IMPORTANT NOTICE

<u>Regarding Availability of Instructional User Guides Related to Upcoming Ammunition</u> <u>Sale Requirements</u>

The purpose of this bulletin is to notify firearm dealers and ammunition vendors of the availability of instructional user guides that have been created or updated to reflect enhancements to the Dealer Record of Sale (DROS) Entry System (DES) that allow for the submission of eligibility checks and ammunition purchases. These user guides will be available to access through the Bureau of Firearms website at https://oag.ca.gov/firearms/forms listed under "Publications" and subsequently through the DES application.

<u>Firearm Dealers</u>: The DES User Guide was updated to include instructions for ammunition eligibility checks and sales.

<u>Ammunition Vendors</u>: The Ammunition User Guide provides instructions on using DES including submitting ammunition transactions.

The Quick Reference Guide is an instructional document on how to submit an ammunition eligibility check and ammunition purchase and can be found attached to this bulletin.

In preparation for the upcoming changing requirements for the sale of ammunition through DES, it is recommended that all employees of firearm dealers and ammunition vendors review these instructional guides thoroughly.

The ammunition functionality will be available within DES at 7:00 am on Monday July 1, 2019, and the Customer Support Center will be available at this time for any assistance with the system.

Effective July 2, 2019, the DES hours of operation will be 4:00 am to 1:00 am and the Customer Support Center hours will be Monday through Sunday 8:00 am to 9:00 pm unless otherwise notified.

Furthermore, new content has been added to the Bureau of Firearms website under the Ammunition Purchase Authorization Program at oag.ca.gov/firearms/apap. You will find information about the requirements used to determine whether an individual is eligible to purchase ammunition in addition to establishing and updating a record in the Automated Firearms System.

Should you have any questions, please contact the Bureau of Firearms, Customer Support Center at (855) 365-3767 or via e-mail at <u>bofdes@doj.ca.govmailto</u>:.



SUBMITTING AN ELIGIBILITY CHECK

To get started you will need:

Information

• Purchasers California Driver License or California Identification Card

Equipment

- Internet Service Provider
- Computer or laptop with internet capabilities
- Printer
- Adobe Acrobat Reader (software)
- Magnetic card swipe reader that meets California Department of Motor Vehicle specifications (based on AAMVA standards-card design 2009) which read 3-tracks of magnetic stripe data, and 2D barcode data.

STEP 1

Go to your internet browser and access the DROS Entry System (DES) by typing the following URL into your URL address bar: <u>https://des.doj.ca.gov.</u>



STEP 2

Enter your User Name and Password.

DROS Entry System Log On						
Not yet a DES user? If you are not a DES user <u>request a DES account</u> .						
Current DES users (View User Name and Password information]						
*User Name *Password						
Forgot User Name? Forgot Password?						
Forgot User Name and Password?						
Please click buttons only once. Multiple clicks will delay processing. Log On Clear Form						



STEP 3

Select Submit Eligibility Check from the Ammunition Transaction section.



STEP 4

Select the appropriate Ammunition Eligibility Check for the purchaser.

- Standard Ammunition Eligibility Check (SAEC) Fee: \$1.00
- Basic Ammunition Eligibility Check (BAEC) Fee: \$19.00
- Certificate of Eligibility (COE) Verification Fee: \$1.00

Select Eligibility Check

Purchaser Eligibility Check

Standard Ammunition Eligibility Check

Basic Ammunition Eligibility Check

Certificate of Eligibility Verification



STEP 5

Swipe the CA driver license or identification card through the magnetic card swipe reader. You must click on the **Populate Fields** button in order for the personal information to be entered into the personal information fields.

Person Information Swipe CA Driver's License or ID Card Populate Fields
Standard Ammunition Eligibility Check
Person Information Swipe CA Drive's License or ID Card Populate Fields
*First Name Middle Name *Last Name Suffix
*Street Address *Zip Code *City State
Gender Hair Color Eye Color Height (feet/inches) Weight *Date of Birth
*ID Type *ID Number *Race *U.S. Citizen
*Place of Birth *Telephone Number
Alias First Name Alias Middle Name Alias Last Name Alias Suffix
Please click buttons only once. Multiple clicks will delay processing. Back Preview Clear

Confirm the information populated matches the driver license or identification card and that all required fields have been entered and then click **Preview**.

