

Washington Firearms Dealer License

When do I need to obtain a Washington Firearms Dealer License?

RCW 9.41.010(10) requires anyone engaged in the business of selling firearms at wholesale or retail or who has, or is required to have a federal firearms license under 18 U.S.C. Sec. 923(a) is required to have a Washington firearms dealer license.

How do I apply for a Washington Firearms Dealer License?

You can apply for a Washington firearms dealer license at the Oak Harbor Police Department if your business is located in the City of Oak Harbor. If your business is located in the unincorporated area of the county, then you must apply at the Island County Sheriff's Office.

What are the application hours?

Application hours are 10:00 a.m. – 1:30 p.m. on Tuesday and Thursday.

Is there a background check?

Yes. You will be fingerprinted and a criminal history background check will be conducted prior to issuing your Washington firearms dealer license.

How long does it take before I receive my Washington Firearms Dealer License?

If you are applying for your first Washington firearms dealer license, it may take up to 30 days to complete the background check before the license is issued.

What documents will I need to bring with me when applying for my Washington Firearms Dealer License?

You will need to bring your:

- Federal Firearms License
- Washington State Business License, picture identification, (i.e. Washington driver's license or identification card)
- \$125.00 check or money order made payable to the City of Oak Harbor.

How long is my Washington Firearms Dealer License valid?

Your Washington firearms dealer license is valid for one year from the date of issuance. You **will not** receive a renewal notice and it is **your** responsibility to ensure your license has not expired.

How do I re-apply for a Washington Firearms Dealer License?

You must apply for a new Washington firearms dealer license each year. You will need to bring your:

- Federal Firearms License
- State Business License
- Current Washington firearms dealer license

- Picture identification, (i.e. Washington driver's license or identification card)
- \$125.00 check or money order made payable to the City of Oak Harbor.

What if I want to move my firearm store/business?

If you are moving your store/business within the same law enforcement jurisdiction a replacement license with the new address will be issued with no fee. If you are moving to a new jurisdiction, you will need to contact that law enforcement agency for a new license.

What if I want to open another firearms store?

If you open another firearms store you will need to obtain a Washington firearms dealer license for that specific location. Again, you will need to bring your:

- Federal Firearms License
- State Business License
- Picture identification, (i.e. Washington driver's license or identification card)
- \$125.00 check or money order made payable to the City of Oak Harbor.

How do I get the state pistol transfer forms I need to sell handguns at my business?

To receive the state pistol transfer forms you will need to contact the Department of Licensing, Firearms Unit at:

Department of Licensing
Firearms Unit
P.O. Box 9649
Olympia, WA 98507-9649
(360) 664-6616
360) 586-2726 Fax

For more information about firearms law:

If you would like to obtain more information pertaining to state firearms law, contact the Department of Licensing in Olympia at the address and phone number above.

For questions regarding federal law pertaining to firearms, or if you would like to obtain a copy of Federal Firearms Regulations, contact:

The Bureau of Alcohol, Tobacco, Firearms and Explosives (ATF)
915 2nd Ave, Room 790
Seattle, WA 98174
(206) 389-6800
www.atf.gov

Office use only	
ID number	_____
SID number	_____
FBI number	_____

I intend to deal in: (check all that apply)

- Pistols
- Firearms other than pistols
- Ammunition

Firearms dealer information

Full name of firearms dealer company/corporation/owner agent			
Business address (include physical and Post Office box addresses)			
City	State	ZIP code	County
Type of identification (driver license, etc.)	Identification number		
Federal firearms license number	Expiration date		
(Area code) Business telephone number	Washington UBI number (16 digits)	Previous dealer license expiration date	

Individual/Agent information

PRINT or TYPE Name (Last,First,Middle)							
List any other names by which you have been known (maiden name, alias, etc.)							
Residential address							
City				State	ZIP code	County	
Date of birth (mm/dd/yyyy)	Age	Race	Gender	Height	Weight	Eyes	Hair
List type and location of all marks, scars, and tattoos							
Have you been a resident of Washington state for the last 90 days? <input type="checkbox"/> Yes <input type="checkbox"/> No				(Area code) Home telephone (optional)			
Are you a U.S. citizen? <input type="checkbox"/> Yes <input type="checkbox"/> No		Place of birth (city, state or province, and country)					
If you are not a U.S. citizen, in order to legally possess a firearm you are required to obtain an alien firearms license (RCW 9.41.170). Do you possess such a license? <input type="checkbox"/> Yes <input type="checkbox"/> No							
If you possess an alien firearms license, enter the license number, expiration date, and Alien Registration/I-94 number							

