

**F S C**



# **Firearm Safety Certificate**

**M A N U A L**

**for  
California Firearms Dealers  
and  
DOJ Certified Instructors**



**California Department of Justice  
Division of Law Enforcement  
Bureau of Firearms  
January 2015**

# **FIREARM SAFETY CERTIFICATE MANUAL**

## **For California Firearms Dealers and DOJ Certified Instructors**

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# INTRODUCTION



This Department of Justice (DOJ) Firearm Safety Certificate (FSC) Manual contains the FSC Program guidelines and procedures for California firearms dealers and DOJ Certified Instructors. You should use the manual as your first source of information regarding the FSC Program. If you need information not found in the manual, you may contact the Bureau of Firearms at (916) 227-7527.

The growing concern over the number of accidental firearm shootings, especially those involving children, prompted passage of the initial handgun safety law which went into effect in 1994. The stated intent of the California Legislature in enacting the current FSC law is for persons who obtain firearms to have a basic familiarity with those firearms, including, but not limited to, the safe handling and storage of those firearms.

The statutory authority for this program is contained in Penal Code sections 26840 and 31610 through 31700. These statutes mandate DOJ to develop, implement and maintain the FSC Program. Pursuant to Penal Code section 26840, a firearms dealer cannot deliver a firearm unless the person receiving the firearm presents a valid FSC, which is obtained by passing a written test on firearm safety. Prior to taking delivery of a firearm from a licensed firearms dealer, the purchaser/recipient must also successfully perform a safe handling demonstration with that firearm. Specific categories of persons who are experienced and proficient with firearms are exempt from the FSC and safe handling demonstration requirements.

# FIREARMS DEALER RESPONSIBILITIES



The two primary FSC statutory responsibilities of licensed firearms dealers are: (1) confirming firearm purchasers/recipients have obtained the required FSC or qualify for an exemption; and (2) confirming firearm purchasers/recipients have successfully performed the mandatory safe handling demonstration. This section of the manual provides firearms dealers with detailed information regarding these responsibilities related to the sale or transfer of firearms, including record keeping requirements necessary to confirm compliance by purchasers and dealers. Firearms dealers who are also DOJ Certified Instructors should refer to the DOJ Certified Instructor Responsibilities section for additional information related specifically to their role as Certified Instructors.

## **The Firearm Safety Certificate Law**

California Penal Code sections 26840, 26850, and 26860, state that no dealer may deliver a firearm unless the person receiving the firearm presents to the dealer a valid firearm safety certificate and no firearms dealer may deliver a firearm unless the recipient performs a safe handling demonstration with that firearm. The law exempts certain categories of individuals from the FSC and safe handling demonstration requirements.

Pursuant to Penal Code section 31610, it is the intent of the Legislature in enacting these laws to require that persons who obtain firearms have a basic familiarity with those firearms, including, but not limited to, the safe handling and storage of those firearms.

## **Verifying and Recording FSC Information on a DROS**

As a firearms dealer, prior to submission of a Dealer's Record of Sale (DROS) for a firearm transaction, you must verify and record the firearm purchaser/recipient's FSC number or exempt status.

You must verify the name of the individual on the FSC is the same as the purchaser/recipient on the DROS. Once you have verified the certificate holder's identity as valid for that certificate, the FSC number must be recorded in the FSC field on the electronic DROS transaction form. You must keep a copy of the FSC with the original DROS. Please note: A DOJ Certified Instructor card is the equivalent of a standard FSC when purchasing a firearm.

Your purchaser/recipient may claim an exemption to the FSC requirement. Exemptions are described in the next subject area, FSC Exemptions. Whenever a purchaser/recipient claims an FSC exemption, you must verify the individual's identity and proof of exemption. You must record the applicable exemption code on the DROS and keep a copy of the proof of exemption documentation with the original DROS. Pursuant to U.S. Code, Title 18, section 701, it is a misdemeanor to photocopy federal credentials. Accordingly, for individuals with federal credentials (exemptions X32 and X35), record the person's name, federal agency, and credential number rather than photocopying the credentials. DOJ will not accept a firearm DROS transaction for processing unless it has the FSC number or the appropriate exemption status code recorded on it.

## **Firearm Safety Certificate Exemptions**

If a firearm purchaser/recipient is exempt from the FSC requirement, he/she must show proof of his/her exempt status for dealer verification before submission of the DROS. Appendix II on page 33 provides an easy reference table of the FSC exemption categories and corresponding exemption codes. The FSC exemption categories, corresponding exemption codes, Penal Code authorization, and narrative summary of each exemption category are as follows:

- **Special Weapons Permit Holder**  
**Exemption Code: X01; Authorized by Penal Code section 31700, subdivision (a)(12)**  
A person who holds any of the following permits or license issued by DOJ: assault weapon permit; short barreled shotgun/short barreled rifle permit; machine gun permit; machine gun license; or destructive device permit.
- **Operation of Law Representative**  
**Exemption Code X02; Authorized by Penal Code section 31700, subdivision (b)**  
The following persons who take title or possession of a firearm by operation of law in a representative capacity, until or unless they transfer title ownership of the firearm to themselves in a personal capacity:
  1. The executor or administrator of an estate;
  2. A secured creditor or an agent or employee thereof when the firearms are possessed as collateral for, or as a result of, or an agent or employee thereof when the firearms are possessed as collateral for, or as a result of, a default under a security agreement under the Commercial Code;
  3. A levying officer, as defined in Code of Civil Procedure section 481.140, 511.060, or 680.260;
  4. A receiver performing his or her functions as a receiver;
  5. A trustee in bankruptcy performing his or her duties; or
  6. An assignee for the benefit of creditors performing his or her functions as an assignee.
- **Firearm Being Returned to the Owner**  
**Exemption Code: X03; Authorized by Penal Code section 31700, subdivision (a)(7)**  
A person to whom a firearm is being returned, where the person receiving the firearm is the owner of the firearm such as the return of a pawned or consigned firearm.
- **FFL Collector with COE when Purchasing C & R Firearms**  
**Exemption Code: X13; Authorized by Penal Code section 31700, subdivision (a)(6)**  
Any federally licensed collector who is acquiring or being loaned a firearm that is a curio or relic, as defined in Code of Federal Regulations, Title 27, section 178.11 who has a current Certificate of Eligibility (COE) issued by DOJ pursuant to Penal Code section 26710.
- **Military - Active Duty**  
**Exemption Code: X21; Authorized by Penal Code section 31700, subdivision (a)(10)**  
An active member of the United States Armed Forces, the National Guard, or the Air National Guard.

