



Oregon State Police

Firearms Instant Check System

3565 Trelstad Avenue SE

Salem, OR 97317

1-800-432-5059

Firearms Transfer Record Instruction Sheet

Privacy Act Information

- Authority - Solicitation of this information is authorized under ORS 166.436 and ORS 166.438
- Purpose - To determine eligibility of the transferee (buyer) to receive firearms under state and federal laws.
- Disclosure of the individual's Social Security Number is strictly voluntary.

Important Requirements

- Except as specified in ORS 166.435, all transfers of firearms are required to have a background check performed.
- A background check for a firearms transfer is required at "Gun Shows" per ORS 166.441, defined as an event where more than 25 firearms are on site and available for transfer (ORS 166.432 (2)(b)).
- Transferor/seller must receive notification that the transferee/buyer is qualified before the transfer is completed.
- Transferor/seller may opt to complete the transfer through a Federal Firearms License (FFL) dealer.
- 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.
- Pursuant to ORS 166.438, failure to comply with the Criminal History Records 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 Transferee/Buyer

- 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.
- 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.
- If the transfer of the firearms(s) takes place on a different day from the date that the purchaser signed Section A, then the transferor/seller must verify the photo identification of the transferee/buyer prior to the transfer, and the transferee/buyer must complete the certification in Section C at the time of transfer.

Instructions to Transferor/Seller

- Know your transferee/buyer- Before selling or delivering a firearm to another person, you must establish the identity, place of residence, and age of the buyer. The buyer must provide valid government issued photo identification to the seller that contains the buyer's name, current residential address and date of birth. Example: State issued driver license or identification card. If the identification presented does not include the current address, the buyer shall present a second piece of current government issued identification that contains the current address.
- Prior to transferring a firearm, the seller must contact the Oregon State Police Firearms Unit for a criminal background check on the buyer. After the buyer has completed Section A of the form and the seller has completed Section B, contact the Firearms Unit at 1-800-432-5059 or 503-585-6245 to initiate a background check. Record the date of contact and the initial response from the background check of "Approved", "Denied", "Cancelled", or "Pended" in Section B. If "Approved", record the transaction number on the form. This is an approval from the State to proceed with the sale. A transaction approval number is required before any firearm(s) can be transferred. If a "Pended" response is received, the transaction will be delayed until further notice. Notate the "Pended" date. The Firearms Unit will call the seller with a final status determination. If a "Denied" response is received, notate the NICS Transaction Number (NTN) and provide the NTN to the buyer.
- An approval number is a valid for 24 hours. If transfer is not completed within that period, a new background check must be initiated.
- When the firearm transfer occurs at a later date, Section C is to be completed after the transferee certifies the information in Section A is still accurate.

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Section A - Definitions for Eligibility

Completed by Transferee/Buyer

Unique Personal Identification Number (UPIN)/ Appeals Management Database (AMD): For a transferee/buyer approved to have information maintained about them in the FBI NICS Voluntary Appeals File, NICS will provide them with a UPIN/AMD, which the buyer should record. The seller will provide the UPIN/AMD to the State.

1. Federal firearm laws require the person completing this form to be purchasing the firearm for themselves or as a gift.
2. Regardless of when or for what, a person who has been convicted of a felony crime is prohibited from purchasing a firearm. Prohibition does not apply if such conviction has been expunged, set aside, or the individual's firearms rights have been restored.
3. An indictment or information is a formal accusation of a crime made by a prosecuting attorney.
8. A dishonorable discharge from the Armed Forces prohibits the purchase of a firearm.
11. Firearms may not be sold to individuals who have a court order restraining them from harassing, stalking or threatening an intimate partner, child of such intimate partner or person or family or household member; a finding of credible threat to the physical safety of the intimate partner or child, or family or household member; which was issued after a hearing in which such individual has received actual notice and had an opportunity to participate.
12. 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 who 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 person, parent or guardian of the victim, or a family or household member.
14. Under conditions of probation, ORS 137.540(1)(J), an individual on probation is prohibited from possessing firearms, unless the court has specifically deleted this subsection.
17. A non-dealer may only sell a firearm to a resident of the same state when the buyer is not prohibited by law from receiving or possessing a firearm.

Fees

- The fee for a background check shall not exceed \$10.00 and will be charged regardless of transaction being approved, denied, cancelled or pended.
- 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.
- Background check fees are per individual and not based per firearm.



Firearms Transfer Record

Toll-Free for firearm transfer background checks call 1-800-432-5059 or 503-585-6245, phone lines operate 7 days a week from 8 A.M. to 10 P.M. except Thanksgiving and Christmas day.

