



**STATE OF OREGON**  
DEPARTMENT OF STATE POLICE  
FIREARMS UNIT  
3772 PORTLAND RD NE  
Bldg C  
SALEM OREGON 97301

#### PRIVACY ACT INFORMATION

1. AUTHORITY – Solicitation of this information is authorized under ORS 166.436 and ORS 166.438
2. PURPOSE – To determine eligibility of the transferee (*Buyer*) to receive firearms under State and Federal Law.
3. Disclosure of the individual's Social Security Number is strictly voluntary.

## FIREARMS TRANSFER RECORD INSTRUCTION SHEET

### IMPORTANT REQUIREMENTS

1. A background check for a firearms transfer is required at "Gun Shows" (ORS 166.441), defined as an event where more than 25 firearms are on site and available for transfer (ORS 166.432 (2)(b)).
2. Transferor (seller) must receive notification transferee (buyer) is qualified before transfer is completed.
3. Transferor (seller) may opt to complete the transfer through a Federally Licensed Gun Dealer.
4. The Transferor (seller) shall retain the completed form for at least five years and shall make the completed form available to law enforcement agencies for the purpose of criminal investigations.
5. Pursuant to ORS 166.438, Failure to comply with the Criminal History Record Check as defined in ORS 166.436 is a Class A misdemeanor, and is punishable on the third and subsequent convictions as a Class C felony.

### INSTRUCTIONS TO TRANSFEE (BUYER)

1. The transferee (*buyer*) of a firearm must personally complete Section A of this form and certify (*sign*) that the answers are true and correct (See Definitions for Eligibility). However, if the buyer is unable to read and/or write, other persons may write the answers, excluding the dealer. Two persons (*other than the dealer*) must then sign as witnesses to the buyer's answers and signature.
2. When the transferee (buyer) of a firearm(s) is a corporation, company, association, partnership or other such business entity, an officer authorized to act on behalf of the business must complete and sign Section A and attach a written statement, executed under penalties of perjury, stating (A) that the firearm(s) being acquired are for the use of and will be the property of that business entity, and (B) the name and address of that entity.
3. If the transfer of the firearm(s) takes place on a different day from the date that the purchaser signed Section A, then the transferor (seller) must again check the photo ID of the purchaser prior to the transfer, and the purchaser must complete the certification in Section C at the time of transfer.

### INSTRUCTIONS TO TRANSFEROR (SELLER)

1. **KNOW YOUR CUSTOMER** – Before you may sell or deliver a firearm to another person, you must establish the identity, place of residence, and age of the buyer. The buyer must provide a valid government issued photo identification to the seller that contains the buyer's name, residence address and date of birth. A driver's license or ID card issued by the State would be an example. If the identification presented does not include the current address of the transferee (buyer), the transferee (buyer) shall present a second piece of current government-issued identification that contains the current address of the transferee. An acceptable second piece of identification would be a voter's registration card or vehicle registration that supports current residence.
2. Prior to transferring a firearm to a purchaser, you must contact the Oregon State Police Firearms Unit for a criminal background check on the transferee (buyer). After the purchaser has completed Section A of the form, and you have completed Section B, you should contact the Firearms Unit at 1-800-432-5059 or 503-525-6245 to initiate a background check. Record the date of contact on line 38 as well as the initial response from the background check of "Approved," "Denied," "Cancelled," or "Pended" in the blocks provided. If "Approved," a transaction number will be given to record on the form. This transaction number is your approval from the State to proceed with the sale. **A transaction approval number is required before any firearm(s) can be transferred.** If you receive a Pended response, the transaction will be delayed for further research. Record the "Pend" in the appropriate block and annotate the date of pend as well as the date the Firearms Unit will call you back with a response to the background query. If you receive a "Denial," check the appropriate block. An approval number is a permit valid for 24 hours, if transfer is not completed within that period; a new background check must be initiated.
3. Section C is to be completed if the transfer takes place on a later date than that which the transferee completed and signed Section A. After the transferee certifies that the information in Section A is still accurate.

