



DEPARTMENT OF CONSUMER AFFAIRS  
BUREAU OF SECURITY AND INVESTIGATIVE SERVICES

P.O. Box 989002, West Sacramento, CA 95798-9002

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### ADD CALIBER

**NOTE:** Read all instructions, *especially those regarding fee information*, for completing this form carefully. An incomplete or incorrectly completed form will delay processing.

**THIS SECTION TO BE COMPLETED BY PERMIT HOLDER  
COMPLETE ELECTRONICALLY ON COMPUTER OR PRINT CLEARLY IF HANDWRITTEN**

Check box if requesting a replacement firearms permit that includes the caliber(s) being added to your firearms permit (See Instructions).

Last Name:		First Name:		Fee Amount Enclosed (See Instructions) \$
Firearms Permit No.:		Firearms Permit Expiration Date:		
Date of Birth: (See Instructions)		SSN/ITIN: (See Instructions)		
Address of Record: (Number and Street, City, State & Zip Code)				
Residence Address: (Number and Street, City, State & Zip Code)				
<input type="checkbox"/> Check box if requesting to update an address above with the Bureau (SEE INSTRUCTIONS)				
Telephone No.: (See Instructions)		Email Address: (See Instructions)		

Check the box and provide the number and expiration date for the license(s) you hold that you currently have associated with your firearms permit or wish to have associated with your firearms permit. **NOTE:** You cannot associate a firearms permit with a Private Patrol Operator License organized as a corporation, or a Private Investigator or Alarm Company Operator License organized as a corporation or limited liability company. (See Instructions).

License Type	License Number	Expiration Date	Is this license listed on your <i>current</i> firearms permit card? (See Instructions)	
PI (Sole Owner/ Partners Only)			<input type="checkbox"/> Yes	<input type="checkbox"/> No
PI (QM) <sup>1</sup>			<input type="checkbox"/> Yes	<input type="checkbox"/> No
Security Guard			<input type="checkbox"/> Yes	<input type="checkbox"/> No
PPO (Sole Owner/ Partners Only)			<input type="checkbox"/> Yes	<input type="checkbox"/> No
PPO (QM) <sup>1</sup>			<input type="checkbox"/> Yes	<input type="checkbox"/> No
Alarm Agent			<input type="checkbox"/> Yes	<input type="checkbox"/> No
Alarm Company (Sole Owner/ Partners Only)			<input type="checkbox"/> Yes	<input type="checkbox"/> No
Alarm Company (QM)			<input type="checkbox"/> Yes	<input type="checkbox"/> No

<sup>1</sup> Provide the number and expiration date of the license on which you serve as the qualified manager.

Check if you are an **ACTIVE DUTY PEACE OFFICER**, as defined in Chapter 4.5, (commencing with section 830) of Title 3 of Part 2 of the Penal Code, or a federal qualified law enforcement officer, as defined in section 926B of Title 18 of the United States Code.

**Disclosure is voluntary. If you check box and are seeking a peace officer exemption, you must provide additional information for the Bureau to determine your eligibility. Read *Active Duty Peace Officer Exemptions* information under Instructions carefully to avoid delays in the processing of your application.**

**IMPORTANT INFORMATION - READ CAREFULLY:** I understand that a BSIS firearms permit authorizes me to carry an exposed (i.e. non-concealed) loaded firearm only of the caliber(s) listed on my permit card and only while performing the duties of the license associated with the permit. I also understand that a BSIS firearms permit does not authorize me to carry a concealed loaded firearm. Lastly, I understand that if I am a private patrol operator or alarm company operator licensee; a registered security guard or alarm agent, or a qualified manager for a private patrol operator or alarm company operator licensee, I can only wear or use an exposed firearm while on duty when in uniform.

#### **Mandatory Disclosure Language**

Submission of the requested information is mandatory. The Bureau of Security and Investigative Services (BSIS) of the Department of Consumer Affairs (Department) cannot process your *Certificate of Proficiency in Specified Caliber(s) and Request for Replacement Permit* form unless all requested information is provided.

Per the Information Practices Act, the Chief of the BSIS is responsible for maintaining the information in this form. You have the right to review the records maintained on you by the BSIS or Department unless the records are exempt from disclosure by section 1798.40 of the Civil Code. Your completed form becomes the property of the BSIS and will be used by authorized personnel to determine your eligibility to add a caliber to your firearms permit. Information on your form may be transferred to other governmental or law enforcement agencies, as permitted by law.

