



FORM CJT 721
ADD/CHANGE FIREARM(S) – AGENCY TRANSFER
/ADDRESS CHANGE
PRIVATE SECURITY GUARDS / PRIVATE INVESTIGATORS/ BAIL
BOND RECOVERY AGENTS

Revised 10/2016

Send completed update & forms to:

WSCJTC CIT Division
19010 1ST AVE S
BURIEN WA 98148
By Email: pspi@cjtc.state.wa.us
Or Fax To: 206-835-7953

INSTRUCTIONS (Please type or print ALL information legibly):

- EMPLOYER:** Complete and sign this form and return it to the address above with Forms CJT 723, 728, 729, 730, if applicable. The firearms qualification forms must have been completed & signed by a PS Certified Firearms Instructor and the applicant. One qualification sheet is required for each firearm listed below. FORM 731 is not needed if an active firearms certificate is already on file.
- Additional firearm information is stored in the WSCJTC database and provided to DOL when requested. The WSCJTC will notify the company by email when an add/change firearm or agency update once completed.
- AGENCY TRANSFER:** Complete this form to transfer an active firearms certificate from one agency to another. Attach all necessary qualification sheets, FORMS 723 and 731, and submit to address on form.
- ADDRESS CHANGE:** Complete this form and submit with signature to update current company address for active firearms certificate.
- FEE: \$0**

PLEASE TYPE OR PRINT ALL INFORMATION LEGIBLY

INCOMPLETE UPDATES WILL NOT BE PROCESSED

<input type="checkbox"/> ADD/CHANGE FIREARM(S)	<input type="checkbox"/> AGENCY TRANSFER	<input type="checkbox"/> ADDRESS CHANGE	AGENCY TRANSFERRING FROM (if applicable):	
<input type="checkbox"/> PRIVATE SECURITY	<input type="checkbox"/> PRIVATE INVESTIGATOR		<input type="checkbox"/> BAIL BOND RECOVERY AGENT	
LAST NAME:	FIRST NAME:		MIDDLE	SSN - LAST FOUR:
WSCJTC FIREARMS CERTIFICATE # (If known)		DOL LICENSE #:		
AGENCY / COMPANY NAME:			APPLICANT WORK EMAIL ADDRESS:	
AGENCY ADDRESS:	CITY:		STATE:	ZIP CODE:
AGENCY PHONE:		COMPANY OWNER/DESIGNEE EMAIL ADDRESS: (Required)		

NEW FIREARMS: (COMPLETE ALL THAT APPLY)

HANDGUN	MANUFACTURER -MODEL NAME -CALIBER
	MANUFACTURER -MODEL NAME -CALIBER
	MANUFACTURER -MODEL NAME -CALIBER
SHOTGUN	MANUFACTURER -MODEL NAME -CALIBER
RIFLE	MANUFACTURER -MODEL NAME -CALIBER

The applicant named herein is at least 21 years of age and possesses a current and valid security guard, private investigator, or bail bond recovery agent license. Sole proprietors/principals must sign for themselves.

COMPANY OWNER/DESIGNEE (PRINT)

COMPANY OWNER/DESIGNEE (SIGNATURE)

FOR COMMISSION USE ONLY

Approved <input type="checkbox"/> Disapproved <input type="checkbox"/> Date Received: _____ Email Confirmation: _____	Handgun (s): _____ Shotgun (s): _____ Rifle (s): _____	DATE PROCESSED:
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**FORM CJT 723****FIREARMS CERTIFICATE CRIMINAL
HISTORY RECORDS CHECK ATTESTATION**PRIVATE SECURITY / PRIVATE INVESTIGATOR / BAIL
BOND RECOVERY AGENT**Revised 1/2015****THIS FORM REQUIRED WITH INITIAL
FIREARMS CERTIFICATE APPLICATION
PACKET****INSTRUCTIONS**

1. Top of form initialed, printed, and signed by agency owner/designee.
2. Bottom of form printed and signed by applicant.
3. This form is REQUIRED with an initial firearm certificate application packet.
4. Incomplete forms will be held until completed in full.

**FIREARM
CERTIFICATE TYPE**☐ PRIVATE SECURITY☐ PRIVATE INVESTIGATOR☐ BAIL BOND RECOVERY AGENT

LAST NAME:

FIRST NAME:

MIDDLE INITIAL:

SSN LAST FOUR:

DATE OF BIRTH:

OTHER NAME(S) USED (if applicable):

AGENCY / COMPANY NAME:

CRIMINAL HISTORY RECORDS CHECK ATTESTATION

I, hereby attest that the above named applicant is an employee, or will be an employee, of this agency and that this agency has completed hiring eligibility requirements and:

- (1) A criminal history records check has been completed by this agency regarding this applicant through appropriate submission of applicant's fingerprints and/or documentation to appropriate systems (WSP WATCH, NCIC, WASIC, law enforcement agencies, etc.); and
- (2) Such search indicated the absence of any conviction of the applicant for a felony offense, or any misdemeanor or gross misdemeanor offense that prohibits the applicant from lawfully possessing a firearm to include any domestic violence conviction or an active Domestic Violence Protection Order.

