



How to Maintain your COE with DOJ's New Time Constraints

**2022 Firearm Industry
Compliance Webinar Series**

Presented by Renee Lewis, Consultant





ITINERARY

- Maintaining your Certificate of Eligibility (COE) and Centralized List (CL) accounts without interruptions
- Inspection update: Violations fines are coming, are you ready?
- Questions

Maintaining Your COE and CL Accounts Without Interruptions

Longer Processing Time

- Due to extreme staff shortages, all firearm applications are taking longer than usual to process. This includes your COE and CL renewals
- COE renewal processing time is now 8-10 weeks
- CL renewal processing time has been extended to 4-6 weeks
- If your COE has been expired more than 90 days, you will be required to re-apply (this includes a new live-scan)

Maintaining Your COE and CL Accounts Without Interruptions

Tips/Suggestions

- Have multiple COE applicants attached to your CL account
 - A manager, partner, spouse, or trusted employee
 - The additional COE holder(s) does not need to be a responsible party on your FFL
- Mark your calendar 60 days prior to your COE expiration date to begin your renewal process
- Keep track of your employees' COE expiration dates and send them a reminder to renew 60 days prior to their expiration date(s)

Maintaining Your COE and CL Accounts Without Interruptions

Tips

The screenshot shows the California Firearms Application Reporting System (CFARS) website. The browser address bar displays 'cfars.doj.ca.gov'. The page title is 'California Firearms Application Reporting System (CFARS)'. The main content area contains a privacy notice and a form for applicant information. A red circle highlights the 'I Agree' checkbox, and a red arrow points to it. Another red circle highlights the 'Real ID' dropdown menu, and a red arrow points to it. The form fields include:

- *First Name, Middle Name, *Last Name, Suffix, Alias First Name, Alias Last Name
- *Residence Street Address, *Zip Code (90048), *City (LOS ANGELES), State (CA)
- Mailing Address (if different), Zip Code
- *Email Address (MAIL.COM)
- Home Phone, Business Phone, Mobile Phone
- *ID Type (CALIFORNIA DL), *ID Number, Real ID (Select), State (CA)
- *Date of Birth (10/03/1960), *Gender (MALE), *U.S. Citizen (YES)
- Applicant Tracking Identifier (ATI) Number
- Business Type(s) (Select all that apply; and at least one)

The Business Type(s) section includes checkboxes for:

- ☐ Ammunition Agent / Employee
- ☐ Ammunition Vendor
- ☐ Certified Instructor

Maintaining Your COE and CL Accounts Without Interruptions

— Tips

cfars.doj.ca.gov

California Firearms Application Reporting System (CFARS)

Business Type(s)

Select all that apply; and at least one

<input type="checkbox"/> Ammunition Agent / Employee	<input type="checkbox"/> Ammunition Vendor	<input type="checkbox"/> Certified Instructor
<input type="checkbox"/> Collector	<input type="checkbox"/> Consultant / Evaluator	<input type="checkbox"/> Employee
<input type="checkbox"/> Explosive Permit	<input checked="" type="checkbox"/> Firearms Dealer	<input type="checkbox"/> Gun Show Producer
<input checked="" type="checkbox"/> Gunsmith	<input type="checkbox"/> Importer	<input checked="" type="checkbox"/> Manufacturer
<input type="checkbox"/> Other	<input type="checkbox"/> Pawnbroker	<input type="checkbox"/> Prop Master
<input type="checkbox"/> Shooting Range	<input type="checkbox"/> Store Manager	<input type="checkbox"/> Wholesaler / Distributor

Explain Business Type Other

Employment Details

NOTE: If your Business Type includes Ammunition Agent/Employee or Employee, you are required to select at least one employer.

No employers have been selected.

[Manage Employment Details](#)

File Upload Section

NOTE: File uploads that are being requested on a form must be attached to the form even if you already uploaded them as an attachment to another form.

No files have been uploaded

[Add Document](#)

Please click buttons only once. Multiple clicks will delay processing.

