

Law Enforcement Instructions to Return Firearms

As you return firearms from safe keeping the following must be completed prior to handing over possession of the firearm(s):

- Complete a background check to determine if there are any new or existing disqualifiers such as:
 - Order of Protection
 - Felony Convictions
 - Domestic Battery Convictions
 - Conditions of Bond

If firearm(s) are being returned per a court order have the defendant provide a copy of the order, review it, verify the order with the court and make a copy of the court order.

- Perform a FOID check to determine if the person has a valid FOID card.
- Provide a 72 hour waiting period to assure that all potential disqualifiers are accounted for in the system.
- Contact the victim to inform them about the return of the firearm(s)

In addition, if the person receiving the firearm is a third party:

- Have the third party complete a Firearm Release Form

*It is important that each department develop an agency specific protocol directing the return of firearms.

FIREARM(S) RETURN - SAMPLE RECIEPT

I _____ attest that,

- a) the firearm(s) listed below are legally owned by me;
- b) I have not been found guilty of a felony in Illinois or any other state;
- c) I have not been found guilty of a misdemeanor crime of domestic violence;
- d) there is no current order prohibiting my possession of a valid FOID card or firearm in the state of Illinois or any other state;
- e) there are no other cases pending against me that would disqualify me from possessing a valid FOID card or firearm;
- f) I have never been adjudicated mentally defective or been committed to a mental institution; and
- g) there is no legal impediment to me owning or possessing a firearm, including but not limited to those mentioned above.

Signature of Recipient

Date

Signature of returning officer

Date

Description of the firearm(s) and ammunition, including the make, model and serial number(s) of each firearm that was surrendered:

Make	Model	Serial Number	Description
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*Attach a copy of the receipt of sale, bill of sale, receipt of transfer, or other document evidencing ownership of the firearm(s) and ammunition.