



CALIFORNIA DEPARTMENT OF JUSTICE  
BUREAU OF FIREARMS  
**Employee Certificate of Eligibility  
Report of Employment**



This form is to be completed and submitted to the Department of Justice (DOJ) when a person who currently holds a valid Certificate of Eligibility (COE) becomes an employee of a licensed California firearms dealer who requires that his/her employees to obtain a COE (Pen. Code, § 26915). The transmittal of this form to DOJ will associate your name with the dealer with whom you are employed. If, during the term of this COE, or upon renewal, you are found to be lawfully prohibited from possessing firearms, your COE will be revoked and you and the licensee certified on this form will be notified of the revocation.

To ensure your privacy, when you terminate employment with this firearms dealership, complete a Employee Certificate of Eligibility Termination of Employment Notice (BOF 118) and submit to DOJ. The transmittal of that form to DOJ will result in DOJ disassociating your name with the dealership.

**COE HOLDER INFORMATION:**

\_\_\_\_\_  
Last Name                      First Name                      Middle Name                      COE Number

\_\_\_\_\_  
Physical Address                      City                      State      Zip Code

\_\_\_\_\_  
Mailing Address (if different)                      City                      State      Zip Code

\_\_\_\_\_  
CA Driver License or Identification Number      Date of Birth                      Telephone Number

**CALIFORNIA FIREARMS DEALERSHIP INFORMATION:**

\_\_\_\_\_  
Dealership Name                      California Firearms Dealer (CFD) Number

\_\_\_\_\_  
Name of Licensee

\_\_\_\_\_  
Business Address                      City                      State      Zip Code

**EMPLOYEE COE HOLDER CERTIFICATION:**

I certify I currently hold the COE listed above. My employer has informed me that I am required to maintain a current COE and provide a copy to him/her. I understand that if my COE is revoked, the licensee of the dealership named above will be notified of the revocation. I understand that if I terminate my employment with this dealership to ensure the protection of my privacy I will notify DOJ by submitting an Employee Certificate of Eligibility Termination of Employment Notice (BOF 118) to DOJ within ten (10) days of termination. I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*

If you have any questions, please contact the Bureau of Firearms at (916) 227-2153. Mail completed form to:

Department of Justice  
Bureau of Firearms - COE  
P.O. Box 160367  
Sacramento, CA 95816-0367  
FAX: (916) 227-1021

# Privacy Notice

As Required by Civil Code § 1798.17

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**Collection and Use of Personal Information.** The Bureau of Firearms in the Department of Justice collects the information requested on this form as authorized by Penal Code Section 26915. The Bureau of Firearms uses this information to associate a holder of a Certificate of Eligibility with a firearms dealer. In addition, any personal information collected by state agencies is subject to the limitations in the Information Practices Act and state policy. The Department of Justice's general privacy policy is available at <http://oag.ca.gov/privacy-policy>.

**Providing Personal Information.** All the personal information requested in the form must be provided. This form will not be processed for failure to provide all personal information requested.

**Access to Your Information.** You may review the records maintained by the Bureau of Firearms in the Department of Justice that contain your personal information, as permitted by the Information Practices Act. See below for contact information.

**Possible Disclosure of Personal Information.** In order to associate a holder of a Certificate of Eligibility with a firearms dealer, we may need to share the information you give us with any peace officer or other person designated by the Attorney General upon request.

The information you provide may also be disclosed in the following circumstances:

- In response to a Public Records Act request, as allowed by the Information Practices Act;
- To another government agency as required by state or federal law;
- In response to a court or administrative order, a subpoena, or a search warrant.

**Contact Information.** For questions about this notice or access to your records, you may contact the Department of Justice, Bureau of Firearms at (916) 227-3751 or P.O. Box 160367, Sacramento, CA 95816-0367.