PLEASE NOTE: When processing an Eligibility Check for a COE holder the COE number must be entered.

C	OE Check
Person Information Swipe CA Driver's License or ID Card	
COE Number	



STEP 6

After clicking preview, you will be redirected to preview the eligibility check. Review the personal information entered. If everything is correct, select the checkbox "I understand that upon submission of this DROS transaction I will be billed and agree to pay a non-refundable fee of \$1.00 to the Department of Justice" and click **Submit Final**.

						State of California Department of Justice Bureau of Firearma
		Standard Ammun	ition Eligibility Check			
DROS NUMBER: XXXXXXXXXXXXXXXXXXXXXX						STATUS: PREVIEW
		050.00	NFORMATION.			
FIRST NAME	MIDDLE NAME	PERSON			SUFFIX	
TEST	model wine		SAECCHECK		001104	
ALIAS FIRST NAME	ALIAS MIDDLE NAME		ALIAS LAST NAME		ALIAS SUFFIX	
STREET ADDRESS	CITY		STATE	ZIP	TELEPHONE	
TEST STREET	RANCHO CORDOVA		CA	95570	(323) 432-4324	
ID TYPE ID NUMBER	GENDER	RACE	EYE COLOR	HAIR COLOR	HEIGHT	WEIGHT
CALIFORNIA DL D1234567	MALE	AMERICAN INDIAN	BLACK	BLACK	6 FT 03 IN	180
DATE OF BIRTH	PLACE OF BIRTH				U.S. CITIZEN	
01/01/1989	ALASKA				YES	
		TRANSACTI	ON INFORMATION			
TRANSACTION TYPE						
STANDARD AMMUNITION ELIGIBILITY CHECK	Dural	hanania Cianatuna				
fream. By signing this document, I hereby certify under penalty of perjury that th	ie information	naser's Signature				
provided is true and correct.						
ADDRESS: 222 TECT ODINDA CA 04582						
DROS ENTERED BY	Sales	enerson's Signature			DEALERSHIP TELEPHONE	
USER, SAMPLE	ouro.	sperson's orginatare			(132) 131-3121	
By signing this document, I hereby certify under penalty of perjury that the inform	ation provided is				COE#	
true and correct.					000038890	
FALSIFICATION OF INFORMATION ON THIS FORM IS A CRIME, PUNISHABLE BY UP TO	18 MONTHS IN STATE PRISO	N (PENAL CODE 28250)				
1 understand that upon submission of this DROS transaction I will be bille	ed and agree to pay a nor	n-refundable fee of \$ 1.00 to the Departmen	t of Justice 🗹 after checking the box to accept th	he fee you will be able to submit this DROS or print this preview)		
		Pask Cancel	Cubmit Final Drint	•		
		Cancel	Submit Final Print			

PLEASE NOTE: The fee will vary depending on the type of eligbility check you are submitting.

	You must check this box to see the Submit Final option.	
*I understand that upon submission of this DROS transaction I will be billed and agree to pay a non-refur	ndable fee of \$ 1.00 to the Department of Justice.] (a

After you click Submit Final, the system displays the final DROS transaction with its unique DROS number. The status of the submitted eligibility check will indicate "In Progress."

Transaction has been successfully submitted.		
What would you like to do next? a: Print this DROS (you will remain on this page and still be able to set a Go to he Main Menu a Go to Background Check Menu	ect from the options. Below)	
	Standard Ammunition Eligibility Check	State of Calab Descriptions of An Bureau of Free
DROS NUMBER: TRANSACTION DATE/TIME: 03/27/2019 03:33 30 PM	lan senten datatu kalendari da kalendari yaken en ⊂uta kalendari sa uta kalendari yaken datatu kalendari yaken	STATUS: INPROGRE

RECOMMENDATION: Write down or copy the generated DROS number that has been provided. It can be used to search for the eligibility check once a determination is made by the Department.

