COE Snapshot		
Name Public, John		
COE Number	COE Status	
COE #	Active	
Initial Issue Date	Re-Issue Date	Expiration Date
01/03/2018	01/03/2018	01/02/2019

My COE
View or Modify COE Details
Print COE

- 1) The system will allow you to update your Name, ID Type, ID Number, Date of Birth, Gender and Citizenship with BOF approval. Click the **View or Modify COE Details** link under My COE on the COE Home Page.



CFARS Certificate of Eligibility (COE) Application – User Guide

I certify under penalty of perjury under the laws of the State of California that the foregoing is true and correct. I expressly authorize the Department of Justice (DOJ) to perform firearms eligibility checks of all relevant state and federal databases. I further understand that if I knowingly furnish a fictitious name or address or knowingly furnish any incorrect information or omit any information required to be provided on this application, I am guilty of a misdemeanor. *Agree

Please click buttons only once. Multiple clicks will delay processing.

[↑ Top](#)

[CFARS Home](#) > [COE Home](#)

- 2) At the bottom of the page, click the **Modify Restricted Fields** button.

By selecting "**I Agree**", I acknowledge that I have reviewed and understand the Privacy Notice information listed above. *I Agree

- 3) Review the Certificate of Eligibility Privacy Notice. Click the *I Agree checkbox at the bottom of the notice.

Applicant Information

*First Name	Middle Name	
<input type="text" value="John"/>	<input type="text" value="M"/>	
*Last Name	Suffix	
<input type="text" value="Public"/>	<input type="text" value="Select"/>	
*ID Type	*ID Number	ID State
<input type="text" value="CALIFORNIA DL"/>	<input type="text" value="M2345678"/>	CA
*Date of Birth	*Gender	*U.S. Citizen
<input type="text" value="11/11/1970"/>	<input type="text" value="MALE"/>	<input type="text" value="YES"/>

- 4) Make all appropriate changes in the Applicant Information section.



CFARS Certificate of Eligibility (COE) Application – User Guide

File Upload Section

NOTE: File uploads that are being requested on a form must be attached to the form even if you already uploaded them as an attachment to another form.

Below are the necessary files to upload, depending on which of the Restricted fields you are modifying.

- Primary Name (not alias):** Copy of your California Drivers License, California Identification Card, or Out-of-state Drivers License; **OR** Court Documents; **OR** Marriage Certificate
- ID Type or ID Number:** Copy of your California Drivers License, California Identification Card, or Out-of-state Drivers License
- Date of Birth:** Copy of your California Drivers License, California Identification Card, or Out-of-state Drivers License; **OR** Birth Certificate
- Gender:** Copy of your California Drivers License, California Identification Card, or Out-of-state Drivers License; **OR** Court Documents
- US Citizen from "No" to "Yes":** Certificate of Citizenship (Form N-560 or N-561); **OR** Certificate of U.S. Naturalization (Form N-550 or N-570)
- I-94 Number:** U.S. Employment Authorization Card (I-797)
- AR Number:** U.S. Permanent Resident Card
- I-94 Number instead of AR Number:** U.S. Employment Authorization Card (I-797)
- AR Number instead of I-94 Number:** U.S. Permanent Resident Card

No files have been uploaded

Add Document

Please click buttons only once. Multiple clicks will delay processing.

Preview Clear Back

CFARS Home > COE Home

- 5) Depending on the changes that you are requesting, provide supporting documentation by clicking the **Add Document** button.

Upload File

COE INSTRUCTIONS AND FEE INFORMATION - REVIEW BEFORE CONTINUING (touch or click this banner to view)

* Indicates Required Field

Select a file from your computer to upload

File Type

California Driver License **Browse...** Capture.PNG

Please click buttons only once. Multiple clicks will delay processing.

Back Upload

- 6) Select what File Type you will be uploading from the drop down. Click the **Browse** button to select the correct file.



CFARS Certificate of Eligibility (COE) Application – User Guide

7) Click the **Upload** button.

8) Repeat Steps 6 and 7 as necessary to include all the required supporting documents. Click the **Done** button when complete.

9) Click the **Preview** button at the bottom of the page.



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I certify under penalty of perjury under the laws of the State of California that the foregoing is true and correct. I expressly authorize the Department of Justice (DOJ) to perform firearms eligibility checks of all relevant state and federal databases. I further understand that if I knowingly furnish a fictitious name or address or knowingly furnish any incorrect information or omit any information required to be provided on this application, I am guilty of a misdemeanor. *Agree

Please click buttons only once. Multiple clicks will delay processing.

[Edit](#) [Submit Final](#)

[↑ Top](#)

[CFARS Home](#) > [COE Home](#)

- 10) Verify that all the information you have entered is true and correct under penalty of perjury. Mark the *Agree checkbox. Click **Submit Final** button.

The modify COE transaction has been submitted for processing. You can view the transaction from the COE Transactions link.

Modify COE - Submitted

- 11) System will confirm the modification was received by the BOF for processing.

6.4 SUBMIT A REPORT OF EMPLOYMENT

Steps:

Certificate of Eligibility (COE) Home Page

COE Snapshot		
Name		
COE Number	COE Status	
	Active	
Initial Issue Date	Re-Issue Date	Expiration Date
01/05/2018	01/05/2018	01/04/2019

My COE

[View or Modify COE Details](#)

[Print COE](#)

[Report Employment](#)

- 1) The system will allow you to submit a report of employment if your COE business type includes Ammunition Agent/Employee or Employee. Click the **Report Employment** link under My COE on the COE Home Page.



CFARS Certificate of Eligibility (COE) Application – User Guide

Search for Employers

*COE Number *CFD/CAV

- 2) You can search for an employer by entering the licensee's COE Number and CFD/CAV Number. Click the **Search** button.

Search Results:

Select	COE Number	CFD/CAV	Business Name	Business Address
<input checked="" type="checkbox"/>				123 MAIN STREET COTATI CA 94928

I certify that I currently hold the COE listed above. My employer has informed me that I am required to maintain a current COE and provide a copy to him/her. I understand that if my COE is revoked, the licensee of the aforementioned firearms dealership/ammunition vendor will be notified of the revocation. I understand that if I terminate my employment with this firearms dealership/ammunition vendor, to ensure the protection of my privacy, I will notify DOJ by submitting a Report of Termination of Employment Notice via the CFARS to DOJ within ten (10) days of termination. I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct. *Agree

- 3) Select the correct employer by marking the checkbox. Verify that all the information you have entered is true and correct under penalty of perjury. Mark the ***Agree** checkbox. Click **Add Employer** button.

