Firearms Dealer Acquisition System (FDAS) User Guide
# California Department of Justice
## FDAS User Guide

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1 Introduction

The Firearms Dealer Acquisition System was developed for Secondhand Dealers (SHD) and Pawnbrokers (PB) within the state of California to submit firearm dealer acquisition of firearm information to the California Department of Justice (Cal-DOJ) via the Internet. To enroll in FDAS is a two step process. You must first complete and mail or fax your enrollment package to the Department of Justice, Bureau of Firearms. Once the enrollment package is received you will receive an Email informing you that you may now continue to step 2 of the enrollment process. Section 2 of this User Guide will walk you through Step 2 of the enrollment process.

You will need the following information to enroll.

1. Your Valid CFD Number
2. Your Valid COE Number
3. Your physical Business Address Zip Code

Follow the link provided to you in the Email from the Department of Justice informing you that you are now ready to use the On-line enrollment for FDAS.

Once enrolled, you will receive a temporary password via Email that you will have to change within 24 hours.

1.1 Secondhand Dealer User Guide Sections
If you are a Secondhand Dealer the following sections pertain to you:
Section 1 – Introduction
Section 2 – Enrollment
Section 3 – Secondhand Dealer Main Menu Options
Section 5 – Entering a Firearms Acquisition Report (FAR)
Section 6 - Change Email, Change Password, or Reprint a FAR

1.2 Pawnbroker User Guide Sections
If you are a Pawnbroker the following sections pertain to you:
Section 1 – Introduction
Section 2 – Enrollment
Section 4 – Pawnbroker Main Menu Options
Section 5 – Entering a Firearms Acquisition Report (FAR)
Section 6 - Change Email, Change Password, or Reprint a FAR
2 Enrollment
Once you navigate to the website the following web page will display.

2.1 FDAS Log In Page

Click on the “enroll in FDAS” link. This will take you to the enrollment page.
Once you have clicked on the “enroll in FDAS” link, the following web page will display.

2.2 FDAS Enrollment Guidelines Screen

If you have all required information click “Continue”. If you do not have the required information click “Cancel” and gather what you need to enroll in FDAS.
2.3 Enrollment Screen – CAPTCHA verification Code

1. Follow the instructions on the page to enter the CAPTCHA verification code.
2. For more information on CAPTCHA click on the links on the right of the page.
3. To change the CAPTCHA verification code click on the symbol.
4. For the visually impaired, click on the symbol. Type, in the text field, what the audio plays.
5. For more information on CAPTCHA, click on the symbol.
6. Do not click on “continue” until you have filled in the rest of the required fields. Continue to section 2.4 of this User Guide.
2.4 Enrollment Screen – Enter Dealer Information

1. Enter your valid 5 digit CFD Number in the “CFD Number” field.
2. Enter your valid COE Number in the “COE Number” Field. The system will zero fill the COE number to make it the expected 9 character length.
4. Enter your Business Email Address.
5. Confirm your Business Email Address by entering it again. (The Business Email will be used to send you your temporary password for FDAS.)
6. Click “Continue”.

Will I have to type a verification code every time I log in to this system?
Why are you requiring a verification code (CAPTCHA)?
What if I can’t see the characters I am supposed to type?
2.5 Pending Dealer Notification

1. If you have entered incorrect information click on the “Edit” button to go back. OR

2. Confirm that the enrollment information you entered is correct by clicking in the box.

2.6 Enrollment “Confirm” Button

1. If all information is correct, click on the “Confirm” button.
2.7 Secondhand Dealer Confirmation Disclaimer

If you are a Secondhand Dealer the above confirmation message will display.

1. Click in the box if you are a Secondhand Dealer licensed pursuant to B&P Section 21641, and your license is active.

2.8 Secondhand Dealer Submit Enrollment

Once the certification is checked the submit button will be visible.
2.9 Pawnbroker Confirmation Disclaimer

If you are a Pawnbroker the above confirmation message will display

1. Click in the box if you are a Pawnbroker licensed pursuant to FC Section 21300, subsection (a) and your license is active.