## SECTION A – DEFINITIONS FOR ELIGIBILITY

### Reference for Question on Page 1

9. Federal firearm laws require the person completing this form to be purchasing the firearm for themselves or as a gift.
10. Regardless of when or for what, a person who has been convicted of a felony crime is prohibited to purchase a firearm. Prohibition does not apply if such conviction has been expunged or set aside, or the individual's civil rights have been restored.
11. An indictment or information is a formal accusation of a crime made by a prosecuting attorney.
16. A dishonorable discharge from the Armed Forces prohibits the purchase of a firearm.
19. Firearms may not be sold to individuals who have a court order restraining them from harassing, stalking or threatening an intimate partner or child of such intimate partner or person; which was issued after a hearing in which such individual has received actual notice and had an opportunity to participate.
20. A misdemeanor crime of domestic violence includes, an element of the use or attempted use of physical force, or the threatened use of a deadly weapon, by a current or former spouse, parent or guardian of the victim, by a person with whom the victim shares a child in common, by a person who is cohabiting with or has cohabited with the victim as a spouse, parent or guardian, or by a person similarly situated to a spouse, parent, or guardian of the victim.
22. Under conditions of probation, ORS 137.540 condition "L", an individual on probation is prohibited to possess firearms, unless the court has specifically deleted the condition.
24. A non-dealer may only sell a firearm to a resident of his State if the buyer is not prohibited by law from receiving or possessing a firearm, or to a licensee in any State per Federal law.

## FEES

1. The fee for a background check shall not exceed \$10.00 and will be charged regardless of transaction being approved, denied or pended.
2. A reduced fee will be applied to subsequent criminal background checks on the same recipient that are performed during the same day between the hours of 8 a.m. and 10 p.m.
3. Background check fees are per individual and not based per firearm.



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TOLL-FREE FOR FIREARM TRANSFER BACKGROUND  
CHECKS **1-800-432-5059** OR **503-525-6245** QUESTIONS  
REGARDING THE PROGRAM PLEASE CALL (503) 378-3070.  
TOLL-FREE PHONE LINES OPERATIONAL 7 DAYS A  
WEEK FROM 8A.M. TO 10 P.M. EXCEPT THANKSGIVING  
AND CHRISTMAS DAY.

ALL ENTRIES MUST BE IN INK

## FIREARMS TRANSFER RECORD

SECTION A – TO BE COMPLETED PERSONALLY BY TRANSFEREE (BUYER)

### TRANSFEREE (BUYER) INFORMATION

1. LAST NAME \_\_\_\_\_ FIRST NAME \_\_\_\_\_ MIDDLE NAME \_\_\_\_\_ 2. RACE \_\_\_\_\_  
3. SEX \_\_\_\_\_ 4. DATE OF BIRTH \_\_\_\_\_ 5. STATE OF BIRTH (OPTIONAL) \_\_\_\_\_  
6. SOCIAL SECURITY NUMBER (OPTIONAL) \_\_\_\_\_ 7. COUNTRY OF CITIZENSHIP \_\_\_\_\_  
8. ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ ST \_\_\_\_\_ ZIP \_\_\_\_\_

### ELIGIBILITY CERTIFICATION OF TRANSFEREE (BUYER)

NOTE: Questions 9 through 24 must be answered by circling the “yes” or “no” to the right of the question.

- |   | ANSWERS |    |
|---|---------|----|
| 9. Are you the actual buyer of the firearm(s) indicated on this form? .....   | YES     | NO |
| 10. Have you ever been convicted of a felony crime? .....   | YES     | NO |
| 11. Are you currently under indictment or information in any court for a Felony Crime? .....  | YES     | NO |
| 12. Are you a fugitive from justice? (Do you have any out of state warrants?) .....   | YES     | NO |
| 13. Is there an active felony warrant for your arrest? .....  | YES     | NO |
| 14. Are you an unlawful user of, or addicted to, marijuana, or any depressant, stimulant, or narcotic drug, any other controlled substance? .....   | YES     | NO |
| 15. Have you ever been adjudicated mentally defective or have you been civilly or criminally committed to a mental institution? .....   | YES     | NO |
| 16. Have you been discharged from the Armed Forces under dishonorable conditions? .....   | YES     | NO |
| 17. Are you an alien illegally in the United States? .....  | YES     | NO |
| 18. Have you ever renounced your United States citizenship? .....   | YES     | NO |
| 19. Are you subject to a court order restraining you from harassing, stalking, or threatening an intimate partner or child of such partner? .....   | YES     | NO |
| 20. Have you been convicted in any court of a misdemeanor crime of domestic violence? .....   | YES     | NO |
| 21. Have you been convicted or found not guilty by reason of insanity during the previous four years for any of the following misdemeanor crimes; Assault 4 <sup>th</sup> Degree, Menacing, Strangulation, Intimidation 2 <sup>nd</sup> Degree (1)(b), or Recklessly Endangering? ..... | YES     | NO |
| 22. Are you currently on probation, or by order of a court, prohibited to purchase/possess firearms? .....  | YES     | NO |
| 23. Are you a citizen of the United States? .....   | YES     | NO |
| 24. What is your State of residence? _____  |         |    |

