

TO: RESPONDENTS ORDERED TO SURRENDER FIREARMS, CONCEALED PISTOL LICENSE, AND OTHER DANGEROUS WEAPONS

- **The Court has ordered you to immediately surrender any firearms you own or have in your possession, any concealed pistol licenses (CPL), and any other dangerous weapons to law enforcement. (Firearms, CPLs, and other weapons are referred to as “weapons” below).**
- The location of **where and how** you must surrender weapons is below.
- The Court has ordered you to **file** proof of weapons surrender, including a receipt from law enforcement, **within 5 business days**. (Forms: Proof of Surrender and Receipt for Surrendered Weapons and CPLs)
- If you do not possess any weapons, then you must **file** a declaration with the court stating you do not possess weapons. (Form: Declaration of Non-Surrender)
- **WARNING: It is a CRIME if you fail to do ANY of the following:**
 - *Fail to immediately surrender your weapons;*
 - *Fail to file your Proof of Surrender and the Receipt with the court. RCW 9.41.040(2)*
 - *Fail to file your Declaration of Non-Surrender if you do not possess weapons. RCW 9.41.810*
- If you are already prohibited from possessing firearms you may want to consult with an attorney for advice. Consulting with an attorney **DOES NOT** change your responsibility to comply with the court order within the ordered time frames.



If Court orders you to surrender to police:	If Court orders you to surrender to a designated person:	If you do not have weapons or CPL:
Step 1: Immediately turn in weapons to the Property Management Unit or police agency listed in the <i>Order to Surrender Weapons</i> .	Step 1: Immediately turn in weapons to designated person. WARNING: Firearm sales/transfers are subject to background checks. RCW 9.41.113.	Step 1: Immediately complete and sign the <i>Declaration of Non-Surrender</i> form.
Step 2: Complete and sign <i>Proof of Surrender</i> and <i>Receipt for Surrendered Weapons and Concealed Pistol License</i> . A police officer will sign the <i>Receipt</i> once you surrender your weapons.	Step 2: Designated person complete and sign <i>Receipt for Surrendered Weapons and Concealed Pistol License</i> . If not then immediately surrender to police in left-hand column of this page.	Step 2: File the <i>Declaration of Non-Surrender</i> form with the Court within 5 business days of the date the order was signed or from the date of service.
Step 3: File <i>Proof of Surrender</i> and <i>Receipt for Surrendered Weapons and Concealed Pistol License</i> signed by police within 5 business days of the date the order was signed or from the date of service.	Step 3: Complete <i>Proof of Surrender</i> form and attach the <i>Receipt for Surrendered Weapons and Concealed Pistol License</i> signed by the designated person	Step 3: Appear for the review hearing on page one (top-right) of the <i>Order to Surrender Weapons</i> . Failure to appear could result in contempt of court and/or criminal charges.
Step 4: Appear for the review hearing on page one (top-right) of the <i>Order to Surrender Weapons</i> . Failure to appear could result in contempt of court and/or criminal charges.	Step 4: File <i>Proof of Surrender</i> and attached <i>Receipt for Surrendered Weapons and Concealed Pistol License</i> with the Court within 5 business days of the date the order was signed or from the date of service.	
	Step 5: Appear for the review hearing listed on page one (top-right) of <i>the Order to Surrender Weapons</i> . Failure to appear could result in contempt of court and/or additional charges.	



1. If surrendering to the King County Sheriff:

- a. **Call the Property Management Unit** and request to surrender your firearms: **(206) 296-4078**.
- b. **Make your firearms safe.** Unload your firearms. Ammunition must not accompany the firearms. Open the action: slide locked for pistols, cylinder open for revolvers, bolt open for rifles and shotguns
- c. **Transport your firearms to PMU:** 4623 7th Ave. S, Seattle, WA 98108
PMU hours of operation: M-F 8:00am – 3:00pm, closed weekends and holidays
- d. Leave the firearms in your vehicle’s trunk and ring the button located on the outside of the Southeast Entrance Door of PMU. You will be buzzed in. Tell the person behind the glass that you are there to surrender firearms. Provide your Case Number, Washington State ID, Social Security Number and current address and phone number.
- e. You must **not** be carrying the firearms when you first enter PMU.
- f. You are **prohibited** from walking into the PMU with firearms until directed to do so from PMU Staff.
- g. Give the officer your **completed Proof of Surrender** and **Receipt for Surrendered Weapons and Concealed Pistol License** forms. The officer will sign the **Receipt** form, make a copy for KCSO records and return the form to you.
- h. You are responsible for filing the **Proof of Surrender** and attached **Receipt** forms with the Court issuing the Order to Surrender.

