

DOUGLAS COUNTY SHERIFF'S OFFICE		Policy and Procedure
Commissions, Appointment and Permits		P&P-F-102
Transfer and Registration of Firearms		
Effective Date: 07-19-23 Supersedes: 05-23-22	Approval: Sheriff	Number of Pages: 1
References: ATF Form 1, ATF Form 4, ATF Form 5320.23, and CLEO	Reevaluation Date: Annually	Standards

I. POLICY

As information only on the Chief Law Enforcement Official (CLEO) according to the [ATF website](#):

Effective July 13, 2016, the final rule “[Machineguns, Destructive Devices and Certain Other Firearms; Background Checks for Responsible Persons of a Trust or Legal Entity With Respect to Making or Transferring a Firearm](#)” amends the regulations to eliminate the requirement for a certification signed by a chief law enforcement official (CLEO) and instead adds a CLEO notification requirement.

Prior to the submission of the ATF Form 1 or ATF Form 4 to the Director, all applicants/transferees and responsible persons shall forward a completed copy of [ATF Form 1](#) or [Form 4](#), or a completed copy of [Form 5320.23](#), respectively, to the chief law enforcement officer of the locality in which the applicant or responsible person is located. The chief law enforcement officer is the local chief of police, county sheriff, head of the state police, state or local district attorney or prosecutor.

If the applicant/transferee is not a licensed manufacturer, importer, or dealer qualified under this part and is a partnership, company, association, or corporation, for purposes of this section, it is considered located at its principal office or principal place of business; if the applicant/transferee is not a licensed manufacturer, importer, or dealer qualified under this part and is a trust, for purposes of this section, it is considered located at the primary location at which the firearm will be maintained.

Last Reviewed November 13, 2020

Policy NOTE: Any ATF forms (Form 1, Form 4, or Form 5320.23) received by this Office after identification as one of the above forms will be destroyed and not kept on file or information transferred into any databases.

By Order of the Sheriff