



TOWN OF PARADISE POLICE DEPARTMENT

5595 Black Olive Drive, Paradise, CA 95969 • 24-Hour (530) 872-6241 • General (530) 872-6161 • FAX (530) 872-4950

INSTRUCTIONS TO APPLICANT

Firearms Dealer - Employee – Initial and Renewal

Firearms Dealer Employee Permit:

In order to obtain or renew your local regulatory permit as a Firearms Dealer Employee, please submit the following items to the Paradise Police Department:

For Initial and Renewal Applications:

- Town of Paradise Firearm Dealer Employee License Application
- Copy of completed Certificate of Eligibility Application
- Certificate of Eligibility Live Scan Form
- Copy of valid State retail sales permit for the business. A copy should already be in the business file at the PD. If not a copy must be brought in.
- **Livescan Fees made payable to the Town of Paradise (See current Master Fee Schedule)
 - ****Initial License Only**

For New Applications:

The Federal Firearms License and California Department of Justice will require a Live Scan fingerprint submission. The applications are provided by the Department of Justice. When these are received by you, an appointment is necessary to complete the Live Scan. Payment for Live Scan services is due at the time of the Live Scan appointment. Live Scan fees are non-refundable.

Fingerprint results are sent directly to the Federal Firearms License and Department of Justice. When these are cleared by the Federal Firearms License and Department of Justice, a certificate is sent to the applicant. Once the certificate is received, it must be submitted to the Paradise Police Department for verification and a copy is maintained with the Department application. If a copy is not received by the Police Department, permit can be revoked.

No application will be approved until the Department of Justice has cleared the fingerprints and sends a certificate. Please note: there is no specific time frame in which the Department of Justice is required to return results of fingerprints. Your Certificate of Eligibility is your approval through the Town as an employee to sell firearms.

Employees:

Each new employee who handles, delivers, sells, shows or displays firearms is required to submit Live Scan fingerprints as per DOJ current requirements and maintain a valid Certificate of Eligibility.

To renew, please submit an updated application and follow the process above prior to the expiration of the Certificate of Eligibility.

It is the responsibility of the applicant to know and understand the relevant Town municipal code section and any other state or federal codes which may apply.

The Town of Paradise Municipal Codes and current Master Fee Schedule can be found at www.townofparadise.com.

• It is unlawful for any person or entity to violate or fail to comply with the provisions of chapter 5.05 of the Paradise Municipal Code (attached). Such violation shall be punishable as an infraction. • Under Federal and State law, a One Dollar (\$1.00) fee may be collected in addition to any other fees for compliance with disability access laws.

TOWN OF PARADISE

Town Hall, 5555 Skyway, Paradise, CA 95969 -- (530) 872-6291
Paradise Police Department, 5595 Black Olive Dr. Paradise, CA 95969 -- (530) 872-6241 or (530) 872-6161

Application Specific Information -Firearms Employee

TOWN OF PARADISE USE ONLY 3/23/15

- SIGNED TOWN OF PARADISE 5.05 LICENSE APPLICATION RECEIVED BY: _____ DATE: _____
- COPY OF FFL APPLICATION
- COPY OF VALID STATE RETAIL SALES PERMIT
- COPY OF VALID FEDERAL FIREARMS LICENSE
- COPY OF VALID CALIFORNIA DEPARTMENT OF JUSTICE BUREAU OF FIREARMS CERTIFICATE OF ELIGIBILITY

RECEIVED BY: _____ DATE: _____

- COPY OF CERTIFICATE OF ELIGIBILITY APPLICATION
- COPY OF ANY ADDITIONAL SPECIAL PERMITS ISSUED BY THE DEPARTMENT OF JUSTICE

RECEIVED BY: _____ DATE: _____

- LIVE SCAN FINERPRINT COMPLETED/FEEES PAID
(For New Applications Only)

- APPROVED REJECTED

By Police Department

BY: _____ DATE: _____

PERMIT LICENSE # _____

EXPIRATION DATE _____

Copies Routed To: Police _____

COMMENTS REGARDING REJECTION OR OTHER: _____

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Town of Paradise License Application

Initial

Renewal

TO BE COMPLETED BY APPLICANT

Applicant Name: _____

Home Address: _____

City: _____ State _____ ZIP: _____

Home Phone: _____

DOB: _____ SSN: _____

CDL: _____ State _____ Expires: _____

Mobile _____ E-Mail _____

Business Name: _____

Business Location: _____

City: _____ State _____ ZIP: _____

Phone: _____

Business Mailing Address: _____

Tax Exempt?

Charitable? Charitable Purpose? _____

List All Residences in the Last Five Years

Address: _____ From _____ To _____

Address: _____ From _____ To _____

Address: _____ From _____ To _____

Have you ever been convicted of a felony, as defined by California law? YES NO

If YES, Date of conviction: _____ Offense _____

Have you ever been required to register with a law enforcement agency pursuant to Section 290 of the Penal Code?

YES NO If YES, Date _____ Law Enforcement Agency _____

It shall be unlawful for any person knowingly to falsify or conceal any fact or make any false or fraudulent statement or misrepresentation in any matter or proceeding within the jurisdiction of any department or agency of the Town (Ordinance 16, Section 15-11).

I declare under the penalty of perjury that the foregoing is true and complete to the best of my knowledge and belief.

Signature: _____ Date _____