

## IMPORTANT INSTRUCTIONS TO DEFENDANT/PROHIBITED POSSESSOR

**INITIATE THE TRANSFER PROCESS BY CONTACTING ST. TAMMANY PARISH SHERIFF'S OFFICE DISPATCH @ 985-898-2340 TO ARRANGE THE TRANSFER OF YOUR FIREARM(S). DO NOT BRING FIREARMS INTO SHERIFF'S OFFICE BUILDINGS.**

Pursuant to a court order, you must transfer all firearm(s) in your possession, and the **transfer of firearm(s) must be supervised by the St. Tammany Parish Sheriff's Office (STPSO). Note: At the time of transfer, you must have a copy of the court order of transfer available for the responding deputy's inspection.** If you do not possess a firearm(s), you must complete a Declaration of Non-Possession of Firearm(s).

1. Immediately contact STPSO by calling Dispatch at 985-898-2340 to initiate the "*Proof of Transfer*" process. Inform the Dispatch Operator that the court ordered the transfer of your firearm(s), and you are requesting that STPSO oversee said transfer. You must disclose the following information to the Dispatch Operator:
  - a. The method of transfer you wish to utilize (See available options below under no. 2)
  - b. The number and brief description of firearm(s) to be transferred
  - c. Your contact information, so that you may be reached by the responding deputy
2. Notify the Dispatch Operator of your selected transfer method from the following available options:
  - a. Transfer of firearm(s) to a Third Party. **A STPSO responding deputy must oversee said transfer.**
  - b. Store firearm(s) at a FFL storage facility at Defendant/Prohibited Possessor's costs. **A STPSO responding deputy must oversee transfer.**
  - c. Legal Sale of firearm(s). **A STPSO responding deputy must oversee the legal sale of the firearm(s) to a Third Party.** STPSO may assess a reasonable fee to oversee such sale.
  - d. Store firearm(s) with STPSO. Storage fees may be assessed by STPSO. Storage fees must be paid in full prior to the return of stored firearm(s).

Pursuant to state law, should a Third Party transfer option be selected by Defendant/Prohibited Possessor, a Third Party Transfer of Firearm(s) Acknowledgement form must be completed at the time of transfer. The responding deputy will have Acknowledgement forms available for completion and signature by the Defendant/Prohibited Possessor, Third Party and responding deputy at the time of transfer. The Acknowledgement form notifies the Third Party of relevant state and federal laws and consequences for noncompliance.

For the safety of the responding deputy and all those involved in any firearm(s) transfer, the following must occur:

- a. All firearm(s) shall be unloaded prior to the transfer taking place.
  - b. The Defendant/Prohibited Possessor or Third Party shall not be in possession of any firearm(s) when the responding deputy arrives on scene to oversee the transfer.
  - c. The Defendant/Prohibited Possessor or any Third Party shall not attempt to handle any firearm while the responding deputy is on scene.
  - d. The Defendant/Prohibited Possessor or any Third Party shall adhere to all lawful instructions given by the responding deputy throughout the firearm(s) transfer.
3. If Defendant/Prohibited Possessor chooses to transfer his/her firearm(s) to STPSO, the following will occur:
- a. You will be provided specific instructions for the transfer by the responding deputy prior to the deputy's arrival. You must comply with all lawful instructions prior to and throughout the firearm(s) transfer.

If Defendant/Prohibited Possessor possess a Concealed Handgun Permit, he/she must contact the Louisiana State Police so that his/her permit may be suspended pursuant to the court order and in accordance with state and federal law.

**YOU** are required to file the Proof of Transfer Form with the issuing Clerk of Court within five (5) days of the transfer (exclusive of legal holidays only). All necessary forms may be obtained from the STPSO website under the link entitled "How Do I".

**YOU ARE RESPONSIBLE FOR COMPLYING WITH THE CONDITIONS OF THE COURT  
ORDER WITHIN 48 HOURS.**