



RIVERSIDE POLICE DEPARTMENT FIREARM DEALER LICENSE (FDL) INFORMATION SHEET

GENERAL INFORMATION

The City of Riverside Municipal Code 5.95 has the following Firearm Dealer License requirements.

- A. Every firearm dealer shall first obtain a license in accordance with section 26705 of the California Penal Code, as described in this chapter, and pay an annual license fee in the amount set forth in Title 3, Chapter 3.30, Section 030/3126 of the Riverside Municipal Code.
- B. Any person desiring to obtain a Firearm Dealer License shall first file with the Police Department an application in writing upon a form as prescribed by the Chief of Police and accompanied by a non-refundable application fee in such amounts established by resolution of the City Council.

THE FOLLOWING STEPS MUST BE COMPLETED TO OBTAIN A FIREARM DEALER LICENSE WITHIN THE CITY OF RIVERSIDE:

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|--|---|
| <p>1 Review Riverside Municipal Code Chapter 5.95</p> <p>2 Application: Completed in full (Including Property Owner Acknowledgement/Notary)</p> <p>3 Pre-Application Form (Zoning Approval)</p> <p>4 Federal Firearms License (Copy of current FFL)</p> <p>5 Certificate of Eligibility (Copy of current certificate)</p> | <p>6 Riverside Business Tax License (Copy of current license)</p> <p>7 California State Board of Equalization Seller's Permit</p> <p>8 Valid Photo Identification (Color copy)</p> <p>9 Copy of Insurance Policy (Minimum liability shall be no less than \$1,000,000.00)</p> <p>10 Copy of Lease/Proof of Ownership (Rental Agreement/Mortgage, etc.)</p> |
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Submit items 3-10 along with the completed application. Application processing may take up to 90 days. Once the application has been approved, the Firearm Dealer License will be issued.

FEES (Credit/Debit Card or Cash/Check/Money Order Payable to City of Riverside)

\$561.00	Firearm Dealer License Fee (New Business/Change of Ownership)
\$561.00	Firearm Dealer License Renewal Fee

THIS PERMIT MUST BE RENEWED EVERY YEAR

There is no grace period for renewals. Renewal Applications must be received before the expiration of your license or you will have to re-apply and pay any applicable fees. **All fees are non-refundable.**

Complete applications will be accepted by appointment only (walk-ins will not be seen).

To schedule an appointment, visit our website at: RiversideCA.gov/RPD/Permits
Appointments will be seen at the Riverside Police Department – Magnolia Station
located at 10540 Magnolia Avenue, Riverside, CA 92505.

For further questions, contact the Special Investigations Division - Vice Unit:

Telephone: (951) 353-7614 | Email: RPDVice@RiversideCA.gov



RIVERSIDE POLICE DEPARTMENT FIREARM DEALER LICENSE (FDL) — PRE-APPLICATION ZONING APPROVAL —

Applicant Name:	
Business Name:	
Type of Business:	License Permit Type:
Proposed Business Site:	

City Planning Approval:	<input type="checkbox"/> Zoning Approved	<input type="checkbox"/> Zoning Not Approved
City of Riverside Planning Approver		
Staff Name:		
Title:		
Phone Number:		

The undersigned acknowledges and understands that the approval set forth on this form in no way represents that the business proposed to be conducted on the site listed above, complies with applicable zoning laws, planning requirements or use permits, and that additional conditions may need to be met prior to conducting business on the site.

**Contact the Planning Department at (951) 826-5800 directly prior to beginning your business.
3900 Main St., 3rd Floor, Riverside, CA 92522**

Signature of Applicant:
Print or Type Name:



RIVERSIDE POLICE DEPARTMENT FIREARM DEALER LICENSE (FDL) APPLICATION

LICENSE	FEES
<input type="checkbox"/> Firearm Dealer License Fee (New Business/Change of Ownership)	\$561.00
<input type="checkbox"/> Firearm Dealer License Renewal Fee	\$561.00

