

Virginia Firearms Transaction Program

Newsletter



01-1

Department of State Police

December 1, 2001

Dealers Procedures Manual



The VFTP Dealers Procedures Manual was revised effective July 1, 2001 and distributed to all registered dealers.

The revised manual includes information provided in VFTP Technical Bulletins 2000-1 and 2001-1. These bulletins may be destroyed.

The 2001 procedures manual replaces all manuals of previous date. Please contact the FTC Help Desk at (804) 674-2292 if you did not receive the revised manual or if you wish to receive additional manuals.

Addition to Web Site

http://www.vsp.state.va.us/cjis_ftc.htm

The Department of State Police web site now includes information specifically for licensed firearms dealers registered with the Virginia Firearms Transaction Program. The site now includes "Information for Registered Firearm Dealers" and provides the following:

Procedures Manual for Firearm Dealers
VFTP Newsletters
VFTP Technical Bulletins
VFTP Special Bulletins

Question:

A transaction is called in to the FTC 800-phone line on Monday where Employee A reviewed Section A of the SP-65 to ensure that the customer completed the form in its entirety and signed the form giving consent for a criminal history record information check to be performed by the State Police. Employee A also reviewed the customer's primary and secondary forms of identification, and documentation to establish residency, as well as any other documentation necessary in completion of Section B of the SP-65. Employee A's seller/employee identification number is noted in Block 26. The transaction received an initial non-approval. The transaction is modified to an approval on Tuesday, Employee A is not available, and Employee B releases the firearm to the buyer. Who signs the form as the "person making the actual firearms transfer" in this instance? (See back for answer.)

Changes to the Virginia Firearms Transaction Program

To add further initiatives to this state-of-the-art system, the following enhancements to the VFTP System have been implemented, or will be completed in the near future:

- Require reporting of citizenship information (yes or no) and the alien registration number of the individual named in the firearm transaction.
- Require the individual's social security number at the time of call-in to the 800-phone line or at the time of entry of the 741 screen for dealers participating in the VFTP Direct Access Program, to be utilized as an additional search field in the background check process.
- Daily entry by FTC staff of the 740 data field of "date firearm may be released without State Police authorization" for dealers participating in the VFTP Direct Access Program.

COMMENTS
OR
EDITORIALS
SHOULD
BE ADDRESSED TO



VFTP Newsletter
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Bi-annual editions of this Newsletter are distributed to all registered dealers in Virginia, to all local Police and Sheriff's Departments, and all State Police Division Headquarters.

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Answer:

VFTP procedures require the SP-65 to be completed in its entirety before contacting the State Police for authorization to transfer the firearm. This includes Block 25. For the purposes of the Virginia Firearm Transaction Program, the "person making the actual firearms transfer" is Employee A because this is the person who ensured that Section A was completed and signed by the customer, reviewed the identification and residency documentation, and completed Section B. Block 24 may be marked "no" by Employee A and in this instance, changed by Employee B to "yes" upon the physical transfer of the firearm. It is at the dealer's discretion as to whether or not additional information is added to the form indicating the name of the individual who released the firearm to the individual upon notice of approval.