Employer(s) selected for your COE:

COE Number	CFD/CAV	Business Name	Business Address
			123 MAIN STREET ROHNERT PARK CA 94928

Search for Employers

*COE Number *CFD/CAV

- 4) The system will add the employer to your COE profile. Click the **Back** button to return to the COE Home Page.



CFARS Certificate of Eligibility (COE) Application – User Guide

6.5 SUBMIT A REPORT OF TERMINATION OF EMPLOYMENT

Steps:

Certificate of Eligibility (COE) Home Page

COE Snapshot		
Name		
COE Number	COE Status	
	Active	
Initial Issue Date	Re-Issue Date	Expiration Date
01/05/2018	01/05/2018	01/04/2019

My COE
View or Modify COE Details
Print COE
Report Employment
Report Termination of Employment

- 1) The system will allow you to submit a report of termination of employment if your COE profile includes an employer. Click the **Report Termination of Employment** link under My COE on the COE Home Page.

Employer(s) selected for your COE:

Select	COE Number	CFD/CAV	Business Name	Business Address
<input checked="" type="checkbox"/>				123 MAIN STREET ROHNERT PARK CA 94928

This is to notify the DOJ that effective today, I am no longer associated with the aforementioned firearms dealership/ammunition vendor. I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct. *Agree

- 2) Select the correct employer by marking the checkbox. Verify that all the information you have entered is true and correct under penalty of perjury. Mark the ***Agree** checkbox. Click **Removed Selected Employer(s)** button.



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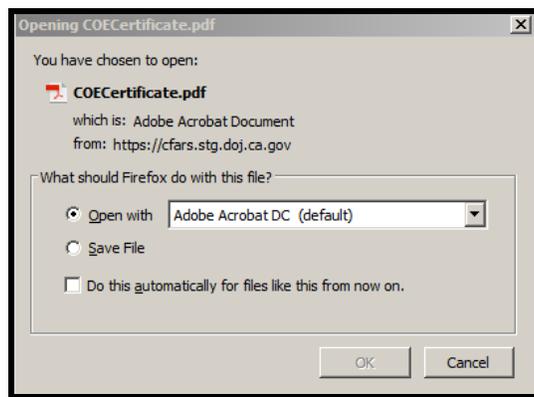
- 3) The system will remove the employer from your COE profile. Click the **Back** button to return to the COE Home Page.

6.6 PRINT CERTIFICATE

Steps:



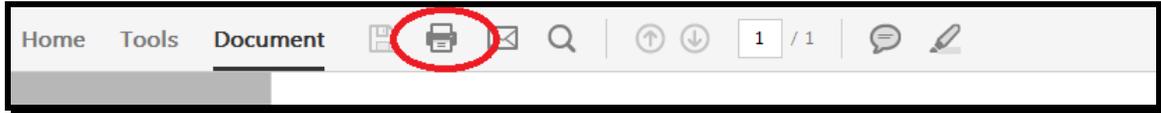
- 1) The system will allow you to print a copy of your COE. Click the **Print COE** link under My COE on the COE Home Page.



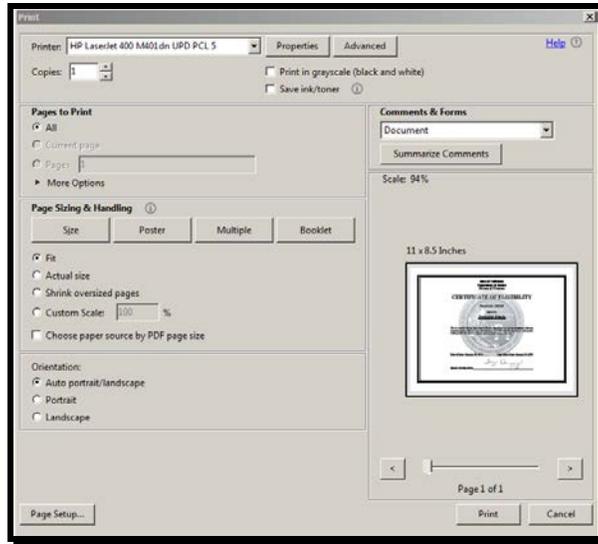
- 2) The system will allow you to either open or save a Portable Document Format (PDF) copy of your COE. If you cannot access the PDF, insure that your internet browser's pop up blocker is disabled.



CFARS Certificate of Eligibility (COE) Application – User Guide



3) All printing from the COE application will be to your local printer via PDF reader.



4) Please refer to your printer documentation for instructions on how to setup and configure printers.



7 CERTIFICATE OF ELIGIBILITY TRANSACTION HISTORY

CFARS will send you notifications to update you on any status changes to your COE. You can also use CFARS to check the status of transactions. The purpose of this section is to give step by step instructions for those functions.

7.1 VIEW COE TRANSACTIONS

Steps:



- 1) Navigate using an Internet browser to the DOJ CFARS by entering the address <https://cfars.doj.ca.gov/>. Enter your User Name and Password and log on to CFARS. Click on the link named **Certificate of Eligibility (COE)**. You are now on the COE Home Page.



- 2) Under COE Transaction History, click the **COE Transactions** link.
- 3) The system will display all of your COE transactions. You will be able to identify specific transactions by COE Number, Submission Date, Application Type, and Application Status.



CFARS Certificate of Eligibility (COE) Application – User Guide

COE Number	Submission Date	Application Type	Application Status
000028422	01/10/2018	COE Renewal	In Progress
000028422	01/05/2018	Modify COE	Complete
000028422	01/03/2018	Modify COE	Complete
NONE	01/02/2018	New COE	Complete

Displaying records 1 to 4 of 4 total records.

4) To view details about a specific transaction, click on the COE Number link.

BOF Processing Section

Decision
COMPLETE

Please click buttons only once. Multiple clicks will delay processing.

[Back](#)

[↑ Top](#)

[CFARS Home](#) > [COE Home](#)

5) Click the **Back** button to return to your COE transactions.

7.2 INCOMPLETE TRANSACTIONS

Steps:

 Your COE application is marked as incomplete. Please view your email for details. To resubmit, select your transaction from the COE Transactions link and make the appropriate changes.

1) Logging onto the system, there will be an alert that your COE application is incomplete. The application must be resubmitted with appropriate changes. Details on what must be updated was sent to the email you provided the DOJ.



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2) Under COE Transaction History, click the **COE Transactions** link.

My COE Transactions

COE Number	Submission Date	Application Type	Application Status
0000284	01/25/2018	COE Renewal	Incomplete
NONE	01/10/2018	New COE	Complete

Displaying records 1 to 2 of 2 total records.