- **Military - Reserve**  
**Exemption Code: X22; Authorized by Penal Code section 31700, subdivision (a)(10)**  
 The active reserve components of the United States Armed Forces.
- **Military - Honorably Retired**  
**Exemption Code: X25; Authorized by Penal Code section 31700, subdivision (a)(10)**  
 Any person honorably retired from the United States Armed Forces, the National Guard, or the Air National Guard.
- **Peace Officer - California - Active**  
**Exemption Code: X31; Authorized by Penal Code section 31700, subdivision (a)(1)**  
 Any California peace officer who is authorized to carry a firearm while on duty.
- **Peace Officer - Federal - Active**  
**Exemption Code: X32; Authorized by Penal Code section 31700, subdivision (a)(2)**  
 Any federal peace officer who is authorized to carry a firearm while on duty.
- **Peace Officer - California - Honorably Retired**  
**Exemption Code: X33; Authorized by Penal Code section 31700, subdivision (a)(1)**  
 Any honorably retired California peace officer, which includes any:
 
  1. Sheriff;
  2. Undersheriff or deputy sheriff;
  3. Chief of police or police officer of a city or district;
  4. Marshal or deputy marshal of a municipal court;
  5. Constable or deputy constable of a judicial district;
  6. Port warden or special officer of the Harbor Department of the City of Los Angeles;
  7. Inspector or investigator of a district attorney's office;
  8. California Highway Patrol peace officer;
  9. California State University Police peace officer;
  10. Law Enforcement Liaison Unit member of the Department of Corrections;
  11. Department of Fish and Game (Department of Fish and Wildlife) employees designated by the director as peace officers;
  12. Department of Parks and Recreation employees designated by the director as peace officers;
  13. Director of Forestry and Fire Protection and employees designated by the director as peace officers;
  14. Department of Alcoholic Beverage Control employees designated by the director as peace officers; or
  15. Department of Corrections or Department of the Youth Authority parole officer or correctional officers.
- **Peace Officer - California - Reserve**  
**Exemption Code: X34; Authorized by Penal Code section 31700, subdivision (a)(3)**  
 Any person deputized or appointed as a Level I, Level II, or Level III reserve peace officer as defined in Penal Code section 832.6.
- **Peace Officer - Federal - Honorably Retired**  
**Exemption Code: X35; Authorized by Penal Code section 31700, subdivision (a)(2)**

Any honorably retired federal officer or law enforcement agent.

- **Carry Concealed Weapon (CCW) Permit Holder**  
**Exemption Code: X41; Authorized by Penal Code section 31700, subdivision (a)(9)**  
Any individual who has a valid concealed weapons permit issued pursuant to Chapter 4 (commencing with Penal Code section 26150).
- **P.O.S.T. 832 PENAL CODE (Firearms) Training**  
**Exemption Code: X81; Authorized by Penal Code section 31700, subdivision (a)(4)**  
Any person who has successfully completed the Commission on Peace Officer Standards and Training (P.O.S.T.) “Arrest and Firearms” training, or greater POST training which includes “Arrest and Firearms.”
- **Particular and Limited Authority Peace Officers**  
**Exemption Code: X91; Authorized by Penal Code section 31700, subdivision (a)(11)**  
The following persons who have completed a P.O.S.T approved regular course in firearms training:
  1. Patrol special police officers appointed by the police commission of any city or County under the express terms of its charter;
  2. Animal control officers or zookeepers;
  3. Animal humane officers;
  4. Harbor police officers;

The following persons who have a certificate issued by the Department of Consumer Affairs pursuant to Penal Code section 25850, subdivision (a):

1. Guards of messengers of common carriers, banks and other financial institutions;
  2. Guards of contact carriers operating armored vehicles;
  3. Private investigators and private patrol operators licensed pursuant to Chapter 11.5 of Division 3 of the Business and Professions Code;
  4. Alarm company operators licensed pursuant to Chapter 11.6 of Division 3 of the Business and Professions Code; or
  5. Uniformed security guards or night watch persons.
- **Law Enforcement Service Gun to Family Member**  
**Exemption Code: X95; Authorized by Penal Code section 31700, subdivision (a)(8)**  
A family member of a peace officer or deputy sheriff from a local agency who receives an inoperable firearm pursuant to Government Code section 50081.
  - **Valid (CA only) Hunting License (Long Guns Only)**  
**Exemption Code X98; Authorized by Penal Code section 31700, subdivision (c)**  
A person, validly identified, who has been issued a valid hunting license that is unexpired or that was issued for the hunting season immediately preceding the calendar year in which the person takes title of possession of a firearm is exempt from the firearm safety certificate requirement in subdivision (a) of Section 31615, except as to handguns.

**Note:** Please refer to the California Penal Code for specific exemption requirements.

Please note that firearms dealers are no longer exempt from the FSC requirement when acquiring a firearm for their personal ownership regardless of whether the firearm is acquired from another



dealer or from the dealer's own inventory. Firearms acquired strictly as inventory are exempt, however there is no need for an exemption code for DROS purposes because a DROS is not completed in this circumstance.

### **Safe Handling Demonstration Affidavits**

Pursuant to Penal Code sections 26850 and 26860, no firearms dealer may deliver a firearm unless the purchaser/recipient has successfully performed a safe handling demonstration with that firearm. As used in the statute, "that firearm" means the firearm being transferred. The safe handling demonstration must be performed under the supervision of a DOJ Certified Instructor, but it is the responsibility of the firearms dealer to complete and attach to the DROS an affidavit stating the safe handling demonstration requirement was met. The DOJ Safe Handling Affidavit form (BOF 039) must be signed and dated by the DOJ Certified Instructor, the firearm purchaser/recipient, and the dealer or employee of the dealer delivering the firearm. If the licensed dealer or an employee of the dealer is also the DOJ Certified Instructor who supervised the safe handling demonstration, he/she is authorized to sign the affidavit as both the dealer/employee delivering the firearm, and as the DOJ Certified Instructor.

The Safe Handling Demonstration Affidavit form (BOF 039) can be downloaded from the Bureau of Firearms website at <http://oag.ca.gov/firearms/fsc>.