2.10 Pawnbroker Submit Enrollment

Once the certification is checked the submit button will be visible.
2.11 Successful Enrollment Confirmation

At this point, wait for the Email containing your temporary password which will be sent to the Email address you entered at enrollment.

Once you receive the Email, you must log into FDAS with your temporary password within 24 hours of enrolling.
2.12 Forgot Password Function

If it has been over 24 hours since you have enrolled, you will need to utilize the “Forgot Password” function by clicking on the “Forgot Password” Link, on the Log In page. Follow the instructions on the “Forgot Password” Function and a new temporary password will be sent to the Email you entered at enrollment. You must use that temporary password within 24 hours or it will also expire, and you will have to utilize the “Forgot Password” function again.
2.13 Log In With Temporary Password
To log into FDAS you will enter your 5 digit CFD number as your Login ID and your temporary password on the Log in screen and click “Submit”.

Please Note: Do not ever let Windows Remember your password for you. If you receive the following message, always click “NO”
2.14 Change Temporary Password

If this is your first time logging into the system, or if you have a temporary password from the “Forgot Password” function, you will be automatically prompted to change your password to a new one. Passwords are case sensitive. The new password must be at least 8 characters and must contain at least one upper case alpha, at least one lower case alpha, and at least one numeric character. Special characters are optional but recommended.

To change your password you must enter your current password, the password you want to change it to and then re-enter the new password, then click the “Submit” Button.
2.15 Password Changed Successfully Screen

Now that you have successfully changed your password you are ready to enter a Firearm Acquisition Report (FAR). If you are a Secondhand Dealer continue to Section 3 for your Main Menu options. If you are a Pawnbroker, skip to Section 4, for your Main Menu options.
3 Secondhand Dealer Main Menu Options

If you are licensed Secondhand Dealer you will have the option to submit “Buy”, or “Consignment” transaction types. You will also have the ability to change your password, change your Email Address, or reprint Firearm Acquisition Reports (FAR) that you have submitted within the last 24 hours. The details of each function will be further explained in Sections 5 and 6 of this User Guide.

3.1 Secondhand Dealer Main Menu Options Screen
3.2 Secondhand Dealer Reprint FAR option

You will only see the “Reprint” option on the Main Menu if you have submitted a FAR within the last 24 Hours. Any FARs that are over 24 hours old will not be available to reprint.
If your Secondhand Dealer license has expired or has been revoked, after you have enrolled in the FDAS, you will only have the option to Submit a “Buy” transaction type, change your Email, change your password, or reprint FARs that were submitted within the last 24 hours.

Click on the “Contact Us” link for further instructions.
4 Pawnbroker Main Menu Options

If you are licensed Pawnbroker you will have the option to submit “Buy”, “Pawn” or “Consignment” transaction types. You will also have the ability to change your password, change your Email address, or reprint Firearm Acquisition Reports (FAR) that you have submitted within the last 24 hours. The details of each function will be further explained in Sections 5 and 6 of this User Guide.

4.1 Pawnbroker Main Menu Options Screen
4.2 Pawnbroker Reprint FAR Option

You will only see the “Reprint” option on the Main Menu if you have submitted a FAR within the last 24 Hours. Any FARs that are over 24 hours old will not be available to reprint.
4.3 Main Menu for Expired or Revoked Pawnbroker License

If your Pawnbroker license has expired or has been revoked, after you have enrolled in the FDAS, you will only have the option to submit a “Buy” transaction type, change your Email address, change your password, or reprint FARs that were submitted within the last 24 hours.

Click on the “Contact Us” link for further instructions.
5  Entering a Firearms Acquisition Report (FAR)

5.1  Assault Weapons

If you choose to do a “Buy” transaction and you have an Assault Weapon Permit you will be allowed to submit a transaction for a firearm, defined as an Assault Weapon, on a “Buy” transaction type. If you do not have an Assault Weapon Permit you will not be allowed to submit an Assault Weapon “Buy” transaction type.

By law, Assault Weapons are not allowed for Pawn or Consignment transactions at any time.

