



FIREARMS LICENSE PROCEDURES

Applicant is to complete an “Application to Sell Firearms” for the City of San Marcos and each employee who will be dealing with firearms must complete a “Miscellaneous Information Sheet”.

Applicant submits the following to the Housing and Neighborhood Services Division via email at Neighborhoodservices@san-marcos.net:

1. Completed applications; including a Miscellaneous Information Sheet for **each employee**
2. Copy of Current Federal Firearms License (FFL) issued by the U.S. Department of Justice Bureau of Alcohol, Tobacco, Firearms and Explosives
3. Copy of Current Certificate of Eligibility (COE) for each owner, which is issued by the State Department of Justice
4. Copy of Seller's Permit issued by the State Board of Equalization
5. Non-Refundable Permit **Fee of \$25.00**. Payments can be made online or via check. A license will not be issued without receipt of payment.

Upon receipt of approvals from the Sheriff's Department, Fire Department, Planning Division, and Building Division, your Firearms License will be issued. The license will be valid for one year from the date of application.

If you have any questions, please contact the Housing and Neighborhood Services Department at (760) 744-1050, Ext. 4517 or HANSLicensing@san-marcos.net.

**CITY OF SAN MARCOS
1 CIVIC CENTER DRIVE
SAN MARCOS, CA 92069
(760) 744-1050, EXT. 4517**

APPLICATION TO SELL FIREARMS

NEW: _____ RENEWAL: _____ LICENSE# _____ FEE:\$ _____ DATE PAID: _____ RECEIPT# _____

APPLICANTS NAME: _____
(Last) _____ (First) _____ (Middle) _____

ALL OTHER NAMES USED: _____

DATE OF BIRTH: _____ PLACE OF BIRTH: _____ HEIGHT: _____ WEIGHT: _____

SEX: _____ HAIR: _____ EYES: _____ CDL# _____ SSN: _____

RESIDENCE ADDRESS: _____
(Number) _____ (Street) _____ (City) _____ (State) _____ (Zip) _____

RESIDENCE PHONE: _____ EMERGENCY PHONE: _____

BUSINESS NAME: _____ BUSINESS PHONE: _____

BUSINESS ADDRESS: _____
(Number) _____ (Street) _____ (City) _____ (State) _____ (Zip) _____

LEGAL DESCRIPTION OF BUSINESS SITE: _____

FEDERAL TAX ID # _____ STATE SALES TAX ID # _____

BUSINESS IS: SINGLE OWNERSHIP: _____ PARTNERSHIP: _____ CORPORATION: _____

ARE YOU THE SOLE OWNER OR OFFICER OF THE BUSINESS? _____ YES _____ NO _____
If not, an Owner Identification Sheet (attached) must be completed by each partner and/or corporate officer
and submitted with this application.

DATE & PLACE INCORPORATED: _____

IF PARTNERSHIP, LIST NAMES & ADDRESSES OF OTHER OWNERS: _____

OWNER OF PREMISES INFORMATION:

NAME: _____ PHONE NUMBER: _____

ADDRESS: _____

DESCRIPTION OF ARTICLES TO BE SOLD: _____

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LIST ALL CHARGES RESULTING IN CONVICTION OR PLEA OF NOLO CONTENDERE WITHIN THE PAST 5 YEARS
(Except for Misdemeanor Traffic Violations).

DATE	PLACE/AGENCY	CHARGE	DISPOSITION	NAME ON DISPOSITION
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Pursuant to the provisions of Article 4, of the Dangerous Weapons Control Law, the undersigned makes application for a permit to sell firearms capable of being concealed upon the person and agrees to comply with and abide by all laws of the State of California relating to such sales. I certify under penalty of perjury that the information I have given is true and correct to the best of my knowledge and belief. I understand and agree to having all required notices unless otherwise specified, sent by U.S. mail to the address given on this application. I have read and understand sections 5.60 Et.Seq. of the San Marcos Municipal Code of regulatory ordinances pertaining to Firearm Permits.

