

IMPORTANT INSTRUCTIONS TO DEFENDANT

Pursuant to a Court Order, you must transfer all firearm(s) in your possession and the transfer of firearms must be supervised by the St. Tammany Parish Sheriff's Office (STPSO). If you do not possess firearms, you must complete a Declaration of Non-Possession of Firearm(s).

FOLLOW THE BELOW INSTRUCTIONS:

DO NOT BRING FIREARMS INTO SHERIFF'S OFFICE BUILDINGS.

1. Immediately contact ST. Tammany Parish Sheriff's Office (STPSO) by calling Dispatch at 985-898-2340 to initiate the "Proof of Transfer" process. Inform the Dispatch Operator that the Court has ordered you to transfer your firearm(s) and that you are requesting a deputy to oversee the transfer. You must disclose the following:
 - a. Full name and date of birth
 - b. The method of transfer you wish to utilize
 - c. The number and brief description of guns to be transferred
 - d. Your contact information, so that you may be reached by the responding deputy
2. When you contact the STPSO to schedule your transfer you must be prepared to choose from the following transfer options:
 - a. Allow the Sheriff's Office to oversee a Third Party transfer of firearms.
 - b. Store the transferred firearms in a storage facility with which the Sheriff's Office has contracted for the storage of transferred firearms.
 - c. Allow the Sheriff's Office to oversee the legal sale of the transferred firearms to a Third Party through a licensed firearms dealer.
 - d. The Sheriff's Office may store the transferred firearms for a fee that must be paid prior to the firearms being returned.
A reasonable fee may be assessed for storage of firearms.

Based on the method of transfer chosen, the Dispatch Operator or responding deputy will provide you with additional information.

A fee may be assessed by the STPSO to store any firearms, oversee the legal sale of the transferred firearms, or to transfer firearms to a contracted storage facility. Transferred firearms may be held until all outstanding fees are collected.

If a Third Party transfer option is selected pursuant to state law, a Third Party Transfer of Firearm(s) Acknowledgement form must be completed and provided to STPSO at the time of transfer. The Acknowledgement form notifies the Third Party of the relevant state and federal laws and consequences for noncompliance.

For the safety of the deputy and all those involved in any transfer, the following must occur:

- a. All firearms shall be unloaded prior to the transfer taking place.
 - b. The transferor or any Third Party shall not be in possession of any firearm when the deputy arrives on scene.
 - c. The transferor or any Third Party shall not attempt to handle any firearm while the deputy is on scene.
 - d. The transferor or any Third Party shall listen and adhere to all lawful instructions given by the deputy throughout the transaction.
3. If you choose to transfer firearms to STPSO, follow the procedures below:
- a. You will be given specific instructions by the responding deputy, prior to the deputy's arrival. You must comply with all lawful instructions prior to and throughout the transfer.

If you possess a Concealed Handgun Permit you must contact the Louisiana State Police so that your permit may be suspended pursuant to the Court Order.

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 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.