

**California Department of Justice  
Bureau of Firearms**

**CFARS- Assault Weapon Registration Form  
Public User Guide  
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CFARS- Assault Weapon Registration Form – Public User Guide

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## CFARS- Assault Weapon Registration Form – Public User Guide

# 1 INTRODUCTION

### OVERVIEW

The California Firearms Application Reporting System (CFARS) is a centralized location for individuals to report firearm ownership information to the Department of Justice. The Assault Weapon Registration (AWR) form is one of the many forms available to the public. Public users must complete and pay for the AWR form electronically through the CFARS application.

The CFARS Assault Weapon Registration Public User Guide provides step-by-step instructions for completing and submitting an Assault Weapon Registration (AWR) form on the CFARS.

### WEBSITE ADDRESS

The website address for the CFARS web application is:

<https://cfars.doj.ca.gov>

### DEFINITIONS, ACRONYMS, AND ABBREVIATIONS

Term/Acronym
AWR
BOF
CFARS
CRIS
CRIS Number
DOJ
reCAPTCHA
FMBUS

### TECHNICAL REQUIREMENTS

The CFARS application is intended to work with most personal computers. The personal computer must be outfitted with a web browser that meets the following minimum standards:

- Internet Explorer 8.0 or higher
- Latest build of Firefox
- Latest build of Google Chrome
- Latest build of Microsoft Edge



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### PRINTING

All printing from the CFARS application will be done within your web browser and your local printer. Refer to your printer's setup documentation for instructions on how to setup and configure your printer.

Please note that several notices printed by the application may contain more than one page. In most cases, we anticipate that you may want to print all pages. If you want to print certain pages, enter the page numbers in the 'Pages' field of the web browser print dialog box.

A screenshot of a web browser print dialog box. The dialog is titled "Print" and shows "Total: 2 sheets of paper". It has "Print" and "Cancel" buttons. The "Destination" is set to "Main Printer" with a "Change..." button. The "Pages" section is highlighted with a red box and shows two radio button options: "All" (unselected) and "e.g. 1-5, 8, 11-13" (selected). Below this are fields for "Copies" (set to 1), "Layout" (set to Portrait), and "Color" (set to Color). There is an unchecked checkbox for "Options" labeled "Two-sided". At the bottom, there is a "+ More settings" link and a link "Print using system dialog... (Ctrl+Shift+P)".

Print

Total: 2 sheets of paper

Print Cancel

Destination Main Printer

Change...

Pages  All

e.g. 1-5, 8, 11-13

Copies 1

Layout Portrait

Color Color

Options  Two-sided

+ More settings

Print using system dialog... (Ctrl+Shift+P)



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## 2 BEFORE WE BEGIN

Some preparation is necessary before you begin the process of completing the AWR form in the CFARS application. If you are not prepared before you begin the process and you are inactive for more than 30 minutes while filling out the form, you will be timed out of the form and as a result may lose all the data entered. Actions such as clicking on the form and entering data keep your form from becoming inactive. Please prepare these required items before you attempt to complete the AWR form.

1. To access the form, you will need a CFARS user account. See section 3 “Create an Account” for instructions on how to create a CFARS account.
2. A serial number must be permanently engraved on the firearm pursuant to state and federal laws. Note: Pursuant to California Code of Regulations, title 11, section 5474.2 if you have a Firearm Manufactured By Unlicensed Subject (FMBUS) you will need to apply for a Department issued serial number prior to initiating the registration process. Please contact the DOJ at [DOJserialnumber@doj.ca.gov](mailto:DOJserialnumber@doj.ca.gov) to obtain a Department issued serial number.
3. The date the firearm was acquired as well as where the firearm was acquired from is mandatory. If the firearm was acquired from a family member or private party, a current name and address is required. If the firearm was acquired from a firearms dealer, then the dealership name and address is required.
4. Four high quality and legible pictures are required to submit the form.
  - a. A photo that depicts the bullet-button style magazine release installed on the firearm.
  - b. A photo that depicts the firearm from the end of the barrel to the end of the stock (if it is a long gun) or the point furthest from the end of the barrel (if it is a pistol).
  - c. A photo of the left side of the receiver/frame.
  - d. A photo of the right side of the receiver/frame.

Permitted file types include pdf, png, gif, jpg (or jpeg). You may submit up to two additional photos of your firearm (e.g. additional identification markings on other parts of the firearm, serial number close-up, etc.).

5. If you are registering jointly, you will have to upload proof of residence for all registrants. Examples of valid types of proof of residence include a utility bill, residential lease, property deed, or DMV vehicle registration.
6. If you are registering jointly and are not the first person to submit the AWR form, you will need the CRIS Transaction Number of the first person to submit the AWR form. You can obtain this transaction number from the transaction history of the primary registrant of the firearm. Refer to section 5 for more details on how to obtain this number.



## CFARS- Assault Weapon Registration Form – Public User Guide

### 3 CREATE AN ACCOUNT

#### CREATE AN ACCOUNT

To access the CFARS webpage, follow this link to get started: <https://cfars.doj.ca.gov/>.  
Select one of the two available links to get started.

California Firearms Application Reporting System (CFARS) 1.7.0.0 (10/25/2017)

If You Have a California Reporting Information System (CRIS) Account

The CRIS application has been migrated into the new CFARS system. Your existing CRIS user name and password are now your CFARS user name and password.

Assistance Center  
CFARS Contact Us

You have successfully logged off the system.

California Firearms Application Reporting System (CFARS) - Log On

\* Indicates Required Field

Log On

\*User Name  
\*Password

Forgot User Name?  
Forgot Password?  
Forgot User Name and Password?

Please click buttons only once. Multiple clicks will delay processing.

Log On to CFARS Clear Form

If you are not enrolled as a CFARS user:  
**create a CFARS account**  
Continue as a Guest (your transactions will not be retrievable)

**BENEFITS OF CREATING A CFARS ACCOUNT**

Creating a CFARS user account gives you the ability to view activity history, receive electronic notifications, and submit questions.

Certain functionality hosted within CFARS will not be available to Guest users.

Completion of your user account profile allows prepopulation of information on forms you wish to submit, which saves you time! You may edit the information before submitting, if you wish.

**create a CFARS account**

You will need to review and acknowledge the **CFARS Enrollment Conditions of Use Agreement**.

California Firearms Application Reporting System (CFARS) 1.7.0.0 (10/25/2017)

**CFARS Enrollment Conditions of Use Agreement**

You may want to print and file this agreement page for your records.

Please read the Agreement below. The Conditions of Use are subject to change by the Department of Justice (the Department) upon prior notice to you. If you agree, click the "I Agree" button to complete your account enrollment. If you do not agree to the conditions, you will be denied access to the California Firearms Application Reporting System (CFARS).

**Non-Liability:** The Department is not responsible for and will have no liability for hardware, software, information, or other items or any services provided by any persons other than the Department. Except as may be required by law, in no event shall either party be liable to the other or any third party, under any theory of liability, including but not limited to any contract or tort claim for any cause whatsoever, for any indirect, incidental, special or consequential damages, including loss of revenue or profits, even if aware of the possibility thereof.

**Authorization:** I am authorized to use CFARS for the purpose of reporting firearm information to the Department in order to comply with California firearm laws and regulations. If I become aware of an unauthorized user obtaining access to my CFARS account, I will notify the Customer Support Center immediately at (816) 227-7527, or via email firearms.bureau@doj.ca.gov.

**Fees:** Notwithstanding such notification, the Department shall not be liable for transaction charges fraudulently incurred. It will be the cardholder's responsibility to pay any charges. The Department will not provide refunds after the submission of a transaction.

**True and Accurate Information:** All of the information I submit to the Department through CFARS shall be true, accurate, and complete to the best of my knowledge.

