



CALIFORNIA DEPARTMENT OF JUSTICE
BUREAU OF FIREARMS

Application for Laboratory Certification (Handgun Testing)



California Penal Code sections 31900 through 32100 require, with limited exceptions, that every model, kind, class, style, or type of handgun that is manufactured, or that is imported, kept, or exposed for sale in California, be tested to determine whether it is an unsafe handgun as defined by law. The California Department of Justice (DOJ) will issue certifications to qualified independent laboratories to perform the prescribed testing to determine whether those handguns are in compliance. DOJ has promulgated regulations that contain the elements and requirements of laboratory certification and handgun testing.

INSTRUCTIONS

The application must be complete and contain original signatures and any required attachments or documents. Complete the application as follows:

Part A Depending upon the laboratory's operations, and pursuant to local laws, a business, state, county, and/or local license/permit may be required. Contact your regional Bureau of Alcohol, Tobacco, Firearms and Explosives (ATF) office for assistance with applying for a Federal Firearms License (FFL). Contact State, County, and City governments regarding any business license/permit requirements.

Part B One or more of the owner(s), chief executive officer(s), or person(s) with primary responsibility for operation of the laboratory must hold a Certificate of Eligibility (COE) issued by DOJ. At least one person listed above must hold a valid COE at all times in order to maintain DOJ-Certified Laboratory status. A COE involves submission of personal information and fingerprints which are checked against criminal and mental health databases to determine if the applicant is prohibited from possessing firearms.

The time required to process a COE can take up to 12 weeks. Once issued, a COE holder's eligibility is continually monitored for any event which would make the holder prohibited from possessing firearms. If a laboratory has more than one owner, or is a large business entity, the laboratory may want to consider obtaining a COE for additional owners, officers, or primary operators so that the laboratory can maintain its DOJ-Certified Laboratory status in the event that the primary COE holder leaves the laboratory or becomes prohibited from possessing firearms.

To apply for or renew a COE, please visit our website at <https://cfars.doj.ca.gov>. The laboratory application cannot be approved until at least one COE has been issued.



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Part C Provide complete information about all owner(s), partner(s), and corporate officer(s), director(s), and/or shareholder(s) as indicated. Please note that an application for certification shall be denied if any of the following conflicts of interest exist:

- The laboratory is wholly or partly owned by, a part of, financed by, or in any other way financially supported by any manufacturer/importer, wholesaler, distributor, or dealer of handguns. As used here, financial support does not apply to situations wherein a laboratory provides testing services to a manufacturer/importer, wholesaler, distributor, or dealer of handguns
- Any employee(s) directly involved in handgun testing, owner(s), stockholder(s), partner(s), officer(s), and/or director(s) of the laboratory:
 - Have any present or planned contractual, organizational, or other financial involvement and/or relationship (spouse, children, sibling, parent, or in-law) with any manufacturer/importer, wholesaler, distributor, or dealer of handguns that may unduly tend to influence the objectivity of the applicant.
 - Are currently, or plan to be, a manufacturer/importer, wholesaler distributor, or dealer of handguns.
 - Have a present, or planned, direct, indirect, or beneficial interest aggregating \$1,000 or more in any entity that is a manufacturer, importer wholesaler, distributor, or dealer of handguns.

The laboratory must certify that it is free from any such conflicts of interest by completing and submitting the completed **CERTIFICATION (Page 9)** included in this application.

Part D Provide complete information regarding facility management and testing supervision. Copies of the laboratory security procedures and procedures relating to firearms possession prohibitions are required as well as completing the Certification included in this application.

Part E The laboratory must have the test equipment required by DOJ regulations before certification will be granted. All required equipment must be available for inspection by DOJ personnel at the time of the inspection. The **CERTIFICATION (Page 9)** included in this application must be executed and submitted with the application.

Part F If an off-site location is needed for testing by the laboratory, provide complete information about the location as indicated. If more than one off-site location is needed, the laboratory must submit a completed Request to Utilize an Additional Off-Site Location, form BOF 020 (Rev. 07/2018).

Part G All applications for laboratory Certification must be accompanied by copies of required documents.

Part H Indicate the name and title of the person who is the authorized representative of the laboratory and who has the legal authority to sign the application and attest to the required matters on behalf of the laboratory. That person should review the application in full before signing it.



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DOJ-Certified Laboratories must report any changes in the information required to be reported to DOJ, within 10 working days. Any proposed change in the ownership of five percent or more of a DOJ-Certified Laboratory requires the submission of an application for laboratory certification by the proposed ownership entity or owners.