If a firearm purchaser/recipient has a valid exemption from the FSC requirement, he or she is also exempt from the safe handling demonstration requirement. A copy of the proof of exemption documentation must be retained with the original DROS, but a Safe Handling Demonstration Affidavit would not be required.

### **Firearm Safety Certificate Study Guide**

Pursuant to Penal Code section 31630, subdivision (a), firearms dealers are required to make the Firearm Safety Certificate Study Guide available to the general public. The Department no longer prints hard copies of the study guide; therefore, this requirement can be fulfilled by providing the following link to the Attorney General's website: <http://oag.ca.gov/firearms/fsc>. From this page, the study guide can be downloaded free of charge.

# DOJ CERTIFIED INSTRUCTOR RESPONSIBILITIES



The three FSC Program responsibilities of DOJ Certified Instructors are: (1) proctoring the FSC written test; (2) issuing FSCs to persons who pass the test; and (3) overseeing the mandatory safe handling demonstrations performed by firearm purchasers/recipients. This section of the manual provides DOJ Certified Instructors with detailed information regarding these responsibilities.

## **The Firearm Safety Certificate Law**

Pursuant to Penal Code sections 26840, 26850, and 26860, no dealer may deliver a firearm unless the person receiving the firearm presents to the dealer a valid firearm safety certificate and no firearms dealer may deliver a firearm unless the recipient performs a safe handling demonstration with that firearm. Furthermore, only DOJ Certified Instructors are authorized to issue FSCs and oversee safe handling demonstrations.

Pursuant to Penal Code section 31610, it is the intent of the Legislature in enacting these laws to require that persons who obtain firearms have a basic familiarity with those firearms, including, but not limited to, the safe handling and storage of those firearms.

## **Firearm Safety Certificate - Certified Instructor Cards**

All DOJ Certified Instructors are issued a “DOJ Certified Instructor” card. DOJ Certified Instructors are required to have their card readily available for display when acting as a DOJ Certified Instructor. Additionally, the DOJ Certified Instructor card can be used as the equivalent of a standard FSC when purchasing a firearm.

## **Administering the FSC Test and Issuing FSCs**

Only DOJ Certified Instructors are authorized to administer the FSC test and issue certificates pursuant to Penal Code sections 31640, subdivision (a) and 31645, subdivision (a).

## **Firearm Safety Certificate Fees**

The fee for taking the FSC test and being issued an FSC is twenty-five dollars (\$25). The fee entitles the applicant to take the test twice if necessary. Fifteen dollars (\$15) of the fee is forwarded to DOJ and the remaining ten dollars (\$10) compensates the DOJ Certified Instructor for administering the test. FSCs are issued through a web-based application and are recorded under the name of the specific DOJ Certified Instructor who issued them.

## **The Firearm Safety Certificate Test Format**

There are three different versions of the FSC test available in both English and Spanish. Each test consists of 10 true/false questions and 20 multiple choice questions related to a minimum of the following seven topics specified in Penal Code section 31640:

- The laws applicable to carrying and handling firearms, particularly handguns;
- The responsibilities of ownership of firearms, particularly handguns;
- Current law as it relates to the private sale and transfer of firearms;
- Current law as it relates to the permissible use of lethal force;
- What constitutes safe firearm storage;
- Issues associated with bringing a firearm into the home; and
- Prevention strategies to address issues associated with bringing firearms into the home.

## **Firearm Safety Certificate Test Guidelines**

Applicants for the FSC test must be at least 18 years of age and must to present clear evidence of identity and age in the form of a valid California Driver License or California Department of Motor Vehicles Identification Card.

FSC test applicants must have a physical environment conducive to taking the test. This area must be free from distractions and excessive noise that could be disruptive to the applicant taking the test.

The applicant may not use any notes, review materials, or obtain assistance from any person once he/she begins the FSC test. The DOJ Certified Instructor must maintain adequate supervision at all times to ensure the applicant does not receive outside assistance. The DOJ Certified Instructor may give only administrative instructions to the applicant while he/she is taking the test.

If an FSC test recipient is unable to read the test, the DOJ Certified Instructor, or a translator if necessary, shall administer the test orally. If a translator is being used, the DOJ Certified Instructor must inform the translator that only the language of an FSC test may be interpreted. No further explanation of the questions or answers to the questions may be provided.

On the answer sheet, the DOJ Certified Instructor must write in their name as the proctor and also the FSC test version number (1, 2, or 3) that is being administered. The DOJ Certified Instructor shall instruct the individual to mark his/her answers on the answer sheet only, **not** on the test. To avoid this problem, DOJ Certified Instructors are encouraged to laminate their FSC test copies. FSC test applicants are not permitted to keep a copy of their test or answer sheet.

## **Scoring the Firearm Safety Certificate Test**

All three versions of the FSC test use the same answer key template for scoring the tests. The answer key is available through the web-based application. The answer key is confidential and should be kept in a secure location out of sight at all times. Mark, as incorrect, answers that do not match the answers on the answer key. Write the total number of correct answers on the applicant's answer sheet. The applicant must correctly answer at least 23 of the 30 questions to pass the test and receive an FSC.

If the applicant fails the FSC test, the DOJ Certified Instructor shall advise the applicant that, after 24 hours have elapsed, he/she may take a different version of the FSC test without any additional fee (one free retest). To retake the FSC test, the applicant must return to the same DOJ

Certified Instructor who administered the first test except upon permission by the Department, which shall be granted for good cause shown. Additionally, the DOJ Certified Instructor may refer him/her to the Attorney General's website to view the Firearm Safety Certificate audio/visual materials for additional instruction specifically directed to individuals who have previously failed the FSC test.

## **Firearm Safety Certificate Issuance**

If the applicant is successful in passing the FSC test, the DOJ Certified Instructor is required to issue an FSC at that time. The Department issues a user-id and temporary password to all DOJ Certified Instructors for access to the Firearm Safety Certificate program web-based application. Upon successful login, DOJ Certified Instructors can issue an FSC through the web-based application. The recipient's last name, first name, middle name, California driver license or I.D. card number, and date of birth must be entered into the system in order to create the FSC record. If the DOJ Certified Instructor is also a licensed firearms dealer and has a magnetic stripe reader, the individual's California driver license or I.D. card can be swiped through the reader to capture the personal information. The issue date and expiration date will be generated by the system. DOJ Certified Instructors will be able to preview the information entered before submission and make any edits if necessary. Once the information is submitted, the record cannot be edited. If mistakes are discovered, a replacement FSC would need to be issued and the DOJ Certified Instructor would be subject to the five dollar (\$5) replacement fee. Information regarding Firearm Safety Certificate card replacement is provided below in more detail.

