

Department of State Police
Virginia Firearms Transaction Record

Fee Collected: \$2.00 Resident \$5.00 Non-Resident \$5.00 Mail-in Transaction

Transaction Serial Number **A000000**

NOTE: Prepare in original only. All entries on this form must be in ink.

SECTION A -- MUST BE COMPLETED PERSONALLY BY TRANSFEREE (BUYER)

1. Transferee's (Buyer's) Name (Last, First, Middle)

2. Male
 Female

3. Birth Date (Month, Day, Year)

4. Social Security Number or Other Identifying Number
(See Important Notice 1 on back of form)

5. Race (Ethnicity) (Check one or more boxes)

- American Indian or Alaska Native Black or African American Native Hawaiian or Other Pacific Islander
 Hispanic or Latino Asian White

6. Are you a citizen of the United States? Yes No

If "No," what is your INS-issued alien number or admission number? _____

**Certification of Transferee - Answer the questions below by writing "yes" or "no" in the boxes to the right of the questions.
 AN UNTRUTHFUL ANSWER MAY SUBJECT YOU TO CRIMINAL PROSECUTION**

7. Have you been convicted of a felony offense or found guilty or adjudicated delinquent as a juvenile 14 years of age or older at the time of offense of a delinquent act which would be a felony if committed by an adult? *(See Exceptions on back of form.)*

Initial here to document reading and understanding of the Exceptions on back of form →

8. Are you subject to a court order restraining you from harassing, stalking, or threatening your child or an intimate partner, or a child of such partner or are you subject to a protective order? *(See Important Notice 2 on back of form.)*

9. Have you ever been acquitted by reason of insanity and prohibited from purchasing, possessing or transporting a firearm pursuant to §18.2-308.1:1 or any substantially similar law of any other jurisdiction, been adjudicated legally incompetent, mentally incapacitated or adjudicated an incapacitated person and prohibited from purchasing a firearm pursuant to § 18.2-308.1:2 or any substantially similar law of any other jurisdiction, or been involuntarily admitted to an inpatient facility or involuntarily ordered to outpatient mental health treatment and prohibited from purchasing a firearm pursuant to § 18.2-308.1:3 or any substantially similar law of any other jurisdiction?

I certify that the above answers and answers on the corresponding Federal Firearms Transaction Record (ATF F 4473) form are true and correct. I understand that I may not receive a firearm if I am prohibited by federal or state law. I understand that the making of a false statement on this form and/or the corresponding federal form is punishable as a felony. I hereby consent to having the transferor (seller) request a criminal history record information check be performed by the Department of State Police about me in connection with this transaction.

10. Transferee's Signature and Date (Month, Day, Year)

11. UFIN or UPIN (optional)
(See Important Notice 3 on back of form.)

12. State Police Approval Number or Other Final Status

SECTION B-- MUST BE COMPLETED BY TRANSFEROR (SELLER)

13. Establishment of Identification and Residency

A. Primary ID: Driver's License Number _____ or Identification Card Number _____ State _____

B. Issuance Date of Primary ID: _____ *(30-days must have elapsed since the date of issue of an original or duplicate driver's license unless a copy of the Virginia Department of Motor Vehicles driver's record showing that the original date of issue of the driver's license was more than 30-days.)*

C. Secondary ID: _____ **THE SECONDARY FORM OF ID MUST CONTAIN A NAME AND ADDRESS AND MUST BE THE EXACT NAME AND ADDRESS AS APPEARS ON THE PRIMARY FORM OF ID**

D. Military Personnel: Identification Card Permanent Orders to a Duty Post in Virginia

E. Assault Weapon Purchase: Identification provided to establish citizenship or legal alien status: _____
(See Important Notice 4 on back of form)