3) To view details about the incomplete transaction, click on the COE Number link.

By selecting "**I Agree**", I acknowledge that I have reviewed and understand the Privacy Notice information listed above. ***I Agree**

4) Review the Certificate of Eligibility Privacy Notice. Click the ***I Agree** checkbox at the bottom of the notice.

5) Make any necessary corrections to the Applicant Information section. Include any comments on the application. Comments have a maximum 500 character limit. Review the Business Types in Section 5.1.1 of this User Guide. Any changes to Name, ID, Date of Birth, Gender, or Citizenship will require a document upload.



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The screenshot shows a web interface for the BOF Processing Section. At the top, there is a header "BOF Processing Section" in a blue bar. Below it, the "Decision" is listed as "INCOMPLETE". A message reads: "Please click buttons only once. Multiple clicks will delay processing." Below this message are two buttons: "Back" and "Preview". The "Preview" button is circled in red. At the bottom right of the main content area is a "↑ Top" link. At the bottom of the page is a breadcrumb trail: "CFARS Home > COE Home".

6) Click the **Preview** button.

The screenshot shows a web interface for the BOF Processing Section. At the top, there is a text box containing a certification statement: "I certify under penalty of perjury under the laws of the State of California that the foregoing is true and correct. I expressly authorize the Department of Justice (DOJ) to perform firearms eligibility checks of all relevant state and federal databases. I further understand that if I knowingly furnish a fictitious name or address or knowingly furnish any incorrect information or omit any information required to be provided on this application, I am guilty of a misdemeanor. *Agree ". Below this is the "BOF Processing Section" header in a blue bar, followed by the "Decision" listed as "INCOMPLETE". A message reads: "Please click buttons only once. Multiple clicks will delay processing." Below this message are three buttons: "Back", "Edit", and "Submit Final". The "Submit Final" button is circled in red. At the bottom right of the main content area is a "↑ Top" link. At the bottom of the page is a breadcrumb trail: "CFARS Home > COE Home".

7) Verify that all the information you have entered is true and correct under penalty of perjury. Mark the ***Agree** checkbox. Click **Submit Final** button.

The screenshot shows a confirmation message in a white box with a black border. At the top left is a green checkmark icon followed by the text: "The transaction has been successfully submitted." In the center of the box, the text "Renew COE - Submitted" is displayed in a larger font.

8) The system will confirm the COE transaction has been successfully submitted.



CFARS Certificate of Eligibility (COE) Application – User Guide

7.3 NOTICES AND EMPLOYMENT NOTICES

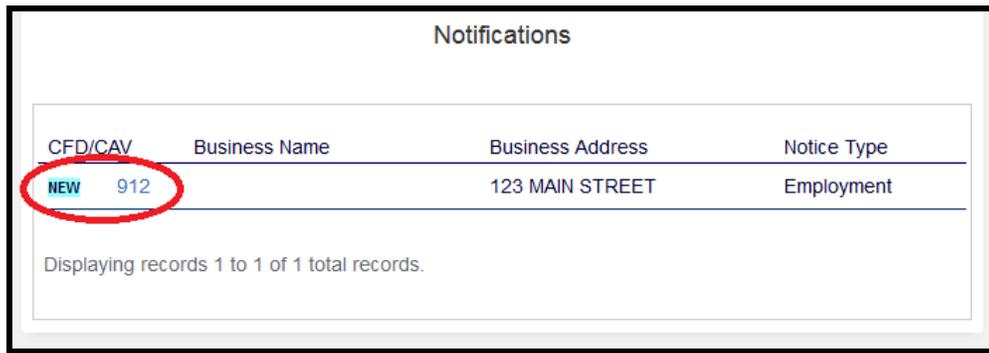
Steps:

 There are COE notifications that must be viewed and acknowledged.

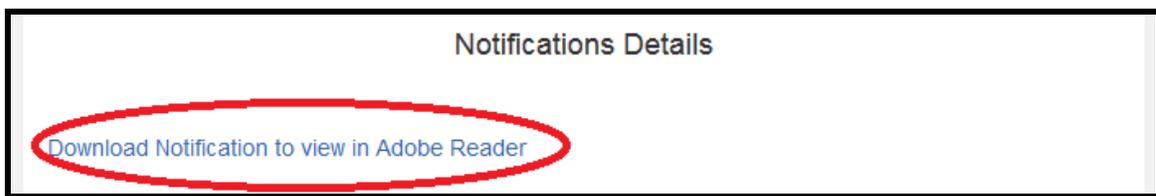
- 1) Notices and Employment Notices are messages that must be viewed before using any function of the COE application. Logging onto the system, there will be a notice that COE notifications must be acknowledged.



- 2) Under COE Transaction History, click on the **Employment Notices** or **Notices** link.



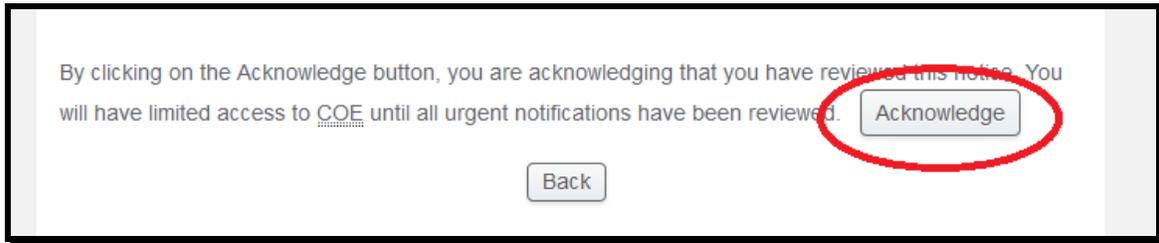
- 3) All of your notifications will be displayed. New notifications will be marked with a banner. Click on the CFD/CAV Number or COE Number to access the notice.



- 4) Download and review the notice.



CFARS Certificate of Eligibility (COE) Application – User Guide



5) At the bottom of the page, click the **Acknowledge** button. You will be returned to your notifications.