1. Have you ever been convicted in adult court or adjudicated in a juvenile court, in this state or elsewhere, of one of the prohibitive crimes described on page 2 of this form? Yes No
2. Are you now on bond or personal recognizance pending trial, appeal, or sentence for any serious offense, as defined in RCW 9.41.010? Yes No
3. Are you the subject of an outstanding arrest warrant from any court for any crime? Yes No
4. Have you been convicted of three or more violations of Washington's firearms laws within any five-year period? Yes No
5. Have you had a firearm forfeited within the past year for a drug or alcohol incident pursuant to RCW 9.41.098(1)(e)? Yes No
6. Are you under a court order or an injunction concerning the possession of a firearm? Yes No
7. Is your concealed pistol license, if any, in a revoked status? Yes No
8. Have you ever been confined in a mental-health facility for more than fourteen days for treatment, or been committed as criminally insane? Yes No

If you answered yes to any of the numbered questions above, but still believe you are eligible for a license, attach a list of dates and circumstances including copies of any applicable pardons, certificates of rehabilitation, or court orders.

Dealer requirement information

RCW 9.41.110, Section 5(b): "A dealer shall require every employee who may sell a firearm in the course of his or her employment to undergo fingerprinting and a background check. An employee must be eligible to possess a firearm, and must not have been convicted of a crime that would make the person ineligible for a concealed pistol license, before being permitted to sell a firearm. Every employee shall comply with requirements concerning purchase applications and restrictions on delivery of pistols that are applicable to dealers."

Initial to confirm that you have read and understood this section **X**_____

Caution: Local laws and ordinances on firearms are preempted by state laws and must be consistent with state law. Although state and local laws do not differ, federal law and state law on the possession of firearms differ. If you are prohibited by federal law from possession of a firearm, you may be prosecuted in federal court. A state license is not a defense to a federal prosecution.

Washington State prohibitive crimes

- Conviction or adjudication for any felony offense in this state or elsewhere.
- Any of the following crimes when committed by one family or household member against another, committed on or after July 1, 1993:
 - Assault in the fourth degree
 - Coercion
 - Stalking
 - Reckless endangerment
 - Criminal trespass in the first degree
 - Violation of the provisions of a protection order or no-contact order restraining the person or excluding the person from a residence

Federal law prohibits the following persons from receiving a firearm:

- anyone convicted in any court of domestic violence assault (felony or misdemeanor), regardless of the date of conviction
- anyone under a court order restraining him or her from committing domestic violence
- anyone who is an unlawful user of, or is addicted to, narcotics or other controlled substances
- anyone who is of unsound mind, is adjudicated as mentally defective, or who has been committed to a mental institution
- anyone who has been dishonorably discharged from the Armed Forces
- anyone who is an alien and is in the U.S. illegally or unlawfully
- anyone who has renounced his or her U.S. citizenship
- anyone convicted of, or under indictment/information for, a felony crime punishable by imprisonment for a term that is longer than one year, if the law of the state of conviction bars possession of a firearm
- anyone who is a fugitive from justice

Applicant signature

Signing this application authorizes the Department of Social and Health Services, as well as mental-health institutions and other health-care facilities, to release information relevant to your eligibility for a firearms dealer license to an inquiring court or law-enforcement agency.

I certify under penalty of perjury under the laws of the state of Washington that the foregoing is true and correct.

_____ **X** _____
 Date and place Applicant signature

Local law enforcement use only			
RECORDS CHECKS	DATE	INITIALS	RECEPTION CHECKLIST
<input type="checkbox"/> QNP Inquiry _____ <small style="margin-left: 100px;">Check only DOL WANTS CPL No NIC</small>			Rec'd by: _____ Date: _____
<input type="checkbox"/> Local Records _____			Driver license verified: _____ FFL/UBI Rec'd _____
<input type="checkbox"/> DSHS Faxed _____			Fee paid: <input type="checkbox"/> Cash <input type="checkbox"/> Check (# _____)
_____			Amount paid: \$ _____ Receipt # _____
_____			Prints taken? <input type="checkbox"/> Yes <i>(Prints required on all dealer applicants)</i>
<input type="checkbox"/> Approved <input type="checkbox"/> Denied By _____			Entered Online by: _____ Issued/mailed: _____
			Date _____