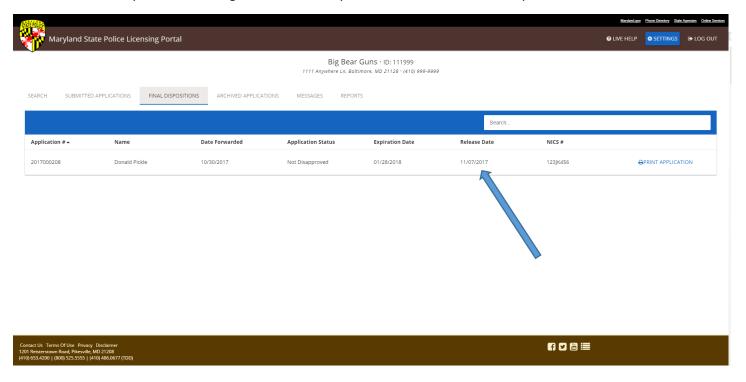
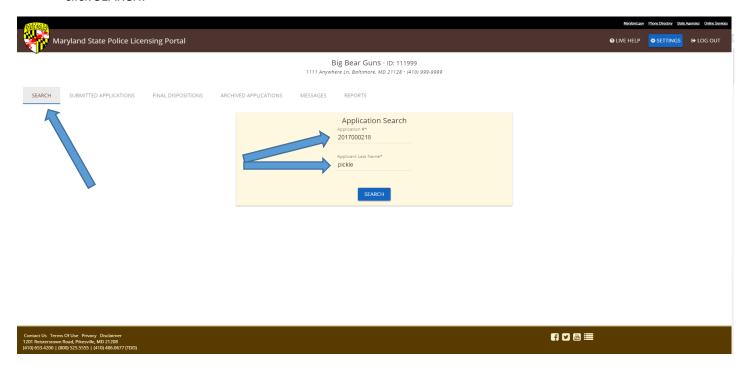
LICENSING PORTAL APPLICATION COMPLETION/FIREARM TRANSFER PROCEDURE

This procedure will be completed prior to the firearm being physically transferred to the applicant. This procedure, along with completion of the ATF 4473, represents the legal transfer of the firearm.

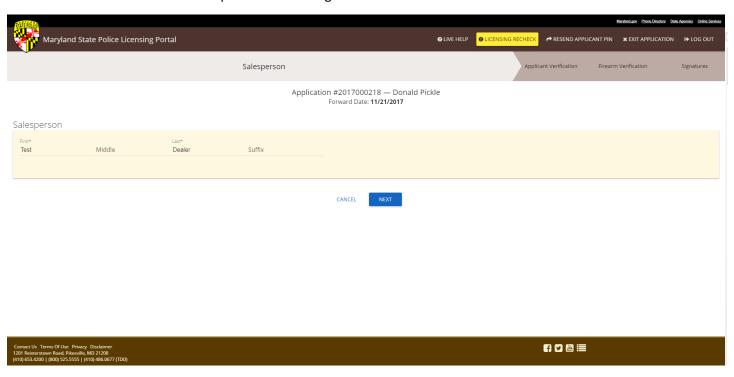
1. Log into your Dealer Portal account. Click on the FINAL DISPOSITIONS tab and locate the application containing the firearm you are intending to transfer. Verify that the Release Date is or is past the current date.



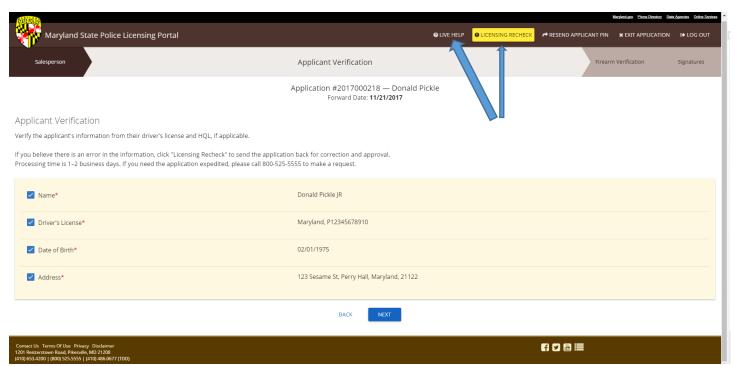
2. Click on the SEARCH tab. On the SEARCH screen, enter the application number and the applicant's last name and click SEARCH.