7.3.1 *Common Types of Notices*

- Application Confirmation Notice
- Renewal Notice
- COE Denial
- DOJ Applicant Fingerprint Rejection
- FBI Applicant Fingerprint Rejection

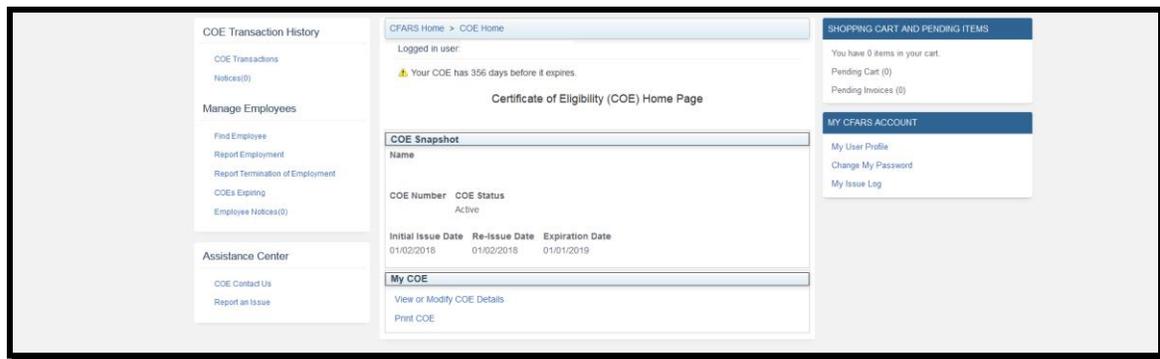


8 MANAGE EMPLOYEE

In order to access the Manage Employee functions, you must have an active COE with a business type of Firearms Dealer or Ammunition Vendor and an active CFD or CAV Number. Dealers/vendors may assign employee permissions to access the Manage Employee functions. The purpose of this section is to give step by step instructions on using those functions.

8.1 FIND EMPLOYEE

Steps:



- 1) Navigate using an Internet browser to the DOJ CFARS by entering the address <https://cfars.doj.ca.gov/>. Enter your User Name and Password and log on to CFARS. Click on the link named **Certificate of Eligibility (COE)**. You are now on the COE Home Page.



- 2) Under Manage Employees, click the **Find Employee** link.



CFARS Certificate of Eligibility (COE) Application – User Guide

Find Employee by Location

** Indicates Required Field*

CFD/CAV	Business Name	Address
		123 MAIN STREET

Employees:

COE Number	Name (Last, First)	ID Number	Expiration Date	Status
COE #		M2345678	01/02/2019	Active
COE #		D2345678	01/04/2019	Active
COE #		G2345678	01/09/2019	Active

- 3) The system will display all of your employee COE records. You will be able to identify specific employees by COE Number, ID Number, COE Expiration, and COE Status.
- 4) To view details and manage employee permissions in CFARS, click on the COE Number link.

Manage Employee Details

** Indicates Required Field*

Selected Location		
CFD/CAV	Business Name	Address
		123 MAIN STREET

Selected Employee				
COE Number	Name	ID Number	Expiration Date	Status
		M2345678	01/02/2019	Active

Employee Permissions (actions this employee may take on your behalf)	
<input checked="" type="checkbox"/>	Manage Employees (report employment or termination)
<input checked="" type="checkbox"/>	Make Payments (pay for employee COEs)

Please click buttons only once. Multiple clicks will delay processing.

- 5) To modify employee permissions, click **Submit**. Click the **Back** button to return to your COE records.



CFARS Certificate of Eligibility (COE) Application – User Guide

8.2 REPORT OF EMPLOYMENT

Steps:



- 1) Just as employees can associate an individual to a dealership/vendor, the system will allow employers to submit a report of employment. From the COE Home Page, under Manage Employees, click **Report Employment** link.

The screenshot shows the "Report of Employment" form. It has a title "Report of Employment" and a legend "* Indicates Required Field". The form is divided into "Step One: Find Employee" and contains four input fields: "*Last Name", "*First Name", "*COE Number", and "*ID Number". Below the fields is a message: "Please click buttons only once. Multiple clicks will delay processing." At the bottom are two buttons: "Search" and "Clear Form". The "Search" button is circled in red.

- 2) The employer must enter the Last Name, First Name, COE Number, and ID Number exactly as it appears on the individual's COE in order to associate an employee. Click the **Search** button to continue. Note: If employee COE Business Type does not include either Ammunition Agent/Employee or Employee, you will not be able to identify and associate them.



CFARS Certificate of Eligibility (COE) Application – User Guide

Step Two: Complete Employer Assignment

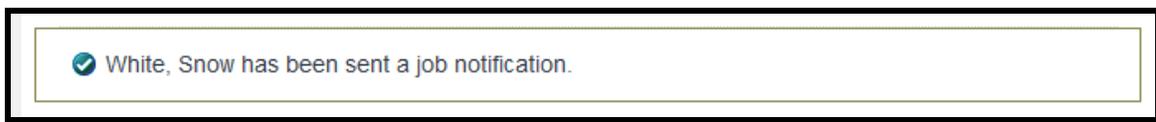
COE Number	Name (Last, First)	ID Number	Status
		P2345678	Active

CFD/CAV Business Name

I certify that the above COE holder is currently an employee of the aforementioned firearms dealership/ammunition vendor. I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct, that I am the licensee of the aforementioned firearms dealer/ammunition vendor, and possess the authority to submit this form *Agree

Please click buttons only once. Multiple clicks will delay processing.

- 3) To complete the employer assignment, select the appropriate CFD/CAV and mark the *Agree checkbox under penalty of perjury. Click the **Submit** button.



- 4) The system will confirm that the employee has been associated to your CFD/CAV.

8.3 REPORT TERMINATION OF EMPLOYMENT

Steps:



- 1) The system will allow you to submit a report of termination of employment for any employee associated to your CFD/CAV. Click the **Report Termination of Employment** link under Manage Employees on the COE Home Page.



CFARS Certificate of Eligibility (COE) Application – User Guide

* Indicates Required Field

CFD/CAV	Business Name	Address

Employees:

COE Number	Name (Last, First)	ID Number	Expiration Date	Status
COE #		M2345678	01/02/2019	Active
COE #		D2345678	01/04/2019	Active
COE #		G2345678	01/09/2019	Active
COE #		P2345678	01/09/2019	Active

2) Select the employee you wish to remove by clicking on their COE Number.

Report Termination of Employment

This is to notify the DOJ that as of the date stated on this form, this COE holder/employee is no longer associated with the aforementioned firearms dealership/ammunition vendor. I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct, that I am the licensee of the aforementioned firearms dealership/ammunition vendor, and possess the authority to submit this form. * Agree

Please click buttons only once. Multiple clicks will delay processing.

3) Review the selected employee and mark the ***Agree** checkbox under penalty of perjury. Click the **Submit** button.

The roles for White, Snow were modified.

4) The system will confirm that the employee has been removed.