The FSC can be printed in black or color ink. It is recommended to use white paper or card stock. If you experience problems printing the FSC (i.e., printer jam, no paper in printer, etc.), the FSC will be available for reprint for a period of 24 hours from the time payment is received.

Your information as the DOJ Certified Instructor will also be generated on the FSC. The DOJ Certified Instructor and the recipient must sign the FSC once it is printed.

## **Firearm Safety Certificate Card Replacement**

If an FSC card holder experiences loss or destruction of an FSC (or an error was discovered after submission), the issuing DOJ Certified Instructor must issue a replacement FSC, upon request and proof of identification, to the original FSC holder. A DOJ Certified Instructor may search the web-based application for an FSC record; however, only records for FSCs issued by that particular DOJ Certified Instructor will display. The current fee for replacement authorized by DOJ Certified Instructors to charge is five dollars (\$5) which is forwarded to DOJ (Pen. Code, § 31660, subdivision (b).)

## **FSC Record Keeping**

You must retain all applicants' completed FSC test answer sheets for five years from the test date. The completed answer sheets must be made available for inspection upon request by any peace officer, or authorized DOJ personnel upon presentation of proper identification.

The FSC record information will be stored in the automated system. A DOJ Certified Instructor will be able to search records by entering the FSC holder's name, date of birth, California driver

license number or I.D. card number and/or FSC number. Only records for FSCs issued by the particular DOJ Certified Instructor will display.

## **FSC Test Disqualification and Specific Acts of Collusion**

If a DOJ Certified Instructor observes a test applicant using reference materials or receiving unauthorized assistance while taking the FSC test, the applicant is automatically disqualified. The DOJ Certified Instructor must note his or her observations and reasons for the disqualification on the back of the applicant's test answer sheet. Additionally, the DOJ Certified Instructor must sign and date the test answer sheet. Fifteen dollars (\$15) must be returned to the applicant because no FSC will have been issued. The DOJ Certified Instructor shall advise the applicant that although the test can be retaken after 24 hours have elapsed, he or she will be required to pay the entire \$25 fee regardless of whether the disqualification occurred on their first or second attempt at taking the FSC test.

Pursuant to Penal Code section 27550, the following are considered acts of collusion punishable by imprisonment for up to four years depending on the specific circumstances:

- Answering a test applicant's questions while taking the written test;
- Knowingly grading the examination falsely;
- Providing an advance copy of the test to an applicant;
- Allowing another to take the written test for the applicant, purchaser, or transferee;
- Using or allowing another to use one's identification, proof of residency, or thumbprint;
- Allowing others to give unauthorized assistance during the examination;
- Reference to unauthorized materials during the examination and cheating by the applicant; and
- Providing originals or photocopies of the written test, or any version thereof to any person other than as authorized by the Department.

## **Safe Handling Demonstrations**

Pursuant to Penal Code sections 26850 and 26860, before taking delivery of a firearm from a licensed firearms dealer, firearm purchasers/recipients must successfully perform a safe handling demonstration with "that firearm" he/she is acquiring. The safe handling demonstration must be performed under the supervision of a DOJ Certified Instructor on or after the date the DROS is submitted to DOJ and prior to delivery of the firearm by the dealer.

The safe handling demonstration is comprised of a series of six to twelve statutorily mandated steps depending on the type of firearm. Appendix I (beginning on page 12) specifically identifies each step for three conventional handgun types, six conventional long gun types and also handguns identified by DOJ as having an alternative design from the three conventional handgun types. The specified safe handling demonstration steps may not be appropriate for a particular model of firearm. If uncertain, refer to the owner's manual.

As part of the safe handling demonstration, the DOJ Certified Instructor should:

- Make recipients aware of the volume of ammunition the firearm can accommodate.
- Show the recipient how the safe handling demonstration is to be performed.
- Prompt the recipient through each step of the safe handling demonstration. Should the recipient make an error at any time during the demonstration, such as touching the trigger, stop the demonstration. Identify the error and explain the corrective action to the recipient. The recipient must then start the demonstration from step number one.

DOJ requires the six basic gun safety rules below be incorporated into the safe handling demonstrations:

1. Treat all guns as if they are loaded.
2. Keep the gun pointed in the safest possible direction.
3. Keep your finger off the trigger until you are ready to shoot.
4. Know your target, its surroundings and beyond.
5. Know how to properly operate your gun.
6. Store your firearm safely and securely to prevent unauthorized use. Firearms and ammunition should be stored separately.

The recipient may attempt the demonstration as many times as may be necessary. However, to be considered a successful demonstration, the recipient must correctly perform each step from start to finish without error.

Upon completion of the demonstration the DOJ Certified Instructor must inform the recipient how to render the firearm safe in the event of a jam (malfunction). Information regarding various firearm malfunctions is provided on page 30.

Following successful completion of the demonstration the DOJ Certified Instructor, firearm recipient, and firearms dealer (or dealer authorized employee) must sign and date a Safe Handling Demonstration Affidavit (BOF 039) certifying the safe handling demonstration requirement was met. If the DOJ Certified Instructor who supervised the safe handling demonstration is also the licensed firearms dealer or an employee of the dealer, he/she is authorized to sign the affidavit as both the DOJ Certified Instructor and as the dealer/employee delivering the firearm.



# APPENDIX I




## SAFE HANDLING DEMONSTRATION STEPS






Pursuant to Penal Code section 26850, subdivision (b), the following are the safe handling demonstration requirements that must be performed with the firearm being acquired. Please note that a dummy round as stated in this manual refers to one brightly colored orange, red, or other readily identifiable dummy round. If no readily identifiable dummy round is available, an empty cartridge casing with an empty primer pocket may be used.

