

GENERAL INFORMATION – REQUESTING TO ADD A CALIBER TO AN EXISTING FIREARMS PERMIT

Submission Checklist

1. Submit a complete and signed Certificate of Proficiency in Specified Caliber(s) and Request for Replacement Permit form (Certificate of Proficiency) to the Bureau for consideration and/or processing.
2. Adding a caliber(s) requires the issuance of a replacement firearms permit. Submit the \$10.00 processing fee to request a replacement Firearms Permit showing the added caliber(s) with this form.

General Information

1. **Allow the Bureau at least 60 days to review and/or process your Certificate of Proficiency requesting to add a caliber(s).** DO NOT contact the Bureau to check on the status of your request unless it is over 60 days from date of submission. You will be notified in writing if your request is deficient.
2. **Use the *Certificate of Proficiency to submit an add caliber(s) request to a current BSIS Firearms Permit.*** Do not use a *Firearms Permit Initial Application* or a *Firearms Permit Renewal Application* to submit an add caliber(s) request. Submission of an incorrect form constitutes a deficiency and the completion of the correct paperwork will be requested.
3. **A Bureau firearms permit authorizes the permit holder to carry an exposed (i.e. non-concealed) loaded firearm only of the caliber(s) listed on the firearms permit card and only when on duty.** A BSIS Firearm Permit does not authorize the permit holder to carry a concealed loaded firearm. A current private patrol operator or alarm company operator licensee; or registered security guard or alarm agent, or qualified manager for a private patrol operator or alarm company operator licensee, cannot wear or use an exposed firearm while on duty unless s/he is wearing a uniform.
4. **By law a firearms permit renewal must be submitted 60 days prior to the permit expiring.** The Bureau advises permit holders to submit a request to add a caliber(s) between the first and third requalifications or wait and submit the request to add a caliber(s) along with the renewal application in order to avoid having your firearms permit renewed before your request to add a caliber.

Permit Holder Information

1. A *Certificate of Proficiency* requesting to add a caliber(s) to a current firearms permit may be submitted anytime during the time period the firearms permit is valid.
2. Once a caliber(s) is added, you must thereafter requalify with the newly added caliber(s) each time you complete your requalification. Once your new caliber(s) is added to your firearms permit, you are required to complete requalifications for all calibers listed on your permit. You may sync your requalification schedule of your new caliber(s) with your current requalification schedule. (Example: If you submit a Certificate of Proficiency requesting to add a caliber(s) between the 1st and 2nd requalification and the Bureau approves the request, you must then requalify with the added caliber(s) at the time of the 2nd, 3rd, and 4th requalification to renew the firearms permit with the approved added caliber(s).)

Instructor Information

1. **Range Qualification** – A permit holder wishing to add a caliber(s) to his/her existing firearms permit must complete at least 8 hours of classroom instruction on the carrying and use of a firearm(s), pass a Bureau-approved written firearm exam with a minimum score of 85%, and qualify with the specified caliber(s) by discharging 50 rounds a minimum of two (2) times with live fire, one (1) for practice and one (1) for score attaining a minimum score of 80%.
2. **Caliber Boxes** – Draw a line through unused caliber boxes and initial in the Range Qualification Information Table to prevent the addition of information after you have signed and released the form.
3. **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.

Information for Renewing a Firearms Permit

1. **No renewal notice will be mailed to you.** You are responsible for completing and submitting a Firearms Permit Renewal Application as required by law.
2. You are required, by law, to submit a renewal application at least 60 days prior to expiration of the current permit. NOTE: The Bureau is unable to process renewal applications submitted more than 90 days prior to expiration (BPC 7542, 7583.23 & 7596.7)
3. You must complete four requalifications as follows: two (2) requalifications during each 12-month period of the current permit's two-year term with no two (2) requalifications completed closer than four (4) months apart. *As each range requalification is separate, you may complete each one with a single Bureau certified firearm instructor and firearm training facility or with multiple instructors and facilities.* **NOTE:** Failing to adhere to the required requalification schedule will result in you being ineligible for renewal and the need to apply for a new initial firearms permit.