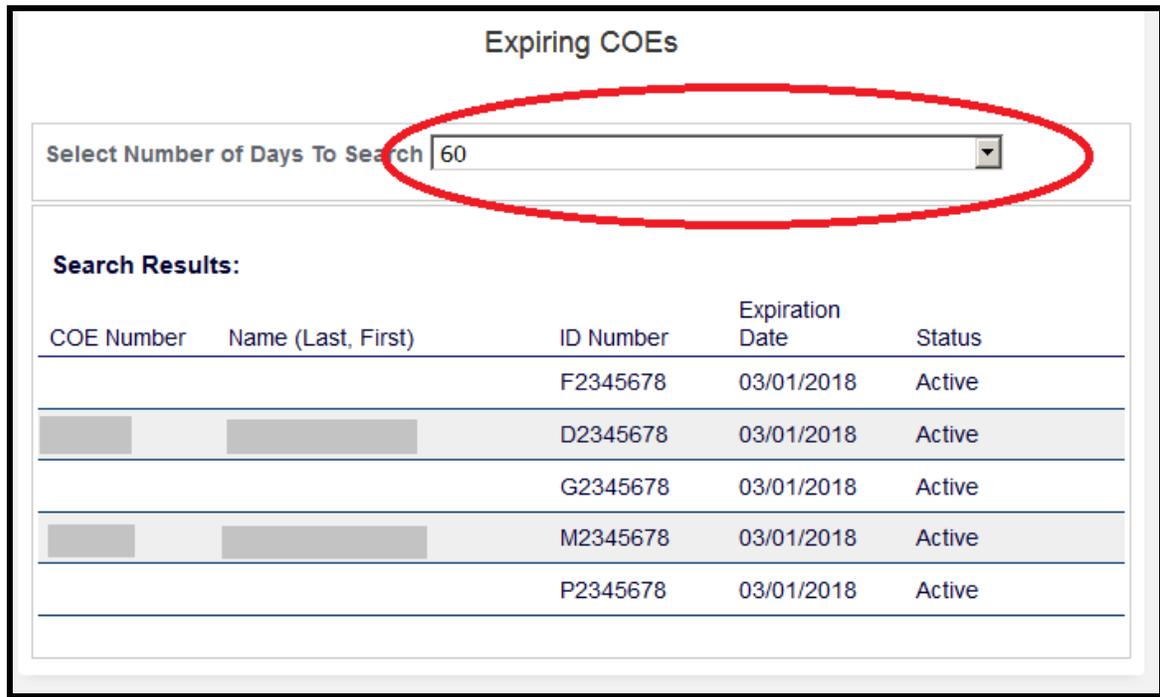
CFARS Certificate of Eligibility (COE) Application – User Guide

8.4 COE EXPIRING

Steps:



- 1) The system will allow a dealer/vendor to observe whether an employee COE is about to expire. Under Manage Employees, click **COEs Expiring** link.



- 2) Set the drop down to select number of valid days to filter your results.



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8.5 EMPLOYEE NOTICES

Steps:

⚠ Your COE has 356 days before it expires.

⚠ There are COE notifications that must be viewed and acknowledged.

- 1) Logging onto the system, there will be a notice that COE notifications must be acknowledged.

Manage Employees

- [Find Employee](#)
- [Report Employment](#)
- [Report Termination of Employment](#)
- [COEs Expiring](#)
- [Employee Notices \(2\)](#)

- 2) Under Manage Employees, click on the **Employee Notices** link.

Notifications

The following dealerships have new notices:

CFD/CAV	Employee (Last, First)	Business Name	Business Address	Notice Type
NEW CFD #			123 MAIN STREET	Employment
NEW CFD #			123 MAIN STREET	Employment
NEW CFD #			123 MAIN STREET	Termination

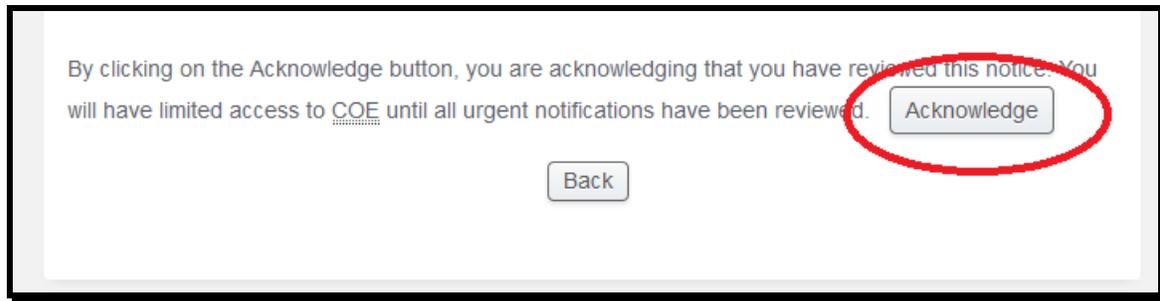
Displaying records 1 to 3 of 3 total records.

- 3) All of your notifications will be displayed. New notifications will be marked with a banner. Click on the CFD/CAV Number to access the notice.



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- 4) Download and review the notice.



- 5) At the bottom of the page, click the **Acknowledge** button. You will be returned to your notifications.



9 RENEW COE AND BILLING OPTIONS

A COE is set to expire one year from its issue date. A COE holder will have the option to renew their COE 60 days before it is set to expire. If the COE has been expired for more than 90 days, the COE holder must resubmit fingerprints to renew their COE. The purpose of this section is to give step by step instructions on how to renew a current COE without resubmitting fingerprints.

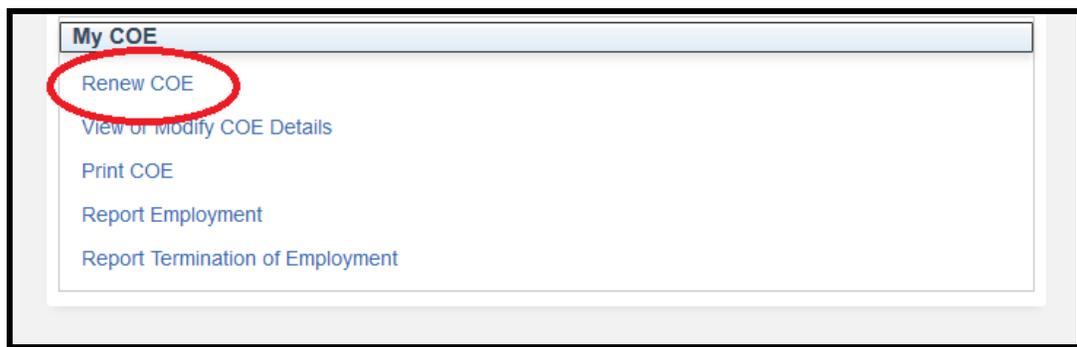
9.1 RENEW COE

Steps:

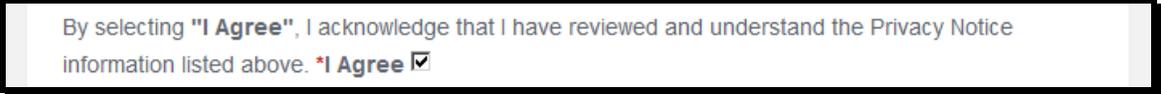
- 
- ⚠ Time to renew COE. Your COE is expiring on 03/01/2018.
⚠ Your COE has 50 days before it expires.