14. No. of Firearms by Category

Pistol(s) _____ Revolver(s) _____ Rifle(s) _____ Shotgun(s) _____

15. Dealer Identification Number (DIN)

16. Employee/Seller Identification Number
(See Instructions on back of form).

17. Federal firearms License
(Last 5 Digits)

18. Jurisdiction of Sale
(County or City)

THE PERSON MAKING THE ACTUAL FIREARMS TRANSFER MUST COMPLETE ITEMS 19 and 20

19. Transferor's (Seller's) Signature and Title

20. Transaction Date

DO NOT WRITE BELOW THIS LINE -- TO BE COMPLETED BY STATE POLICE

Approved Not Approved

(Signature)

Superintendent or Designee

Date

ORIGINAL

IMPORTANT NOTICES

1. **SOCIAL SECURITY NUMBER OR OTHER IDENTIFYING NUMBER:** The social security number is solicited pursuant to Virginia Code Section 18.2-308.2:2. If provided, the social security number will help prevent misidentification and will allow for a more thorough search of all state and federal computerized criminal history records. The social security number will not be made part of any public record. Pursuant to Virginia Code Section 18.2-308.2:2, the State Police shall not maintain records longer than 30-days, except for multiple handgun transactions for which records shall be maintained for 12 months from the date of transaction, pertaining to any buyer or transferee who is not found to be prohibited from possessing or transporting a firearm under state or federal law. This information is provided pursuant to the Government Data Collection and Dissemination Practices Act (Section 2.2-3800 et seq). Virginia Code Section 2.2-3800 (C) (10) provides that an agency shall not collect personal information except as explicitly or implicitly authorized by law. Pursuant to Virginia Code Section 2.2-3803 (A), it is unlawful for an agency to require an individual to disclose or furnish his social security number for any purpose in connection with any activity, or to refuse any service, privilege or right to an individual wholly or partly because the individual does not disclose such number, unless the disclosure or furnishing of such number is specifically required by federal or state law. Disclosure of your social security number is not mandatory in the completion of this form. An example of an "other identifying number" is a home state driver's license number.
2. **ORDERS OF PROTECTION:** § 18.2-308.1:4. Purchase or transportation of firearm by persons subject to protective orders; penalty. It shall be unlawful for any person who is subject to (i) a protective order entered pursuant to § 16.1-253.1, 16.1-253.4, 16.1-278.2, 16.1-279.1, 19.2-152.8, 19.2-152.9, or § 19.2-152.10; (ii) an order issued pursuant to subsection B of § 20-103; (iii) an order entered pursuant to subsection D of § 18.2-60.3; (iv) a preliminary protective order entered pursuant to subsection F of § 16.1-253 where a petition alleging abuse or neglect has been filed; or (v) an order issued by a tribunal of another state, the United States or any of its territories, possessions or commonwealths, or the District of Columbia pursuant to a statute that is substantially similar to those cited in clauses (i), (ii), (iii), or (iv) to purchase or transport any firearm while the order is in effect. Any person with a concealed handgun permit shall be prohibited from carrying any concealed firearm, and shall surrender his permit to the court entering the order, for the duration of any protective order referred to herein. A violation of this section is a Class 1 misdemeanor.
3. **UFIN OR UPIN:** A Unique Firearms Identification Number (UFIN) may be issued by the Virginia State Police upon successful appeal of a denied firearms purchase application, and may be used in future firearm purchase applications with Virginia firearms dealers, only. Or, a Unique Personal Identification Number (UPIN) may be issued by the FBI for nationwide use. In either instance, a complete criminal history record information check will continue to be performed at the time of purchase. A UFIN or UPIN will prompt the State Police Firearms Transaction Center to check the appropriate appeals file in the processing of your transaction.
4. **SALE OF AN ASSAULT WEAPON:** Citizenship must be established prior to the sale or transfer of an assault weapon. To establish citizenship or lawful admission for a permanent residence, a dealer must require a prospective purchaser to present one of the following forms of identification documentation prior to the sale or transfer of an assault firearm: a certified birth certificate, a certificate of birth abroad issued by the United States State Department, a certificate of citizenship or a certificate of naturalization issued by the Immigration and Naturalization Service, an unexpired United States passport, a United States citizen identification card, a current voter registration card, a current selective service registration card an immigrant visa or registration card or other documentation of status as a person lawfully admitted for permanent residence issued by the Immigration and Naturalization Service.

