

**CALIFORNIA DEPARTMENT OF JUSTICE**  
**HANDGUN SAFETY CERTIFICATE PROGRAM**  
**CERTIFIED INSTRUCTOR APPLICATION**

*Instructions on Reverse*  
*Please type or print clearly in ink.*

Name \_\_\_\_\_  
Last First Middle

Date of Birth \_\_\_\_\_ CA DL or CA ID # \_\_\_\_\_ Sex: Male  Female   
(month/day/year)

Home Address \_\_\_\_\_  
Street  
City State Zip Code

Mailing Address (if different than above) \_\_\_\_\_  
Street  
City State Zip Code

Day Time Phone Number (\_\_\_\_\_) \_\_\_\_\_

The attached certification represents my 12804 (j) PC qualification of: \_\_\_\_\_  
(Required qualifications on reverse)

COE # \_\_\_\_\_, Exp. Date \_\_\_\_\_ or  \$14.00 non-refundable fee enclosed.  
(If applicable)

The maximum time for processing a completed application is 90 days. If the Department fails to meet the time period for the processing of a certificate, the applicant, within 30 days of the final decision granting or denying the application, may apply in writing for a full reimbursement of any fees. The Department shall respond within 14 working days of receipt of a request for reimbursement; and if the reimbursement is denied by the Department, the applicant may directly appeal the denial in writing, to the Attorney General.

*I declare under penalty of perjury (Sections 126 and 672 PC) that all statements made by me on this application are true and complete. I understand that the Department of Justice has no responsibility for insurance coverage for myself, my students, my classes, my courses, or my oversight of handgun safety demonstrations. If I do not have a valid or pending COE I understand that a firearms eligibility check may be conducted on me during this application process and I expressly authorize DOJ to make this check. I understand that information submitted by me for approval as a DOJ Certified Instructor is a matter of public record. I understand that I must renew my application to be a DOJ Certified Instructor in another five years. I agree to comply with the Handgun Safety Certificate Program guidelines, procedures, and legal requirements as specified in the applicable statutes and the HSC Certified Instructor Manual. I declare that I am not addicted to the use of any narcotic drug and that I am familiar with the list of prohibiting offenses and nothing would preclude me from possessing a firearm.*

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Mail To: Department of Justice**  
**Firearms Division, HSC Program**  
**P.O. Box 820200**  
**Sacramento, CA 94203-0200**

<b>DOJ Use Only</b>
Date Received _____
Date Approved _____

# CALIFORNIA DEPARTMENT OF JUSTICE CERTIFIED INSTRUCTOR APPLICATION INSTRUCTIONS

*Application on Reverse*

Effective January 1, 2003, only Department of Justice (DOJ) Certified Instructors may administer the HSC test and issue the Handgun Safety Certificate, and oversee the handgun safe handling demonstration required by Penal Code section 12071 (b) (8) (D).

Pursuant to Penal Code sections 12071 (b) (8) and 12804 (j), DOJ Instructor Certification requires training and certification from one of the following:

- Department of Consumer Affairs, State of CA-Firearm Training Instructor.
- Director of Civilian Marksmanship, Instructor or Rangemaster.
- Federal Government, Certified Rangemaster or Firearm Instructor.
- Federal Law Enforcement Training Center, Firearm Instructor Training Program or Rangemaster.
- United States Military, Occupational Specialty (MOS) as marksmanship or firearms instructor.  
Assignment as Range Officer or Safety Officer is not sufficient.
- NRA-Certified Instructor, Law Enforcement Instructor, Rangemaster, or Training Counselor.
- POST Standards and Training, State of CA Firearm Instructor or Rangemaster.
- Authorization from a State of CA accredited school to teach a firearms training course.
- Training deemed equivalent by DOJ.

To apply to be a DOJ Certified Instructor, please complete and submit this application, a copy of your qualifying certificate, and a \$14 firearms eligibility determination fee (this fee is waived if you possess a current Certificate of Eligibility) payable to the Department of Justice to: **Firearms Division - HSC Program, P.O. Box 820200, Sacramento, CA 94203-0200.**

If you have any questions regarding the Handgun Safety Certificate Program, please contact the Firearms Division at (916) 227-0163.