SECTION A (PLEASE COMPLETE THIS SECTION FIRST)	
1. Do you understand the questions in this Application? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Applicant's Name:	
Applicant's Signature:	Date:
2. Translator or Interpreter Acknowledgement	
A. Do you need a translator or interpreter to understand the questions within this FDL License Application? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If "Yes," please list language and dialect:	
Language:	Dialect:
B. Has the translator assisted you in understanding the questions within this application? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Translator/Interpreter Name (Print):	
Translator/Interpreter Signature:	Date:
Relationship to Applicant:	
Applicant's Name (Print):	
Applicant's Signature:	Date:

SECTION B - APPLICANT INFORMATION

1. Applicant's Name

Last Name:

First Name:

Middle Name:

2. List any and all names, nicknames or aliases you have used in the past:

3. Home Address

Street Address:

City:

State:

Zip:

Home Telephone Number:

Cell Phone Number:

4. List all the places you have lived for the past 5 years:

DATES	STREET ADDRESS	CITY	STATE

5. Mailing Address (if different from Home Address)

Street Address:

City:

State:

Zip:

6. Email Address:

7. Driver's License or Identification Number:

State of Issurance:

8. Current Employment

Business Name:

Street Address:

City:

State:

Zip:

Business Telephone Number:

9. Hours of Operation

DAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
Open AM/PM							
Close AM/PM							

10. Employment History for the past 5 years

DATES	EMPLOYER	STREET ADDRESS	TELEPHONE #	REASON FOR LEAVING

11. This business will be housed within a:

Private Residence Rented Residence Commercial Building Other

If "Other," explain:

12. To your knowledge, have any business partners, employees, or persons working at your establishment ever been arrested or given a citation for violating any law related to FDL and/or weapons violations?

Yes No

If "Yes," list dates and locations, and explain:

13. Have you ever worked at a similar business that did not require a license? Yes No

If "Yes," list dates and locations, and and names under which the practice or business was conducted:

14. In the past 10 years, have you been arrested and/or convicted of a crime? Yes No

If "Yes," provide the following:

OFFENSE	DATE OF ARREST/ CONVICTION	LOCATION	PAROLE OR PROBATION

15. List all name(s) under which you will advertise and/or conduct your business:

16. List any and all persons, associations, partnerships, or corporations holding an interest or involvement in the practice for which you are applying:

NAME	TITLE	ADDRESS	PHONE NUMBER

17. Have you read and understand Riverside Municipal Code Chapter 5.95, which applies to the procurement and maintenance of a FDL License? Yes No

SECTION C - DECLARATIONS

1. I have read the provisions of Chapter 5.95 of the Riverside Municipal Code governing the procurement of a FDL License.	Initials: _____
2. I understand that I am required to comply with all laws related to FDL and the handling/sales of weapons pertaining to. If this application is approved, I agree to abide by applicable laws and ordinances.	Initials: _____
3. I understand that I must apply for renewal of my license or certificate, before it expires. I also understand that if I do not apply for my renewal before the expiration date, I will be required to re-apply and pay all application fees.	Initials: _____
4. I have read this entire application and all of the answers provided above. I understand that any material misrepresentation or omission, intentional or not, may result in the denial of this application or revocation of any license, permit, or certificate issued pursuant to this application.	Initials: _____
5. I hereby declare that I am authorized to submit this application on behalf of the entity or individual listed on the application because I am an owner of the entity, I have authority from the owner or am the owner.	Initials: _____
6. I acknowledge that any false, misleading, or fraudulent statement of material fact in this application by an agent of an owner, or an owner, will be held against the owner and is grounds for denial of this application, or suspension or revocation of the license associated with this application.	Initials: _____
7. I hereby declare that I have read and understand all the laws, rules and regulations, and policies and procedures associated with this application; and that I fully understand the nature, meaning, and content of such laws, rules, and policies. I warrant and represent that I will adhere to all laws, rules, and policies, during the application process and after a permit is issued by the City.	Initials: _____
8. I hereby declare that I have conducted my own research and investigation regarding the compliance of the proposed location with state and local laws, including, but not limited to, location requirements, zoning regulations, and address requirements. I further declare that the proposed location of the Firearm Dealer License fully complies with applicable state and local law.	Initials: _____
9. I acknowledge that any promise, representation, or any other statement made to me by any agent or employee of the City that is not contained within this application is null, void, and unenforceable and that I am not relying on any such promise, representation, or statement.	Initials: _____
10. I acknowledge the City will review this application for compliance with applicable laws, regulations, and ordinances, and that this application may be denied as allowed by laws, rule, or policies of the City.	Initials: _____
11. I acknowledge that this application does not confer an entitlement or a vested right to receive a license, and I acknowledge that I must follow all rules and procedures to obtain a license prior to operating or otherwise claiming that I have any such right to a license or to operate.	Initials: _____
12. I hereby declare that I have read this acknowledgement and advisement, that I have had the opportunity to consult with, and be represented by, legal counsel of my own choice prior to the execution and submission of this application, and that I am knowingly and voluntarily submitting this application in compliance with this acknowledgement and advisement and all applicable laws.	Initials: _____