By clicking the "I Agree" button below, I acknowledge that I have reviewed, understand, and agree to all of the conditions specified above.

Please click buttons only once. Multiple clicks will delay processing.

**I Agree** I Do Not Agree



## CFARS- Assault Weapon Registration Form – Public User Guide

- If you select “**I Do Not Agree**”, you will be returned to the CFARS Log On page and will not continue the account creation process.
- If you select “**I Agree**”, you will be redirected to the Create CFARS User Account Page.

### **Optional User Tips:**

- Use the first and last name that is on your government issued ID. CFARS populates the information you used to create your account as well as the information in your User Profile on any forms you decide to fill out.
- Write down the information you entered while making the account. This will make it much easier to recover your account in the future should you forget your log in information.

California Firearms Application Reporting System (CFARS) 1.7.0.0 (10/25/2017)

### Create CFARS User Account

CFARS ACCOUNT INSTRUCTIONS (touch or click this banner to view)

\* Indicates Required Field

\*First Name  alpha or space allowed Middle Name  alpha or space allowed

\*Last Name  alpha space allowed-hyphen Suffix  SR

\*Email Address  myemail@something.com

\*Re-enter Email Address  myemail@something.com

\*First Question  What is the country of your ultimate dream vacation?

\*First Question Response  123466+-~/sdfsd

\*Second Question  What is the name of your favorite childhood friend?

\*Second Question Response  some answer

\*Third Question  What is your oldest sibling's birthday month and year? (mmyyy)

\*Third Question Response  01022017

\*Password  \*\*\*\*\* \*Re-enter Password  \*\*\*\*\*

Guest users are required to submit a reCAPTCHA response.

I'm not a robot

reCAPTCHA Privacy - Terms

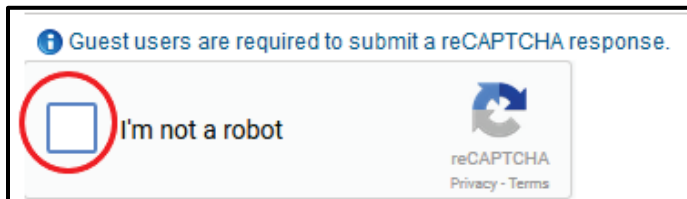
Please click buttons only once. Multiple clicks will delay processing.

With the exception of **Suffix** and **Middle Name**, every other field is a mandatory field. This means it must be completed to create the account.



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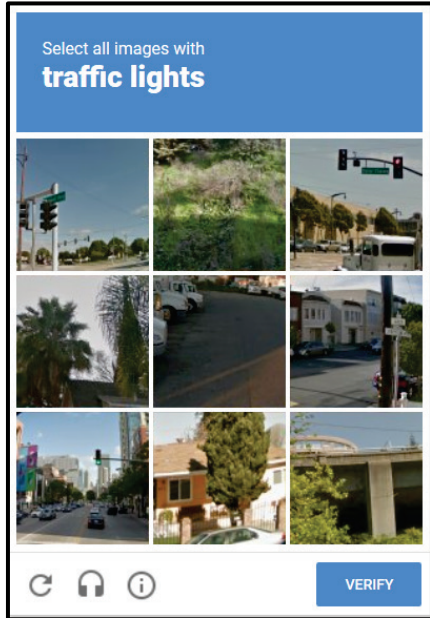
1. Enter your **First Name** (may include alphas and spaces).
2. Optionally, enter your **Middle Name** (may include alphas and spaces).
3. Enter your **Last Name** (may include alphas, spaces, and hyphens).
4. Optionally, select a **Suffix** from the dropdown menu (JR, SR, II, III, IV, V, VI,VII).
5. Enter an Email Address. The email should follow this format: [myemail@something.com](mailto:myemail@something.com). This email address will be used to recover your username or password. Notices and updates from the BOF regarding your application will also be sent to this email address.
6. Re-enter the email address.
7. For the Security Questions, click the dropdown menu and select a question.
8. Enter the responses associated with each of the Security Questions. Please write down your answers to the questions. You will need to enter these responses should you forget your password or user name or should you get locked out of the CFARS application.
9. Enter a Password, which must follow these guidelines:
  - Be 8 to 20 characters in length.
  - Contain at least one uppercase alpha (A-Z).
  - Contain at least one lowercase alpha (a-z).
  - Contain at least one numeric character (0-9).
  - **Not** contain three or more sequential characters found in your first name or last name.
  - Special characters are recommended, but not required.
10. Re-enter your password.
11. Complete the reCAPTCHA by checking the box next to "I'm not a robot". You will be prompted to selected images based on the prompt. For example, you may be asked to select images where the car is located or images that contain a storefront.





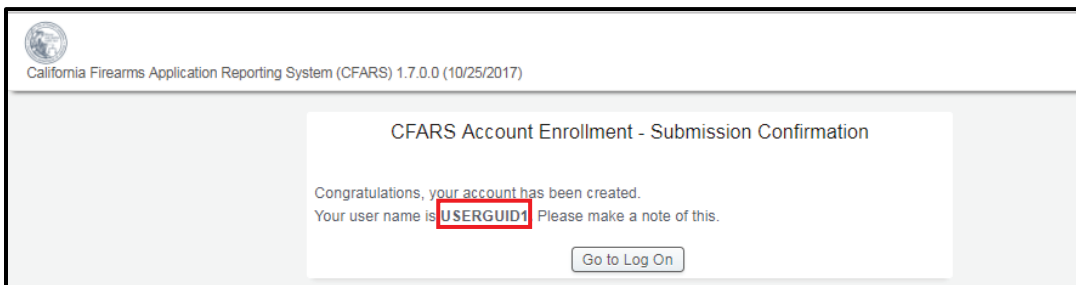


## CFARS- Assault Weapon Registration Form – Public User Guide



12. Select the **Submit** button to complete the account creation process.

13. After selecting the **Submit** button, you will receive a User Name.



### EDIT MY PROFILE

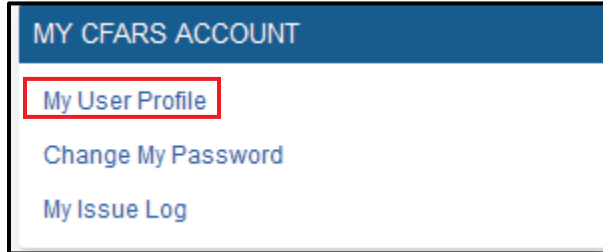
The information that you entered when you completed the account request process became part of your CFARS User Profile. You may edit your user profile once you are logged on to the system; this includes your name, your address, and your identity verification questions and responses.

### To edit your profile:

- 1) From the main page, click on the **My User Profile** link under My CFARS Account. The *My User Profile* page will display.



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- 2) Modify any editable fields with the new information.
- 3) Click on **Submit**. The system will display a confirmation message when you successfully change your profile. Additionally, if you modified your name, the system will generate and display your new User Name.

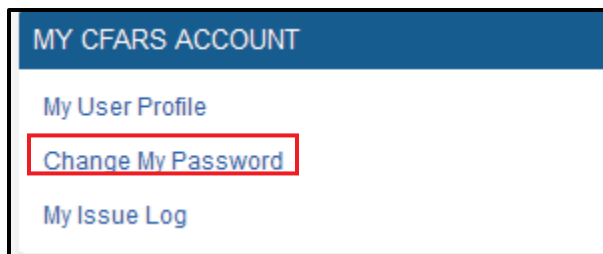
**Note:** If you have pending applications in your cart when you make the change to your profile, any new applications you create and submit will not reflect the change. The profile change will only reflect in new applications, if your cart is empty.

