

ALL FIREARM DEALER BACKGROUND CHECK SUBMITTALS

For any and all firearm sales you must send all applications using email, fax, or United States Postal Service by end of the business day (RCW 9.41.090(5)) in which the application was initiated at your place of business or Gun Show. If the applicant is purchasing multiple firearms, then Multi Sale form should be included as well.

In addition, if applicant is an Immigrant Alien in possession of a valid Washington State Alien Firearm License please provide clear copies of the Passport, VISA, I-94 printout, State Hunting License, and State Driver's License or ID

If the applicant is a Permanent Resident, please send a clear copy of the Permanent Resident Card as well as the State Driver's License or ID.

Remember...as of July 1, 2019 ALL Pistol Transfers and other firearm application defined in I-1639 will require the NTN response from the Law enforcement agency in which the applicant resides. Delays in supplying the applications to the correct law enforcement agency will delay receipt of the NTN response and delay the final sale of the firearms.

Pistol Transfer Applications- King County Sheriff's Office receives, on average, over 120 Pistol Transfer Applications daily. Due to our volume, we provide many options for any firearm dealer to submit their Pistol Transfer applications and all other firearm applications for the mandated background checks. Please note the various ways in which you can submit the completed copy of the Pistol Transfer Applications and other applications to the King County Sheriff's Office:

FAX: 206/205-8286

- All proceeds, delays and/or denial responses will be faxed back

EMAIL: kcs0941@kingcounty.gov

Please send all associated applications and applicant identification to this same email address.

*****please note:** All King County Sheriff's Office emails are subject to Public Disclosure. To avoid violations of both the State and Federal Laws, please **DO NOT** save the attachment utilizing anything that indicates this is a gun sale (no applicant names, no use of type of transaction, do not use name of business, etc.). Acceptable attachment titles include these suggestions:

- 3 requests 01 Jan 2016 (*or*)
- Transactions 101-110 (if you use a dealer transaction number) (*or*)
- Receipt 123456

PROCEED responses may be faxed, emailed or mailed thru the United States Postal Service

EMAILED PROCEED RESPONSES: may be sent via email **ONLY** if you provide **both** a valid email address **and** your Dealer Transaction Number or Receipt Number (these numbers must be unique for the specific transaction/application only). The subject line for an emailed response will include the Dealer Transaction Number, Receipt Number associated with the applicant. The body of the email would read PROCEED along with the NICS Transaction Number (NTN#). The name of the applicant

WILL NOT be included in this response. This is acceptable in compliance with the requirements of ATF auditing.

Denials and delays will **not** be emailed. They will be faxed or mailed only. To prevent the completion of a sale to an ineligible applicant, we will attempt to phone your business to inform you of the denial/delay if the 10 business day response is near. However, we will send the denial or delay notification via fax or postal.

*****Please note: Although the law is outdated regarding the electronic processes, compliance with RCW 9.41.090(5) is achieved once you have emailed or faxed a copy of the Pistol Transfer Application. You do not need to additionally mail a copy to our office. Verification of receipt by fax or email complies with the law. *****

If you are unsure which Law Enforcement Agency within King County should process the background check for your applicant, please visit the following website:

<http://gismaps.kingcounty.gov/parcelviewer2/>

The following cities contract police services with King County Sheriff's Office:

Burien Carnation Covington Kenmore Maple Valley

Newcastle Sammamish SeaTac Shoreline Skykomish

Town of Beaux Arts Woodinville

We will process applications for any and all applicants residing in these contract cities and in any area of unincorporated King County. A response to all applications will be provided by the close of business of the **10th Business Day**. Any applications received after 4:30pm will be considered "received" on the following business day.

In addition, any application received involving an applicant that does **not** reside within the jurisdiction of King County Sheriff's Office will be returned to the original Firearm Dealer and will include the agency in which the applicant resides.

With the inception of **I-1639** and the discontinuation of FBI NICS background checks for applicants with a Concealed Pistol License (in July 2019), we are prepared to stay within the guidelines of the law regarding the 10 business day response requirement. Our agency has never been delinquent with responses. Therefore, if we have not responded per state law, it is probable we have not received the application. To ensure no firearm is delivered/sold without the required background checks, including the NICS Transaction Number (NTN), please contact our office **prior** to release of **any** firearm to verify the receipt of the application. We will verify whether the application is in our possession and if delays or denials are expected.

Please keep in mind the requirement that each and every firearm background check must include a Mental Health query to the Washington State DSHS Firearms Compliance Unit (Health Care Authority) and a subsequent response. This is a separate entity to which all law enforcement agencies submit requests. A delayed response from DSHS will result in a 30 day delay response from King County Sheriff's Office.

KING COUNTY SHERIFF'S OFFICE HOURS OF OPERATION

Monday thru Friday 8:30am - 4:00pm
Closed every Saturday and Sunday, and the following holidays:

New Years Day If this holiday falls on a Saturday, then we are closed the day before (Friday). If this holiday falls on a Sunday, then we are closed the day after (Monday)

Martin Luther King, Jr. Birthday (a Monday in January)

President's Day (a Monday in February)

Memorial Day (a Monday in May)

4th of July If this holiday falls on a Saturday, then we are closed the day before (Friday). If this holiday falls on a Sunday, then we are closed the day after (Monday)

Labor Day (a Monday in September)

Veterans Day If this holiday falls on a Saturday, then we are closed the day before (Friday). If this holiday falls on a Sunday, then we are closed the day after (Monday)

Thanksgiving (a Thursday in November)

Day AFTER Thanksgiving (a Friday in November)

Christmas Day If this holiday falls on a Saturday, then we are closed the day before (Friday). If this holiday falls on a Sunday, then we are closed the day after (Monday)

In all cases, these holidays and office closures do NOT count as a business day.

Commissioned Officers Purchases:

If a commissioned officer is purchasing a firearm for personal use, the application must be treated as a regular Pistol Transfer Application in accordance with RCW 9.41.090(c). The Commission Card is not to be used in lieu of a valid Concealed Pistol License or to allow for immediate release of a firearm that requires the mandated background checks. You will receive the NICS Transaction Number (NTN) from the law enforcement agency in which the applicant resides.

Any questions, please feel free to contact me.

Terri P. Johnson
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King County Sheriff's Office
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