



SAN DIEGO POLICE DEPARTMENT – PERMITS & LICENSING



FIREARMS DEALER EMPLOYEE INFORMATION SHEET

You are responsible for being familiar with and complying with the rules and regulations related to the regulation of Firearms Dealer Employees. Copies of the Firearms Ordinance and General Divisions for police regulated activities may be obtained from the City Clerk's office located at 202 C Street, 2nd Floor, Telephone # (619) 533-4000 or via the City's website: <http://www.sandiego.gov> (Department, City Clerk, Documents, Municipal Code), [SDMC Chapter 3, Article 3, Divisions 1-5, and 42.](#)

This application may be submitted in person at the Office of the City Treasurer:
1200 Third Avenue, Suite 100, San Diego, CA 92101

Mailing Address: [P.O. Box 122289, San Diego, CA 92112-2289](#)

For questions, contact the Business Tax Program at (619) 615-1500.

YOU MUST PROVIDE ALL OF THE FOLLOWING WHEN SUBMITTING THE FIREARMS EMPLOYEE APPLICATION

INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED

- [POLICE PERMIT APPLICATION](#) - Fill out the Employee Addendum application form completely.
- [STATE CERTIFICATE OF ELGIBILITY](#) - Applications must be accompanied by a State of California Certificate of Eligibility (COE) or a copy of the State Live Scan Request for COE (*special note – applicants cannot handle, sell, or deliver firearms prior to the physical receipt of their COE). You may download the application at: <http://oag.ca.gov/sites/all/files/agweb/pdfs/firearms/forms/coeapp.pdf>
- [IDENTIFICATION](#) - A current U.S. government issued photo identification card (i.e. Driver's License or Military I.D., U.S. Passport) is required.
- [FEE](#) - There is no fee associated with this application.

NOTE: As a Firearms Dealer Employee, you are required to submit the application form one-time. The renewal process is handled by the Firearms Dealer.



POLICE PERMIT APPLICATION - EMPLOYEE ADDENDUM

SUBMIT FORM IN PERSON AT:
OFFICE OF THE CITY TREASURER
1200 THIRD AVE SUITE 100, SAN DIEGO, CA 92101
(619) 615-1500



PLEASE COMPLETE ALL SECTIONS IF APPLICABLE
(TYPE OR PRINT LEGIBLY)

PERMIT TYPE: _____ BUSINESS TAX CERTIFICATE #: _____
Employer Business Tax Certificate #, if applicable

Applicant's Full Name: _____
Last First Middle

Date of Birth: _____ Driver's License/ID #: _____ State: _____

Residence Address: _____ City, State, Zip Code: _____

Mailing Address: _____ City, State, Zip Code: _____

Business Phone #: _____ Cell Phone #: _____

Business Name: _____ Email Address: _____

Social Security #: _____ Place of Birth: _____
City/State/Country

Eyes: _____ Hair: _____ Height: _____ Weight: _____ Race: _____ Sex: _____

Business Where Applicant Expects to be Employed:

Business Name: _____

Business Address: _____ City, State, Zip Code: _____

1. List **similar** permits or licenses issued by any agency or board, or any city, county, state or federal agency in the past five (5) years.
IF NONE, INITIAL HERE: _____

	TYPE OF LICENSE	LICENSE NUMBER	DATES HELD	CITY AND STATE
1.			From To	
2.			From To	
3.			From To	

FOR OFFICE USE ONLY

App. Date: _____ Corresp. Permit Number: _____ Received by: _____ Live Scan Rec: _____

Records Check: _____ RI01 ok or _____
Initials/ID #

Approving Officer: _____ Date: _____

2. **Have you ever had any permit or license issued by any agency or board, or any city, county, state or federal agency suspended or revoked? "Yes" "No"**

If yes, please complete below:

CITY/STATE	DATE OF SUSPENSION OR REVOCATION	REASON
1.		
2.		
3.		

3. **List all criminal convictions, excluding infractions. Include pleadings of guilty to a lesser charge in satisfaction of, or as a substitute for, an original charge, and pleadings of *nolo contendere*. Expunged convictions must be listed per California Penal Code section 1203.4(a).**

IF NONE, INITIAL HERE: _____

	CHARGE	DATE CONVICTED	LOCATION OF COURT
1			
2			
3			
4			
5			
6			

*For additional info in any section, please use separate sheet(s).

APPLICANTS: It is the responsibility of the permit holder to renew the permit no later than fifteen (15) calendar days after the expiration date on the permit. Failure to renew on time will result in a penalty fee of \$25.00 plus 10% of the regulatory fee. If a renewal is not completed with all fees and penalties paid within the following calendar month after the due date, the permit expires and business operations, occupations, or activities allowed by the permit must cease. Any outstanding balance (PD or Business Tax fees) may be referred to our Delinquent Accounts Program.

A police permit is required for any person or entity engaged in any occupation or business deemed to be police regulated, as set forth in Chapter 3, Article 3 of the San Diego Municipal Code, <http://www.sandiego.gov/city-clerk/officialdocs/legisdocs/muni.shtml>. Under penalty of perjury, applicant understands and agrees: To abide by all federal, state, and local laws; Applicant consents to inspection by the Chief of Police per SDMC § 33.0103; Applicant is aware the investigation fee is non-refundable per SDMC § 33.0307; Applications must be complete and truthful; Applicant will not willfully make a false statement or fail to report any material fact in the application per SDMC § 11.0401(b); Any changed circumstance which would have been grounds for denial of the application is grounds for denying a renewal application; Failure to disclose any material circumstance, whether or not such circumstance would have been grounds for denial, is grounds for denying a renewal permit.

To review Grounds for Denial, please refer to SDMC §33.0305 of the San Diego Municipal Code or specific industry code sections which may be accessed at the web address referenced above.

APPLICANT'S SIGNATURE

DATE OF APPLICATION

PLEASE BE ADVISED THE INFORMATION YOU PROVIDE ON YOUR APPLICATION MAY BE SUBJECT TO PUBLIC DISCLOSURE PER THE CALIFORNIA PUBLIC RECORDS ACT