If a Basic Ammunition Eligibility check is submitted, please provide the DROS number to the individual and advise them to check the status of their eligibility check on the Department's California Firearms Application Reporting System (CFARS). The Department may take several days to make an eligibility determination for a Basic Ammunition Eligibility Check.

CONFIDENTIAL and/or PROPRIE	TARY: Contents may	contain confidential and/or	legally privileged information. It is solely for	or the use of the intended recipient(s).
Unauthorized interception, review,	use, or disclosure is	prohibited without the prior of	consent of the California Department of Ju	istice



SEARCH AMMUNITION ELIGIBILITY CHECK

STEP 1

Once you have submitted an Ammunition Eligibility Check to the Department, you will need to wait for an approved status before the purchaser can purchase ammunition. From the DES Main Page select **Search Eligibility Check** from the Ammunition Transaction section.



STEP 2

The "Ammunition Eligibility Check Results" page will populate. From this page you can search by the purchaser's last name, first name, DROS number, ID number or by decision. Enter the information that you want to search by and then click **Search**. The results will populate in the "Search Results" section.

	Ammur	ition Eligib	ility Check Res	ults	
Last Name	First Name		DROS Number	ID Number	
Decision	J [
Select ~					
Select ~		Please click butt	ons only once.		
Select v	Search	Please click butto	ons only once. rm Main Menu	J	
Select ~ Search Results DROS Number	Search Name of Purchaser (First Middle Last)	Please click butt	ns only once. m Main Menu Decision	Туре	Expiration Date



STEP 3

Click on the DROS number of the Ammunition Eligibility Check to display the DROS. The DROS will display with its status indicating whether or not the purchaser is eligible to purchase or possess ammunition.

The Ammunition Eligibility Check status' are:

- **APPROVED** The Department has determined the individual is eligible to purchase or possess ammunition.
- **DENY/REJECT** The Department has determined the individual is not eligible to purchase or possess ammunition. The person cannot continue with an ammunition purchase.
- **IN PROGRESS** Ammunition eligibility check is currently being processed by the Department.
- **USED** Individual has purchased and received ammunition in association with the eligibility check.
- **EXPIRED** The eligibility check was approved, but can no longer be used to complete a purchase of ammunition.

If the eligibility check has an APPROVED status, the "Purchase Ammunition" link will be available at the top of the screen. Clicking the "Purchase Ammunition" link will take you to the "Select Ammunition Purchase Type" page to submit ammunition purchase(s).

What would vo	ou like to do next?								
Print this DR	OS (you will remain on this page a	and still be able to select from	in the options below)						
Back to Sear	ch Recult Liet								
Durshass Am	CIT RESULT LIST								
Purchase Am	munition								
A Go to the Ma	in Menu								
\sim									State of Calif
									Department of Ju Bureau of Fire
				COE Check					
DPOS NUMBER									TATUS ADDON
DIGO NOMBER.	F. 02/20/2010 11 10 21 111								STATUS. AFFROV
RANSACTION DATE/TIN	IE: 03/20/2019 11:16:31 AM							EXPIRY DATE/T	IME-03/28/2019 04-18-31
								DECISION DATE/T	IME:03/28/2019 11:18:31
			P	ERSON INFORMATION					
COE NUMBER									
89076									
FIRST NAME		MIDDLE NAME		LAST NAME				SUFFIX	
TEST				COECHECK					
ALIAS FIRST NAME		ALIAS MIDDLE NAM	AE	ALIAS LAST NAME				ALIAS SUFFIX	
STREET ADDRESS		CITY		S	TATE	ZIP		TELEPHONE	
TESTING		RANCHO CORDOVA		C.	A	95670		(658) 575-8785	
D TYPE	ID NUMBER	GENDER	RACE	E	YE COLOR		HAIR COLOR	HEIGHT	WEIGHT
CALIFORNIA DL	D1234667	MALE	AMERICAN INDIAN	BL	LACK		BLACK	6 FT 03 IN	180
DATE OF BIRTH		PLACE OF BIRTH						U.S. CITIZEN	
01/01/1989		ALASKA						YES	
			TRA	NSACTION INFORMATION					
TRANSACTION TYPE									
COE CHECK									
have read the list of prohibite	ed offenses, and nothing would preclude	me from possessing a firearm.	urchaser's Signature						
sy signing this document, I ne	reby certify under penalty of perjury that	t the information provided is							
DEALER: Others									
ADDRESS 222 TEST O	PINDA CA 94583								
DROS ENTERED BY		19	alesperson's Signature					DEALERSHIP TELEPHON	4F
ISER SAMPLE		2	aleaperson's orginature					(132) 131-3121	
By signing this document. I be	reby certify under negativ of periury that	t the information provided is						COE#	
rue and correct	needy contary and/or periodicy of perjoiny lina	t and minimuted in provided is						000039890	

