CALIFORNIA DEPARTMENT OF JUSTICE
BUREAU OF FIREARMS
Certificate of Eligibility
Termination of Employment Notice

The Department of Justice (DOJ) is required, pursuant to Penal Code sections 26915, subdivision (b) and 30347 subdivision (b), to notify employers of the Employee Certificate of Eligibility (COE) holders in the event they become lawfully ineligible to possess firearms during the term of the COE. To ensure information is kept current, this form must be submitted to DOJ to disassociate an employee from a firearms dealer or ammunition vendor. If the COE holder transfers to another firearms dealer or ammunition vendor, their information can be updated by submitting a Certificate of Eligibility Report of Employment (BOF 117).

COE HOLDER INFORMATION:

Last Name | First Name | Middle Name | COE Number

Physical Address | City | State | Zip Code

Mailing Address (if different) | City | State | Zip Code

CA Driver License or Identification Number | Date of Birth | Telephone Number

CALIFORNIA FIREARMS DEALERSHIP/AMMUNITION VENDOR INFORMATION:

Firearms Dealer Name/Ammunition Vendor Name

California Firearms Dealer (CFD) Number or California Ammunition Vendor (CAV) Number | Licensee COE Number | Date Employment Terminated

EMPLOYEE DECLARATION:

This is to notify the DOJ that as of the date stated on this form, I am no longer associated with the aforementioned firearms dealer/ ammunition vendor. I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Signature | *Date*

EMPLOYER DECLARATION:

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 dealer/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.

Signature | *Date*

Please retain a copy of this form for your records, and mail the original within ten (10) days of termination of employment. If you have any questions, please contact the Bureau of Firearms at (916) 227-3751. Mail completed form to:

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

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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 notice pursuant to Penal Code sections 26915 and 30347. The Bureau of Firearms uses this information to disassociate a holder of a Certificate of Eligibility from 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 http://oag.ca.gov/privacy-policy.

Providing Personal Information: All personal information on this notice is mandatory. Failure to provide the mandatory personal information will result in your notice 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 disassociate a holder of a Certificate of Eligibility from 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) 227-7527, via email at firearms.bureau@doj.ca.gov, or by mail at P.O. Box 160487, Sacramento, CA 95816-0487.