

Class 3 Firearms Checks and Transfers

The following is the procedures for running the background checks for the class 3 firearms on the form 4 and obtaining the CLEO signature.

- 1) The buyer will pick out the class 3 instrument and fill out the ATF form 4 as well as the Utah state white form. No ATF form 4473 is filled out at this time.
- 2) The FFL will make a copy of the ATF form 4 to keep with the white form for audit purposes.
- 3) The FFL will call BCI for the background check and transaction number. This will need to be done whether the person is getting the instrument for himself or as a trust. Whoever is picking up the instrument should be the person the check is run. A \$7.50 fee will be charged to the FFL for anyone not having a Utah CFP. If they have a Utah CFP, the charge is waived. The FFL should tell BCI the transaction type is sale of an "Other".
- 4) If approved, the dealer will record the transaction number on the state white form and give this number to the purchaser to present to the Chief Law Enforcement Officer (CLEO) for their signature. This must be done with 20 days of the check at the FFL location.
- 5) The CLEO will then have to verify this number with BCI to make sure it is valid.
- 6) If the CLEO signs the ATF form 4, the purchaser will then complete the ATF requirements for obtaining the instrument.
- 7) If the complete process listed above is less than 30 days, no additional processing with BCI is necessary.
- 8) If the process takes longer than 30 days, a subsequent check is required at no fee when the firearm is actually picked up. The dealer must tell BCI prior to the check that this is a subsequent check for a prior approval of a class 3 instrument to avoid an additional charge.