2. If surrendering firearms at a Police station, precinct, or substation:

- a. **Call the police agency listed in the Order to Surrender Weapons** and say you need to surrender your firearms. **A list of phone numbers and addresses is below.**
- b. **Make your firearms safe.** Unload your firearms. Ammunition must not accompany the firearms and will not be accepted. Open the action: slide locked for pistols, cylinder open for revolvers, bolt open for rifles and shotguns
- c. **Transport your firearms to the police station, precinct, or substation.**
- d. **Lock your firearms in your vehicle’s trunk.**
- e. You are **prohibited** from walking into any police station with firearms.
- f. **Go to the main entrance of the police department and use the public phone to call 911.** Say you are at the police station and need to surrender firearms in compliance with a court order (Note: front desk personnel are **not** authorized to take your firearms.)
- g. You must **not** be carrying the firearm when meeting with the officer.
- h. Wait for an officer to respond.
- i. **When the officer arrives,** inform him/her why you are there and where you have secured the firearms. Give the officer your completed **Proof of Surrender** and **Receipt for Surrendered Weapons and Concealed Pistol License** forms.
- j. The officer will take the firearms and submit them into evidence/property room. The officer will create a case report documenting that he/she took receipt of the firearms. This will be your proof that you complied with the court order.
- k. The officer will sign the **Receipt** form, make a copy for records and return the form to you.
- l. You are responsible for filing the **Proof of Surrender** and attached **Receipt** forms with the Court issuing the Order to Surrender.



LIST OF LAW ENFORCEMENT AGENCIES AND PHONE CONTACT NUMBERS

KCSO Precincts:

Precinct #2: Sammamish

801 228th Ave. SE, Sammamish, WA 98075
206-263-9133

Precinct #3: Maple Valley

22300 SE 231st St. Maple Valley, WA 98038
206-477-6446

Precinct #4: Burien

14905 6th Ave SW, Burien, WA 98166
206-477-2200

Precinct #5: Shoreline

1206 N. 185th, Shoreline, WA 98133
206-801-2710

Algona PD	253-833-2743	Medina PD	425-233-6420
Auburn PD	253-288-2121	Mercer Island PD	206-275-7600
Bellevue PD	425-452-6917	Newcastle PD (KCSO)	206-296-3311
Black Diamond PD	253-631-1012	Normandy Park PD	206-248-7600
Burien PD (KCSO)	206-296-3311	North Bend PD	425-888-3333
Bothell PD	425-486-1254	Pacific PD	911
Clyde Hill PD	425-454-7187	Port of Seattle PD	206-787-3490
Covington PD (KCSO)	206-296-3311	Redmond PD	425-556-2500
Des Moines PD	206-878-3301	Renton PD	425-430-7500
Duvall PD	425-788-1519	Sammamish PD (KCSO)	425-295-0770
Enumclaw PD	360-825-3505	Seattle PD	911
Federal Way PD	253-835-6700	Seatac PD (KCSO)	206-296-3311
Hunts Point PD	425-233-6420	Snoqualmie PD	425-888-3333
Issaquah PD	425-837-3200	Tukwila PD	206-433-1808
Kenmore PD (KCSO)	206-296-3311	Yarrow Point PD	425-454-7187
Kent PD	253-852-2121/911	UW PD	206-685-8973
Kirkland PD	425-577-5656	Woodinville PD (KCSO)	206-296-3311
Lake Forest Park PD	206-364-8216		

