



STATE OF CALIFORNIA  
DEPARTMENT OF JUSTICE  
FIREARMS DIVISION

P.O. Box 820200, Sacramento, CA 94203-0200  
(916) 227-5367 Telephone • (916) 227-3700 Facsimile



Employee Certificate of Eligibility  
Report of Employment  
Instructions on Reverse

**COE HOLDER INFORMATION**

Name \_\_\_\_\_ COE Number \_\_\_\_\_

Address \_\_\_\_\_  
*Street City CA ZIP*

California Driver's License or I.D. Number \_\_\_\_\_ Date of Birth \_\_\_\_\_  
*mm/dd/yyyy*

**EMPLOYER INFORMATION**

Firearm's Dealership Name \_\_\_\_\_ CFD # \_\_\_\_\_

Name of Licensee  
\_\_\_\_\_  
*Please Print*

Business Address \_\_\_\_\_  
*Street City CA ZIP*

**Employee COE Holder Declaration**

*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(s) 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 a Firearms Dealership Agent Certificate of Eligibility Termination of Employment Notice (FD 118) to DOJ within 10 days of termination. I declare under penalty of perjury (Penal Code sections 118 et seq., and 672) that all statements made on this document are true and complete.*

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

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

# Employee Certificate of Eligibility Report of Employment

## Instructions

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 possess a COE (Penal Code section 12071(b)(20)). 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 stated on this form will be notified of the revocation.

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

Please complete the form and mail it to:

Department of Justice  
Firearms Division - COE  
P.O. Box 820200  
Sacramento, CA 94203-0200

or send via facsimile to:

(916) 227-3700 - Attn: COE

If you have any questions, please contact the Firearms Division at (916) 227-5367.