Certificate of Eligibility (COE) Home Page

1) Logging onto the system, there will be a notice that your COE is expiring.



2) Under My COE, click the **Renew COE** link.



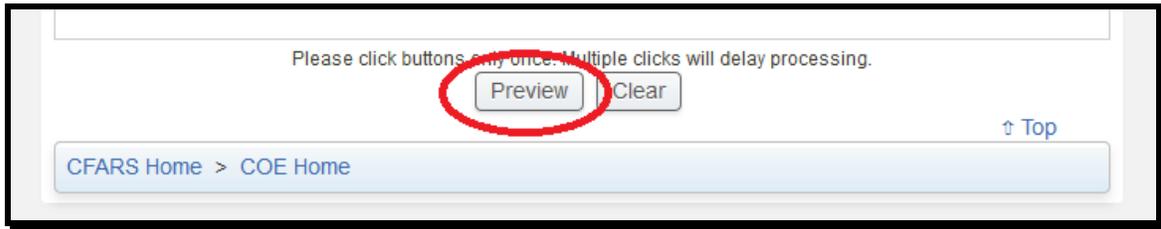
By selecting "**I Agree**", I acknowledge that I have reviewed and understand the Privacy Notice information listed above. ***I Agree**

3) Review the Certificate of Eligibility Privacy Notice. Click the ***I Agree** checkbox at the bottom of the notice.

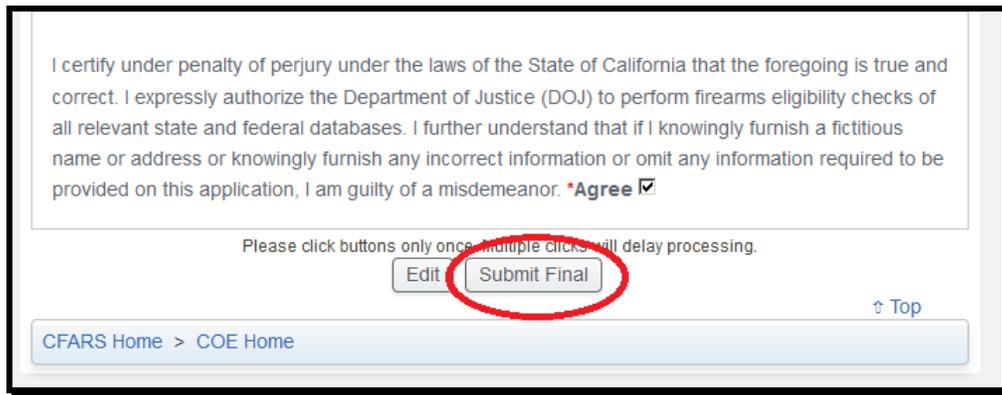
4) Make all appropriate changes in the Applicant Information section.



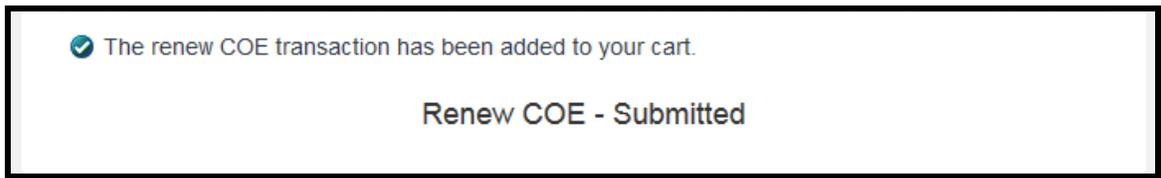
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- 5) Click the **Preview** button at the bottom of the page.



- 6) Verify that all the information you have entered is true and correct under penalty of perjury. Mark the *Agree checkbox. Click **Submit Final** button.



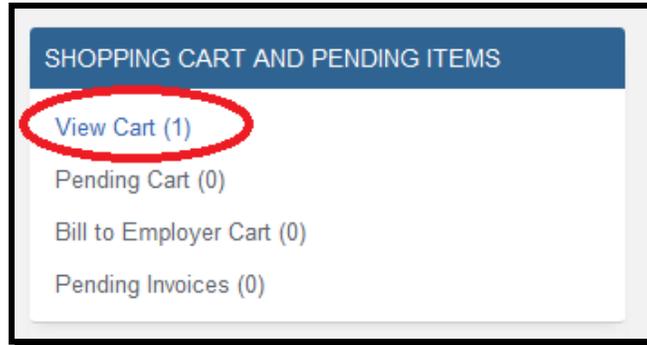
- 7) The system will confirm the COE transaction has been added to your cart. The COE renewal fee will need to be submitted before the application is processed.



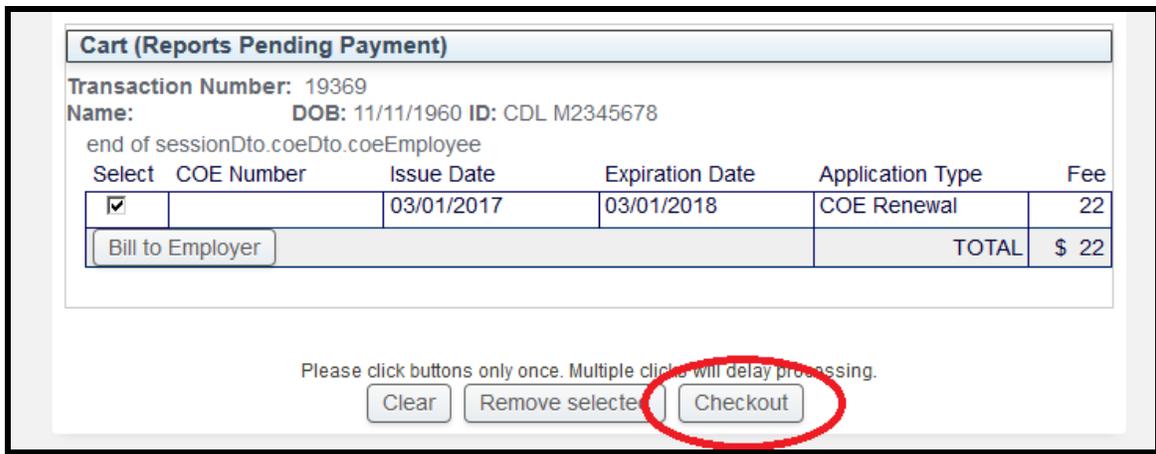
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9.2 MAKE PAYMENT

Steps:



1) Under SHOPPING CART AND PENDING ITEMS, click on the **View Cart** link.