**CHANGE MY PASSWORD**

Passwords are valid for 90 days, but you may change your password at any time by clicking on the **Change My Password** option from the main page under My CFARS Account. Beginning 15 days prior to password expiration, you will be reminded of the pending password expiration each time that you log on to the system. If your password expires, you will need to use the **Forgot Password** feature to select a new password.

**To change your password:**

- 1) From the *CFARS Main Menu* page, click on the **Change My Password** link. The *Change Password* page will display.



- 2) From the *Change Password* page, you may view the password requirements by clicking on the **Change Password Instructions** banner.



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- 3) Enter your **Current Password**.
- 4) Enter and confirm your **New Password**.
- 5) Click on **Submit**. The new password entered will be verified to confirm it complies with the password requirements. If any problems are found, an error message identifying the problem will be presented.
- 6) Once the password change has been accepted, a confirmation message will display on the *Main Menu* page.

### MY ISSUE LOG

The **My Issue Log** allows you to view any issues that you have reported to the department.

1. To view a previously reported issue, select the **My Issue Log** link from the My CFARS Account. The My Issues page will display.

2. To view the original issue that you reported, click on the Issue Reported that you would like to view, and the details of your issue will display.



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Once the department replies to your issue, you will see a message on your Main Menu page, and the Issue Reported on your My Issues page will show a notation stating New.

Issue Reported	Date Reported	Select
NEW Other: my issue is not listed	04/26/2013	<input type="checkbox"/>

Displaying records 1 to 1 of 1 total records.

Please click buttons only once. Multiple clicks will delay processing.

- To delete any old Issues, check the **Select** box to the right of the Date Reported and select the **Delete Selected** button.

## 4 COMPLETING THE ASSAULT WEAPON REGISTRATION FORM

### LOGGING ON TO CFARS

If you do not have a CFARS account yet, see section 3 of this user guide for instructions on creating an account.

- Navigate to the California Firearms Applications Reporting System Log On page (<https://cfars.doj.ca.gov/>)
- Enter your **User Name** and **Password**.
- Select the **Log On to CFARS** button.

California Firearms Application Reporting System (CFARS) 1.7.0.0 (10/25/2017)

If You Have a California Reporting Information System (CRIS) Account

The CRIS application has been migrated into the new CFARS system. Your existing CRIS user name and password are now your CFARS user name and password.

Assistance Center  
CFARS Contact Us

California Firearms Application Reporting System (CFARS) - Log On

\* Indicates Required Field

Log On

\*User Name  
Username

\*Password  
\*\*\*\*\*

Forgot User Name?  
Forgot Password?  
Forgot User Name and Password?

Please click buttons only once. Multiple clicks will delay processing.

If you are not enrolled as a CFARS user:  
Create a CFARS account  
Continue as a Guest (your transactions will not be retrievable)

BENEFITS OF CREATING A CFARS ACCOUNT

Creating a CFARS user account gives you the ability to view activity history, receive electronic notifications, and submit questions.

Certain functionality hosted within CFARS will not be available to Guest users.

Completion of your user account profile allows prepopulation of information on forms you wish to submit, which saves you time! You may edit the information before submitting, if you wish.

Create a CFARS account



## CFARS- Assault Weapon Registration Form – Public User Guide

### FORGOT PASSWORD

If you have forgotten your password (prior to locking your account):

- 1) Select the **Forgot Password** option from the **CFARS Log On** page. The **Forgot Password** page displays.

Forgot Password

\* Indicates Required Field

\*Email Address

\*User Name

Guest users are required to submit a reCAPTCHA response.

I'm not a robot

reCAPTCHA  
Privacy - Terms

Please click buttons only once.

Submit Cancel

- 2) Enter the requested information:

- a) **Email Address**
- b) Your **User Name**
- c) Check the “I’m not a robot” box. You will be prompted to selected images based on the prompt. For example, you may be asked to select images where the car is located or images that contain a storefront.

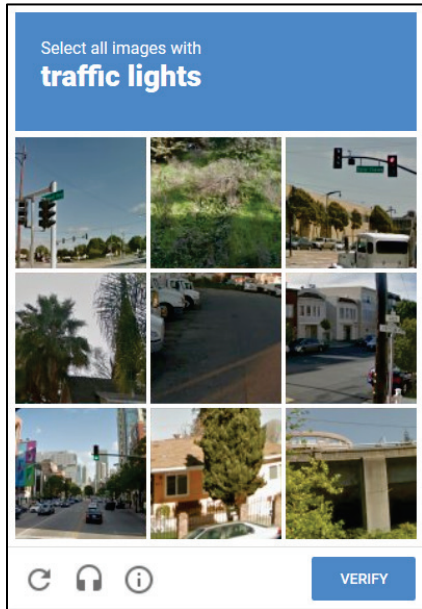
Guest users are required to submit a reCAPTCHA response.

I'm not a robot

reCAPTCHA  
Privacy - Terms



## CFARS- Assault Weapon Registration Form – Public User Guide



- d) Click on the **Submit** button
- e) If a match is found, the system displays two randomly selected identity verification questions that you submitted with your account request.
- f) Enter the response to the security questions presented and click on the **Submit Verification Responses** button.
  - (1) If the responses entered are correct, the system will send you an email with instructions on how to change your password.
  - (2) If the responses entered are incorrect, the system will display a warning, and you may try again. **Note:** If the responses are entered incorrectly, your account will be locked, and you must contact the Department to unlock your account.

### FORGOT USERNAME

- 1) Select the **Forgot User Name** option from the **CFARS Log On** page. The **Forgot User Name** page displays.



## CFARS- Assault Weapon Registration Form – Public User Guide

A screenshot of a web form titled "Forgot User Name". At the top, it says "\* Indicates Required Field". Below this are four input fields: "\*Email Address", "\*Password", "\*Last Name", and "\*First Name". Below the input fields is a reCAPTCHA section with the text "Guest users are required to submit a reCAPTCHA response." and a checkbox labeled "I'm not a robot". At the bottom of the form are two buttons: "Submit" and "Cancel". A small note at the bottom of the form says "Please click buttons only once."

- 2) Enter the requested information:
  - a) **Email Address**
  - b) **Password** (If you cannot remember your password, see Forgot User Name and Password below.)
  - c) Your **Last Name**
  - d) Your **First Name**
  - e) Check the “I’m not a robot” box. You will be prompted to selected images based on the prompt. For example, you may be asked to select images where the car is located or images that contain a storefront.
  - f) Click on the **Submit** button
  - g) If a match is found, the system displays two randomly selected identity verification questions that you submitted with your account request.
  - i) Enter the responses to the security questions presented and select the **Submit Verification Responses** button.
    - 1) If the responses entered are correct, the system will display your **User Name** on the screen.
    - 2) If either of the responses entered are incorrect, the system will display a warning, and you may try again. **Note:** If the responses are entered incorrectly, your account will be locked, and you must contact the Department to unlock your account.

### FORGOT USERNAME AND PASSWORD

- 1) Select the **Forgot User Name and Password** option from the **CFARS Log On** page. The **Forgot User Name and Password** page displays.



## CFARS- Assault Weapon Registration Form – Public User Guide

A screenshot of a web form titled "Forgot User Name and Password". The form includes a legend: "\* Indicates Required Field". There are three input fields: "\*Email Address", "\*Last Name", and "\*First Name". Below these is a reCAPTCHA section with the text "Guest users are required to submit a reCAPTCHA response." and an "I'm not a robot" checkbox. At the bottom, there are "Submit" and "Cancel" buttons, with the instruction "Please click buttons only once." above them.