DATE: _____

Signature of Applicant

OFFICE USE ONLY**FOR USE OF SHERIFF'S DEPT.**

Approved _____ Disapproved _____

Reason _____

Date _____ By _____

**CITY OF SAN MARCOS
1 CIVIC CENTER DRIVE
SAN MARCOS, CA 92069
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FIREARMS LICENSE

OWNER IDENTIFICATION SHEET

ATTACH TO LICENSE #_____

BUSINESS NAME:_____ BUSINESS PHONE:_____

BUSINESS ADDRESS:_____
(Number) (Street) (City) (State) (Zip)

APPLICANTS NAME:_____
(Last) (First) (Middle)

ALL OTHER NAMES USED:_____

DATE OF BIRTH:_____ PLACE OF BIRTH:_____ HEIGHT:_____ WEIGHT:_____

SEX:_____ HAIR:_____ EYES:_____ CDL#:_____ SSN:_____

RESIDENCE ADDRESS:_____
(Number) (Street) (City) (State) (Zip)

RESIDENCE PHONE:_____ EMERGENCY PHONE:_____

LIST PREVIOUS RESIDENCES FOR THE PAST 5 YEARS:

LIST ALL CHARGES RESULTING IN CONVICTION OR PLEA OF NOLO CONTENDERE WITHIN THE PAST 5 YEARS
(Except for Misdemeanor Traffic Violations).

DATE	PLACE/AGENCY	CHARGE	DISPOSITION	NAME ON DISPOSITION

OWNER IDENTIFICATION SHEET

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I CERTIFY UNDER PENALTY OF PERJURY THAT THE INFORMATION I HAVE GIVEN IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF. I HAVE READ AND UNDERSTAND CHAPTER 5.60 OF THE SAN MARCOS MUNICIPAL CODE PERTAINING TO FIREARMS LICENSES.

I UNDERSTAND THE INFORMATION SUPPLIED IN THIS APPLICATION MAY BE USED TO OBTAIN A CRIMINAL RECORD CHECK.

DATE: _____

Signature of Applicant

OFFICE USE ONLY

FOR USE OF SHERIFF'S DEPT.

Approved _____ Disapproved _____

Reason _____

Date _____ By _____

**CITY OF SAN MARCOS
1 CIVIC CENTER DRIVE
SAN MARCOS, CA 92069
(760) 744-1050, EXT. 4517**

MISCELLANEOUS INFORMATION SHEET

ATTACH TO LICENSE #_____

APPLICANTS NAME: _____
(Last) (First) (Middle)

ALL OTHER NAMES USED: _____

DATE OF BIRTH: _____ PLACE OF BIRTH: _____ HEIGHT: _____ WEIGHT: _____

SEX: _____ HAIR: _____ EYES: _____ CDL# _____ SSN: _____

RESIDENCE ADDRESS: _____
(Number) (Street) (City) (State) (Zip)

RESIDENCE PHONE: _____ EMERGENCY PHONE: _____

LIST PREVIOUS RESIDENCES FOR THE PAST 5 YEARS:

LIST ALL CHARGES RESULTING IN CONVICTION OR PLEA OF NOLO CONTENDERE WITHIN THE PAST 5 YEARS
(Except for Misdemeanor Traffic Violations).

DATE	PLACE/AGENCY	CHARGE	DISPOSITION	NAME ON DISPOSITION

I CERTIFY UNDER PENALTY OF PERJURY THAT THE INFORMATION I HAVE GIVEN IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF. I UNDERSTAND THE INFORMATION SUPPLIED IN THIS APPLICATION MAY BE USED TO OBTAIN A CRIMINAL RECORD CHECK.

DATE: _____

Signature of Applicant

OFFICE USE ONLY

FOR USE OF SHERIFF'S DEPT.

Approved _____ Disapproved _____

Reason _____

Date _____ By _____

CHAPTER 5.60**FIREARMS****SECTIONS:**

- 5.60.010 Discharge of firearms**
- 5.60.020 Throwing or discharging of missiles**
- 5.60.030 Selling weapons to persons under eighteen**
- 5.60.040 License required**
- 5.60.050 Records; secondhand weapons**
- 5.60.060 Delivery of firearms**
- 5.60.070 Advertising or display**
- 5.60.080 Dangerous weapons-possession in public-prohibited**
- 5.60.090 Dangerous weapons-possession in public-exceptions**

5.60.010 Discharge of firearms. No person shall shoot, fire or discharge any pistol, revolver, gun, rifle or other firearm or device fired or discharged by explosives within the city except in defense of a person or property or on a city approved range.

