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



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

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

COE HOLDER INFORMAT	ION:					
Last Name	First Name		Middle Name		COE Number	
Physical Address			City		State	Zip Code
Mailing Address (if different	t)		City		State	Zip Code
CA Driver License or Identification Number Date of				Telephone Number		
CALIFORNIA FIREARMS	DEALERSHIP/AMMU	NITION VENDOR IN	FORMATION	l:		
Firearms Dealer Name/Ammunition Vendor Name Date of Employment				California Firearms Dealer (CFD) Number or California Ammunition Vendor (CAV) Number		
Name of Licensee				Licensee COE Numb	er	
Business Address			City		State	Zip Code
EMPLOYEE DECLARATION	N:					
I certify that I currently hold a copy to him/her. I underst be notified of the revocation protection of my privacy, I v DOJ within ten (10) days of and correct.	and that if my COE is n. I understand that if I vill notify the DOJ by s	revoked, the license terminate my emploubmitting a Certificat	e of the aforer yment with thi e of Eligibility	mentioned firearms deal s firearms dealership/ar Termination of Employr	ership/am nmunition nent Notic	munition vendor will vendor, to ensure the e (BOF 118) to the
_						
EMPLOYER DECLARATION						
I certify that the following Copenalty of perjury under the aforementioned firearms de	laws of the State of C	California that the fore	egoing is true	and correct, that I am th		
Sign	ature			Date		
If you have any questions, p	olease contact the Bur	reau of Firearms at (9	916) 210-2752	2. Mail completed form to	o:	

California Department of Eligibility Unit

P.O. Box 160487

P.O. Box 160487 Sacramento, CA 95816-0487 FAX: (916) 227-1032





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



Privacy Notice

As Required by Civil Code § 1798.17

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

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

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

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

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

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