- 2) Enter the requested information:
  - a) **Email Address**
  - b) Your **Last Name**
  - c) Your **First Name**
  - d) Click on the **Submit** button
  - e) If a match is found, the system displays two randomly selected identity verification questions that you selected during your CFARS enrollment.
  - f) Enter the response to the security question presented and click on the **Submit** button.
    - (1) If the responses entered are correct, the system will display your **User Name** on the screen and will send you an email with instructions on how to reset your password.
    - (2) If either of the responses entered are incorrect, the system will display a warning, and you may try again. **Note:** If the responses are entered incorrectly, your account will be locked, and you must contact the Department to unlock your account.

### NAVIGATING TO THE ASSAULT WEAPON REGISTRATION FORM

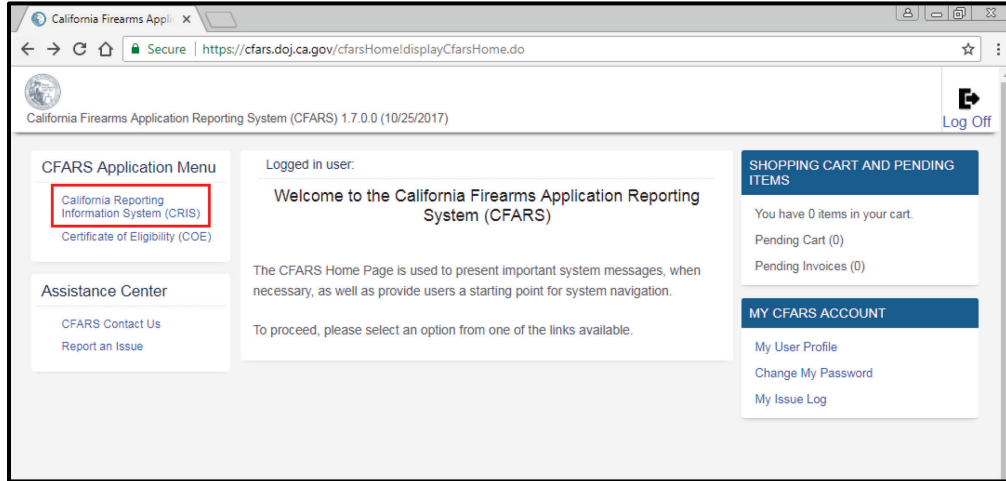
After you log in, the CFARS Main page will display.

1. Select "California Reporting Information System (CRIS)" from the CFARS Application Menu.

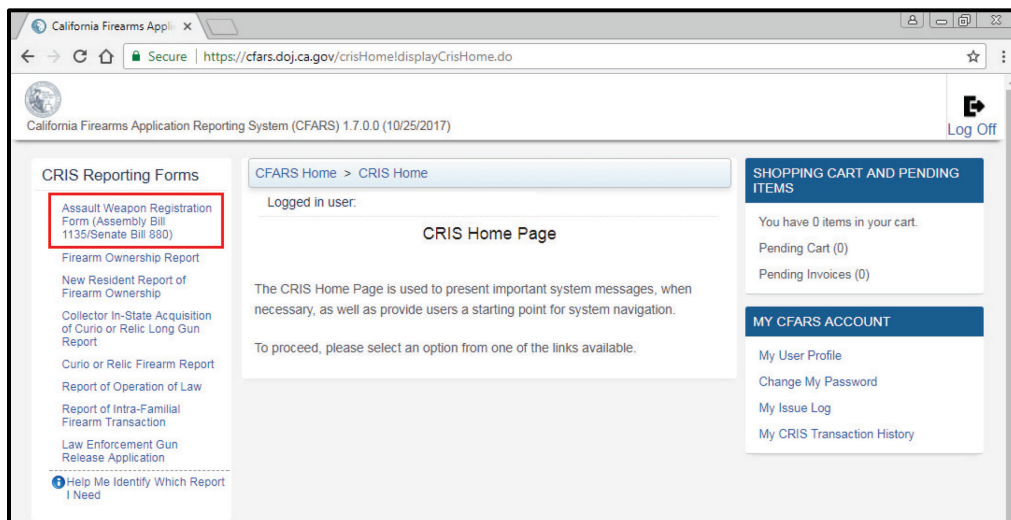




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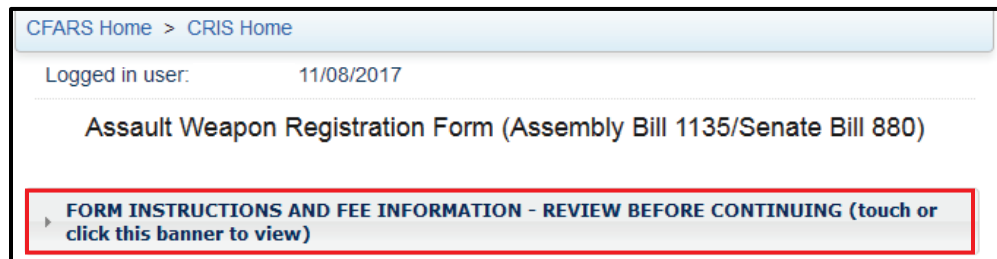


2. The CRIS Home Page will display. Select the Assault Weapon Registration Form (Assembly Bill 1135/Senate Bill 880).



### PRIVACY NOTICE AND STATEMENT TO APPLICANT

1. Review the Forms Instructions and Fee Information Banner for general instructions, identification requirements, file upload and joint registration protocols, and registration fee information.





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2. Review the “Privacy Notice”. Select the I Agree checkbox to acknowledge you have read the Privacy Notice information provided. If you do not agree to the Privacy Notice, you will not be able to submit the AWR form.

**Assault Weapon Registration Form (Assembly Bill 1135/Senate Bill 880) Privacy Notice, as required by Civil Code § 1798.17**

**Collection and Use of Personal Information:** The Division of Law Enforcement, Bureau of Firearms in the Department of Justice collects the information requested as authorized by Penal Code Section 30900 (b). The Bureau of Firearms uses this information to establish registration of an assault weapon by an assault weapon owner. In addition, any personal information collected by state agencies is subject to the limitations in the Information Practices Act and state policy. The Department of Justice's general privacy policy is available at <http://oag.ca.gov/privacy-policy> and may be accessed within CRIS from the Privacy Policy link.

**Providing Personal Information:** All the personal information requested must be provided. If you fail to provide all personal information requested, your registration will not be accepted.

**Access to Your Information:** You may review the records maintained by the Division of Law Enforcement, Bureau of Firearms in the Department of Justice that contain your personal information, as permitted by the Information Practices Act. See below for contact information.

**Possible Disclosure of Personal Information:** In order to establish registration, we may need to share the information you give us with any Bureau of Firearms representative or other person designated by the Attorney General upon request. The information you provide may also be disclosed in the following circumstances:

- ▶ With other persons or agencies when necessary to perform their legal duties, and their use of your information is compatible and complies with state law, such as for investigations or for licensing, certification, or regulatory purposes;
- ▶ To another government agency as required by state or federal law.

**Contact Information:** For questions about this notice or access to your records, you may contact the Staff Services Analyst in the Customer Support Center at (916) 227-7527, via email [firearms.bureau@doj.ca.gov](mailto:firearms.bureau@doj.ca.gov), or by mail at P.O. Box 160367 Sacramento, CA 95816-0367.

By selecting "I Agree", I acknowledge that I have reviewed and understand the Privacy Notice information listed above. **I Agree**

3. Review the “Statement to Applicant” section. It is recommended that you review this before you begin filling out the form. If you do not meet all the requirements, your application could be rejected.