5.60.020 Throwing or discharge of missiles. No person shall discharge any air gun, slingshot or bean shooter, or throw, hurl, heave or propel any sharp pointed missile, dart or arrow upon any public street, sidewalk or public gathering place within the city.

5.60.030 Selling weapons to persons under eighteen. No person shall sell to any person under eighteen (18) years of age, any dart, arrow or sharp pointed missile.

5.60.040 License required. It shall be unlawful for any person to sell at retail, pistols, revolvers and other firearms capable of being concealed upon the person, and hereinafter referred to as concealable weapons, unless such seller has been issued a license by the City Clerk of the City of San Marcos and provided in this chapter.

(a) Application. Application for a license shall be made by the seller to the City Clerk on forms supplied by the City Clerk. Every applicant shall submit to fingerprinting by the Sheriff, which fingerprints will be sent to the Federal Bureau of Investigation, Identification Division, and to the State of California Bureau of Criminal Identification and Investigation for examination, comparison and recording. The City Clerk shall send a copy of the application to the city building official. The building official shall determine whether the structure, in which the proposed business is to be conducted, meets building code requirements and whether the proposed business conforms to the applicable zoning laws. Upon completion of his investigation, the building official shall report to the City Clerk, who shall report to the Sheriff the findings of such examination. Upon receipt of the Building Official's report of findings upon completion of his own investigation of the applicant, the Sheriff shall recommend approval or denial of the license. Such recommendation to the City Clerk, who shall issue or deny the license according to the Sheriff's recommendation. The business licensed by this chapter shall be carried on only in the building designated in the license.

(b) License fee. The applicant shall pay a nonrefundable fee for said license the sum of twenty-five dollars (\$25.00) to be paid at the time application for the license is made and an

annual business license fee as set forth in the business license ordinance to be paid upon approval of the application by the City Clerk. The fee established by the City Clerk shall defray the cost of investigation and issuance of said license.

(c) Form and term of license. The license shall be in a form prescribed by the City Clerk and the attorney general and shall be effective for not more than one year from the date of issuance.

(d) Display of license. The license, or a copy thereof, certified by the issuing authority, shall be displayed on the premises where it can easily be seen.

(e) License renewal. Said license may be renewed by the seller by making application to the City Clerk not less than thirty (30) days prior to the expiration of the license. All provisions of this section relating to any original license shall apply equally to the renewal of a license.

5.60.050 Records: secondhand weapons. If a dealer, licensed by this chapter to sell firearms, shall have offered to him for purchase or for acceptance in trade a used or second hand concealable weapon, he shall first obtain from the person offering such weapon the following information:

(a) Name, address, and physical description of such person.

(b) The description and license number of the vehicle, if any, being driven by such person.

(c) The caliber, manufacturer's name, description, serial number or numbers, initials or other identifying marks of the weapon.

(d) Such other information which may be required by the Sheriff.

The information shall be recorded on forms furnished by the City Clerk and Sheriff and approved by the San Diego Sheriff's Department. At the end of each week such dealer shall file with the Sheriff such completed form with respect to each second hand concealable weapon purchased or taken in trade during such week by such dealer.

5.60.060 Delivery of firearms. No concealable weapons shall be delivered:

(a) Within five (5) days of the application for the purchase thereof; nor

(b) Unless the purchaser either is personally known to the seller or shall present clear evidence of his identity. When delivered, such concealable weapon shall be unloaded and securely wrapped.

5.60.070 Advertising or display. No pistol or revolver, or imitation thereof, or placard advertising the sale or other transfer thereof, shall be displayed in any part of the premises where it can readily be seen from the outside.

5.60.080 Dangerous weapons - Possession in public - Prohibited. No person shall appear in any street, alley, sidewalk, parkway, or any other public place or place open to public view while carrying upon his or her person, or having in his or her immediate possession, any dangerous or deadly weapon.

5.60.090 Dangerous weapons - Possession in public - Exceptions. The restrictions contained in the preceding section shall not be deemed to prohibit the bearing of, or having possession of, ordinary tools or equipment carried by any person in connection with his or her trade, employment, business or profession, or for the purpose of legitimate sport or recreation.