**SEMI-AUTOMATIC PISTOL:**





The demonstration shall commence with the firearm unloaded and locked with the firearm safety device with which it is required to be delivered, if applicable. While maintaining muzzle awareness, that is, the firearm is pointed in a safe direction, preferably down at the ground, and trigger discipline, that is, the trigger finger is outside of the trigger guard and alongside of the firearm frame, at all times, the firearm recipient shall correctly and safely perform the following:



<b>1.</b>	Remove the magazine.	
<b>2.</b>	Lock the slide back. If the model of firearm does not allow the slide to be locked back, pull the slide back, visually and physically inspect the chamber to ensure that it is clear.	
<b>3.</b>	Visually and physically inspect the chamber, to ensure that the firearm is unloaded.	

4.	Remove the firearm safety device, if applicable. If the firearm safety device prevents any of the previous steps, remove the firearm safety device during the appropriate step.	
5.	Load one dummy round into the magazine	
6.	Insert the magazine into the magazine well of the firearm.	
7.	Manipulate the slide release or pull back and release the slide.	
8.	Remove the magazine.	











<p><b>9.</b></p>	<p>Visually inspect the chamber to reveal that a round can be chambered with the magazine removed.</p>	
<p><b>10.</b></p>	<p>Lock the slide back to eject the dummy round. If the firearm is of a model that does not allow the slide to be locked back, pull the slide back and physically check the chamber to ensure that the chamber is clear.</p>	
<p><b>11.</b></p>	<p>Apply the safety, if applicable.</p>	
<p><b>12.</b></p>	<p>Apply the firearm safety device, if applicable.</p>	

**DOUBLE-ACTION REVOLVER:**

The demonstration shall commence with the firearm unloaded and locked with the firearm safety device with which it is required to be delivered, if applicable. While maintaining muzzle awareness, that is, the firearm is pointed in a safe direction, preferably down at the ground, and trigger discipline, that is, the trigger finger is outside of the trigger guard and alongside of the firearm frame, at all times, the firearm recipient shall correctly and safely perform the following:







1.	Open the cylinder.	
2.	Visually and physically inspect each chamber, to ensure that the revolver is unloaded.	
3.	Remove the firearm safety device. If the firearm safety device prevents any of the previous steps, remove the firearm safety device during the appropriate step.	
4.	While maintaining muzzle awareness and trigger discipline, load one dummy round into a chamber of the cylinder and rotate the cylinder so that the round is in the next-to-fire position	




5.	Close the cylinder	
6.	Open the cylinder and eject the round	
7.	Visually and physically inspect each chamber to ensure that the revolver is unloaded	
8.	Apply the firearm safety device, if applicable	

**SINGLE-ACTION REVOLVER:**

The demonstration shall commence with the firearm unloaded and locked with the firearm safety device with which it is required to be delivered, if applicable. While maintaining muzzle awareness, that is, the firearm is pointed in a safe direction, preferably down at the ground, and trigger discipline, that is, the trigger finger is outside of the trigger guard and alongside of the firearm frame, at all times, the firearm recipient shall correctly and safely perform the following:




<p><b>1.</b></p>	<p>Open the loading gate.</p>	
<p><b>2.</b></p>	<p>Visually and physically inspect each chamber, to ensure that the revolver is unloaded.</p>	
<p><b>3.</b></p>	<p>Remove the firearm safety device required to be sold with the firearm. If the firearm safety device prevents any of the previous steps, remove the firearm safety device during the appropriate step.</p>	
<p><b>4.</b></p>	<p>Load one dummy round into a chamber of the cylinder, close the loading gate and rotate the cylinder so that the round is in the next-to-fire position (the revolver may need to be placed on half-cock or the loading gate reopened).</p>	

5.	Open the loading gate and unload the revolver.	
6.	Visually and physically inspect each chamber to ensure that the revolver is unloaded.	
7.	Apply the firearm safety device, if applicable	

\* 1873 Rule: Recipients of original versions of single action army revolvers should be advised to carry five rounds in the cylinder and leave the chamber under the hammer empty.

The following safe handling demonstration steps for long guns are generally applicable to the various firearm models of each firearm “type” (e.g. pump action long gun, break-top revolver, etc.). However, the specified safe handling demonstration steps may not be appropriate for a particular model of firearm. If uncertain, refer to the owner’s manual or consult with a DOJ Certified Instructor.

<p><b>Pump action long gun:</b> The demonstration shall commence with the firearm unloaded and locked with the firearm safety device with which it is required to be delivered, if applicable. While maintaining muzzle awareness, that is, the firearm is pointed in a safe direction, preferably down at the ground, and trigger discipline, that is, the trigger finger is outside of the trigger guard and alongside of the receiver, at all times, the firearms recipient shall correctly and safely perform the following:</p>	
<ol style="list-style-type: none"><li>1. Open the ejection port.</li><li>2. Visually and physically inspect the chamber to ensure the firearm is unloaded. Visually and physically inspect the magazine follower to ensure the magazine is unloaded (if the magazine follower is not visible, there may be shotshells or cartridges lodged in the tubular magazine).</li><li>3. Remove the firearm safety device. If the firearm safety device prevents any of the previous steps, remove the firearm safety device during the appropriate step.</li><li>4. While maintaining muzzle awareness and trigger discipline, load one dummy round into the magazine loading port. Pull the forend (or forearm) rearward toward the receiver causing the dummy round to enter the breech. Push the forend forward to chamber the round. The dummy round should have moved from the tubular magazine into the chamber.</li><li>5. Push the action (carrier) release button and again pull the forend toward the receiver causing the action to open. The dummy round should extract from the chamber and be ejected through the ejection port.</li><li>6. Engage the safety.</li><li>7. Apply the firearm safety device, if applicable.</li></ol>	

**Break-top long gun:**

The demonstration shall commence with the firearm unloaded and locked with the firearm safety device with which it is required to be delivered, if applicable. While maintaining muzzle awareness, that is, the firearm is pointed in a safe direction, preferably down at the ground, and trigger discipline, that is, the trigger finger is outside of the trigger guard and alongside of the receiver, at all times, the firearms recipient shall correctly and safely perform the following:



1. Open the breech.
2. Visually and physically inspect the chamber/barrel to ensure the firearm is unloaded.
3. Remove the firearm safety device. If the firearm safety device prevents any of the previous steps, remove the firearm safety device during the appropriate step.
4. While maintaining muzzle awareness and trigger discipline, load one dummy round into a barrel.
5. Close and lock the action.
6. Unlock and open the action.
7. Remove the dummy round.
8. Apply the firearm safety device, if applicable.