## CFARS- Assault Weapon Registration Form – Public User Guide

Statement to Applicant
<ul style="list-style-type: none"><li>▶ DOJ will not register lower receivers, partially assembled firearms etc.</li><li>▶ All rifles submitted should be semi automatic and centerfire at the time of application.</li><li>▶ Pistols should be semi automatic; and rimfire or centerfire are potentially eligible.</li><li>▶ Shotguns should be semi automatic.</li><li>▶ The firearms submitted should not be manufactured prior to January 1, 1899.</li><li>▶ The applicant must have been in lawful possession of the weapon between January 1, 2001 and December 31, 2016.</li><li>▶ A serial number must be engraved or permanently affixed to the firearm pursuant to state and federal laws. Please contact the Department of Justice (Department) at <a href="mailto:DOJserialnumber@doj.ca.gov">DOJserialnumber@doj.ca.gov</a>, to obtain a Department issued serial number. The Assault Weapon Registration cannot be submitted until such time the Department issued serial number has been engraved and permanently affixed to the firearm.</li></ul>

### OWNER INFORMATION

If you have successfully created a CFARS account, the information provided on the account creation form (e.g. first and last name, email address, etc.) will auto-populate into the corresponding fields of the reporting form when you log in to CFARS. You may also go into your user profile and modify/enter additional personal information which will auto-populate in your reporting form(s). Any fields denoted with a red asterisk (\*) are mandatory fields.

1. Provide all of the required information in the “Owner Information” section, these are marked with a red asterisk (\*).
  - a. Enter the assault weapon registration number (if applicable).

Owner Information
<p>Do you already have an Assault Weapon Registration (AWR) Number? If so, enter it below</p> <p><b>AWR Number</b> <input type="text"/></p>

- b. Enter the **street address** (the system will not allow P.O. Box entries in any configuration).
    - c. Enter the **zip code** (must be a valid zip code in order for the city to auto-populate). \*Note: If there is more than one city for a zip code, the other cities will appear in a drop down menu in order for you to select the correct city of residence. The city auto-populate feature is read-only and cannot be manually updated by applicants.

*Residence Street Address	*Zip Code	*City	State
<input type="text" value="1300 Main Street"/>	<input type="text" value="95820"/>	Select City FRUITRIDGE SACRAMENTO	CA
Mailing Address (if different)	Zip Code		
<input type="text"/>	<input type="text"/>		

- d. Enter the **mailing address**, if applicable.
      - e. Enter the **phone number** as one continuous number (No dashes. Cannot be all zeros. Cannot be the same number that was entered for the other two entries).



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f. Select the **type of ID** from the drop down menu: California Driver's License (CDL), California Identification Card (CID), Department of Defense Identification Number (DOD) and Military ID Number.

- Enter the ID number. The business rules for each are as follows:
  - CDL – The first character must be an alpha followed by 7 numeric digits. (No alpha plus all zeros).
  - CID – The first character must be an alpha followed by 7 numeric digits. (No alpha plus all zeros).
    - a. Selecting DOD or Military ID will auto-populate a read-only state field.

*ID Type	*ID Number	ID State
CALIFORNIA ID CARD	A1234567	CA

- DOD – Must be a 10 digit number. (Cannot be all zeros).
- Military ID – Must be a 9 or 10 digit number. (Cannot be all zeros).
  - a. Selecting DOD or Military ID will auto-populate a read-only Issuing Country field.

*ID Type	*ID Number	ID Issuing Country
MILITARY ID CARD		US

g. Enter the **date of birth** as mm/dd/yyyy (e.g. 01/02/1945). It has to be a valid date. \*

**Note:** Applicants must be at least 18 years old for all transaction types and firearms gun types.

- h. Select **gender** (options are only female or male).
- i. Enter **height** by selecting 1 digit for feet and 2 digits for inches.
- j. Enter **weight** (maximum of 3 digits allowed).
- k. Select the **eye color** from the drop down menu.
- l. Select the **hair color** from the drop down menu.
- m. Select whether you are a **US citizen** (must select YES or NO).

*U.S. Citizen	*Place of Birth
Select YES NO	Select Place of Birth

- If "NO" is selected, a "Country of Citizenship" box will auto-populate.
  - Select the country of citizenship from the drop down menu and enter the alien registration or I-94 number.

*Country of Citizenship	Alien Reg. Number	I-94 Number	
Select Country of Citizenship		OR	

n. Select **place of birth** from the drop down menu.



## CFARS- Assault Weapon Registration Form – Public User Guide

California Firearms Application Reporting System (CFARS) 1.7.0.0 (10/25/2017)

Do you already have an Assault Weapon Registration (AWR) Number?  
If so, enter it below  
AWR Number

\*First Name Middle Name  
Alpha Spaces allowed Alpha Spaces allowed

\*Last Name Suffix  
Alpha Spaces-hyphens too SR

Alias First Name Alias Middle Name  
Alpha Spaces allowed Alpha Spaces allowed

Alias Last Name Suffix  
Alpha Spaces-hyphens too Select

\*Residence Street Address \*Zip Code  
numbers2334 and spaces 95620

\*City State  
DIXON CA

Mailing Address (if different) Zip Code City  
numbers2334 and spaces 95619 SACRAMENTO

State  
CA

\*Email Address  
emailaddress12345@service.com

At least one phone number must be entered

Home Phone Business Phone Mobile Phone  
##### ##### 9167536921

\*ID Type \*ID Number ID State  
CALIFORNIA DL f1234567 CA

\*Date of Birth \*Gender \*Height (feet/inches) \*Weight  
10/31/1990 MALE 6 ft 00 in 180 lbs.

Race \*Eye Color \*Hair Color  
WHITE BROWN BROWN

\*U.S. Citizen \*Place of Birth  
YES CALIFORNIA

### FIREARM INFORMATION

The Firearm Information section of the AWR form requires you to enter information about the firearm you would like to register.

1. Select "Is the firearm self built?" and select Yes or No.
2. Select "Is it your intention to joint register this firearm?" and select Yes or No. Joint registration allows you to register this firearm with people in your household that reside with you.



CFARS- Assault Weapon Registration Form – Public User Guide

The screenshot shows a form titled "Firearm Information". It contains two dropdown menus. The first is labeled "\*Is the firearm self built?" with a "Select" dropdown arrow. The second is labeled "\*Is it your intention to joint register this firearm?" with a "Select" dropdown arrow.

- a. If you selected "No", move on to Firearm Type.
- b. If you selected "Yes", additional fields will display.

The screenshot shows the "Firearm Information" form with the second dropdown menu set to "YES". A red arrow points to the "YES" selection. Below this, there is an information icon and text: "Enter the information for one joint-registrant below. If you have more than one joint-registrant, please enter the name and relationship to you for each additional joint-registrant in the Comments field below." followed by three more dropdown menus: "Are you the primary registrant (first to register)?", "Relationship to Joint-Registrant", and "Name of Relative Selected" with a text input field below it.

- i. Select the dropdown "Are you the primary registrant (first to register)?" and select Yes or No.
  1. If you select "Yes", you will receive a message directing you to provide a CRIS number to the additional people attempting to register this firearm through joint registration. You will receive the CRIS number for your firearm after you have paid for the transaction.
- ii. If you select "No", this means that the primary registrant has already submitted this firearm with an intent to register and has a CRIS number available for you to enter. If you do not have this CRIS number available, the primary registrant must go to their transaction history to retrieve it. You cannot register the same firearm as a secondary registrant without the CRIS number. CRIS number retrieval is discussed on section 5 CRIS Transaction History of this user guide.



CFARS- Assault Weapon Registration Form – Public User Guide

A screenshot of the "Firearm Information" section of a web form. The form contains several fields: "Is the firearm self built?" (dropdown menu), "Is it your intention to joint register this firearm?" (dropdown menu with "YES" selected), an information icon with text: "Enter the information for one joint-registrant below. If you have more than one joint-registrant, please enter the name and relationship to you for each additional joint-registrant in the Comments field below.", "Are you the primary registrant (first to register)?" (dropdown menu with "NO" selected, highlighted with a red box), "Relationship to Joint-Registrant" (dropdown menu with "SIBLING" selected), "Name of Relative Selected" (text input field with "Last, First" entered), and "Joint-Registrant CRIS Number" (text input field).