EXCEPTIONS

A person who has been convicted of a felony is not prohibited from purchasing, receiving, or possessing a firearm if: (1) under the law where the conviction occurred, the person has been pardoned, this conviction has been expunged or set aside, or the person has had civil rights (the right to vote, sit on a jury and hold public office) restored AND (2) the person is not prohibited by the law where the conviction occurred from receiving or possessing firearms. Persons subject to this exception should answer "no" to question 7.

It shall be unlawful for (i) any person who has been convicted of a felony; (ii) any person adjudicated delinquent, as a juvenile 14 years of age or older at the time of the offense of murder in violation of Section 18.2-31 or 18.2-32, kidnapping in violation of Section 18.2-47, robbery by the threat or presentation of firearms in violation of Section 18.2-58, or rape in violation of Section 18.2-61; or (iii) any person under the age of 29 who was adjudicated delinquent as a juvenile 14 years of age or older at the time of the offense of a delinquent act which would be a felony if committed by an adult, other than those felonies set forth in clause (ii), whether such conviction or adjudication occurred under the laws of the Commonwealth, or any other state, the District of Columbia, the United States or any territory thereof, to knowingly and intentionally possess or transport any firearm.

INSTRUCTIONS TO TRANSFEREE (BUYER)

The buyer of a firearm will in every instance personally complete Section A of the form and certify (sign) that the answers are true and correct.

IF THE BUYER IS UNABLE TO READ AND/OR TO WRITE: The answers may be written by other persons excluding the seller of the firearm. Two persons (other than the seller or employees of the seller) will then sign as witnesses to the buyer's answers and signature. Two persons, other than the transferor, must then sign the form alongside the buyer's mark as witnesses to the transaction AND TO AFFIRM THE PURCHASER'S IDENTITY.

TRANSFEREE'S (BUYERS) RIGHTS

The individual denied the purchase or pawn redemption of the firearm(s) who believes that he or she is not prohibited by state or federal law may pursue the matter as follows: (1) Contact the Firearms Transaction Center at (804) 674-2292 to discuss the ineligible determination and/or to provide additional information deemed pertinent to the final determination of eligibility, or email firearms@vsp.virginia.gov. (2) Review their criminal history record and request correction of the record if the record is found to be in error, pursuant to Section 9.1-132 of the Code of Virginia, provided that any such action is initiated within 30 days of the denial. (3) Exercise their right to institute a civil action pursuant to Section 9.1-135 of the Code of Virginia, provided that any such action is initiated within 30 days of the denial. (4) Challenge to the accuracy of a record, in writing, to: FBI, NICS Operations Center, Criminal Justice Information Services Division, 1000 Custer Hollow Road, Module C-3, Clarksburg, West Virginia 26306-0147, or via the NICS Appeal Website at <http://www.fbi.gov/nics-appeals>. This process of appeal is authorized by 28 CFR 25.10.

INSTRUCTIONS TO TRANSFEROR (SELLER)

EMPLOYEE/SELLER IDENTIFICATION NUMBER recorded in Block 16 represents the person who ensured that Section A was completed in its entirety and signed by the customer, who reviewed the identification and residency documentation, and completed Section B in accordance with procedures set forth by the Virginia State Police, including:

Ensure that a duplicate or new issued photo-ID issued by DMV contains an issuance date of thirty-days or more prior to the date of purchase.

The dealer must maintain the original completed form on file for a period of not less than two years. Copy 1 of this form, and corresponding fee collected from the purchaser shall be forwarded to the State Police pursuant to Section 18.2-308.2:2, Code of Virginia.

Department of State Police
Virginia Firearms Transaction Record

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[] Hispanic or Latino [] Asian [] White

6. Are you a citizen of the United States? [] Yes [] No

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18. Jurisdiction of Sale (County or City)

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19. Transferor's (Seller's) Signature and Title

20. Transaction Date

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[] Approved [] Not Approved

(Signature) Superintendent or Designee

Date