Pursuant to the California Public Records Act (Gov. Code § 6250 et seq.) and the Information Practices Act (Civ. Code § 1798.61), the names and addresses of persons possessing a license, certificate, permit or registration may be disclosed by the BSIS unless otherwise specifically exempt from disclosure under the law. The BSIS makes every effort to protect the exempt personal information you provide us. The information you provide, however, may be disclosed in response to a court or administrative order, a subpoena, or a search warrant.

For questions about this notice or access to your record, you may contact the BSIS by mail at Bureau of Security and Investigative Services, Attn: Public Records Liaison, P.O. Box 980550, Sacramento, CA 95798-0550; by phone at (800) 952-5210; or by e-mail at [bsis.prarequests@dca.ca.gov](mailto:bsis.prarequests@dca.ca.gov). For questions about the Department's Privacy Policy, you may contact the Department of Consumer Affairs by mail at Department of Consumer Affairs 1625 North Market Boulevard, Sacramento, CA 95834; by phone at (800) 952-5210; or by e-mail at [dca@dca.ca.gov](mailto:dca@dca.ca.gov).

**I DECLARE UNDER PENALTY OF PERJURY, UNDER THE LAWS OF THE STATE OF CALIFORNIA THAT:**

- ***The information provided on this form is true and correct;***
- ***I have completed the minimum training requirements required;***
- ***With full knowledge that the information provided is subject to investigation and that any false or dishonest information provided on this form may cause this request to add a caliber(s) to be denied, may subject underlying licenses to discipline, and may result in other consequences according to law.***

\_\_\_\_\_  
**Permit Holder Signature**

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

## CERTIFICATION OF FIREARMS RANGE QUALIFICATION TRAINING

THIS PAGE TO BE COMPLETED BY THE BSIS CERTIFIED FIREARMS INSTRUCTOR

**DO NOT RELEASE THE FORM to the permit holder until you have completed all information required on this page.**

1. Draw a line through and initial unused boxes in the Permit Holder Training Information Table below.
2. Do not provide corrected information. If you make an error, start a new form.

Permit Holder Name \_\_\_\_\_ Firearms Permit# \_\_\_\_\_

**COMPLETE ELECTRONICALLY ON COMPUTER OR PRINT CLEARLY IF HANDWRITTEN**

Facility Name \_\_\_\_\_ Facility Phone # \_\_\_\_\_

Facility Address \_\_\_\_\_

Facility Certificate # TFF \_\_\_\_\_ Expiration Date \_\_\_\_\_

Instructor Name \_\_\_\_\_ Instructor Phone # \_\_\_\_\_

Instructor License # TIF \_\_\_\_\_ Expiration Date \_\_\_\_\_

### PERMIT HOLDER TRAINING INFORMATION

All information below must be handwritten (print clearly) by the Firearms Training Instructor  
(see Instructions)

TRAINING INFORMATION	Date of Classroom Instruction	Written Exam Information		Range Qualification Date <sup>2</sup>
		Exam Date	Exam Score <sup>1</sup>	
			%	
1. Permit holder must pass <i>Bureau-approved firearm training written exam with a score of 85% or greater</i> . Indicate actual percentage score (see Instructions). 2. Completion of range qualification must be after completion of the classroom training and passage of the written exam and must be completed within 30 days of the classroom instruction (B&P Code § 7585.6).				
<b>QUALIFIED CALIBER(S)</b>				

NOTE: The range qualifications (50 rounds for practice and 50 rounds for score) must be completed by firing live ammunition. The use of a firearms simulator to add caliber(s) to a pre-existing firearms permit is prohibited.

CITIZENSHIP OR PERMANENT RESIDENT VERIFICATION (See Instructions)

Document Type: \_\_\_\_\_

Expiration Date \_\_\_\_\_

*(Indicate expiration if passport, permanent resident or I-327 document is used)*

**I declare under penalty of perjury, under the laws of the State of California, that:**

- **The information I provided on this page is true and correct.**
- **The permit holder completed a course of training in the carrying and usage of firearms as prescribed by the California Code of Regulations, Title 16, Division 7, Section 635.**
- **The permit holder qualified with a minimum score of 80 percent on a course of fire, as prescribed by the Bureau.**
- **The permit holder discharged 50 rounds, for each caliber of firearm to be added to an existing permit, a minimum of two (2) times with live fire, one (1) for practice and one (1) for score (California Code of Regulations, Title 16, Division 7, Section 635, subdivision VIII).**
- **The permit holder passed the Bureau-approved written firearm exam with a score of 85 percent or more.**

\_\_\_\_\_  
Instructor Signature

\_\_\_\_\_  
Date Signed

## GENERAL INFORMATION

1. This form is only for adding a caliber(s) to an existing BSIS Firearms Permit and, if full payment of the \$25 replacement permit fee is received, the Bureau will issue a new Firearms Permit with the requested caliber(s).
2. **Fee Payment- READ CAREFULLY.** The Bureau does not charge a fee to add a caliber to an existing firearms permit. **If you are requesting a replacement firearms permit that reflects the caliber(s) added to your existing permit, check the box on the first page and submit payment of \$25 to the Bureau with this form.** If requesting a replacement firearms permit, make your personal check, money order, or cashier's check payable to the Bureau of Security & Investigative Services or BSIS. Do not submit cash by mail.

