

**CITY OF CHICAGO
DEPARTMENT OF POLICE**

**RULES AND REGULATIONS
FIREARMS- CHAPTER 8-20**

These rules shall be effective on July 12, 2010.

The Superintendent, pursuant to Chapter 8-20 of the Municipal Code of Chicago, hereby promulgates the following the Rules and Regulations.

RULE I DEFINITIONS

1.1 "Chicago Firearm Permit" or "CFP" means the permit issued by the City which allows a person to possess a firearm.

1.2 "FOID" means the Firearm Owner's Identification Card issued pursuant to the Illinois Firearm Owners Identification Card Act, 430 ILCS 65/1 et seq., as amended.

1.3 "Department" means the Chicago Police Department.

1.4. "Police Headquarters" means the Chicago Police Headquarters, located at 3510 South Michigan Avenue, Chicago, Illinois, 60653

1.5 "State certified firearms instructor" means a person approved by the Illinois Department of Financial and Professional Regulation to instruct firearm safety and training courses.

RULE 2 TRAINING

2.1 Every applicant for a CFP shall submit an affidavit signed by a state certified firearms instructor, attesting that the applicant has completed a firearm safety and training course which complies with rule 2.2.

A copy of the affidavit to be completed by the firearms instructor may be downloaded from the department's web site at www.chicagopolice.org.

2.2 The firearm safety and training course shall consist of 1 hour of range training and 4 hours of classroom training, which shall include all of the following:

- (a) instruction in the dangers of and misuse of firearms, and their care, cleaning and storage and safety rules;
- (b) practice firing on a range with live ammunition;
- (c) instruction in the legal use of firearms; and
- (d) a presentation of the ethical and moral considerations necessary for any person who possesses a firearm.

RULE III CHICAGO FIREARM PERMITS

3.1 A person applying for a CFP shall file the application in person at Police Headquarters, Monday through Friday (closed on holidays) between the hours of 8:30 a.m. and 3:30 p.m..

A copy of the CFP application may be downloaded from the department's web site

at www.chicagopolice.org.

3.2 When submitting the CFP application, the applicant shall bring the following:

(a) the applicant's Illinois firearm owner's identification number and a copy of the applicant's FOID card;

(b) two identical photographs of the applicant taken within 30 days immediately prior to the date of filing the application, equivalent to passport size, showing the full face, head and shoulders of the applicant in a clear and distinguishing manner;

(c) the applicant's Illinois driver's license number or Illinois identification card, and a copy of the applicant's driver's license or Illinois identification card;

(d) an affidavit signed by a state certified firearms instructor to provide firearm training courses which includes the following information:

(1) the name and signature of the applicant;

(2) the name, address and phone number of the instructor;

(3) the location where the training occurred;

(4) a statement that the training provided at least one hour of range training and four hours of classroom instruction that is in compliance with rule 2.2;

(5) a statement that the applicant successfully completed the training; and

(6) a statement attesting to the correctness of the information provided in the affidavit.

(e), if the applicant does not have a valid Illinois driver's license, a letter signed by a licensed optometrist or ophthalmologist, attesting that the applicant has vision better than or equal to that required to obtain a valid Illinois driver's license under the standards established in the Illinois Vehicle Code.

3.3 For an application of a person 18 years or older but less than 21 years old, the applicant shall submit an affidavit from the applicant's parent or legal guardian. The affidavit shall include the following:

(a) the applicant's age;

(b) a statement that the applicant has never been convicted of a misdemeanor, other than a traffic offense or been adjudged a delinquent;

(c) a statement that the parent or legal guardian consents to the applicant possessing a firearm;

(d) a statement that the parent or legal guardian is not an individual prohibited from having a FOID or CFP; and

(e) an attestation as to the correctness of the information on the affidavit.

If consent is given by a legal guardian, the applicant shall submit a certified copy of the guardianship court order.

