

SAMPLE ROS INSTRUCTIONS

NOTE: THE APPLICATION/RECORD OF SALE FORM MUST NOT BE DUPLICATED!

STATE POLICE USE
ONLY

A		INSTRUCTIONS		1. TRANSFEREE/PURCHASER: _____ LICENSEE: _____ TRANSFEROR/SELLER: _____ (FOR PRIVATE SALES) COMPLETE SECTION F. NOTE: FORM MUST BE COMPLETED IN ITS ENTIRETY BY TYPING OR PRINTING IN BLUE OR BLACK INK TRANSACTION SUBJECT TO SALES TAX ☐ YES ☐ NO Please explain in Section F if you selected "NO" for subject to sales tax.		2. THIS NUMBER IS ASSIGNED TO YOUR BUSINESS. Do not give your forms to other businesses! 3. STATE IDENTIFICATION NO. List the Dealer/Sheriff Number here. 4. APPROVAL NO./DATE List Approval/Transaction No., "UDT", or "Denied" and date here.					
B TRANSFEREE'S/PURCHASER'S INFORMATION											
5. LAST NAME		6. JR., ETC.		7. FIRST NAME		8. MIDDLE NAME		9. DATE OF BIRTH		10. AGE	
11. SEX		17. SOCIAL SECURITY NO. (Optional, but will help prevent misidentification.)				18. COUNTY OF RESIDENCE Enter county (eg: Dauphin), NOT "Country".					
19. STREET		CITY				21. STATE		22. ZIP CODE			
23.		26. If the customer is NOT a U.S. citizen, they must show proper ID before you begin the background check! If "NO" is checked for #30, ALL fields must be completed for this question and the dealer must hold on the line for a PICS operator. Do NOT enter the PA driver's license number into the automated system.				29. ZIP CODE					
30. ARE YOU A UNITED STATES CITIZEN? IF NO, COUNTRY OF BIRTH: _____		COUNTRY OF CITIZENSHIP: _____				IMMIGRATION IDENTIFICATION NUMBER: _____		☐ YES ☐ NO			
31. HAVE YOU EVER BEEN CONVICTED OF A CRIME ENUMERATED IN SECTION 6105(b), OR DO ANY OF THE CONDITIONS UNDER 6105(c) APPLY TO YOU? (READ INFORMATION ON BACK PRIOR TO ANSWERING)								☐ YES ☐ NO			
32. ARE YOU NOW CHARGED WITH, OR HAVE YOU EVER BEEN CONVICTED OF A CRIME PUNISHABLE BY IMPRISONMENT FOR A TERM EXCEEDING ONE YEAR? THIS IS THE MAXIMUM SENTENCE THAT YOU "COULD HAVE RECEIVED," NOT THE ACTUAL SENTENCE YOU								☐ YES ☐ NO			
33. SECTION B must be completed and signed by the customer BEFORE a background check is processed through PICS. If this section is NOT completed and signed, OR if the customer answered "Yes" to questions 31 and/or 32 OR "No" to question 33, DO NOT PROCEED WITH THE BACKGROUND CHECK.								☐ YES ☐ NO			
UNLESS YOU ARE LEGITIMATELY ACQUIRING THE FIREARM AS A GIFT FOR ANY OF THE FOLLOWING INDIVIDUALS WHO ARE LEGALLY ELIGIBLE TO OWN A FIREARM: 1) SPOUSE; 2) PARENT; 3) CHILD; 4) GRANDPARENT; OR 5) GRANDCHILD.											
34. I VERIFY THE FACTS THAT I HAVE SET FORTH IN BLOCKS 5-33 OF THIS FORM ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE, INFORMATION, AND BELIEF. THIS VERIFICATION IS MADE SUBJECT TO BOTH THE PENALTIES OF SECTION 4904 OF THE CRIMES CODE (18 P.A.C.S. 4904) RELATING TO UNSWORN FALSIFICATION TO AUTHORITIES AND THE UNIFORM FIREARMS ACT. I ALSO UNDERSTAND THAT THE MAKING OF ANY FALSE WRITTEN STATEMENT OR THE EXHIBITING OF ANY FALSE MISREPRESENTED IDENTIFICATION WITH RESPECT TO THIS APPLICATION IS A CRIME PUNISHABLE AS A FELONY.											
SIGNATURE OF TRANSFEREE/PURCHASER: _____						DATE OF APPLICATION: _____					
C ACKNOWLEDGMENT											
35. I ACKNOWLEDGE THAT I HAVE READ AND UNDERSTAND THE INFORMATION ON THIS FORM, WHICH INCLUDES A SAFETY BROCHURE.											
SIGNATURE OF TRANSFEREE/PURCHASER: _____						DATE: _____					
D LICENSEE'S INFORMATION: ☐ LICENSEE ☐ EMPLOYEE											
36. LAST NAME		37. JR., ETC.		38. FIRST NAME		39. MIDDLE NAME		40. SIGNATURE			
41. BUSINESS NAME		PHONE NO.				43. COUNTY OF LICENSEE					
44. BUSINESS ADDRESS						46. STATE		47. ZIP CODE			
48. DATE OF TRANSACTION				49. TIME OF TRANSACTION							
E FIREARM INFORMATION											
50. DOES THIS PURCHASE INVOLVE A PISTOL, RIFLE, OR SHOTGUN WITH A BARREL LENGTH OF LESS THAN 16 INCHES, OR A FIREARM WITH AN OVERSIGHT? ONLY ONE (1) FIREARM MAY BE LISTED PER FORM! Firearm information must be completed prior to initiating a PICS background check.											
51. MAKE		52. MODEL						53. SERIAL NO.			
F TRANSFEROR'S/SELLER'S INFORMATION OR EXPLANATION FOR NONTAXABLE SALES											
SECTION F must be completed for the private sale/transfer of a handgun. Private transfers processed between licensed dealers should have the FFL# of the transferring dealer in the signature section. Private sellers must be available to complete and sign this form. Refer to section 15.1 of the Firearm Dealer's Manual for detailed instructions.											