On-Site Inspection and Demonstration:

Once a completed application has been accepted, the DOJ will contact the laboratory to schedule an on-site inspection. DOJ personnel will inspect the facility for compliance with applicable regulations, including those pertaining to information contained in the application, firearms security and access, test equipment, and any supporting documentation.

During the on-site inspection, the laboratory must conduct firing tests. The laboratory must provide one revolver, one pistol and enough ammunition to complete these tests. The DOJ reserves the right to approve the make/model/caliber of the handguns used in the demonstration, or to provide the handguns and ammunition for the firing tests. The laboratory must demonstrate that the required handgun testing equipment functions properly and has the ability to position a handgun in each of the six required drop positions.

Application Fees:

All applications for DOJ-Certification must be accompanied by the appropriate fee in the form of a check or money order in the amount of \$1,600 for initial applications and \$800 for renewal applications and made payable to the "Department of Justice."

Submit the completed application and any attachments to:

**California Department of Justice
Bureau of Firearms
Handgun Testing
P.O. Box 160487
Sacramento, CA 95816-0487**

Incomplete applications, unsigned applications and/or applications with incorrect fee remittance will be rejected by the DOJ and returned.

Issuance of Certificate:

The DOJ will issue a Laboratory Certification upon acceptance of the completed application, successful completion of the on-site inspection, and demonstration, issuance of the required COE(s), and payment of all required fees.



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See instructions before completing

PART A - LABORATORY INFORMATION

| | | | | |
|--|---|---|-----------------|----------|
| Applicant Laboratory: Person(s), Firm, or Corporation Name | | Lab Telephone Number | Lab Fax Number | |
| Laboratory Physical Address | City | County | State | Zip Code |
| Laboratory Mailing Address (if different) | City | County | State | Zip Code |
| State Corporation/Partnership Number | Expiration Date | Local Law Enforcement Agency for Laboratory | | |
| Federal Firearms License Number | Federal Firearms Type (description and code) | | Expiration Date | |
| Local Licensing Authority for Laboratory | Local Business License Number | | Expiration Date | |
| Business Hours | E-mail Address and/or Company Website (if applicable) | | | |

Copies of licenses and/or certificates of operation identified above are included with this application.

PART B - CERTIFICATE OF ELIGIBILITY (COE) HOLDER(S)

One of the owner(s), chief executive officer(s), or person(s) with primary responsibility for the operation of the laboratory must hold a valid COE and must sign all Compliance Test Reports on behalf of a Department of Justice (DOJ)-Certified Laboratory. List all such person(s) who have applied for or currently hold a COE on behalf of the (DOJ)-Certified Laboratory and are authorized to sign Compliance Test Reports.

| | | | |
|---------------------------|-------|------------|-----------------|
| Name: Last, First, Middle | Title | COE Number | Expiration Date |
| Name: Last, First, Middle | Title | COE Number | Expiration Date |
| Name: Last, First, Middle | Title | COE Number | Expiration Date |

Attach additional sheets if necessary



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PART C - LABORATORY OWNERSHIP

The ownership structure of the laboratory is a:

- Sole Proprietorship**
 Partnership
 Corporation

 Other: (specify) _____

Complete PART C-1 for each owner, partner, and/or shareholder that is not a natural person. Complete one of the three sections of PART C-2 for each owner, partner, shareholder and/or other person owning and/or exercising control of five percent or more of the outstanding common stock and/or corporate officer and/or director of either the laboratory or any entity named in PART C-1. Each entity reported in PART C-1 must complete and enclose a separate **CERTIFICATION (Page 9)**. If the laboratory is a partnership or corporation, provide either a copy of the partnership agreement including a list of the current partners or a copy of the articles of incorporation including a statement of officers and directors. If certification is granted, any changes affecting the information reported on this application must be reported to the DOJ within ten (10) working days.