13. I consent for the City of Riverside, by and through its appropriate officers, agents, and employees to verify and confirm the information contained in this application, and to conduct such other investigations as may be reasonably required by the City of Riverside, its officers, agents, and employees for the purpose of determining the capability, fitness, and capacity of the applicant to obtain a Firearm Dealer License.

Initials: _____

14. Whenever there is a change in information that was required to be submitted in the application, such notification shall be in writing to the Riverside Police Department within ten (10) business days of the change.

Initials: _____

Riverside Police Department shall complete an investigation of the qualifications and moral character of the applicant and either grant or deny the permit within ninety (90) days after the submission of the completed application; provided, however, if good cause exists, the Riverside Police Department may extend the period of investigation for an additional thirty (30) days, provided the applicant is mailed notification or verbally notified that the investigation has not been completed.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Print Name:	Applicant's Signature:	Date:
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RIVERSIDE POLICE DEPARTMENT FIREARM DEALER LICENSE (FDL) PROPERTY OWNER ACKNOWLEDGEMENT OF FIREARM DEALER ACTIVITIES

I, _____, declare under penalty of perjury that:
(Name of Property Owner/ Authorized Representative)

1. I am the Property Owner of record, or the duly authorized representative of the Property Owner, for the real Property located at _____.
(Address/"The Property")

2. The Property Owner acknowledges and consents to the business, _____,
(Business Name)

(Tenant Applicant (Corporation/LLC/Partnership/Sole Owner))

conducting the proposed firearm dealer activities at the Property.

3. No person shall engage in any firearm dealer activities on the proposed Property without all licenses and permits required by the Riverside Municipal Code (RMC) while an Firearm Dealer License (FDL) application is pending.

4. The City of Riverside may enter the property to conduct inspections of the Property during the application process in order to thoroughly investigate whether a firearm dealer license should be granted.

5. I have read, understand, and will ensure compliance with the terms in RMC Section 5.95 (Firearms Dealer License) and RMC 1.17.020 (G), as applicable.

I certify under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Print Name & Title:	Signature of legal owner/owner representative:	Date:
Authorized Representative Business Name:	Authorized Representative Business Address:	Business Telephone:

***This authorization form will not be valid without notarization. The authorization form automatically expires upon sale or transfer of the property to a new legal owner. If sale or transfer of the property occurs prior to the applicant obtaining a firearm dealer license, the applicant must resubmit this notarized form with approval of the new legal owner of the property.**



RIVERSIDE POLICE DEPARTMENT FIREARM DEALER LICENSE (FDL) – NOTARY ACKNOWLEDGEMENT –

CALIFORNIA ACKNOWLEDGEMENT | CIVIL CODE § 1189

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California | County of _____

On, _____ before me, _____,
(Date) (Here Insert Name and Title of the Officer)

personally appeared _____

(Name(s) of Signer(s))

who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

PLACE NOTARY SEAL AND/OR STAMP ABOVE

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

(Signature of Notary Public)