**Bolt action long gun:**

The demonstration shall commence with the firearm unloaded and locked with the firearm safety device with which it is required to be delivered, if applicable. While maintaining muzzle awareness, that is, the firearm is pointed in a safe direction, preferably down at the ground, and trigger discipline, that is, the trigger finger is outside of the trigger guard and alongside of the receiver, at all times, the firearm recipient shall correctly and safely perform the following:



1. Visually and physically inspect the chamber/barrel to ensure the long gun is unloaded. Also visually and physically inspect the internal magazine to ensure it is unloaded.
2. Remove the firearm safety device. If the firearm safety device prevents any of the previous steps, remove the firearm safety device during the appropriate step.
3. While maintaining muzzle awareness and trigger discipline, load one dummy round into the chamber/barrel.
4. Close and lock the action.
5. Unlock and open the action.
6. Remove the dummy round.
7. Apply the firearm safety device, if applicable.



**Lever action long gun:**

The demonstration shall commence with the firearm unloaded and locked with the firearm safety device with which it is required to be delivered, if applicable. While maintaining muzzle awareness, that is, the firearm is pointed in a safe direction, preferably down at the ground, and trigger discipline, that is, the trigger finger is outside of the trigger guard and alongside of the long gun receiver, at all times, the firearm recipient shall correctly and safely perform the following:



1. Open the breech.
2. Visually and physically inspect the chamber/barrel to ensure the firearm is unloaded. Visually and physically inspect the magazine follower to ensure the magazine is unloaded (if the magazine follower is not visible, there may be cartridges lodged in the tubular magazine).
3. Remove the firearm safety device. If the firearm safety device prevents any of the previous steps, remove the firearm safety device during the appropriate step.
4. While maintaining muzzle awareness and trigger discipline, load one dummy round into the chamber/barrel.
5. Close and lock the action.
6. Unlock and open the action.
7. Remove the dummy round.
8. Apply the firearm safety device, if applicable.

**Please use caution when handling a lever action firearm with an exposed hammer. Use only flat point, hollow point, round nose flat point, or similar rounds. Never use pointed or conical point rounds in a center fire rifle with a tubular magazine. Failure to follow these instructions may result in injury to yourself or others, or cause damage to the firearm.**

**Semiautomatic long gun with a detachable magazine:**

The demonstration shall commence with the firearm unloaded and locked with the firearm safety device with which it is required to be delivered, if applicable. While maintaining muzzle awareness, that is, the firearm is pointed in a safe direction, preferably down at the ground, and trigger discipline, that is, the trigger finger is outside of the trigger guard and alongside of the receiver, at all times, the firearm recipient shall correctly and safely perform the following:



1. Remove the magazine if possible.
2. Pull the bolt back and lock it open if possible.
3. Visually and physically inspect the barrel/chamber to ensure the firearm is unloaded.
4. Remove the firearm safety device. If the firearm safety device prevents any of the previous steps, remove the firearm safety device during the appropriate step.
5. While maintaining muzzle awareness and trigger discipline, load one dummy round into the magazine.
6. Insert the magazine into the magazine well.
7. Close and lock the action.
8. Unlock and open the action.
9. Remove the dummy round.
10. Apply the firearm safety device, if applicable.

**Semiautomatic long gun with a fixed magazine:**

The demonstration shall commence with the firearm unloaded and locked with the firearm safety device with which it is required to be delivered, if applicable. While maintaining muzzle awareness, that is, the firearm is pointed in a safe direction, preferably down at the ground, and trigger discipline, that is, the trigger finger is outside of the trigger guard and alongside of the receiver, at all times, the firearm recipient shall correctly and safely perform the following:



1. Pull the bolt back and lock it open if possible.
2. Visually and physically inspect the barrel/chamber to ensure the firearm is unloaded. Also visually and physically inspect the internal magazine to ensure it is unloaded.
3. Remove the firearm safety device. If the firearm safety device prevents any of the previous steps, remove the firearm safety device during the appropriate step.
4. While maintaining muzzle awareness and trigger discipline, load one dummy round into the magazine.
5. Close and lock the action.
6. Unlock and open the action.
7. Remove the dummy round (the dummy round should have extracted from the chamber and ejected from the breech).
8. Apply the firearm safety device, if applicable.

**SAFE HANDLING DEMONSTRATION STEPS**  
**FOR FIREARMS WITH ALTERNATIVE DESIGNS**

The safe handling demonstration steps for firearms with designs not conducive to the statutorily mandated demonstration steps are as follows:

**Semiautomatic pistol with a non-locking slide:**

The demonstration shall commence with the firearm unloaded and locked with the firearm safety device with which it is required to be delivered, if applicable. While maintaining muzzle awareness, that is, the firearm is pointed in a safe direction, preferably down at the ground, and trigger discipline, that is, the trigger finger is outside of the trigger guard and alongside of the firearm frame, at all times, the firearm recipient shall correctly and safely perform the following:



(Shown: Davis P32)

1. Remove the magazine.
2. Because this type of firearm does not allow the slide to be locked back, pull the slide back, visually and physically check the chamber to ensure that it is clear.
3. Remove the firearm safety device, if applicable. If the firearm safety device prevents any of the previous steps, remove the firearm safety device during the appropriate step.
4. Load one dummy round into the magazine.
5. Insert the magazine into the magazine well of the firearm.
6. Manipulate the slide release or pull back and release the slide.
7. Remove the magazine.
8. Visually and physically inspect the chamber to reveal that a round can be chambered with the magazine removed.
9. Lock the slide back to eject the dummy round. If the firearm is of a model that does not allow the slide to be locked back, pull the slide back and physically check the chamber to ensure that the chamber is clear.
10. Apply the safety, if applicable.
11. Apply the firearm safety device, if applicable.

**Semiautomatic pistol with a fixed magazine:**

The demonstration shall commence with the firearm unloaded and locked with the firearm safety device with which it is required to be delivered, if applicable. While maintaining muzzle awareness, that is, the firearm is pointed in a safe direction, preferably down at the ground, and trigger discipline, that is, the trigger finger is outside of the trigger guard and alongside of the firearm frame, at all times, the firearm recipient shall correctly and safely perform the following:



(Shown: 1896  
Broom-handled Mauser)

1. Lock the slide back.
2. Load one dummy round into the stripper clip.
3. Insert the stripper clip into the magazine slot of the firearm.
4. Pull the stripper slip out of the slot to allow the slide to go forward.
5. Visually and physically inspect the chamber to reveal that a round is chambered.
6. Lock the slide back to eject the dummy round.
7. Apply the safety, if applicable.
8. Apply the firearm safety device, if applicable.