Transferee/Buyer Information

Section A - To be completed personally by the transferee/buyer

Last Name First Name Middle Name Suffix

Address City

Resides in City Limits
 Yes No Unknown

State ZIP/Postal Code

Sex Race Ethnicity

Place of Birth State of Birth County of Citizenship

Date of Birth Social Security Number UPIN/AMD

Eligibility Certification of Transferee/Buyer

Note: Questions 1 through 16 must be answered by selecting "yes" or "no" to the right of the question.

1. Are you the actual buyer of the firearm(s) indicated on this form? Yes No
2. Have you ever been convicted of a felony crime? Yes No
3. Are you currently under indictment or information in any court for a felony crime? Yes No
4. Are you a fugitive from justice? (Do you have any out of state warrants?) Yes No
5. Is there an active felony warrant for your arrest? Yes No
6. Are you an unlawful user of, or addicted to, marijuana, or any depressant, stimulant, narcotic drug, or any other controlled substance? Yes No
7. Have you ever been adjudicated mentally defective or have you been civilly or criminally committed to a mental institution? Yes No
8. Have you been discharged from the Armed Forces under dishonorable conditions? Yes No
9. Are you an alien illegally in the United States? Yes No
10. Have you ever renounced your United States citizenship? Yes No
11. Are you subject to a court order restraining you from harassing, stalking, or threatening an intimate partner, child of such partner or family or household member? Yes No
12. Have you been convicted in any court of a misdemeanor crime of domestic violence? Yes No
13. 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 4th Degree, Menacing, Strangulation, Bias Crime, or Recklessly Endangering? Yes No
14. Are you currently on probation, or by order of a court, prohibited to purchaser/possess firearms? Yes No
15. Have you been convicted in any court of Stalking ORS 163.732? Yes No
16. Are you a citizen of the United States? Yes No

A. If "No", what is your county of citizenship?

B. What is your U.S.-issued alien number or admission number?

17. What is your state of residence?

I certify the above answers are true and correct. I understand a person who indicates "yes" to question 2 through 15 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 oral or written statement or the exhibiting of a false or misrepresented identification with respect to this transaction is a crime punishable as a class A misdemeanor.

Transferee/Buyer Signature

Date

Firearms Transfer Record

Section B - To be completed by the Transferor/Seller

Location of Transfer

Location Name	<input type="text"/>	Address	<input type="text"/>	
City	<input type="text"/>	State	<input type="text"/>	ZIP/Postal Code <input type="text"/>

Transferor/Seller Information

Last Name	<input type="text"/>	First Name	<input type="text"/>	Phone Number	<input type="text"/>
Address	<input type="text"/>				
City	<input type="text"/>	State	<input type="text"/>	ZIP/Postal Code	<input type="text"/>

Transferee/Buyer Identification

Note: Refer to Instructions to Transferor/Seller for identification requirements.

18. Type of Identification presented by Transferee/Buyer	<input type="text"/>		
18a. Identification Number	<input type="text"/>	18b. Expiration Date	<input type="text"/>
18c. Additional Identification	<input type="text"/>		

Firearm Information

Type of firearm(s) to be transferred:

Handgun - Includes Frames and Receivers Long Gun Both

Firearm #1

Manufacturer/Importer	<input type="text"/>	Type	<input type="text"/>	Model	<input type="text"/>
Caliber/Gauge	<input type="text"/>	Serial Number	<input type="text"/>		

Firearm #2

Manufacturer/Importer	<input type="text"/>	Type	<input type="text"/>	Model	<input type="text"/>
Caliber/Gauge	<input type="text"/>	Serial Number	<input type="text"/>		

Firearm #3

Manufacturer/Importer	<input type="text"/>	Type	<input type="text"/>	Model	<input type="text"/>
Caliber/Gauge	<input type="text"/>	Serial Number	<input type="text"/>		

Firearms Transfer Record

Response from Oregon State Police

Initial response by the Oregon State Police Firearms Unit:

- Approved Transaction Approval Number
- Denied NICS Transaction Number (NTN)
- Pended/Delayed Pended/Delayed Date Extended Until
- Cancelled

If initial response was "Pended/Delayed", the following response was received from the Oregon State Police:

- Approved Transaction Approval Number Date
- Denied NICS Transaction Number (NTN) Date
- Cancelled Date

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 18 through 18c, 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 Section B to the individual identified in Section A.

Transferor/Seller Signature Date

Section C - To be completed if transfer takes place on a later date

If the initial response was Pended/Delayed and the transfer of firearm(s) occurs on a different date, then the transferee needs to sign and date Section C, re-certifying Section A is still true and correct.

Transferee/Buyer Signature Date