2) Select the transactions for which you will be making a payment. Mark the corresponding checkbox. Click **Checkout** button.



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 **California Firearms Application Reporting System (CFARS)**

Review Your Order

#Invoice Number:
2036

Total Amount: USD 22.00

Pay With Your Credit Card

Cardholder Name

Credit Card Number



Expiry Date (MMYY)

Email

A confirmation email will be sent to this address.

3) Enter your payment information and click **Pay With Your Credit Card** button.

Payment Confirmation

Your credit card payment was approved.

4) The system will confirm your payment was accepted.



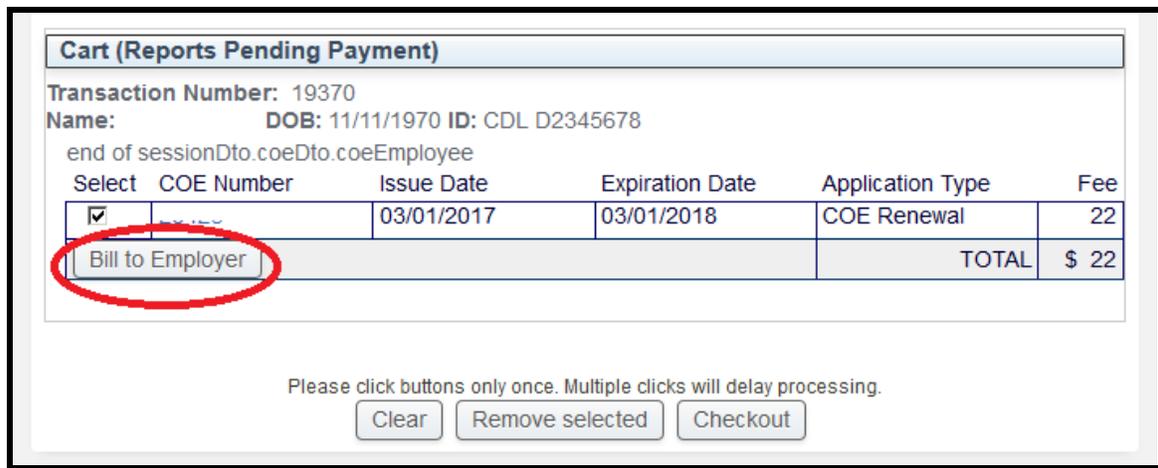
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9.3 BILL TO EMPLOYER

Steps:



- 1) If you are linked to your employer in CFARS, the system will allow you to send your renewal fee to your employer's Pending Cart. Under SHOPPING CART AND PENDING ITEMS, click on the **View Cart** link.



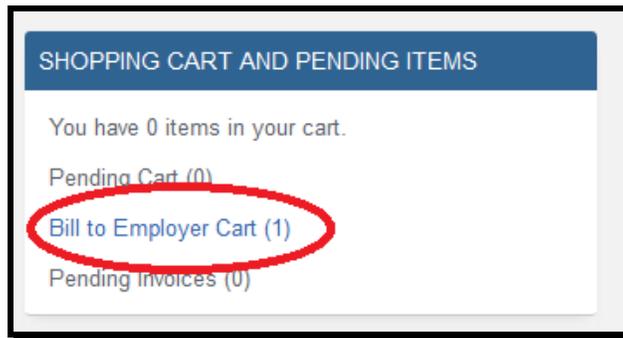
- 2) Select the transactions you will bill to your employer. Mark the corresponding checkbox. Click **Bill to Employer** button.



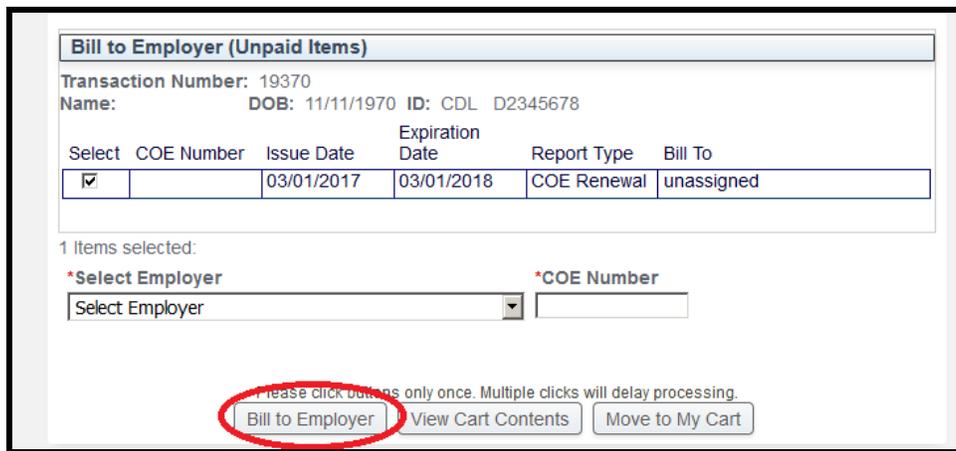
- 3) The system will confirm the transaction was moved to the Bill Employer Cart.



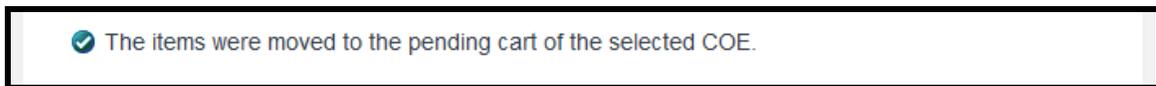
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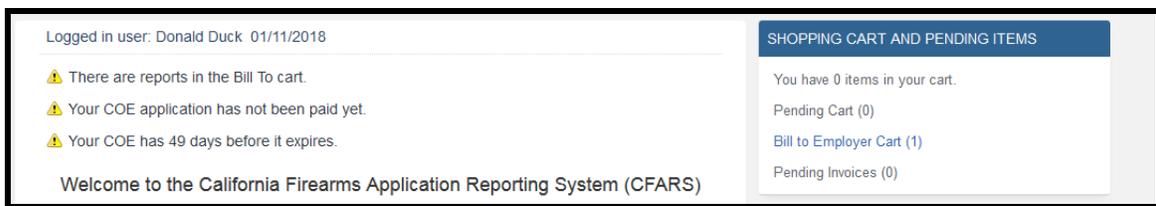
- 4) Under SHOPPING CART AND PENDING ITEMS, click on the **Bill to Employer Cart** link.



