



ROSEVILLE POLICE DEPARTMENT
1051 Junction Boulevard, Roseville, CA 95678
(916) 746-1069

RETAIL FIREARMS DEALER LICENSE APPLICATION

☐ Initial Application ☐ Renewal

Permit Number Issued: _____

All information requested on this application is required. Completed applications can take up to 45 days to process. Incomplete applications will be rejected, delaying issuance of the license. **Any Retail Firearms Dealer License renewal should be submitted at least 45 days before the Retail Firearms Dealer License expires.** The license for Retail Firearms Dealer shall expire on December 31st of each year regardless of when the license was issued. It is unlawful for any applicant to begin operating as a Retail Firearms Dealer without first obtaining a city license.

YOU ARE REQUIRED TO SUBMIT THE FOLLOWING DOCUMENTS WITH YOUR APPLICATION:

1.	Copy of applicant and manager/supervisor (responsible persons) Driver's License or other valid government-issued photo ID with proof that applicant and manager are over the age of eighteen (18) years.
2.	\$135.00 Non-refundable application fee (Payable by check to "City of Roseville" or Credit/Debit card)
3.	LiveScan fingerprint service for any new applicant, or responsible persons, such as managers/supervisors + \$32.00 Non-refundable DOJ fee + \$20.00 Non-refundable LiveScan fingerprint fee + \$17.00 Non-refundable FBI fee – Payable at the time of the LiveScan service. Please provide a completed copy of the LiveScan form.
4.	Current City of Roseville Business License (HDL Companies https://roseville.hdlgov.com 916-727-6868)
5.	Fictitious name filing with Placer County, Refer to California Business and Professions Code beginning with Section 17900 for more information. (530-886-5600) or (https://www.placer.ca.gov/1764/Fictitious-Business-Name-Statements) If LLC or Corporation- proof of filing, standing, Statement of Information
6.	Valid Federal Firearms License (Applications available on the ATF main webpage)
7.	Valid California DOJ Certificate of Eligibility - Required for the applicant and all associated responsible persons who handle, sell, or deliver firearms and ammunition (Application available on the California DOJ main webpage – Bureau of Firearms)
8.	Valid California Board of Equalization Seller's Permit (Application available on the California Department of Tax and Fee Administration (CDTFA) main webpage – Register Online)
9.	Emergency Action Plan/Business Diagram (Those who have security personnel must utilize a licensed "Proprietary Private Security Officer" that is registered with California Bureau of Security and Investigative Service) – Further explanation on page five (5)
10.	Written consent from Property Owner, if not the applicant
11.	Copy of the rental lease for the business location
12.	Zoning Approval from the Planning Department (Handled by the Permit Coordinator)
13.	Certificate of Occupancy (https://permitsonline.roseville.ca.us or Building Division-Permit Center 311 Vernon Street, by appointment only)
14.	Fire/Life Safety Inspection (Fire Department) 916-774-5800
15.	Proof of business entity status (W-9 Forms are available on the main IRS webpage) • If a sole proprietor, please provide your current Form W-9. • If a corporation, please provide your current Form W-9, date of incorporation, evidence corporation is in good standing under laws of California, the names and capacities of all officers and directors and name and address of registered agent for service of process. • If a limited liability corporation, please provide your current Form W-9, date of formation, evidence limited liability company is in good standing under laws of California, the names and capacities of all members, and name and address of registered agent for service of process. • If a partnership, please provide a copy of the partnership agreement the names and contact information for all partners, and a current Form W-9 for all partners.
16.	A complete list of the names and birthdates of all current employees who will be employed or retained by the business.

Review 26700 / 26800 California Penal Code

RETAIL FIREARMS DEALER LICENSE APPLICATION

Federal firearms license # _____

City of Roseville business license # _____

California DOJ Certificate of Eligibility # _____

California Board of Equalization Seller's Permit # _____

BUSINESS ESTABLISHMENT INFORMATION

☐ Sole Proprietor ☐ Independent Contractor ☐ Corporation ☐ Limited Liability Corporation

☐ Partnership ☐ Other _____

Business Name _____ Business Telephone (____) _____

Business Address _____

Location Square Footage _____

Business Owner _____ Business Owner's Telephone (____) _____

Website Address _____

Maximum Occupancy _____

Hours of Operation _____

APPLICANT INFORMATION

☐ Owner ☐ Other _____

Applicant Full Name _____

Other Names Used _____

Date of Birth _____ Age _____

Male / Female Height _____ Weight _____ Hair _____ Eyes _____

Scars, tattoos or other distinguishing marks _____

Driver's License # _____ Social Security # _____

Residence Address _____ City _____ State _____ Zip _____

Home Phone _____ Work Phone _____ Cell Phone _____

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Business Name _____

E-mail address _____

Residence addresses for the past five (5) years (Begin with your current address):

Employment history for the past five (5) years (Begin with the current or most recent; include the business name, address, and phone number):

Do you now hold, or have you ever previously held, a range permit or owned any similar business?