C-1

| | | | | | |
|--------------------------------------|--------|--|-------------------------------|------------|-----------------|
| Name of Entity | | Title/Relation to Laboratory/Percent Owned and/or Controlled | | | |
| Address | | Telephone Number | | Fax Number | |
| City | County | | State | Zip Code | |
| State Corporation/Partnership Number | | Expiration Date | Local Business License Number | | Expiration Date |

C-2

| | | | | | | |
|---------------------------|--|--|--------|-------|------------------|--|
| Name: Last, First, Middle | | Title/Relation to Laboratory/Percent Owned and/or Controlled | | | Telephone Number | |
| Address | | City | County | State | Zip Code | |

| | | | | | | |
|---------------------------|--|--|--------|-------|------------------|--|
| Name: Last, First, Middle | | Title/Relation to Laboratory/Percent Owned and/or Controlled | | | Telephone Number | |
| Address | | City | County | State | Zip Code | |

Attach additional sheets or copies of this page if necessary



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PART D - FACILITY MANAGEMENT AND TESTING SUPERVISION

Provide the following information for the manager or director of the laboratory and/or unit of the laboratory that will conduct the handgun tests, the person(s) supervising the testing, and the person(s) who will participate in or perform the testing.

| | |
|---------------------------|-------|
| Name: Last, First, Middle | Title |
| Name: Last, First, Middle | Title |
| Name: Last, First, Middle | Title |

Attach additional sheets if necessary

The laboratory is required to have written security procedures if handguns are to be transported or stored by the DOJ Laboratory. The written procedures shall be available on-site for review by laboratory personnel and DOJ staff. Please enclose a copy of these procedures. (Cal. Code Reg., tit. 11, § 4057, subd. (a).) If a 24-hour security service or monitored burglar alarm system is employed as part of your secure storage requirements, please provide a copy of the contract and the following information for the service provider.

| | | | |
|--------------------------------|------|------------------|----------|
| Name of Security/Alarm Company | | Telephone Number | |
| Address | City | State | Zip Code |

The laboratory is required to inform staff of prohibitive categories regarding firearms possession and have procedures for preventing access to firearms by laboratory personnel who are known to be prohibited by law from possessing firearms. Please enclose a copy of these procedures and describe the method used to identify persons who are prohibited from possessing firearms. A **CERTIFICATION (Page 9)** must also be executed and submitted with this application.

Attach additional sheets if necessary



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PART E - TESTING FACILITY EQUIPMENT AND SUPPLIES

The laboratory must demonstrate the ability to carry out handgun testing as required by the California Code of Regulations, title 11, section 4052, subdivision (b), no later than the time of the pre-DOJ-certification on-site inspection and testing demonstration. A **CERTIFICATION (Page 9)** must be executed and provided to the DOJ. Furthermore, a laboratory must have the required equipment in its possession at all times while holding a DOJ-Certification.

PART F - DISCLOSURE OF OFF-SITE LOCATION

Use of handgun testing equipment or facilities that are not physically situated at the laboratory's primary business address must be disclosed on the application. Only employees of DOJ-Certified Laboratory are allowed to conduct handgun testing. The off-site location cannot be more than 100 miles from the primary business address of the laboratory. If more than one off-site location is needed, the laboratory must submit a completed Request to Utilize an Additional Off-Site Location, form BOF 020 (Rev. 07/2018). Please provide the following information regarding any off-site location that may be used.

| | | | |
|------------------------------------|--------|------------------|----------|
| Name of Owner: Last, First, Middle | | Business Name | |
| Physical Street Address | | Telephone Number | |
| City | County | State | Zip Code |

Testing to be Performed and/or Equipment to be Used at the Off-Site Location

Check here if a Request to Utilize an Additional Off-Site Location, form BOF 020 (Rev. 07/2018) is attached to this application.



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PART G - LIST OF APPLICATION REQUIRED DOCUMENTS

- Copy of FFL; (Part A).

- Copies of any licenses and/or certificates of operation (business license, etc.); (Part A).

- If a corporation, certified copies of the Articles of Incorporation **and** a current Annual Statement of Domestic Corporation or equivalent report identifying the corporation's officers which is filed with a state agency responsible for regulating corporations; (Part B).

- If a partnership, a copy of the partnership agreement including a current roster of all general and limited partners; (Part B).

- Written security procedures if handguns are to be transported or stored by the DOJ laboratory; (Part D).

- A copy of the 24-hour security service or monitored burglar alarm system contract; (Part D).

- Procedures for preventing access to firearms by laboratory personnel who are prohibited by law from possessing firearms; (Part D).

- Procedures describing the method used to identify persons who are prohibited from possessing firearms; (Part D).

- If an off-site location is needed for testing by the laboratory, include a completed Request to Utilize an Additional Off-Site Location form BOF 020; (Part F).

- Application and fee. There is a \$1,600 initial application fee and an \$800 renewal fee. Check should be made payable to the "Department of Justice."