3.4 After submitting a complete application, the applicant shall submit to fingerprinting.

3.5 An application shall not be considered complete until all the required information and fingerprints are submitted.

RULE IV Firearm Registration Certificates

4.1 An applicant shall submit a complete firearm registration application. The application may be obtained either in person at Police Headquarters, Monday through Friday (closed holidays) between the hours of 8:30 a.m. and 3:30 p.m., or may be downloaded from the Department's web site at www.chicagopolice.org.

4.2 The firearm registration application may be either submitted in person at Police Headquarters, or may be mailed to:

Chicago Police Headquarters
Gun Registration Program, Unit 163
Room 1027SE
3510 South Michigan Avenue
Chicago, Illinois 60653

4.3 Any applicant who is exempt from obtaining a CFP shall submit evidence, as required by the superintendent, demonstrating the basis for the exemption. Such evidence may include, but is not limited to, an identification card or license issued by a governmental agency in the United States.

4.4 An annual registration report shall be submitted either in person at Police Headquarters or mailed to the address listed in Rule 4.2.

4.5 Any applicant who has recently moved into the city shall provide evidence of such recent relocation, which may include, but not be limited to, a driver's license, utility bills, a lease, and any other information requested by the superintendent.

RULE V 90 day grace period-calculation

5.1 For purposes of calculating the 90-day grace period pursuant to section 8-20-140(d)(2), with respect to any applicant who submits an application for a CFP prior to October 12, 2010, and such application is subsequently approved, the applicant shall be eligible to register each firearm possessed by the applicant prior to July 12, 2010; provided that the firearm meets the requirements of the ordinance.

5.2 An applicant who submits an application for a registration certificate for a firearm owned by the applicant prior July 12, 2010 shall submit evidence that the firearm was owned by the applicant prior to July 12, 2010. Such evidence may include, but is not limited to, a receipt showing the date the firearm was purchased, or an affidavit in which the applicant attests that the applicant owned the firearm prior to July 12, 2010.

5.3 For any registration certificate issued prior to July 12, 2010 and expiring on or before October 12, 2010, if the person issued the registration certificate submits an application for a CFP prior to October 12, 2010, the expiration date of the registration certificate shall be deemed to be extended until the superintendent either approves or denies the person's CFP application, and if applicable, the person's application for a registration certificate. If the CFP application is denied, the person shall immediately dispose of the firearm in accordance with the provisions of the ordinance.

RULE VI Destruction and disposal of firearms

6.1 If a CFP or registration certificate is lost, stolen or destroyed, the person shall file a police report within 72 hours of the discovery of such loss, theft or destruction.

6.2 If a firearm is lost, missing or stolen, the person shall file a police report immediately.

6.3 If a person sells, transfers, permanently removes from the city, or otherwise disposes of a firearm, the person shall submit a firearms disposition form. The form shall be submitted either in person at Police Headquarters, or mailed to the address listed in Rule 4.2.

6.4 Any person whose CFP or firearm registration certificate is revoked shall immediately dispose of the firearm in accordance with the ordinance, and submit a firearm disposition form in accordance with Rule 6.3.

RULE VII Change of information

7.1 Every person issued a CFP or registration certificate shall keep all information required by the ordinance current. Any change in such information shall be reported to the superintendent by submitting an amended CFP or registration certificate application either in person at Police Headquarters, or by mailing an amended application to the address listed in Rule 4.2.

RULE VIII Revocation of a CFP or registration certificate

8.1 Every person whose CFP or registration certificate has been revoked shall immediately return the revoked CFP or registration certificate to the department either in person at Police Headquarters, or by mailing the revoked CFP or registration certificate to the address listed in Rule 4.2.

8.2 Any CFP or registration certificate that is revoked shall be seized by the department.

RULE IX Surrender of firearms

9.1 Any person issued a CFP or registration certificate who wishes to surrender the firearm to the Chicago Police Department may do so by calling 911.