3. Enter the name of the Salesperson conducting the transfer of the firearm and click Next.



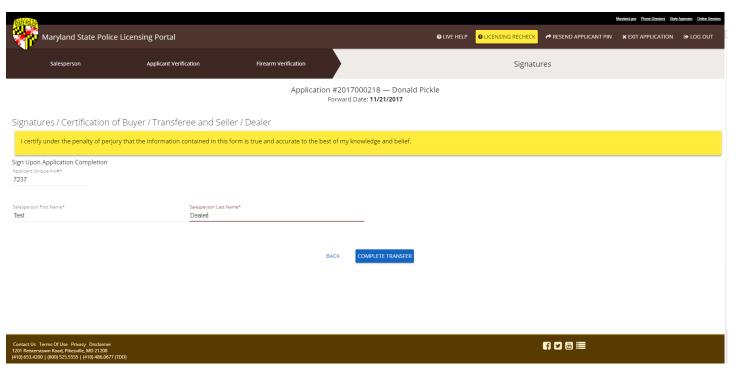
4. Verify the applicant's information. If any errors are identified, DO NOT continue the transfer and contact the Licensing Division, Firearms Registration immediately. Dealers may contact the Licensing Division via the LIVE HELP feature or by phone (during normal business hours). Alternatively, the application may be returned to Licensing for a LICENSING RECHECK (may take 1-2 business days). If no corrections are required, click NEXT.



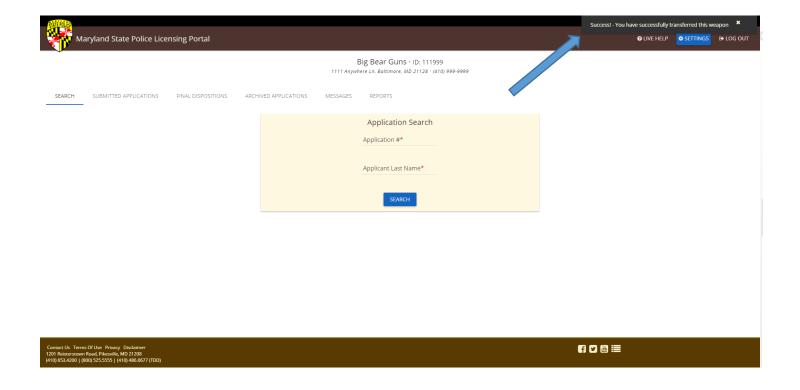
5. Verify the firearm information. If any errors are identified, DO NOT continue the transfer and contact the Licensing Division, Firearms Registration immediately. Dealers may contact the Licensing Division via the LIVE HELP feature or by phone (during normal business hours). Alternatively, the application may be returned to Licensing for a LICENSING RECHECK (may take 1-2 business days). If no corrections are required, click the firearm verification checkbox, confirm and select the appropriate locking mechanism and click NEXT.

Salesperson	Applicant Verification	Firearm Verification					Signatures
	Application #2017000218 — Donald Pickle Forward Date: 11/21/2017 Firearm Verification If you believe there is an error in the information, click "Licensing Recheck" to send the application back for correction and approval. Processing time is 1–2 business days. If you need the application expedited, please call 800-525-5555 to make a request.						
			Mechanical Safety Device an Maryland law) to the custom	UNITED I safety and locking mechanisms (an Integrate d/or an External Locking Mechanism as specif	ied by		
				BACK NEXT			

6. Enter the applicant's PIN number. The applicant's PIN number is the applicant's electronic signature completing the application and confirming that they are taking possession of the firearm. Enter the name of the Salesperson conducting the transfer of the firearm and click COMPLETE TRANSFER.



7. Observe the firearm transfer confirmation pop-up.



8. Confirm the firearm transfer/application completion by clicking on the ARCHIVED APPLICATIONS tab and locating the completed application number. If the application cannot be located in the ARCHIVED APPLICATIONS, click the FINAL DISPOSITIONS tab and check for the application number in the FINAL DISPOSITIONS. If the application is located in the FINAL DISPOSITIONS, repeat steps 2-8. If the application still does not appear in the ARCHIVED APPLICATIONS, contact the Licensing Division via the LIVE HELP feature or by telephone (during normal business hours) for further assistance.