[Preview](#) [Clear](#) [Back](#)

[Top](#)

[CFARS Home](#) > [COE Home](#)

Maintaining Your COE and CL Accounts Without Interruptions

Tips/Suggestions

Adding document(s) to your COE application:

- Real ID

Upload a current copy of the front and back of your CDL

- All other ID types

Upload a current copy of the front and back of your ID

Upload additional supporting documentation





VIOLATION FEES

EFFECTIVE JULY 1, 2022

- DOJ MAY IMPOSE A CIVIL FINE ON A LICENSED FIREARM DEALER, NOT EXCEEDING **\$1,000 PER VIOLATION**



VIOLATION FEES

DOJ MAY IMPOSE A CIVIL FINE ON A LICENSED FIREARM DEALER, NOT EXCEEDING **\$3,000 PER VIOLATION** WHEN THE FIREARM DEALER KNOWINGLY OR WITH GROSS NEGLIGENCE VIOLATED A PENAL CODE REQUIREMENT,

OR

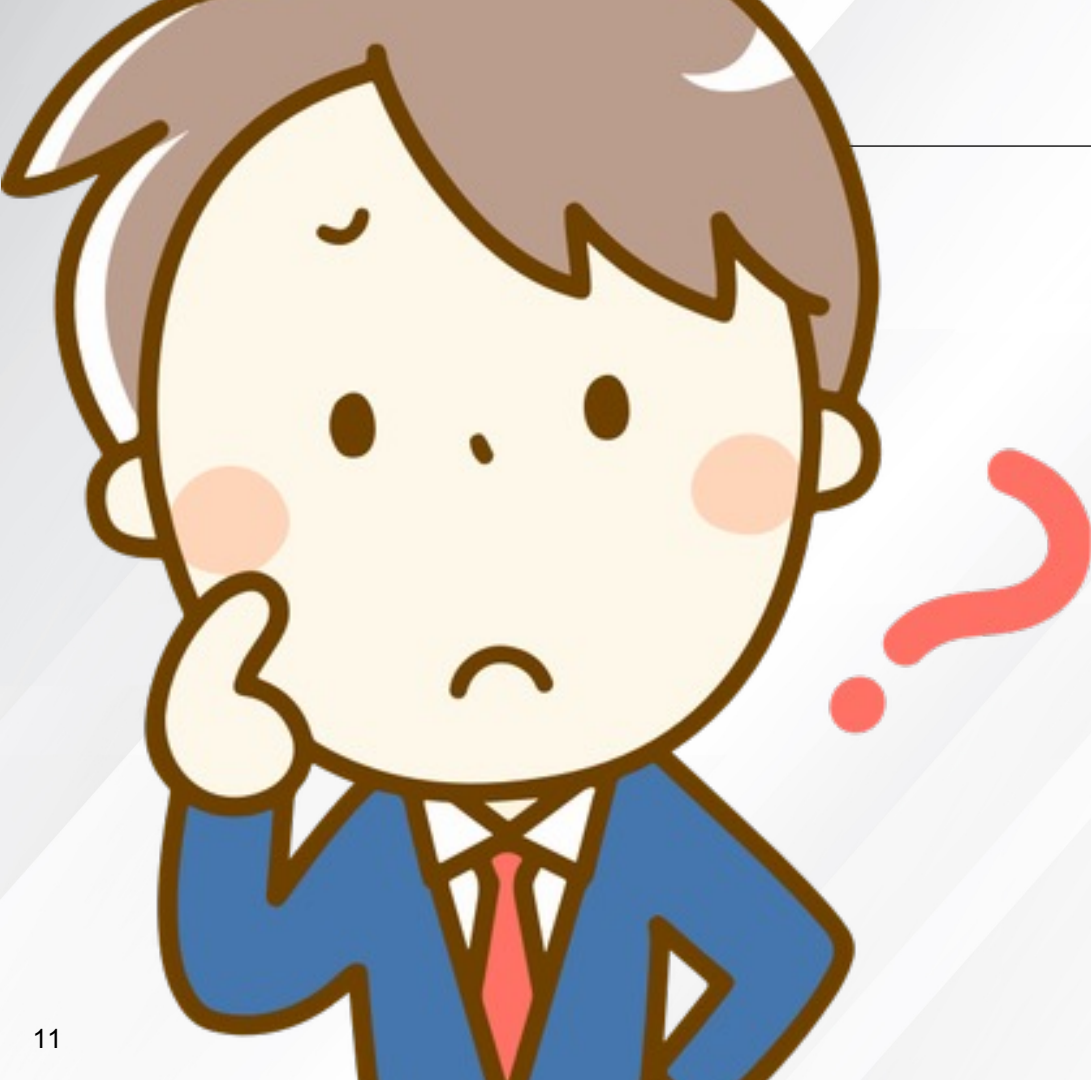
THE FIREARM DEALER RECEIVED WRITTEN NOTIFICATION AND FAILED TO TAKE CORRECTIVE ACTION.