- c. Select the relationship to the registrant from the **Relationship to Joint-Registrant** from the dropdown menu.
  - d. Enter the name of the relative you would like to complete the joint registration with (Last, First). Any additional joint registrants must be added in the Comments section of the application.
  - e. Enter the CRIS number of the primary registrant. The format for the CRIS number is 16 numbers and it can be found in the transaction history of the primary registrant.
3. Select the **Firearm Type**: Pistol, Rifle, or Shotgun.
  4. Select the **Category** Semi-Automatic, as that is the only option available.
  5. Select the **Make**. If you do not see the Make of your firearm listed, enter the Make in the Comments section.
  6. Enter the **Model**.
  7. Select the **Caliber** of your firearm from the dropdown menu.
  8. Select the **Firearm Color** from dropdown menu.
  9. Enter the **Barrel Length** of your firearm in Inches or Centimeters.
  10. Select the **Unit** (Inches or Centimeters).
  11. Select the **Magazine** ("Non Fixed Magazine (Bullet Button)"), as that is the only option available).
  12. Select the **Cartridge** type.



CFARS- Assault Weapon Registration Form – Public User Guide

- a. If you select Pistol as your Firearm Type, you can choose Centerfire or Rimfire.
  - b. If you select Rifle or Shotgun as your Firearm Type, you must select Centerfire, as that is the only option available.
13. Based on the **Firearm Type** you selected, you will be required to select additional firearm characteristics that apply to your firearm.

**Note:** If you select shotgun, there are no additional firearm characteristics to add.

- a. If you select Pistol, check the characteristics that apply to your firearm.

**Additional Firearm Characteristics (select all that apply):**

- Second Handgrip
- Shroud that is attached to, or partially or completely encircles, the barrel that allows the bearer to fire the weapon without burning the bearer's hand, except a slide that encloses the barrel.
- The capacity to accept a detachable Magazine Outside the Pistol Grip
- Threaded Barrel (capable of accepting a flash suppressor, forward handgrip, or silencer)

- a. If you select Rifle, check the characteristics that apply to your firearm.

**Additional Firearm Characteristics (select all that apply):**

- Flash Suppressor
- Folding or Telescoping Stock
- Forward Pistol Grip
- Grenade Launcher or Flare Launcher
- Pistol Grip that Protrudes Conspicuously Beneath the Action of the Weapon
- Semi-Automatic, Centerfire, and Overall Length of Less than 30 inches (measure while rifle is in the shortest possible configuration, in which it will fire)
- Thumbhole Stock

14. Enter the **Serial Number** that is engraved or permanently affixed to your firearm (may include alphas and numbers).
15. Re-enter the serial number. Copy and paste is not allowed.
16. Select the **Firearm Country of Origin/Manufacturer** from the dropdown menu.
17. Enter the date the firearm was acquired (mm/dd/yyyy). If your firearm is self-built, provide the date you completed building the firearm.

**Note:** This is not the date you submit your application to the DOJ.





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18. Select the **Acquired From** dropdown menu and select where you acquired the firearm from.
  - a. If you select **Self-Built**, you will not need to provide any additional information.
  - b. If you select **Family Member**, **Private Party**, or **Other**, you will be required to provide their name (Last, First), Street Address and Zip Code.
    - i. If you select **Other**, you will also be required to leave a comment with more information.
  - c. If you select **Firearms Dealer**, you will be required to provide the Dealership Name, Street Address and Zip Code.
  
19. The Comments field may be used to enter comments if:
  - a. They are required for explanations.
  - b. You would like to add additional Joint Registrants. Enter in the name and relationship to you in this format, J-R2: Last, First, Relationship J-R3: Last, First, Relationship etc.
  - c. Your firearm's Make is not listed in the dropdown menu.
  - d. You have questions or additional information you would like for the BOF user to know as they process your application.



## CFARS- Assault Weapon Registration Form – Public User Guide

*Firearm Type RIFLE	Category Select Category	
*Make Select Make Description	*Model	
*Caliber Select Caliber		
*Firearm Color Select Color	*Barrel Length [ ]	*Unit Select Unit
*Magazine Select Magazine	*Cartridge Select Cartridge	
Additional Firearm Characteristics (select all that apply):		
<input type="checkbox"/> Flash Suppressor		
<input type="checkbox"/> Folding or Telescoping Stock		
<input type="checkbox"/> Forward Pistol Grip		
<input type="checkbox"/> Grenade Launcher or Flare Launcher		
<input type="checkbox"/> Pistol Grip that Protrudes Conspicuously Beneath the Action of the Weapon		
<input type="checkbox"/> Semi-Automatic, Centerfire, and Overall Length of Less than 30 inches (measure while rifle is in the shortest possible configuration, in which it will fire)		
<input type="checkbox"/> Thumbhole Stock		
*Serial Number [ ]	*Re-enter Serial Number [ ]	
Other Number [ ]	*Firearm Country of Origin/Manufacturer Select Country or State	
*Date Acquired mm/dd/yyyy	*Acquired From Select	
Comments [ ]		
500 character limit. Characters remaining: 500		

### FILE UPLOAD SECTION

Review the File Upload Section for information on the files and photos required to successfully submit an AWR form. Please make sure that you have these ready and in an approved format before you begin filling out the form. If you do not have them ready and there is no activity for more than 30 minutes on the form, the system will time out and you will lose your data.

- There are 4 required photos: bullet button, stock to barrel, left side of receiver, and right side of receiver.
  - You may submit additional photos of your firearm if you choose to (e.g. additional identification markings on other parts of the firearm, serial number close-up, etc.).



## CFARS- Assault Weapon Registration Form – Public User Guide

- Joint registration requires proof of residency to be uploaded.
- Military ID requires Permanent Duty Station Orders to be uploaded.

1) Select the **Add Document** button. The Upload File page will display.

**File Upload Section**

**NOTE:** File uploads that are being requested on a form must be attached to the form even if you already uploaded them as an attachment to another form.

Please upload the following photos: 1) a photo that depicts the bullet-button style magazine release installed on the firearm, 2) a photo that depicts the firearm from the end of the barrel to the end of the stock if it is a long gun or the point furthest from the end of the barrel if it is a pistol, 3) a photo of the left side of the receiver/frame, and 4) a photo of the right side of the receiver/frame.

Joint Registration requires uploading documentation that verifies proof of residency. Please refer to **Proof of Residency Documentation (for joint Assault Weapon Registration Assembly Bill 1135/Senate Bill 880)** in the Form Instructions and Fee Information section located at the top of this form.

No files have been uploaded

**Add Document**

2) Select the **File Type** from the dropdown menu.

**Select a file from your computer to upload**

\*File Type  
Select  No file selected.

Select  
Joint-Registration  
Bullet Button Style Magazine Release  
Firearm from end of barrel to stock/other end  
Hunting License  
Military Orders  
Optional Extra Image  
Right Side of Receiver/Frame  
Left Side of Receiver/Frame

Please click buttons only once. Multiple clicks will delay processing.

3) Select **Browse**. Select the photo on your device and select **Upload**.

**Select a file from your computer to upload**

\*File Type  
Joint-Registration  No file selected.

**Select a file from your computer to upload**

\*File Type  
Joint-Registration  Lighthouse.jpg

Please click buttons only once. Multiple clicks will delay processing.