I CERTIFY THE ABOVE ANSWERS ARE TRUE AND CORRECT. I UNDERSTAND A PERSON WHO INDICATES “YES” TO QUESTIONS 10 THROUGH 22 IS PROHIBITED FROM PURCHASING OR POSSESSING A FIREARM. I ALSO UNDERSTAND THAT THE MAKING OF A FALSE ORAL OR WRITTEN STATEMENT OR THE EXHIBITING OF ANY FALSE OR MISREPRESENTED IDENTIFICATION WITH RESPECT TO THIS TRANSACTION IS A CRIME PUNISHABLE AS A CLASS A MISDEMEANOR.

TRANSFEREE’S (Buyer’s) SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

**SECTION B – TO BE COMPLETED BY TRANSFEROR (SELLER)**

**TRANSFEROR (SELLER) INFORMATION**

**LOCATION OF TRANSFER**

25. NAME \_\_\_\_\_  
 26. ADDRESS \_\_\_\_\_  
 CITY \_\_\_\_\_ St \_\_\_\_\_ ZIP \_\_\_\_\_  
 27. PHONE \_\_\_\_\_

28. BUILDING \_\_\_\_\_  
 29. ADDRESS \_\_\_\_\_  
 CITY \_\_\_\_\_ St \_\_\_\_\_ ZIP \_\_\_\_\_  
 30. PHONE \_\_\_\_\_

**NOTE:** REFER TO INSTRUCTIONS FOR GATHERING THE NECESSARY IDENTIFICATION REQUIRED OR CONTACT THE OREGON STATE POLICE FIREARMS UNIT.

31. TYPE OF IDENTIFICATION PRESENTED BY TRANSFEREE (Buyer) \_\_\_\_\_

31a. IDENTIFICATION NUMBER \_\_\_\_\_ EXPIRATION DATE \_\_\_\_\_

31b. TYPES AND DATES OF ADDITIONAL IDENTIFICATION \_\_\_\_\_

32. TYPE OF FIREARM(S) TO BE TRANSFERRED:

☐ HANDGUN - Includes Frames and Receivers      ☐ LONG GUN      ☐ BOTH

33. MANUFACTURE/ IMPORTER	34. MODEL	35. SERIAL NO.	36. TYPE (Pistol, Revolver, Rifle, Shotgun, etc.)	37. CALIBER/ GAUGE

38. INITIAL RESPONSE BY THE OREGON STATE POLICE FIREARMS UNIT WAS:

☐ APPROVED      TRANSACTION APPROVAL NUMBER \_\_\_\_\_  
☐ DENIED      ☐ CANCELLED  
☐ PENDED/DELAYED      TRANSACTION PENDING DATE \_\_\_\_\_ EXTENDED UNTIL \_\_\_\_\_  
(Date)

39. IF INITIAL RESPONSE WAS “PENDED/DELAYED,” THE FOLLOWING RESPONSE WAS RECEIVED FROM THE OREGON STATE POLICE ON \_\_\_\_\_  
(Date)

☐ APPROVED      TRANSACTION APPROVAL NUMBER \_\_\_\_\_ (See Section C)  
☐ DENIED      ☐ CANCELLED

**\*\*\* A TRANSACTION APPROVAL NUMBER IS REQUIRED BEFORE FIREARM(S) CAN BE TRANSFERRED \*\*\***  
**\*\*\*THE UNIQUE APPROVAL NUMBER IS ONLY VALID FOR 24 HOURS FROM TIME OF ISSUANCE\*\*\***

Based on transferee’s statements in Section A, the verification of identity indicated in items 31 through 31b, the information provided with this form addressing the current State and Federal Laws, it is my understanding that it is not unlawful for me to transfer ownership of the firearm(s) listed in items 33 through 37 to the individual identified in Section A.

40. TRANSFEROR’S (Seller’s) SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

**SECTION C – TO BE COMPLETED IF TRANSFER TAKES PLACE ON A LATER DATE.**

If transaction was Pended/Delayed and the transfer of firearm(s) takes place on a different date other than that which the transferee completed and signed SECTION A, then the transferee needs to sign and date SECTION C, re-certifying SECTION A is still true and correct.

41. TRANSFEREE’S (Buyer’s) SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_