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| File:Illinois State Police seal.jpg - Wikipedia  Firearms Services Bureau  **Firearm Dealer License Certification**  **Pre-Application Checklist** |
| **Please have the following items completed prior to attempting your application to make the process as easy as possible.**  ***All documents uploaded to the application must be in one of the following digital formats:***  ***(.pdf, .doc, .docx, .csv, .jpg, .jpeg, .png, .txt, .xls, .xlsx)*** |
| Complete the Firearm Dealer License Certification Training located on the Department’s website at: http://www.isp.state.il.us/firearms/fdlc/training.cfm. This includes all owners, agents and employees engaged in the transferring of firearms. In the application, “date of review” will be captured for the completion of training. |
| Determine whether your Federal Firearms License (FFL) is a retail or non-retail location.  The Act defines a retail location as, “…a store open to the public from which a certified licensee engages in the business of selling, transferring, or facilitating a sale or transfer of a firearm…”  To help make this determination, here are three scenarios and how they would be defined:   * A big box store open to the public during hours of operation with a displayed inventory where the public can purchase and receive transfers of firearms. This is a RETAIL location. * A residential dealer who has a designated area within his or her home, such as a garage or separate area, wherein during hours of operation, the public is able to come into this area to make purchases and receive transfers. This is a RETAIL location. * A residential dealer who is not open to the public, who conducts firearm transfers with individuals known to the dealer or who sets appointments for firearms transfers. This is a NON-RETAIL location. |
| Have your Federal/Employer Tax ID & State Tax ID readily available. This information will be collected on the electronic application.  Create a copy of your FFL(s) in a digital format. |
| Have a signed and notarized affidavit in a digital format to cover all owners, agents, and employees who sell or transfer firearms, including proof of a background check for out-of-state owners, agents, and employees. Affidavits are located at http://www.isp.state.il.us/firearms/fdlc/forms.cfm. |
| Complete a signed and notarized affidavit in an up loadable format certifying the status of the FFL. Affidavits are located at http://www.isp.state.il.us/firearms/fdlc/forms.cfm. |
| Have all FOID card information (FOID# & Expiration Date) for owners, agents, employees (if applicable) readily available. This will be required on the affidavit and within the application. |
| Ensure the device that you are using has all the aforementioned documents available and in a location where you can easily access them.  Using the template and instructions, complete a Safe Storage Plan if you operate a retail location.  Register by creating a Business User Account. http://www.isp.state.il.us/firearms/fdlc/fdlcApplication.cfm |
| Application payment will be collected via ACH (or e-check) - $300 for a non-retail location, $1,200 for a retail location. At payment, you will be asked for your bank’s routing and account numbers. These numbers can be found at the bottom of your bank check. On the bottom far left is your bank’s 9-digit routing number, followed by your account number, then the check number. You will need this information to process your payment. |