5.2  The Seller/Transferor must be 18 years old or older

In order to conduct a “Pawn”, “Consignment”, or “Buy” transaction, the seller/transferor must be 18 years or older.
5.3 Entering a FAR

If you are a Secondhand Dealer your transaction type options will be “Buy” or “Consignment”. If you are a Pawnbroker your options will be “Buy”, “Consignment”, or “Pawn”. Once you have clicked on one of your transaction type options, the following screen will display.

Enter all Mandatory fields and any optional information that you have.

Mandatory fields will have a red asterisk (*) by them.

The transaction type will display here. If you had chosen to do a pawn it would say Pawn, if you chose consignment, it would say Consignment.

If you see that you have chosen an incorrect type, Click on the “Main Menu” button and choose again.

Once you have filled in all the mandatory and any optional information you may have, read the certification box, and if you agree, click in the box.
5.4 Valid Seller/Transferor Identification (ID) types

There are 8 forms of valid Identification for seller/transferor to verify their identity. Each one has different rules which are outlined below.

1. CA Driver’s License – Must be 1 Alpha in the first position, followed by 7 numbers.
2. CA ID Card – Must be 1 Alpha in the first position, followed by 7 numbers.
3. Canadian Driver’s License – Maximum 11 characters and the system will automatically display Canada as the country.
4. Foreign Passport – Maximum 11 characters and you must pick the country the passport is from.
5. Military ID – Must be 9 numbers only, cannot be less or more than 9 numbers, no alphas.
6. Out of State Driver’s License – Maximum 11 characters and you must pick the issuing state.
7. Out of State ID Card – Maximum 11 characters and you must pick the issuing state.
8. US Passport – Maximum 11 characters and the system will automatically display USA as the Country.
5.5 Firearm Pull down Menus

Choose one firearm make from the “Make” pull down menu.

Choose one firearm caliber from the “Caliber” pull down menu.
Choose one firearm type from the “Type” pull down menu.

Choose one firearm category from the “Category” pull down menu.
5.6 Preview the FAR

(1.) Once you have checked the certification box, (2.) the “Preview” button will display. You may have to scroll down to view the “Preview” Button. Click on the “Preview” button.
5.7 Preview of FAR

WARNING – Your transaction has not been submitted at this point.

You must print this preview out and have the seller/transferor make sure the information is correct and initial the printed form because once you submit the FAR, the seller/transferor will need to go through the Dealer Record of Sales (DROS) process to get the firearm back.

Click on “Print”
5.8 Print Reminder

Click “OK” or “Cancel” to go back to the Preview.

If you clicked “OK”, your print dialog box should display. Print the Preview FAR.
### 5.9 Hard Copy Version of Preview FAR

**Pursuant to Business and Professions Code section 21628 and Financial Code 21208**

<table>
<thead>
<tr>
<th>TRANSACTION DETAILS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Loan/Buy Number</td>
</tr>
<tr>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>SELLER/TRANSFEROR INFORMATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Last Name</td>
</tr>
<tr>
<td>JONES</td>
</tr>
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</table>

<table>
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<tr>
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<td>1234 ANYWHERE STREET</td>
<td>SACRAMENTO</td>
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</table>

<table>
<thead>
<tr>
<th>DEALER INFORMATION</th>
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</thead>
<tbody>
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<tr>
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<table>
<thead>
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<th>Zip Code</th>
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<td></td>
<td></td>
<td></td>
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</table>

<table>
<thead>
<tr>
<th>Business Phone</th>
<th>LEA Jurisdiction</th>
<th>ORI</th>
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<td></td>
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<table>
<thead>
<tr>
<th>FIREARM DETAILS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Make</td>
</tr>
<tr>
<td>AA ARMS CORP</td>
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<table>
<thead>
<tr>
<th>Serial Number 2</th>
<th>Caliber</th>
<th>Type 1</th>
<th>Type 2</th>
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<tbody>
<tr>
<td></td>
<td>6.35mm/25 ACP</td>
<td>PISTOL</td>
<td>SINGLE SHOT</td>
</tr>
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</table>

I have reviewed the SELLER/TRANSFEROR INFORMATION and the FIREARM DETAILS shown on this form and understand that once this information is submitted by the dealer, I must go through the Pawn or Consignment Firearm Redemption process and associated fees to redeem my firearm.