If the eligibility check has a Deny/Reject status, provide the individual with the DROS number and advise them to go to the Department's CFARS for information on their denial/rejection.

SUBMIT AMMUNITION PURCHASE(S)

All ammunition eligibility checks require an APPROVED status to submit an ammunition purchase. There is no limit on the amount of ammunition that can be purchased during a transaction, using an APPROVED eligibility check. The eligibility check status will change to USED once the final delivery of ammunition is submitted.

CONFIDENTIAL and/or PROPRIETARY: Contents may contain confidential and/or legally privileged information. It is solely for the use of the intended recipient(s). Unauthorized interception, review, use, or disclosure is prohibited without the prior consent of the California Department of Justice



STEP 1

Select Submit Ammunition Purchase(s) from the DES Main Page.



STEP 2

The "Select Ammunition Purchase Type" page will display. Select the appropriate transaction type.

- a. Ammunition Sale The purchase of ammunition from a licensed California Ammunition Vendor.
- b. **Private Party Ammunition Transfer** Ammunition transferred from one non-vendor to another non-vendor.

Select Ammunition Purchase Type						
Ammunition Purchase						
Ammunition Sale						
Private Party Ammunition Transfer						
Pending Purchase(s)						
You have no pending purchases.						
	Please click buttons only once. Multiple clicks will delay processing. Main Menu					



STEP 3

After clicking "Ammunition Sale", you must verify the purchaser information by entering the fifteen digit Eligibility Check DROS number in the "Enter Eligibility Check DROS #" field. Click **Verify** and the purchaser's information will populate based on the information entered while submitting the Eligibility Check.

Purchaser In	formation		Enter	the fifteen o	ligit Eligibility
Enter Eligibility	Check DROS #	ý l	Check	CROS Nu	mber.
Purchaser First	Name Purchaser Midd	lle Name Purchaser Las	t Name Suffix		
^o urchaser Stree	t Address Zip Code	City	State		
Gender Hair (Color Eye Color Heigi ft in	ht (feet/inches) Weight	Date of Birth		
Purchaser ID Ty	pe Purchaser ID Numb	ber Race U.S. Citize	en		
Transaction a	and Ammunition Inform	mation			
Transaction a	and Ammunition Inform	mation *Manufacturer	*Conditic	n	Bullet Type
i Transaction a nventory Code Select	and Ammunition Inform	mation *Manufacturer	*Conditic	n v	Bullet Type Select v
Transaction a nventory Code Select Bullet Weight	and Ammunition Inform 	Manufacturer Casing Select ~	*Conditio Select *Caliber Select Caliber	in v	Bullet Type Select ~

STEP 4

Enter the "Transaction and Ammunition Information."