- 5) Select which transactions you will bill to your employer. Mark the corresponding checkbox. Select the employer from the drop down. Enter the dealer/vendor COE Number. Click **Bill to Employer** button.



- 6) The system will transfer the transaction to your employer's Pending Cart.



- 7) The transaction will stay in the Bill to Employer Cart until it has been paid. The renewal will not be processed until payment is received.



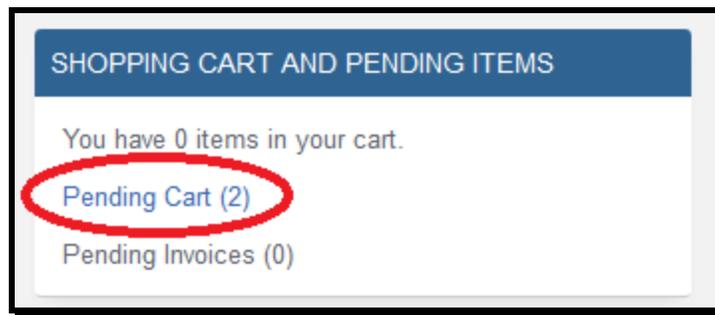
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9.4 EMPLOYER PAYMENT

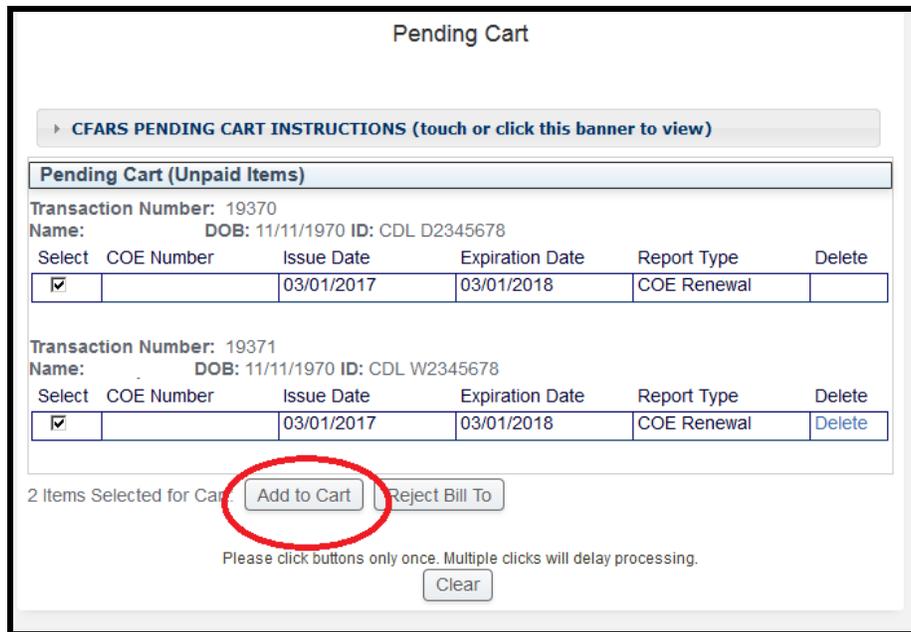
Steps:

 There are reports in the pending cart. Creating new reports without moving the items in the pending cart to the cart will result in separate payments.

- 1) Logging onto the system, there will be an alert that you have reports in the pending cart.



- 2) Under SHOPPING CART AND PENDING ITEMS, click on the **Pending Cart** link.



- 3) An employer may have transactions from different employees in the Pending Cart. The employer can either add the transaction to their own cart or reject the bill. Select and mark the transactions for which you will be making a payment. Click **Add to Cart** button.



CFARS Certificate of Eligibility (COE) Application – User Guide

Cart (Reports Pending Payment)

Transaction Number: 19370
Name: DOB: 11/11/1970 ID: CDL D2345678
end of sessionDto.coeDto.coeEmployee

Select	COE Number	Issue Date	Expiration Date	Application Type	Fee
<input checked="" type="checkbox"/>		03/01/2017	03/01/2018	COE Renewal	22
TOTAL					\$ 22

Transaction Number: 19371
Name: DOB: 11/11/1970 ID: CDL W2345678
end of sessionDto.coeDto.coeEmployee

Select	COE Number	Issue Date	Expiration Date	Application Type	Fee
<input checked="" type="checkbox"/>		03/01/2017	03/01/2018	COE Renewal	22
TOTAL					\$ 22

Please click buttons **only once**. Multiple clicks will delay processing.

[↑ Top](#)

[CFARS Home](#)

- 4) From the Cart, select the transactions for which you will be making a payment. Click **Checkout** button.



California Firearms Application Reporting System (CFARS)

Review Your Order

#Invoice Number:
2037

Total Amount: USD 44.00

Pay With Your Credit Card

Cardholder Name

Credit Card Number



Expiry Date (MMYY)

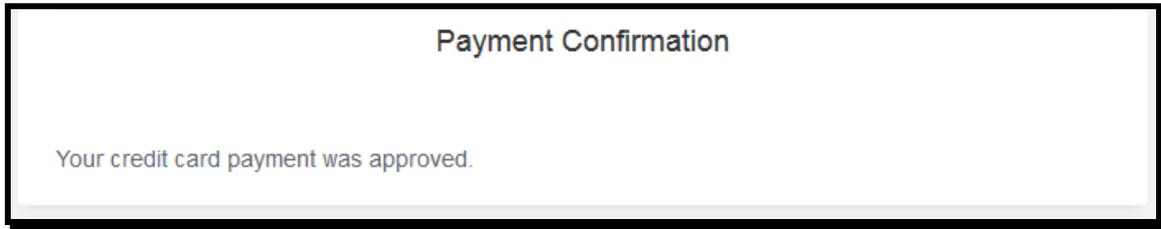
Email

A confirmation email will be sent to this address.

- 5) Enter your payment information and click **Pay With Your Credit Card** button.



CFARS Certificate of Eligibility (COE) Application – User Guide



- 6) The system will confirm your payment was accepted