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PART H - AUTHORIZED REPRESENTATIVE AND DECLARATION

If certification is granted by the California Department of Justice, the laboratory agrees to:

Give complete and truthful answers to questions that are pertinent to the laboratory's ability to perform handgun tests.

Comply with all applicable federal, state, and/or local laws and/or regulations that relate to laboratory certification or handgun testing.

Indicate the name and title of the person who is the authorized representative of the laboratory and who is the legal authority to sign this application and attest to the required matters on behalf of the laboratory:

I certify under penalty of perjury under the laws of the State of California that the foregoing, any attachments, and/or any enclosures are true and correct.

| | | | |
|--|--|-------|--|
| Name: Last, First, Middle | | Title | |
| Signature of Authorized Representative | | Date | |
| Signed at County/State | | | |



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CERTIFICATIONS

Conflicts of Interest:

The laboratory has no present or planned interest which would or could result in this laboratory not being able to render impartial, technically sound, and objective assistance or advice; or having an unfair competitive advantage. Specifically, the following are certified to be true:

- The laboratory is not wholly or partly owned by, a part of, financed by, or in any way financially supported by any manufacturer/importer, wholesaler, distributor, or dealer of handguns.
- None of the employees directly involved in handgun testing, owners, stockholders, partners, officers, and directors of the laboratory have any present or planned contractual, organizational, employment or other financial involvement and relationship (spouses, children, siblings, parents, or in-laws) with any manufacturer/importer, wholesaler, distributor, or dealers of handguns.
- None of the employees directly involved in handgun testing, owners, stockholders, partners, officers, and directors of the laboratory are currently or plan to be a manufacturer/importer, wholesaler, distributor, or dealer of handguns.
- None of the employees directly involved in handgun testing, owners, stockholders, partners, officers, and directors of the laboratory have any present or planned direct, indirect, or beneficial interest aggregating \$1,000 or more in any entity that is a manufacturer/importer, wholesaler, distributor, or dealer of handguns.

Laboratory Operations:

The laboratory staff who handle firearms are informed of all applicable federal, state, and local laws that prohibit a person from possessing firearms.

The laboratory will ensure that persons known to be prohibited from possessing firearms will not have access to, come into contact with, or possess any firearms that are being tested.

The laboratory has obtained, and will maintain, all licenses and approvals required by any federal, state, and local agency having jurisdiction over this laboratory as long as the laboratory is DOJ-Certified.

The laboratory will comply with all applicable federal, state, and local laws or regulations that pertain to the certification and operation of the laboratory, and the conduct of handgun testing.

Required Testing Equipment:

The handgun testing equipment required by DOJ regulations is on-site, at an off-site facility disclosed to DOJ, or will be obtained prior to DOJ's pre-certification on-site inspection, and shall be at such facility at all times while the laboratory is DOJ-Certified.

All equipment used for handgun testing under this program shall be maintained and calibrated according to the equipment manufacturers' recommendations and requirements. Records of such maintenance and calibration shall be available at the site for use by testing personnel and for inspection by DOJ staff.

All persons conducting, supervising, or observing handgun testing under this program shall have and use personal safety equipment that meets or exceeds current federal, state, and local standards and the requirements of any occupational and industrial safety agency having jurisdiction over the laboratory and its activities.

The design and operation of the laboratory's facilities meet or exceed current federal, state, and local standards and requirements.

I understand and acknowledge that failure to meet any of these requirements may result in the denial of an application for, or revocation of, a DOJ-Laboratory Certification.

I certify under penalty of perjury under the laws of the State of California that the foregoing, any attachments, and/or any enclosures are true and correct.

Signature of COE Holder

Printed Name

Signed at County/State

Date



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Privacy Notice

As Required by Civil Code § 1798.17

Collection and Use of Personal Information. The Division of Law Enforcement in the Department of Justice collects the information requested on this form as authorized by Penal Code sections 31900-32100. The Division of Law Enforcement uses this information to establish eligibility for laboratory certification and handgun testing. 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 the personal information requested in the form must be provided. If you fail to provide any of the required personal information, the unprocessed report will be returned to you for completion and resubmission.

Access to Your Information. You may review the records maintained by the Division of Law Enforcement 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 ensure you are not prohibited and establish eligibility for laboratory certification and handgun testing, we may need to share the information you give us with entities as authorized in Penal Code section 11105. The information you provide may also be disclosed in the following circumstances:

- With other persons or agencies where necessary to perform their legal duties, and their use of your information is compatible and complies with state law, such as for investigations or for 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.