Transaction and Ammunition Inform	ation					
Inventory Code Select	*Manufacturer	*Condition Select	Bullet Type Select			
Bullet Weight Usage Type Select V	Casing *Caliber Select V Select Cali	ber	v			
*Quantity (Rounds) Primer Type M Select V	uzzle Velocity Unit Select ✓	Muzzle Energy Unit Select V	Cost/Round			
	Please click butto	ons only once. Multiple clicks will delay proce Preview Cle	essing. ear			



STEP 5

*I understa

Confirm the information entered is correct and click **Preview**. After clicking preview, you will be redirected to a page to preview the Dealer Record of Sale of Ammunition. If everything is correct, select the checkbox "I understand that upon submission of this DROS transaction I will be billed and agree to pay a non-refundable fee of \$0 to the Department of Justice". Click **Add Transaction** to be taken to the "Pending Purchase(s)" page.

			PURCHA	SER INFORMATION					
ACKGROUND CHECK DROS NUMBER									
IRST NAME	M	IDDLE NAME		LAST NAME				SUFFIX	
LIAS FIRST NAME	AL	LIAS MIDDLE NA	ME	ALIAS LAST NAME				ALIAS SUFFIX	
STREET ADDRESS	C	тү			STATE	ZIP		TELEPHONE	
ESTING	RA	NCHO CORDOVA			CA	95670		(858) 575-8785	
D TYPE ID NUMBER	GE	ENDER	RACE		EYE COLOR		HAIR COLOR	HEIGHT	WEIGHT
ALFORNIA DL D1234567	DI DI		AMERICAN INDIAN		BLACK		BLACK		180
1/01/1989	AL	ASKA						YES	
			AMMUNI	TION INFORMATION				•	
MANUFACTURER	CONDITION		BULLET TYPE		BUL	LET WEIGHT		USAGE TYPE	
MMO	NEW CALIDED		BIRDSHOT		0114	NTITY (POUNDE)		COMPETITION DDIMED TYPE	
2300	204 RUGER, REMINGT	ON, SAVAGE			10	NTITT (ROOND'S)		PRIMERTIPE	
UZZLE VELOCITY	MUZZLE ENERGY		COST/ROUND						
			TRANSAC						
RANSACTION TYPE			TRANSAC	TION INFORMATIO	N				
MMUNITION SALE									
have read the list of prohibited offenses, and n irearm. By signing this document, I hereby certi rovided is true and correct.	othing would preclude me from poss fy under penalty of perjury that the in	sessing a P	urchaser's Signature						
DEALER: SAMPLE									
DOS ENTERED BY		IS	alesperson's Signature					DEALERSHIP TELEPHONE	
ISER, SAMPLE			,					(132) 131-3121	
By signing this document, I hereby certify under	penalty of perjury that the informatic	on provided is						COE#	
ALSIFICATION OF INFORMATION ON THIS FORM IS	A CRIME, PUNISHABLE BY UP TO 18 M	MONTHS IN STATE F	RISON (PENAL CODE 28250)					000038090	
*I understand that upon submission of this	DROS transaction I will be billed a	and agree to pay	a non-refundable fee of \$0 to the Department	of Justice 🗹 (ther che	king the box to accept	the fee you will be able	to submit this DROS or print this preview)		
					_				
			Back Cancel	Add Transac	ion	Print			
							Valuest	ala a al . 46 ! a	h
							i You must	CNECK THIS	
							hh A" age	Transactio	n"
							See Auu	11011300110	
								Transactio	···
							300 Auu	Tansactio	
							See Add		
							See Add	Transactio	
							See Add		

After clicking "Add Transaction," you will be taken to the "Pending Purchase(s)" page where you can "Add Ammunition" or "Deliver" the ammunition.

Transaction has been successfully uploaded to your pending purchase(s). Click Deliver to submit transaction.									
Pending Purchase(s)									
Pending Purchas	e(s)								
Name:	DOB:	ID:							
Manufacturer		Caliber					Condition	Quantity (Rounds)	
AMMO		.204 RUGER	REMINGTON,	SAVAGE			NEW	10	
Please click buttons only once. Multiple clicks will delay processing. Deliver Empty Purchases Add Ammunition									



STEP 6

If the purchaser would like to add additional ammunition to their purchase, simply click **Add Ammunition** and repeat steps 2-5.