**SELLER/TRANSFEROR'S INITIALS**

Have the seller/transferor initial here to confirm that the information is correct.
5.10 Submit FAR

Verify accuracy with the seller/transferor. If the seller/transferor finds an error, click on (1.) “Edit Details”. You will be taken back to the FAR entry screen. Make changes, and click on “Preview” again. Print the Preview FAR, have the seller/transferor verify the accuracy. Have the seller/transferor initial the Preview FAR.

Once you have previewed and printed the FAR the (2.) “Submit” button will display. If the FAR is correct, click “Submit”. Once you click “Submit” the seller/transferor must go through the DROS process to get the firearm back.
Your transaction has been submitted, and no changes can be made. The Final FAR will have the unique FDAS Transaction Number in the top, right, corner. You are required to print the Final FAR and obtain the seller/transferor’s signature and right thumb print. You, the Secondhand Dealer or Pawnbroker, are also required to sign the Final FAR. You are to keep all Final FARs in your place of business.
5.12 Final FAR Print Reminder

Click “OK” or “cancel” to go back to the Final FAR.
5.13 Hard Copy Version of the Final FAR

Have the seller/transferor sign and place their right thumb print on the final FAR. You must also sign on the “Dealer/Employee’s Signature” line.
5.14 New Transaction Same Seller/Transferor

Once you have printed the Final FAR, you will have the option to enter another firearm for the same seller/transferor. The seller/transferor information and your dealer information will be auto-populated. You will only have to enter the new firearm information. This will be considered a separate transaction and therefore you will have to complete the preview, print, submit, and Final FAR print steps again for the additional firearm, for the same seller/transferor. You can only use this function if you are doing the same type of transaction for the seller/transferor. If the seller/transferor wants to pawn one firearm, and consign one firearm, you must return to the Main Menu and choose the different transaction type, and all information for the seller/transferor must be re-entered.

If you have no other firearms to acquire for the same seller/transferor, click on the “Main Menu” button.
1. Click on “New Transaction, Same Seller” to acquire another firearm from the same seller/transferor.

2. If you are not acquiring another firearm from the same seller, click on the Main Menu where you can choose to do another type of transaction – “Pawn” (Pawnbroker only), “Consignment”, or “Buy”, or log out.
If you chose to do a “new transaction, same Seller”, the seller/transferor information is auto-populated for you. Add the new firearm information, preview and print the transaction, obtain the seller/transferor’s initials, submit the transaction, print the final FAR, and obtain the seller/transferor’s signature and right thumb print. Keep the final FAR for your records.
6 Change Email, Change Password, or Reprint FAR

6.1 Main Menu Screen
6.2 Change Email

If you would like to change the Email address you submitted at enrollment, on the Main Menu choose the “Change Email” option, the following screen will display.

1. Enter your current Email address
2. Enter your new Email address that you now want to use
3. Re-enter your new Email address
6.3 Change Password
You have the option to change your password at any time. It is mandatory to change your password within 24 hours of receiving a temporary password. Passwords must contain at least 8 characters, with one upper case alpha, one lower case alpha, and one number included in it. Special characters are optional but recommended.

1. Enter your current password
2. Enter your new password that you now want to use
3. Re-enter your new password
### 6.4 Reprint FAR

If you have submitted one or more FARs within the last 24 hours you can reprint any of them by clicking on “Reprint” on the Main Menu screen.

```
1. Click on the “Loan/Buy Number” of the transaction you would like to reprint.
```

---

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<thead>
<tr>
<th>Loan/Buy Number</th>
<th>Type</th>
<th>Last Name</th>
<th>Date</th>
<th>Serial Number</th>
<th>Transaction Number</th>
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<td>C</td>
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<td>06/08/2010 14:38</td>
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<td>C1000192</td>
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</tr>
</tbody>
</table>
6.5  Reprint Final FAR

1. Click on the “Reprint” button
2. Click on OK, your print dialog box will open, reprint the FAR
3. Click “Back to List” to reprint another FAR, OR
4. Click on “Main Menu”