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- 4) The photo will be listed at the bottom of the section. Repeat this process until all four required photos and any optional photos have been uploaded. When all photos have been uploaded, select **Done** and you will be returned to the AWR form.

- 5) If you are satisfied with the information on the form and the uploaded photos, select **Preview** to begin the form submission process.

- 6) Review the form for accuracy and review the Penalty of Perjury statement. If you agree to the statement, check the **Agree** checkbox. If you do not agree, you will not be able to submit the AWR form.
- 7) If you would like to make any changes to the form or upload different photos, select the **Edit** button and make the necessary changes.

8. If your form is complete and accurate, select **Submit Final** to send the AWR form to your cart.



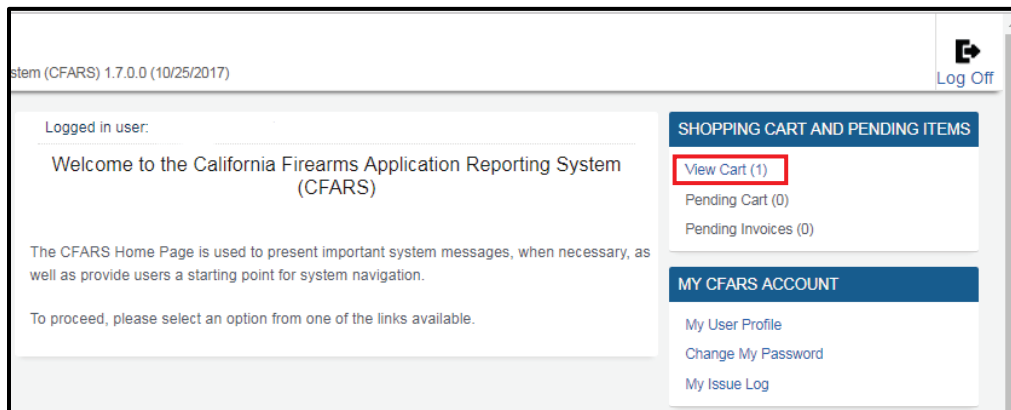
## CFARS- Assault Weapon Registration Form – Public User Guide

If you have an AWR form in your View Cart the Owner Information on any further AWR forms will be populated from the information of the AWR form in the Cart. If you would like to change some of the owner information, remove the AWR form from the Cart to the Pending Cart and then submit another AWR form. However, you will have to pay for each separately.

### VIEW CART

After the **Submit Final** button is selected, the form is added to the cart. The Cart is shared among all the applications in CFARS and can be used to make payments on more than just an assault weapon registration.

1. To view the items in the cart select **View Cart**. If there is nothing in the cart, you will not be able to view the cart.



- a. Check out:
  - i. To check out, select the **Checkout** button.
  - ii. You will be redirected to a payment vendor site.
  - iii. Enter your payment information and complete the payment. You will be returned to the CFARS webpage with a confirmation if the payment went through successfully.
  - iv. If there was an error at the payment site, the AWR form will be sent to your Pending Invoices. See Pending Invoices section.



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b. Remove Selected:

- i. **Remove Selected** will remove any selected forms from the cart. This will also break the bond between the forms and they need to be paid for separately. You should do this if you want to change the Owner Information on a form for instance.
- ii. Select the check box next to the Serial Number of each Firearm form. Check the boxes on the forms you would like to remove from the cart and select the **Remove Selected** button.

Select	Serial Number	Make	Type	Report Type	Fee
<input checked="" type="checkbox"/>	23	A STROEGER	RIFLE	Assault Weapon Registration Form (Assembly Bill 1135/Senate Bill 880)	15
TOTAL					\$ 15

Please click button **only once**. Multiple clicks will delay processing.

Clear Remove selected Checkout

c. Edit the Form:

- i. You can edit the form if it has been moved to the cart. Select the Serial number of the Firearm you would like to edit.



## CFARS- Assault Weapon Registration Form – Public User Guide

Select	Serial Number	Make	Type	Report Type	Fee
<input type="checkbox"/>	23	A STROEGER	RIFLE	Assault Weapon Registration Form (Assembly Bill 1135/Senate Bill 880)	15
TOTAL					\$ 15

Please click buttons only once. Multiple clicks will delay processing.

- ii. Your CRIS transaction will display.
- iii. Select the **Edit** button at the bottom of the Form is the Edit button.

Please click buttons only once. Multiple clicks will delay processing.

- iv. Once you have made any edits, check the **Agree** box.
- v. Select the **Submit Final** button.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct and that I am the lawful owner of all assault weapons that I seek to have registered. I expressly authorize the Department of Justice 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.  \*Agree

Please click buttons only once. Multiple clicks will delay processing.

- vi. You will be returned to the **View Cart**.

### PENDING CART

The Pending Cart is located on the right hand side of the CFARS webpage. The Pending Cart is where all of the forms that aren't currently being paid for are stored.

When you remove a form from the cart as described in the View Cart section, the form is moved to the Pending Cart. Items in the Pending Cart are separated by transaction numbers. Each transaction has a different transaction owner. In order to successfully add a form to a transaction, you must first add the transaction to the cart and then fill out the additional form you would like to add to the transaction.

- a. Move the Transaction to the Cart.
  - i. Select the check box of the transaction you would like to move to the cart. If there is already a transaction in the View Cart, you will



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not be able to move it in the cart. You must either remove what is currently in the Cart, or pay for it.

- ii. Select the **Add to Cart** button.
- iii. The transaction has been moved to the cart.

Pending Cart (Unpaid Items)						
Transaction Number: 6872						
Name:		DOB:	ID: CDL			
Select	Serial Number	Make	Type	Report Type	Delete	
<input type="checkbox"/>	23	A STROEGER	RIFLE	Assault Weapon Registration Form (Assembly Bill 1135/Senate Bill 880)	<a href="#">Delete</a>	

0 Items Selected for Cart:

- b. Edit the Form, see the **Edit Form** in the **View Cart** section of this user guide.
- c. Delete the Form.
  - i. Select the **Delete** hyperlink in the row of the form you would like to delete.
  - ii. Select **Ok** to finalize the deletion.

Pending Cart (Unpaid Items)						
Transaction Number: 6872						
Name:		DOB:	ID: CDL			
Select	Serial Number	Make	Type	Report Type	Delete	
<input type="checkbox"/>	23	A STROEGER	RIFLE	Assault Weapon Registration Form (Assembly Bill 1135/Senate Bill 880)	<a href="#">Delete</a>	

Are you sure you want to delete this record?  
Press 'OK' to complete deletion of this record.

Consolidating transactions is not possible. However, if there are transactions currently in your View Cart, you can add more forms to that transaction. You must fill out the desired





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form while there are pending transactions in the View Cart. This will add that form to that transaction.

Because these two transactions have two different transaction numbers they cannot be paid together. If you want to pay for them all together the best way to do this is to add one to the cart and delete the other one. Then, while one of them is in the View cart, complete a new AWR form for the transaction you deleted and you will be able to add it to the View Cart with the other transaction. See below on how to do this.

Pending Cart

▶ CFARS PENDING CART INSTRUCTIONS (touch or click this banner to view)

**Pending Cart (Unpaid Items)**

Transaction Number: 7324  
Name: DOE CDL

Select	Serial Number	Make	Type	Report Type	Delete
<input type="checkbox"/>	55555	4 ACES	RIFLE	Assault Weapon Registration Form (Assembly Bill 1135/Senate Bill 880)	Delete

Transaction Number: 7326  
Name: Khabatyuk, Oleg DOB: 09/26/1993 ID: CDL G1234567

Select	Serial Number	Make	Type	Report Type	Delete
<input type="checkbox"/>	SERIALNUMBER	BERNARDELLI VICENZO	PISTOL	Assault Weapon Registration Form (Assembly Bill 1135/Senate Bill 880)	Delete

0 Items Selected for Cart:

Please click buttons only once. Multiple clicks will delay processing.