**Semiautomatic pistol with a magazine operated toggle lock:**

The demonstration shall commence with the firearm unloaded and locked with the firearm safety device with which it is required to be delivered, if applicable. While maintaining muzzle awareness, that is, the firearm is pointed in a safe direction, preferably down at the ground, and trigger discipline, that is, the trigger finger is outside of the trigger guard and alongside of the firearm frame, at all times, the firearm recipient shall correctly and safely perform the following:



(Shown: Luger)

1. Remove the magazine.
2. Visually and physically inspect the chamber, to ensure that the firearm is unloaded.
3. Insert the magazine into the magazine well of the firearm.
4. Lock toggle back.
5. Remove the magazine.
6. Remove the firearm safety device, if applicable. If the firearm safety device prevents any of the previous steps, remove the firearm safety device during the appropriate step.
7. Load one dummy round into the magazine.
8. Insert the magazine into the magazine well of the firearm.
9. Manipulate the toggle release or pull back and release the toggle.
10. Remove the magazine.
11. Visually and physically inspect the chamber to reveal that a round can be chambered with the magazine removed.
12. Insert the magazine into the magazine well of the firearm.
13. Lock the toggle back to eject the dummy round. If the firearm is of a model that does not allow the toggle to be locked back, pull the toggle back and physically check the chamber to ensure that the chamber is clear.
14. Apply the safety, if applicable.
15. Apply the firearm safety device, if applicable.

**Semiautomatic pistol with a top-feeding magazine**

The demonstration shall commence with the firearm unloaded and locked with the firearm safety device with which it is required to be delivered, if applicable. While maintaining muzzle awareness, that is, the firearm is pointed in a safe direction, preferably down at the ground, and trigger discipline, that is, the trigger finger is outside of the trigger guard and alongside of the firearm frame, at all times, the firearm recipient shall correctly and safely perform the following:



(Shown: Steyr 1914)

1. Open the slide.
2. Visually and physically inspect the chamber, to ensure that the firearm is unloaded.
3. Load one dummy round into the stripper clip.
4. Insert the stripper clip into the magazine slot of the firearm.
5. Pull the stripper clip out of the slot to allow the slide to go forward.
6. Visually and physically inspect the chamber to see that it is loaded.
7. Lock open the slide to eject the dummy round.
8. Remove the magazine.
9. Apply the safety, if applicable.
10. Apply the firearms safety device, if applicable.

**Semiautomatic pistol with a tip-up barrel:**

The demonstration shall commence with the firearm unloaded and locked with the firearm safety device with which it is required to be delivered, if applicable. While maintaining muzzle awareness, that is, the firearm is pointed in a safe direction, preferably down at the ground, and trigger discipline, that is, the trigger finger is outside of the trigger guard and alongside of the firearm frame, at all times, the firearm recipient shall correctly and safely perform the following:



(Shown: Beretta  
Model 21 Jetfire)

1. Remove the magazine.
2. Activate the barrel release to tip up the barrel.
3. Visually and physically inspect the chamber to ensure the firearm is unloaded.
4. Load one dummy round into the barrel.
5. Close the barrel.
6. Insert the magazine into the magazine well of the firearm.
7. Remove the magazine.
8. Activate the barrel release to tip up the barrel to reveal that a round can be chambered with the magazine removed.
9. Tip up the barrel to remove dummy round.
10. Apply safety, if applicable.
11. Apply firearms safety device, if applicable.

**Break top revolver:**

The demonstration shall commence with the firearm unloaded and locked with the firearm safety device with which it is required to be delivered, if applicable. While maintaining muzzle awareness, that is, the firearm is pointed in a safe direction, preferably down at the ground, and trigger discipline, that is, the trigger finger is outside of the trigger guard and alongside of the firearm frame, at all times, the firearm recipient shall correctly and safely perform the following:



(Shown: Webley)

1. Open the revolver by unlocking the frame lock.
2. Visually and physically inspect each chamber to ensure that the revolver is unloaded.
3. Remove the firearm safety device. If the firearm safety device prevents any of the previous steps, remove the firearm safety device during the appropriate step.
4. While maintaining muzzle awareness and trigger discipline, load one dummy round into a chamber of the cylinder and rotate the cylinder so that the round is in the next-to-fire position.
5. Close the cylinder and the frame lock.
6. Open the revolver by unlocking the frame lock.
7. Tip the barrel forward from the frame, activating the ejection star, ejecting the dummy round.
8. Apply the firearm safety device, if applicable.

**Single shot pistol:**

The demonstration shall commence with the firearm unloaded and locked with the firearm safety device with which it is required to be delivered, if applicable. While maintaining muzzle awareness, that is, the firearm is pointed in a safe direction, preferably down at the ground, and trigger discipline, that is, the trigger finger is outside of the trigger guard and alongside of the firearm frame, at all times, the firearm recipient shall correctly and safely perform the following:



(Shown: Harrington & Richardson)

1. Open the breech.
2. Visually and physically inspect the chamber to ensure that it is clear.
3. Remove the firearm safety device. If the firearm safety device prevents any of the previous steps, remove the firearm safety device during the appropriate step.
4. While maintaining muzzle awareness and trigger discipline, load one dummy round into the chamber.
5. Close the breech mechanism.
6. Open the breech to eject dummy round from the barrel.
7. Apply the firearm safety device, if applicable.

**Derringer:**

The demonstration shall commence with the firearm unloaded and locked with the firearm safety device with which it is required to be delivered, if applicable. While maintaining muzzle awareness, that is, the firearm is pointed in a safe direction, preferably down at the ground, and trigger discipline, that is, the trigger finger is outside of the trigger guard and alongside of the firearm frame, at all times, the firearm recipient shall correctly and safely perform the following:



(Shown: Derringer)

1. Open the breech.
2. Visually and physically inspect the barrels to ensure that the firearm is unloaded.
3. Remove the firearm safety device. If the firearm safety device prevents any of the previous steps, remove the firearm safety device during the appropriate step.
4. While maintaining muzzle awareness and trigger discipline, load one dummy round into a barrel.
5. Close and lock the action.
6. Unlock and open the action.
7. Remove the dummy round.
8. Apply the firearm safety device, if applicable.