If the replacement fee is not received with this form, the Bureau will process your request to add the caliber(s) to your firearms permit but will not issue a new firearms permit. **NOTE:** It is a violation of Business and Professions Code (BPC) Section 7583.37 to carry a firearm with a caliber not listed on your firearms permit.

3. **Allow 60 days to process your request. DO NOT** contact the Bureau to check on the status of your *Certificate of Proficiency in Specified Caliber(s) and Request for Replacement Permit (Certificate of Proficiency)* form unless it is over 60 days from date of submission. You will be notified in writing if your form is deficient.
4. Mail your form and payment (if requesting a replacement permit) to:

Bureau of Security and Investigative Services  
P.O. Box 989002  
West Sacramento, CA 95798-9002

## INSTRUCTIONS FOR COMPLETING THE FORM

### Permitholder Section

1. All sections of the *Certificate of Proficiency* form must be completed with permit holder and instructor signatures provided. The permit holder must fill out the first two (2) pages of the form. Only the Firearms Instructor who completed the training is authorized to complete the Certification of Firearms Range Qualification Training. **Permit holders are not permitted to complete ANY portion of the Certification of Firearms Range Qualification Training (Page 3).**
2. **Date of Birth and SSN/ITIN:** While optional, providing this personal identifier information assists in identifying permit holder in the Bureau's database.
3. **Email Address and Phone Number:** While optional, providing an email address and/or phone number may expedite the Bureau's communication with you if additional information is required to process this form.
4. **Address Information:** A Bureau permit holder is required to provide their residence address to the Bureau. The residence address can be designated as the Address of Record or the Confidential Address. **NOTE:** Changing your address(es) via this form, only changes the address for this permit. You must file a Change of Address Form to change the address on other licenses you may hold.

**Address of Record (AOR):** This is the address that will appear on your firearms permit and where the Bureau will mail your replacement permit (if requested) and any future correspondence relating to your firearms permit. The AOR is also the address that will be disclosed in response to public records requests and/or public sales requests. If providing a P.O. Box or an address other than your residence address as your AOR, you must provide your residence address.

**Residence Address:** If your AOR is not your residence address, you must provide your residence address. The residence address is confidential.

5. **Type(s) of License Currently Held** – Complete requested information for each license type you hold that you wish to associate with your firearms permit. **NOTE:** If you are requesting to associate your firearms permit with your security guard registration for the first time, you will need to take and pass a written assessment as a condition for associating the permit with the registration (Business and Professions Code Sections 7583.23 and 7583.47). For information about when the assessment is and is not required, visit BSIS' website at [www.bsis.ca.gov/firearmsassessment](http://www.bsis.ca.gov/firearmsassessment).

6. **Active Duty Peace Officer** – If you are an active duty peace officer, as defined in Chapter 4.5, (commencing with section 830) of Title 3 of Part 2 of the Penal Code or a federal qualified law enforcement officer as defined in section 926B of Title 18 of the United States Code, you may be **exempt** from completing a BSIS firearms training course, to add a new caliber(s) to your firearms permit, by providing proof of your peace officer status and proof of having completed a course of study in the use of firearms in the caliber(s) you are seeking to add to your BSIS firearms permit. (BPC Section 7583.22). Verification of your active duty status can be satisfied by providing a legible copy of the front and back of your peace officer identification card. Acceptable proof of having completed a course of study in the use of firearms include a copy of your POST profile, a copy of your Basic/Specialized Basic POST course completion certificate, or a letter signed by your agency's Range Master or Commanding Officer attesting to your completion of a firearms training course. **NOTE:** This exemption does not apply to applicants who are only associating the firearms permit to a license issued under the Alarm Company Act. See BSIS website for additional information at [www.bsis.ca.gov](http://www.bsis.ca.gov).