1. Check this Box

3. Delete the other Transaction.

2. Add it to the cart

4. Complete a new form for the transaction you just deleted. Once you add this new form to the cart, you will be able to pay for both in one transaction.

**PENDING INVOICES**

If an error occurs during the processing of the payment, the transaction will be added to the Pending Invoices.

**SHOPPING CART AND PENDING ITEMS**

You have 0 items in your cart.

Pending Cart (7)

Pending Invoices (1)

**MY CFARS ACCOUNT**

My User Profile

Change My Password

My Issue Log

My CRIS Transaction History



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1. Cancel the Invoice to move it to the Pending Cart.
  - a) If an error occurs at the time of payment and you can confirm that the payment didn't go through, check the box next to the invoice/transaction you want to move to the **Pending Cart**.
  - b) Select the **Cancel Invoice** button. The transaction will be moved to the **Pending Cart**.

CFARS Home  
Logged in user: \_\_\_\_\_  
Pending Invoices - Payment Unverified

<input type="checkbox"/> Invoice Name: 1946	Total Amount: \$15	DOB: _____	ID: _____
---	--------------------	------------	-----------

Item Description	Transaction Type	Fee
SN: 55555, 4 ACES, RIFLE	Assault Weapon Registration Form (Assembly Bill 1135/Senate Bill 880)	\$15

Please select ONE invoice from above before proceeding.

- ▶ If the invoice number you have selected **was not paid** and you want to pay for one or more reports attached to that invoice, read the following steps and proceed:
  1. Select the **Cancel Invoice** button below
  2. Observe the confirmation message at the top of this page, then select the **Home Page** button near the bottom of this page
  3. **From Home Page**, select the **Pending Cart** link
- ▶ If the invoice number you have selected **was paid**, enter the authorization number you received from First Data in the field below, then select the **Confirm Payment** button.

Authorization Number

2. Confirm Payment with an Authorization Number.
  - a) If you receive an email from the payment site verifying that you completed the payment but CFARS did not record payment, enter the **Authorization Number** provided by the Payment Site Email.
  - b) Select **Confirm Payment** to send the invoice to the DOJ for verification.
  - c) The Department will notify you through your CFARS account on the next step to take.

▶ If the invoice number you have selected **was paid**, enter the authorization number you received from First Data in the field below, then select the **Confirm Payment** button.

Authorization Number



## CFARS- Assault Weapon Registration Form – Public User Guide

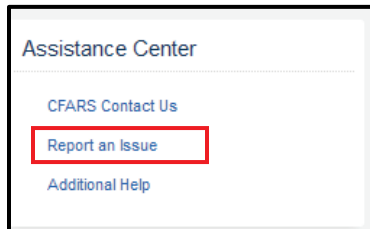
### REPORT AN ISSUE

If you run into a problem or have a question about using the application, you can report the issue to the department using the **Report an Issue** link which is provided throughout the application.

**Note:** You must be logged in to the CFARS application in order to use this feature.

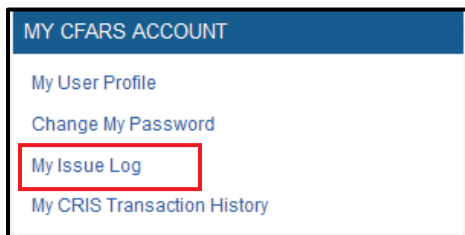
To report an issue:

- 1) Select the **Report an Issue** link located on the left side of the CFARS application.
- 2) Select the **Issue Type** from the drop down list.
- 3) Enter a comment that describes the issue in 200 characters or less.
- 4) Select **Submit**.



A screenshot of the 'Report an Issue' form. The form is titled 'Report an Issue' and includes a 'Logged in user: Hello Kitty 11/08/2017' header. The form contains a dropdown menu for 'Issue Type' with the text 'Select Issue Type' and a red asterisk indicating a required field. Below the dropdown is a text area for 'Comment' with a red asterisk and a character limit of 500. At the bottom of the form are 'Submit' and 'Clear' buttons. A note at the bottom reads: 'Please click buttons only once. Multiple clicks will delay processing.'

Once you have submitted your issue, it will be reviewed by DOJ staff who will respond to you. The response will come to your **My Issues Log** page.



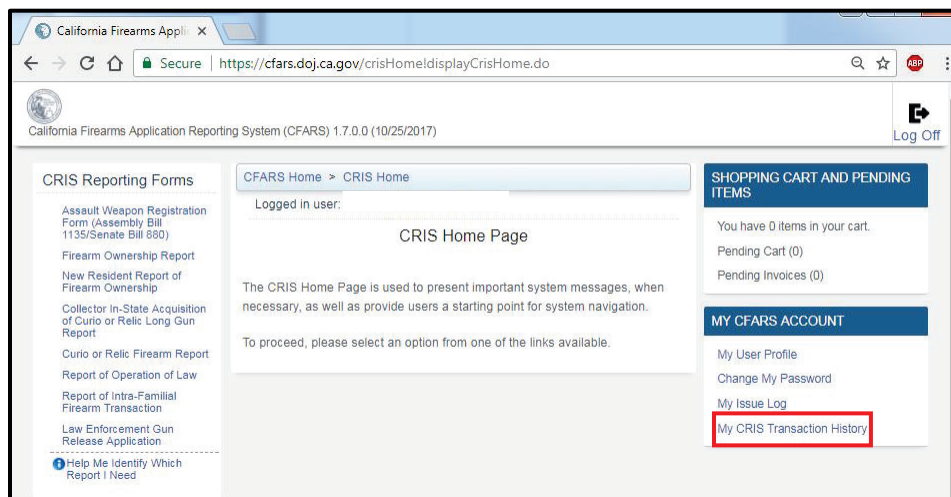


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## 5 CRIS TRANSACTION HISTORY

To view the status of your AWR Transaction or to find your CRIS Transaction number, you must go to your CRIS Transaction History.

1. Login to your CFARS Account.
2. Select the California Reporting Information System (CRIS) link.
3. Select the CRIS Transaction History is in the My CFARS Account section.



4. All the CRIS Transactions that you have submitted and paid for will display. This includes AWR forms. To view details, Click on the blue Serial Number link.

My CRIS Transaction History				
Serial Number	Make	Type	Report Type	Status
88	A B DISTRIBUTORS	PISTOL	Assault Weapon Registration Form (Assembly Bill 1135/Senate Bill 880)	In Progress

5. Your CRIS number will display at the top of the form.



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California Firearms Application Reporting System (CFARS) 1.7.0.0 (10/25/2017)

CRIS Reporting Forms

- Assault Weapon Registration Form (Assembly Bill 1135/Senate Bill 880)
- Firearm Ownership Report
- New Resident Report of Firearm Ownership
- Collector In-State Acquisition of Curio or Relic Long Gun Report
- Curio or Relic Firearm Report
- Report of Operation of Law
- Report of Intra-Familial Firearm Transaction
- Law Enforcement Gun Release Application

CFARS Home > CRIS Home

Logged in user:

Assault Weapon Registration Form (Assembly Bill 1135/Senate Bill 880) - Submitted

**FORM INSTRUCTIONS AND FEE INFORMATION - REVIEW BEFORE CONTINUING (touch or click this banner to view)**

**CRIS Number:**

You may print your records as long as they appear in your transaction history.

SHOPPING CART AND PENDING ITEMS

You have 0 items in your cart.

Pending Cart (0)

Pending Invoices (0)

MY CFARS ACCOUNT

- My User Profile
- Change My Password
- My Issue Log
- My CRIS Transaction History