## **FIREARM MALFUNCTIONS**

Pursuant to Penal Code section 26850, subdivision (c), the recipient shall receive instruction regarding how to render “that handgun” safe in the event of a jam.

For the purposes of this guide, a jam is defined as a malfunction that prevents a firearm from firing properly. Following is a list of common types of jams and recommended solutions:

- Failure to extract: spent cartridge not extracted from the chamber (semiautomatic) or the cylinder (revolver).
- Stove pipe: spent cartridge case sticking up in the ejection port (semiautomatic).
- Failure to feed: a cartridge gets stuck on the ramp of the barrel.
- Double feed: a spent cartridge case remains in the chamber while a new cartridge enters the chamber.

To clear “failure to extract” and/or “stove pipe” jams, while keeping your finger off the trigger and pointing the gun in a safe direction, attempt the following steps in order:

### Semiautomatic:

- Remove the magazine (if necessary, pull the slide back before removing the magazine);
- Pull the slide back and lock it, if possible;
- Remove any live ammunition or cartridge case from the chamber and breech; and
- Visually inspect the chamber to ensure the chamber is empty.

### Revolver:

- Open the action and remove any live ammunition or casings.

To clear “failure to feed” and/or “double feed” jams, while keeping your finger off the trigger and pointing the gun in a safe direction do the following:

- Remove the magazine (if necessary, pull the slide back before removing the magazine);
- Pull the slide back and lock it, if possible;
- Point the ejection port toward the ground; and
- Shake the firearm and allow the slide to go forward.

Other types of jams can occur as a result of exposing ammunition to environmental factors such as adverse temperatures or chemicals. Avoid using ammunition that appears to be corroded or discolored, or if you are unsure of its storage history. This type of damage to a cartridge can result in a failure to fire in one of the following ways:

- Misfire: a failure of the cartridge to fire after the primer has been struck by the firing pin
- Hang Fire: a perceptible delay in the ignition of a cartridge after the primer has been struck by the firing pin

When a cartridge fails to fire immediately, it will not be known at first whether the problem is a misfire or a hang fire. Keep the gun pointed in a safe direction - a “hang fire” condition might

exist and the cartridge could still fire. **Do not attempt to open the action of the gun to remove the cartridge for at least 30 seconds.**

A “squib load” jam is one which is caused by the development of less than normal pressure or velocity after ignition of the cartridge. Squib loads can result in the bullet failing to exit the barrel. If the bullet is lodged in the barrel, the firing of another shot could cause serious injury or damage. If this type of jam occurs **stop firing immediately**. Keep the muzzle pointed in a safe direction and unload the firearm. Check to be sure that the chamber is empty. Then with the action open carefully run a cleaning rod through the barrel to be sure that it is not obstructed.

**If any of the jams identified above cannot be resolved using the prescribed steps, we recommend that you seek competent assistance from a qualified gunsmith. It is important to always use the correct ammunition as recommended by the firearm manufacturer.**

## SAFE HANDLING DEMONSTRATION - GLOSSARY OF TERMS

**Action:** A series of moving parts that allow a firearm to be loaded, fired and unloaded.

**Barrel:** The metal tube through which a bullet passes on its way to a target.

**Breech:** The part of a firearm at the rear of the barrel.

**Bullet:** The projectile located at the tip of the cartridge case.

**Caliber:** The bullet or barrel diameter.

**Cartridge:** A single unit of ammunition made up of the case, primer, propellant, and bullet.

**Cartridge Case:** A container for all other components which comprise a cartridge.

**Chamber:** The rear part of a gun barrel where the cartridge is located when the gun is loaded.

**Cylinder:** The part of a revolver that holds ammunition in individual chambers.

**Cylinder Latch:** A latch on double-action revolvers that allows the cylinder to swing out.

**Double-Action:** A type of firearm action in which a single pull of the trigger both cocks the hammer and releases it.

**Dummy Round:** A bright orange, red or other readily identifiable dummy round or an inert cartridge without powder and primer.

**Ejector Rod:** The part used to remove cartridges from the cylinder.

**Grip:** The handle of the firearm.

**Hammer:** The part of the firing mechanism which strikes the firing pin or primer.

**Jam:** A malfunction that prevents a firearm from firing properly.

**Magazine:** A separate box-like metal container for semi-automatic pistols into which cartridges are loaded.

**Magazine Release:** A device that releases the magazine so that it can be removed from the firearm.

**Magazine Well:** The opening in a firearm into which a magazine is inserted.

**Muzzle:** The front end of the barrel from which a bullet exits.

**Revolver:** A firearm that has a rotating cylinder containing a number of chambers.

**Round:** See cartridge.

**Safety:** A device on a firearm intended to help provide protection against accidental discharge under normal usage when properly engaged.

**Semiautomatic Pistol:** A firearm that fires a single cartridge each time the trigger is pulled, and which automatically extracts and ejects the empty cartridge case and reloads the chamber.

**Single-Action:** A type of firearm action in which pulling the trigger causes the hammer to release.

**Trigger Guard:** Located on the underside of the gun, the trigger guard is a rigid loop which partially surrounds the trigger to prevent damage or accidental discharge.

# APPENDIX II

## FSC Exemption Code List

X01	=	Special Weapons Permit Holder
X02	=	Operation of Law Representative
X03	=	Firearm being returned to the owner
X13	=	FFL collector with COE (curio and relic firearms only)
X21	=	Military - Active Duty
X22	=	Military Reserve - Reserve
X25	=	Military - Honorably Retired
X31	=	Peace Officer - California - Active
X32	=	Peace Officer - Federal - Active
X33	=	Peace Officer - California - Honorably Retired
X34	=	Peace Officer - California - Reserve
X35	=	Peace Officer - Federal - Honorably Retired
X41	=	Carry Concealed Weapon (CCW) Permit Holder
X81	=	P.O.S.T. 832 PC (Firearms) Training
X91	=	Particular and Limited Authority Peace Officers
X95	=	Law Enforcement Service Gun to Family Member
X98	=	Valid (CA only) Hunting License (Long Guns Only)