



CALIFORNIA DEPARTMENT OF JUSTICE BUREAU OF FIREARMS Annual Event and Security Plan

(See instructions on page 2 before completing)

Gun Show Producer Information				
Gun Show Producer Business Name:	Gun Show Producer First and Last Name:	Certificate of Eligibility Number:	Expiration Date:	
Contact Person Name and Title for Gun Show or Event:	Office Phone:	Cellular Phone:	Email Address:	
Gun Show or Event Information				
Gun Show or Event Name:	Date of Gun Show or Event:	Time of Gun Show or Event:		
Gun Show or Event Facility Name:	Gun Show or Event Facility Address, City, State, and Zip Code:			
Will Firearm/Ammunition Sales Occur at the Gun Show/Event?: <input type="checkbox"/> Yes <input type="checkbox"/> No	Facility Contact Person (Name and Title):		Contact Phone Number:	
Security Information for Gun Show or Event				
Estimated number of attendees at the gun show or event. _____	Number of non-sworn security personnel employed by the producer or the facility's manager who will be present when the gun show or event is open to the public. _____			
Estimated number of vendors offering firearms or ammunition for sale or display. _____	Number of sworn peace officers employed by the producer or the facility's manager who will be present when the gun show or event is open to the public. _____			
Number of entrances and exits at the gun show or event site. _____	Will firearms inventory be kept overnight at the gun show or event? If yes, number of non-sworn security personnel employed by the producer or facility's manager who will be present when the gun show is closed to the public. <input type="checkbox"/> Yes <input type="checkbox"/> No Number of Non-Sworn Security Personnel: _____			
Certification Signatures				
<p>I declare under penalty of perjury under the laws of the State of California the foregoing is true and correct.</p> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 30%; text-align: center;">_____ Signature</div> <div style="width: 30%; text-align: center;">_____ Title</div> <div style="width: 30%; text-align: center;">_____ Date</div> </div>				
FACILITY MANAGER APPROVAL				
<p>I declare under penalty of perjury under the laws of the State of California that I am the manager of the above named facility, and I have consulted with the law enforcement agency with jurisdiction over the facility regarding this Annual Event and Security Plan. I certify that, following my consultation with law enforcement, I have approved this Annual Event and Security Plan.</p> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 30%; text-align: center;">_____ Signature</div> <div style="width: 30%; text-align: center;">_____ Title</div> <div style="width: 30%; text-align: center;">_____ Date</div> </div>				



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INSTRUCTIONS FOR ANNUAL EVENT AND SECURITY PLAN

Under Penal Code section 27210, subdivision (a), a licensed gun show producer and the facility's manager of a gun show or event "shall prepare an annual event and security plan and schedule that includes, at minimum," the information listed in subdivision (a). This "annual event and security plan shall be submitted by either the producer or the facility's manager to the Department of Justice and the law enforcement agency with jurisdiction over the facility." (Pen. Code, § 27210, subd. (b).) The plan also "shall be approved by the facility's manager prior to the event or show after the consultation with the law enforcement agency with jurisdiction over the facility." (Pen. Code, § 27210, subd. (d).) "A gun show or event shall not commence unless" these requirements are met. (Pen. Code, § 27210, subd. (e).)

An annual event and security plan must be submitted by January 31 of each calendar year for each event. For each gun show or event, the plan must include the additional information required under Penal Code section 27210, subdivision (a), such as the estimated number of vendors offering firearms or ammunition for sale or display, the estimated number of attendees, and anticipated security information (such as the number of entrances and exits at the site, and the number of sworn peace officers and non-sworn security personnel who will be present at the gun show or event).

No later than "15 days before commencement of the gun show or event," the licensed gun show producer must submit a revised event and security plan if "significant changes have been made since the annual plan was submitted." (Pen. Code, § 27210, subd. (c).) "A gun show or event shall not commence unless" this requirement is met. (Pen. Code, § 27210, subd. (e).) Licensed gun show producers can comply with this requirement by using the BOF 104A form (Revised Event and Security Plan). The BOF 104A must be submitted to the Department of Justice, the facility's manager, and the law enforcement agency with jurisdiction over the facility site. (Pen. Code, § 27210, subd. (c).) If the BOF 104 submitted on January 31 does not include the facility manager's signature, then the signature must be provided on a BOF 104A no later than 15 days before commencement of the gun show or event.

Only the licensed gun show producer and the facility's manager may complete and sign the BOF 104 and BOF 104A. Please use additional sheets of paper as necessary to complete the Annual Event and Security Plan form for each gun show.

Please email or fax this form to the Department of Justice:

Department of Justice
Bureau of Firearms - Gun Shows
Fax: (916) 731-3727
Email: GunShows@doj.ca.gov



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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 on this form as authorized by Penal Code section 27210. The Division of Law Enforcement uses this information to verify compliance with the requirements for a gun show or event pursuant to Penal Code section 27210, as well as Penal Code sections 27200 through 27350. 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 <https://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 form 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 verify compliance with the requirements for a gun show or event pursuant to Penal Code sections 27200 through 27350, 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 when 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) 210-2300, via email at firearms.bureau@doj.ca.gov, or by mail at P.O. Box 160367, Sacramento, CA 95816-0367.