Please click b	uttons only once. Multiple clicks	vill delay processing.
Deliver	Empty Purchases	Add Ammunition

If the purchaser does not want to add additional ammunition to their transaction, simply click **Deliver**.



After Clicking on "Deliver," a dialog box will open. Press "OK" to continue, or "Cancel" to stay on the page.

PLEASE NOTE: If you click "OK", the Ammunition Eligibility Check will be used and the purchase of ammunition will be submitted to the Department. The transaction is complete. Please confirm the purchaser does not want to add additional ammunition prior to clicking "OK." If the purchaser decides they want to purchase more ammunition after you have clicked "OK", they will have to pay for another eligibility check.

			er to submit transaction.	
	Pendir	ng Purchase(s)		
Pending Purchase(s)				Total items: 1
Name: DOB:	ID:			
Manufacturer	Caliber	Condition	Quantity (Rounds)	
TESTER	12-GAUGE SHOTGUN	NEW	100	

Clicking 'Deliver' will submit the transaction. Press 'OK' to continue, or Cancel to stay on corner) as that will be your only opportunity to	his page. ATTENTION: If you proceed with the subr generate a printed DROS Ammunition copy for cu	nission of this transaction, please ren stomer signature.	nember to select 'Print DROS' on the next scr	een (upper left ha	nd
				OK Ca	ancel



STEP 7

After clicking "OK", you will be taken to the final Dealer's Record of Sale of Ammunition. Click the *Print this DROS* link in the upper left hand corner of the page.

PLEASE NOTE: You must select the Print this DROS link (upper left hand corner) as that will be the only opportunity to generate a printed DROS Ammunition copy for customer signature.



Collect the purchaser and salesperson's signature on the Dealer's Record of Sale of Ammunition printout. Records must be maintained and available for inspection for five (5) years (Pen. Code § 30355).





FREQUENTLY ASKED QUESTIONS

1. What does an ammunition transaction consist of?

An ammunition transaction consists of two general steps: 1) submitting an eligibility check to the Department, and 2) if the Department determines the individual is eligible to own or possess ammunition, submitting the ammunition purchase to the Department.

2. What if the eligibility check determination (status) comes back as a "Deny/Reject?"

If the Department determines the individual is not eligible to own or posses ammunition, provide the individual with their Ammunition Transaction Number (also known as a DROS number) and advise them to log on to the Department's California Firearms Application Reporting System (<u>https://cfars.doj.ca.gov/login.do</u>) for more information regarding the determination.

3. How do I know what type of eligibility check to submit for the individual?

The requirements for each eligibility check are as follows:

- 1. Certificate of Eligibility Verification: You may use this eligibility check if the individual has a <u>current</u> Certificate of Eligibility issued by the Department.
- 2. Standard Ammunition Eligibility Check: You may use this type of eligibility check if the person's information matches an entry in the Automated Firearms System (name, date of birth, current address, and driver license or other government identification) and does not fall within a class of persons who are prohibited from owning or possessing ammunition.

Individual's may have a record in the Automated Firearms System if they have purchased or transferred a firearm through a California licensed firearm dealer, if they have registered an assault weapon during one of the registration periods, or if they have submitted a voluntary report of ownership to the Department. Please note: the individual must still be the owner of the firearm.

If the last long gun purchase was prior to January 1, 2014, there is a possibility they may not have a record in the Automated Firearms System despite having purchased or transferred their firearm through a firearms dealer. The Department was statutorily prohibited from retaining information regarding sales of rifles or shotguns prior to January 1, 2014. As a result, records of rifles and shotguns prior to January 1, 2014, in the Automated Firearms System are limited to assault weapon registrations (Pen. Code, § 30500, et seq.), voluntary reports of ownership, and other records entered by the Department and California law enforcement agencies.