### **Instructor Certification Page**

1. Only the Bureau-certified Firearms Training Instructor who provided the training to the permit holder is permitted to complete the Certification of Firearms Range Qualification Training (Page 3).
2. The range qualifications (50 rounds for practice and 50 rounds for score) to add the caliber(s) to a pre-existing firearms permit must be completed by firing live ammunition; the use of a firearms simulator for range qualifications is prohibited.
3. **Caliber Boxes** – Draw a line through and initial unused caliber boxes in the Permit Holder Training Information Table to prevent the addition of information after you have signed and released the form.
4. **Do not make revisions to the form.** If you need to change information, start a new form. The Bureau has no way of knowing if the change was made by the instructor or someone else.
5. **Citizenship or Permanent Resident Verification** – Provide specific information regarding the document presented by the applicant. For example, if a passport is provided, indicate the country of issuance (e.g., U.S. Passport, Canadian Passport, etc.). Also, "Citizenship Certificate" is not an actual document issued by the U.S. government. Indicate the specific title for the document (e.g., U.S. Citizen Identification Card, Certificate of United States Citizenship, Certificate of Naturalization). Indicating a general document title is a deficiency and will delay the processing of the form. See Attachment I of Firearms Training Manual for acceptable documents to verify citizenship/residency and the corresponding title of each document.
6. **Written Firearms Exam Scoring Instructions** – The BSIS Firearms Training Written Examination is worth 52 points. There are 50 written questions worth one-point each plus two handgun diagrams with each diagram worth one-point each. The applicant must correctly label each part of a handgun diagram to receive the one-point credit for that diagram. If one item is incorrectly labeled, the applicant does not get a point for the diagram. To pass the exam, the applicant must obtain a score of 85% or higher. An 85% score equals 44 correct responses. To determine an applicant's percentage score, divide the total number of correct responses by 52.
7. Due to changes in the law and Bureau operations, this form is periodically updated. Please routinely check the Bureau's website so that you are using the most current version.

### **Important Information Relating to Your Firearms Permit**

1. You can only carry a firearm while performing the duties of the license associated with the firearms permit. For example, a permit holder who only has a security guard registration listed on his/her firearms permit and who also holds a private investigator (PI) license cannot work armed while carrying out the duties of a PI licensee. The firearms permit card must list the private investigator license for the permitholder to work as an armed PI licensee.
2. Officers of a PPO or PI licensee organized as a corporation, or members, managers, or officers of a PI licensee organized as limited liability company (LLC) are not licensees; rather, they agents of the licensed corporation or LLC. Officers, managers or managing members who wish to hold a firearms permit must themselves hold a qualifying license
3. Once a caliber(s) is added to your firearms permit, you must thereafter qualify on that caliber(s) during each subsequent qualification you complete to renew the permit with that caliber. **NOTE:** All subsequent qualifications completed must comply with the qualification schedule based on your date of last renewal.

Review the [Firearms Permit Renewal Application](#) on the Bureau's website for additional information on qualification requirements.

Example: If you submit a *Certificate of Proficiency* form requesting to add a caliber(s) between the 1<sup>st</sup> and 2<sup>nd</sup> qualifications and the Bureau approves the request, you must then qualify with the added caliber(s) at the time of the 2<sup>nd</sup>, 3<sup>rd</sup>, and 4<sup>th</sup> qualifications to renew the firearms permit with the approved added caliber(s).

4. **Address Change:** You must notify the Bureau of any change in your address of record or residence address within 30 days from the date of change. Failure to provide timely notice may result in the issuance of fine. An address change may be completed online via BreEZe if you have a BreEZe account, or via an [Address Change \(Personal\) form](#), which can be accessed on the Bureau's website. The form may be emailed to [bsis@dca.ca.gov](mailto:bsis@dca.ca.gov) or mailed to Bureau of Security and Investigative Services, P.O. Box 989002, West Sacramento, CA 95798-9002.
5. **Proof of Added Calibers:** Holders of a firearms permit associated with a Security Guard registration may work with a print out of the approved permit from the Department of Consumer Affairs' License Search website at [www.search.dca.ca.gov](http://www.search.dca.ca.gov) along with a valid picture ID while waiting to receive the hardcopy permit with the newly added caliber(s) in the mail.
6. **Reporting Requirement for Lost/Destroyed/Stolen Firearms Permit:** You must notify your employer and apply to the Bureau for a replacement permit within 72 hours of your firearms permit being lost, destroyed or stolen.
7. **Renewing Firearm Permit:** By law, you are required to submit a renewal application *at least* 60 days prior to your firearm permit's expiration (BPC Sections 7542.11, 7583.32, and 7596.7). Please note, the Bureau is unable to process renewal applications received more than 90 days prior to expiration. For instructions on renewing your firearms permit, review the current [Firearms Permit Renewal Application](#) from the Bureau's website.