VIOLATION FEES

How to Prevent Fines

- Diligence in paperwork
- Continuing education
- Make violation corrections when instructed to do so by your field representative or other DOJ staff



Questions

Renee Lewis
(916) 717-5304



Additional NSSF Compliance Resources

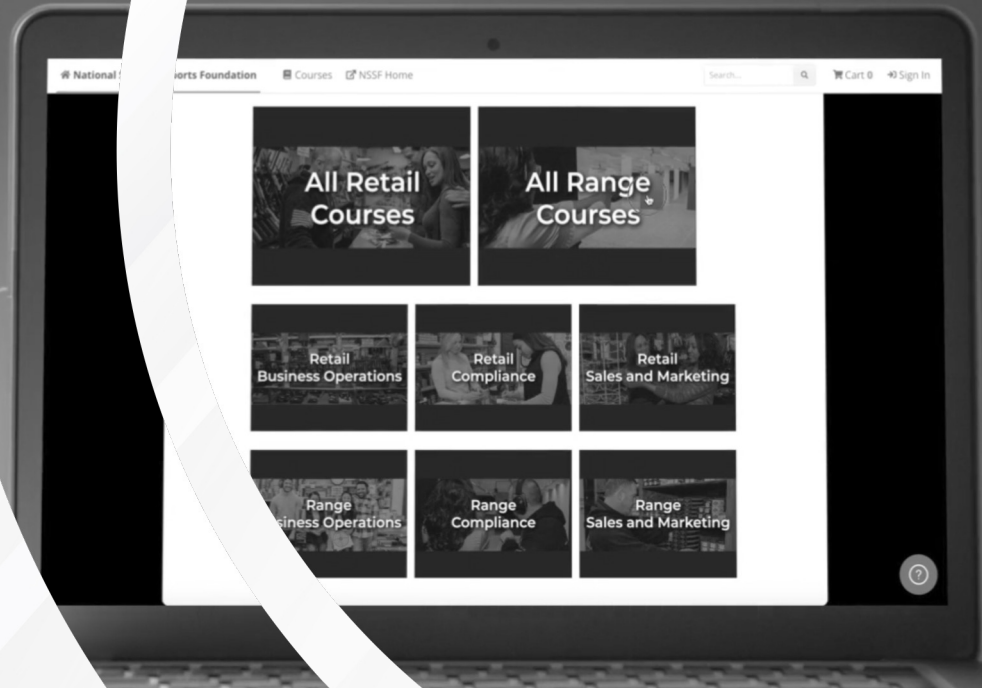
NSSF
The Firearm Industry
Trade Association

SHOT
UNIVERSITY™
NSSF online

Industry Compliance courses:

- “Zero Tolerance” Policy
- Winning at ATF Inspections
- Completing the Form 4473
- Multiple Sales Report
- and more

[NSSF.org/Education](https://nssf.org/Education)



Additional Questions?

Email us at:
membership@nssf.org