3. Basic Ammunition Eligibility Check: You may use this eligibility check if the individual does not have a current entry in the Automated Firearms System or if they do not have a current Certificate of Eligibility. The Department will determine the individual's eligibility based on a comprehensive review of its records (similar to a firearm eligibility check).

4. How do I process a private party transfer (PPT) of ammunition?

When transferring ammunition from one non-vendor to another non-vendor you must obtain an APPROVED eligibility check for the purchaser and then select a **Private Party Ammunition Transfer** to submit the sale of ammunition.

CONFIDENTIAL and/or PROPRIETARY: Contents may contain confidential and/or legally privileged information. It is solely for the use of the intended recipient(s). Unauthorized interception, review, use, or disclosure is prohibited without the prior consent of the California Department of Justice



Seller's information is not required when processing a transfer for ammunition. If the purchaser receives a DENY or REJECT, the vendor shall forthwith return the ammunition to the seller.

- 5. How long does it take to get a determination from the Department for each type of eligibility check?
 - 1. Certificate of Eligibility Verification Checks A determination may be completed in approximately 2 minutes.
 - 2. Standard Ammunition Eligibility Check A determination may be completed in approximately 2 minutes.
 - 3. Basic Ammunition Eligibility Check A determination may take days to complete. Once this type of eligibility check is submitted, please provide the individual with their Ammunition Transaction Number (also known as a DROS Number) and advise them they can check the status of their eligibility check through the Department's California Firearms Application Reporting System (<u>https://cfars.doj.ca.gov/login.do</u>). Once their eligibility check is approved, they can return to your location and complete the ammunition purchase transaction.

6. How long are eligibility checks valid?

- 1. Certificate of Eligibility Verification Checks 18 hours from an Approved determination.
- 2. Standard Ammunition Eligibility Check 18 hours from an Approved determination.
- 3. Basic Ammunition Eligibility Check 30 days from an Approved determination.

7. At what point do I have the individual sign ammunition purchase paperwork?

The individual and the store associate/sales person/agent are only required to sign the DROS that is generated once the **ammunition purchase** is submitted to the Department.

8. How long do I have to retain DROS Ammunition Sale records?

You must maintain all ammunition sale records on site for 5 years.

9. Do I have to maintain ammunition sale records in hard copy format?

No, whether ammunition sale records are maintained in hard copy format will be at the discretion of the vendor. However, regardless of how they are maintained, they must be accessible onsite for inspection.

10. If the background check is rejected/denied, what are the retention requirements for the paperwork?

There are no recordkeeping retention requirements at this time.

11. I made a mistake on the eligibility check, how do I correct or cancel it?

You cannot correct or cancel an eligibility check once it has been submitted. You will have to resubmit the eligibility check with the correct information. Upon submission of an eligibility check, the fee will be charged to the dealer's account. The Department will not provide refunds after submission and acceptance of an eligibility check.

CONFIDENTIAL and/or PROPRIETARY: Contents may contain confidential and/or legally privileged information. It is solely for the use of the intended recipient(s). Unauthorized interception, review, use, or disclosure is prohibited without the prior consent of the California Department of Justice



12. How do I cancel an ammunition purchase that has already been submitted?

You cannot cancel an ammunition purchase transaction. As such, it is critical associates/sales persons/agents preview their submission, and make corrections, prior to submitting the transaction.

13. Is there a limit on how much ammunition an individual can purchase during an ammunition purchase?

No.

14. Does the caliber of the ammunition that is being purchased have to match the firearm information that is on record with the Department?

No.

15. What does it mean if someone is exempt pursuant to Penal Code section 30352 (e)?

If someone is exempt, you do not have to submit an ammunition eligibility check for that individual, and you do not have to submit the ammunition purchase to the Department.

16. Who is considered exempt?

Refer to Penal Code section 30352 (e).

17. How do I verify an individual is exempt pursuant to Penal Code section 30352 (e)?

Refer to the Department's **Ammunition Purchases or Transfers** regulations <u>https://oag.ca.gov/firearms/regs</u> for more information.