



# Flomaton Police Department



## FIREARM RELEASE REQUEST FORM

**DISCLAIMER:** This form is to be used only by the owner of a firearm that is in the custody or control of the Flomaton Police Department's Property and Evidence Unit in an attempt to redeem the firearm. **This form exists only as an official claim of said property and may not be used to transfer a firearm or to prove ownership of a firearm.** Submission of this form does not guarantee eligibility to retrieve property being held with the Flomaton Police Department.

**NOTE: NO WEAPON WILL BE RELEASED UNTIL THE CASE IN WHICH IT IS INVOLVED IS RESOLVED AND CLEARED BY THE PROSECUTING OFFICE FOR WHICH THE CASE IS HELD.**

(Please refer to page 2 of 2 for additional information)

A. Applicant Information					
Last Name:		First Name:		Middle Initial:	Suffix:
Address:			City:	State:	Zip Code:
Date of Birth (MM/DD/YYYY):	Social Security Number:	Race:	Sex:	Driver License Number / State:	
Main Phone Number (Include Area Code):		Alternate Phone Number (Include Area Code):		E-mail Address:	
B. Case and Firearm(s) Information (Please refer to page 2, part B before completing this section)					
Incident Report Number (8 digits)		Property Tag Number		<b>Check all that apply:</b> <input type="checkbox"/> Reported as Missing or Stolen <input type="checkbox"/> <b>NOT</b> Reported as Missing or Stolen <input type="checkbox"/> Applicant is Beneficiary or Attorney	
Make:	Model:	Serial Number:			
Make:	Model:	Serial Number:			
Make:	Model:	Serial Number:			
C. Declaration – Must be signed for this request to be processed.					
<p><i>I declare under the penalty of perjury under the laws of the State of Alabama that the foregoing is true and correct and that I am the lawful owner or legal beneficiary of all firearms that I seek to have returned. I expressly authorize the Flomaton Police Department to perform firearms eligibility checks of all relevant state and federal databases, including the Federal Bureau of Investigation's National Instant Criminal Background Check System. I also understand that if I currently possess or own firearms and the results of this check reveal that I am ineligible either to lawfully possess or purchase firearms, I must relinquish any and all firearms in my possession. By signing I swear and or affirm to the above credibility of information and that all are true in regards to my standing.</i></p>					
Signature: _____			Date: _____		
OFFICE USE ONLY					
<input type="checkbox"/> Proof of Ownership Included w/ Application		<input type="checkbox"/> Proof of Ownership <b>NOT</b> Included w/ Application		<input type="checkbox"/> Case Reflects Pending Court Disposition	
Date Received:	Date Processed:	Processed by (Last Name and ID #)			
Officer Assigned (Last Name and ID #)		Date Assigned:	Date Completed:		
Chief Of Police Approval (Signature)			Prosecutor Approval (Signature)		

## Proper Use of the Firearm Release Form

This application is **only** to be completed by the firearm owner who is seeking to retrieve his/her property currently held in the custody or control of the Flomaton Police Department's Property and Evidence storage facility. An attorney or beneficiary may complete and submit an application in the event the actual owner is unable to do so.

## Application Submission Requirements

Persons seeking the return of a firearm must submit a complete application with proof of ownership and a valid state-issued photo identification card. ***(Acceptable forms of proof of ownership are: Original or duplicate copy of the Bill of Sale or receipt issued at the time of purchase OR a notarized letter stating sole ownership, Make, Model and Serial Number. If a Bill of Sale or receipt is handwritten, it must also be notarized.)*** Applications **MUST** include an Incident Report Number and Serial Number in order to be properly processed. **Incomplete applications will be returned without being processed. Photos of applications are not permissible.** A background check will be conducted to determine whether the requestor is eligible to possess firearms under state and federal law.

Upon receipt of completed application, a notice of receipt will be sent to applicant via e-mail or via U.S. mail if no e-mail address is provided.

### **Submit completed application, proof of ownership and proper ID by mail:**

Flomaton Police Department  
P.O. Box 632  
Flomaton, Alabama 36441  
Attn: FRR Application

### ***Or in person at the Flomaton Police Department***

#### **Part A – Owner Information**

Enter the information as requested. If the applicant is a beneficiary, please enter your personal information as the owner. If applicant is an attorney representing a client, please enter the client's person information.

#### **Part – B Case and Firearm(s) Information**

Applicants may request multiple firearms per one application if each firearm is tagged under the same Incident Report Number. To request additional firearms tagged under different Incident Report Numbers, please submit a separate application.

#### **Part – C Declaration**

Applicant must sign and date the declaration on this application.

*\*This page is to be kept for your records. Please do not submit with the application.*