COMPANY OWNER/DESIGNEE PRINTED NAME

COMPANY OWNER/DESIGNEE SIGNATURE & DATE

APPLICANT ATTESTATION

I, the above named applicant do attest that I have met the following:

- (1) Criminal History Records Check has been completed. _____ Initials
- (2) I do NOT have a conviction for a felony offense, or any misdemeanor or gross misdemeanor that prohibits me from lawfully possessing a firearm. _____ Initials
- (3) I do NOT have any military convictions or offenses that prohibit me from lawfully possessing a firearm. _____ Initials
- (4) I do NOT have any domestic violence conviction or an active Domestic Violence Protection Order that prohibits me from lawfully possessing a firearm. _____ Initials

APPLICANT PRINTED NAME

APPLICANT SIGNATURE & DATE

**HANDGUN QUALIFICATION TEST
FORM CJT 729**PRIVATE SECURITY GUARDS/PRIVATE
INVESTIGATORS/ BAIL RECOVERY AGENTS

UPDATED 1/2015

Complete and attach this test to Form CJT 726
and return to:**Washington State Criminal Justice
Training Commission Fiscal
Unit, 19010 1st Ave S,
Burien, WA 98148****INSTRUCTOR AND STUDENT INFORMATION**

RANGE/LOCATION	SHOOTERS NAME (PRINT)
INSTRUCTOR NAME (PRINT)	SHOOTERS SIGNATURE
INSTRUCTOR SIGNATURE	INSTRUCTOR PHONE
INSTRUCTOR EMPLOYER	INSTRUCTOR EMAIL

HANDGUN SKILLS AND SAFETY TEST**INSTRUCTIONS FOR SKILLS AND SAFETY TEST**

- The individual being tested must demonstrate each skill to qualify
- The instructor will verify each skill is demonstrated correctly and safely
- The following skills require the individual to keep their finger off the trigger and the firearm pointed in a safe direction
- This is a pass/fail test
- Individuals are to use their duty firearm, and the test should be conducted on the range

1. Drawing the handgun

- ☐ Release retention devices using only the gun hand
- ☐ Draw the handgun, keeping finger off the trigger
- ☐ Deactivate any safeties

2. Loading/Unloading a Revolver

- ☐ Load the revolver using a speed loader, close cylinder
- ☐ Eject rounds from the cylinder
- ☐ Visually inspect the firearm to ensure that it is unloaded

Loading/Unloading a Semi-Automatic

- ☐ Insert magazine and rack the slide to chamber a round
- ☐ Magazine removed, rack slide to eject round from barrel
- ☐ Lock slide back to the rear
- ☐ Visually and physically inspect the firearm to ensure that it is unloaded

3. Clear Weapon Malfunctions (Semi-Automatics Only, Requires Inert Ammunition)

- ☐ Type 1, Failure to Fire – Tap bottom of magazine, rack slide, and assess.
- ☐ Type 2, Stovepipe – Tap bottom of magazine, rack slide sweeping round from firearm, and assess.
- ☐ Type 3, Double Feed -
 1. Lock slide back to the rear
 2. Eject and retain magazine
 3. Rack slide 3 times
 4. Insert fresh magazine
 5. Rack slide

4. Holstering the Handgun

- ☐ Visually scan 360 degrees
- ☐ Activate handgun safety devices
- ☐ Holster handgun and secure all retention devices

FIREARM USED FOR CERTIFICATION

FIREARM MAKE _____ MODEL _____ CALIBER _____

AMMUNITION CALIBER (IF DIFFERENT THAN FIREARM CALIBER) _____

HANDGUN QUALIFICATION COURSE

INSTRUCTIONS

- This course must be completed using standard duty ammunition, handgun, and holster.
- The entire course of fire must be completed at all distances; failure to attempt any string will result in course failure.
- Any malfunctions must be cleared and resolved in the time allowed.
- The Basic Law Enforcement Academy target BLEA-1 will be used. 50% reduced targets are acceptable for ranges shorter than 25 yards.
- The target will be scored using the scoring rings as marked on the silhouette. Hits breaking the scoring line will be awarded the higher point value.
- Hits on the silhouette, but outside the scoring rings, and DNFs (Did Not Fire) result in zero points, but are not penalized. A miss off the silhouette, will result in a ten point penalty.
- 294 (70%) of the 420 total possible points must be scored in order to pass and certify.
- The reloads specified in the course must be performed regardless of the type of magazine or capacity of the handgun.
- The holster and ammunition pouches must have all retention devices snapped/closed at the beginning of each firing sequence.
- During Pivot Sequences, individuals start with their side down range. On the command to fire, individuals must turn and face the firing line, then draw while facing down range.
- The weapon malfunction sequence of this test requires semi-auto shooters to insert 6 live rounds and (1) inert round in the magazine. The inert round may not be the first or last round. Semi-auto shooters must clear the malfunction (tap, rack) and fire within the time allowed. Revolver shooters fire this sequence normally.

DISTANCE	DESCRIPTION	SHOTS	TIME	REMARKS
3 Yards	Draw, fire 2 center of available mass.	2	4	
5 Yards	Pivot right, then draw and fire 2.	2	5	
5 Yards	Pivot left, then draw and fire 2.	2	5	
7 Yards	Draw and fire 6 rounds, clear malfunction. (6 rounds for revolvers) (6 rounds and 1 inert round for semi-autos)	6	15	
10 Yards	Draw, fire six, speed load, and fire six.	12	35	
15 Yards	Draw and fire 6 while standing, Kneel, speed load, Fire 6 more while kneeling.	12	35	
25 Yards	From a standing position draw, fire 3 from the left side of the barricade, execute a speed load, fire 3 rounds from the right side of the barricade, and end with a tactical load.	6	60	
TOTAL SCORE				

FINAL RESULTS

SKILLS AND SAFETY TEST	<input type="checkbox"/> PASSED	<input type="checkbox"/> FAILED
RANGE QUALIFICATION	<input type="checkbox"/> PASSED	<input type="checkbox"/> FAILED
STUDENT LAST NAME: _____		
INSTRUCTOR INITIALS: _____		
TESTING DATE: _____		