

TO: RESPONDENTS ORDERED TO SURRENDER FIREARMS, DANGEROUS WEAPONS AND CONCEALED PISTOL LICENSES BASED ON AN ORDER TO SURRENDER WEAPONS

- **The Court has ordered you to immediately surrender all of your firearms, dangerous weapons and concealed Pistol Licenses (CPL) to local law enforcement. (From this point, the term “weapons” will be used to refer to “Firearms, dangerous weapons and CPL(s)).**
- Instructions on **how to turn in your weapons** are included in this packet. In addition to surrendering your weapons, the Court has also ordered you to **file proof** of the weapons surrender, including a receipt from law enforcement detailing when, where and what you turned in (This must be filed with the court within 5 business days)
(Forms you will need: Proof of Surrender and Receipt for Surrendered Weapons and CPLs)
- If you do not, or have not ever possessed any weapons, then you must **file** a declaration under penalty of perjury, with the court, stating that you do not possess any firearms, dangerous weapons or a CPL. **(Form you will need:** Declaration of Non-Surrender)
- You **must appear** at the firearm compliance review hearing scheduled on the date included on the front page of the Order to Surrender Weapons. The Judge will assess whether you have fully complied.
- **WARNING: You must fully comply with all of the terms of this order!**
- **It is a CRIME if you fail to do ANY of the following:**
 - **Fail to immediately surrender your weapons to law enforcement;**
 - **Fail to file your Proof of Surrender and Receipt with the court. RCW 9.41.040(2)**
 - **Fail to file your Declaration of Non-Surrender (if you do not or have never possessed weapons. RCW 9.41.810)**
- If you are **already prohibited** from possessing firearms **because of a prior criminal conviction or court order**, you may want to consult with an attorney for advice. Consulting with an attorney **DOES NOT** change your responsibility to fully comply with the court order within the ordered time frames.
- For more information: <https://www.youtube.com/watch?v=SZUewVxrumM&feature=youtu.be>

<p>If you own or possess firearms, dangerous weapons or CPL(s)</p>	<p>If you do not own or possess, or have never owned or possessed firearms, dangerous weapons or CPL(s):</p>
<p>Step 1: Immediately turn these items over to the law enforcement officer serving you with the Order to Surrender Weapons. *If you appeared in court at the time the order was issued, you must turn your items in to law enforcement the <u>same day</u> as the hearing at which you were ordered to surrender.</p>	<p>Step 1: Immediately complete and sign the <i>Declaration of Non- Surrender</i> form. <u>Please be aware</u> you are signing this document under penalty of perjury asserting that you <u>do not</u> have any of these items.</p>
<p>Step 2: Complete and sign the <i>Proof of Surrender</i> and <i>Receipt for Surrendered Weapons</i>. A police officer will sign the <i>Receipt</i> once you surrender your weapons. Law enforcement will provide you a copy of the receipt.</p>	<p>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.</p>
<p>Step 3: File the <i>Proof of Surrender</i> and <i>Receipt for Surrendered Weapons and Concealed Pistol License</i> signed by law enforcement with the court within 5 business days of the date the order was signed or from the date of service.</p>	<p>Step 3: You must 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.</p>
<p>Step 4: You must appear for the firearm compliance review hearing scheduled 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.</p>	

If you were served with the Order to Surrender Weapons in court, you must, before the end of the day of your hearing, immediately turn in all of your firearms, dangerous weapons and CPL(s) to local law enforcement:

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. Bring a copy of the court order, 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 immediately surrender your firearms. A list of phone numbers and addresses are copied 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. Bring a copy of the court order with you. (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		