☐ Yes ☐ No

If "Yes", explain when and where:

Have you ever had a Firearms Dealer License suspended or revoked?

☐ Yes ☐ No

If "Yes", provide an explanation:

Have you ever been convicted of any Misdemeanor or Felony crime? ☐ Yes ☐ No

If yes, state the nature of the offense(s), jurisdiction where offense occurred and sentence:

Are you presently, or have you **EVER** been, on informal/formal probation or parole in California or elsewhere?

☐ Yes ☐ No If yes, provide all details, including probation/parole officer's name, office address and phone number.

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Business Name _____

Have you ever been convicted of a misdemeanor involving moral turpitude? ☐ Yes ☐ No

What is "Moral Turpitude"? *Moral turpitude is a legal concept in the United States that refers to the gross violation of standards of moral conduct. Conviction of crimes of moral turpitude may disqualify someone from an employment opportunity. Some examples of crimes involving "moral turpitude" include: grand theft, perjury, vice crimes, bigamy, rape, arson, blackmail, embezzlement, fraud, robbery, prostitution, murder, voluntary manslaughter, narcotic sales and falsifying a crime report. Liquor law violations and disorderly conduct do not fall under this classification.*

If yes to the above concerning moral turpitude, provide details and jurisdiction where offense occurred.

List 3 character references other than immediate family members (Name, address, and phone number number).

I give permission to allow a background investigation to verify the information provided.

☐ YES Initial: _____

ON-SITE RESPONSIBLE PERSONS

(Managers/Supervisors)

If you have more than one please list additional on-site responsible persons (Managers/Supervisors) with their information as listed below on a separate page along with their signature acknowledging and providing permission for a background check. Attach these additional pages to your application.

Name _____ Other Names Used _____

Date of Birth _____ Age _____ Driver's License Number/State _____

Residence Address _____

Residence Phone (____) _____ Alternate Contact Phone (____) _____

Please advise the On-Site Manager/Supervisor (responsible persons) there will be a background check and have them sign below acknowledging and providing permission for the background check.

X _____ Date: _____

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Business Name _____

EMERGENCY ACTION PLAN / BUSINESS DIAGRAM

Please include a plan outlining the steps taken to ensure the safety of patrons during an emergency (Examples include emergency contacts, personnel training, evacuation routes and procedures, natural disaster procedures, extended power loss procedure, etc.)

Please include a diagram of the business detailing location(s) of security personnel, exits, patron areas, etc. The sketch or diagram need not be professionally prepared but must be drawn to a designated scale or drawn with marked dimensions of the interior of the premises to an accuracy of plus or minus six inches.

Please initial if the Emergency Action Plan is **unchanged** from the plan submitted with the prior permit.

_____ Initials

Please initial if the Business Diagram is **unchanged** from the plan submitted with the prior permit.

_____ Initials

CHANGES OF ANY KIND TO THE INFORMATION PROVIDED ON THIS APPLICATION MUST BE REPORTED TO THE ROSEVILLE POLICE DEPARTMENT IN WRITING WITHIN TEN (10) CALENDAR DAYS.

I, the undersigned applicant, hereby certify under penalty of perjury that the answers and statements I have made on all pages of this application and in all supporting documents are true, correct and complete to the best of my knowledge and belief. I understand that any information misrepresented or intentionally omitted will result in automatic denial of this application, and/or revocation of the license, and may subject me to criminal prosecution. I have read and understand the applicable sections of the State Law Penal Code Section, 26700 and 26800.

I hereby have applied for license to sell firearms at the above stated business address, pursuant to the provisions of Part 6, Title 4, Division 6, Chapter 2, Article 1 of the California Penal Code. If such a license is issued to me, I agree to comply with and abide by all laws of the State of California relating to the sale of such weapons.

APPLICANT: **Signature**

Print name

Date

CITY REPRESENTATIVE: **Signature**

Print name

Date

▽ FOR POLICE DEPARTMENT USE ONLY ▽

Notes: