

**SAMPLE ROS INSTRUCTIONS**  
**NOTE: THE APPLICATION/RECORD OF SALE FORM MUST NOT BE DUPLICATED!**

**A INSTRUCTIONS**

1. TRANSFEREE/PURCHASER: \_\_\_\_\_ COMPLETE SECTION B AT TIME OF APPLICATION.  
 LICENSEE: \_\_\_\_\_ TRANSFER. COMPLETE SECTIONS H, I, J, AND K. THIS SECTION IS D AND E.  
 TRANSFEROR/SELLER: \_\_\_\_\_ (FOR PRIVATE SALES) COMPLETE SECTION F.

NOTE: FORM MUST BE COMPLETED IN ITS ENTIRETY BY TYPING OR PRINTING IN BLUE OR BLACK INK

**TRANSACTION SUBJECT TO SALES TAX**  YES  NO  
 Please explain in Section F if you selected "NO" for subject to sales tax.

2. BUSINESS NO. \_\_\_\_\_  
 This number is assigned to your business. Do not give your forms to other businesses!

3. STATE IDENTIFICATION NO. \_\_\_\_\_  
 List the Dealer/Sheriff Number here.

4. APPROVAL NO./DATE \_\_\_\_\_  
 List Approval/Transaction No., "UDT", or "Denied" and date here.

**B TRANSFEREE'S/PURCHASER'S INFORMATION**

5. LAST NAME \_\_\_\_\_ 6. JR., ETC. \_\_\_\_\_ 7. FIRST NAME \_\_\_\_\_ 8. MIDDLE NAME \_\_\_\_\_ 9. DATE OF BIRTH \_\_\_\_\_ 10. AGE \_\_\_\_\_

11. SEX \_\_\_\_\_ 17. SOCIAL SECURITY NO. (Optional, but will help prevent misidentification.) \_\_\_\_\_ 18. COUNTY OF RESIDENCE \_\_\_\_\_  
 Enter county (eg: Dauphin), NOT "Country".

19. STR. \_\_\_\_\_ CITY \_\_\_\_\_ 21. STATE \_\_\_\_\_ 22. ZIP CODE \_\_\_\_\_

23. \_\_\_\_\_ 29. ZIP CODE \_\_\_\_\_

26. \_\_\_\_\_

30. ARE YOU A UNITED STATES CITIZEN? IF NO, COUNTRY OF BIRTH: \_\_\_\_\_  
 COUNTRY OF CITIZENSHIP: \_\_\_\_\_ IMMIGRATION IDENTIFICATION NUMBER: \_\_\_\_\_  YES  NO

31. HAVE YOU EVER BEEN CONVICTED OF A CRIME ENUMERATED IN SECTION 6105(b), OR DO ANY OF THE CONDITIONS UNDER 6105(c) APPLY TO YOU? (READ INFORMATION ON BACK PRIOR TO ANSWERING)  YES  NO

32. ARE YOU NOW CHARGED WITH, OR HAVE YOU EVER BEEN CONVICTED OF A CRIME PUNISHABLE BY IMPRISONMENT FOR A TERM EXCEEDING ONE YEAR? THIS IS THE MAXIMUM SENTENCE THAT YOU "COULD HAVE RECEIVED." NOT THE ACTUAL SENTENCE YOU RECEIVED.  YES  NO

33. \_\_\_\_\_  YES  NO

UNLESS YOU ARE LEGITIMATELY ACQUIRING THE FIREARM AS A GIFT FOR ANY OF THE FOLLOWING INDIVIDUALS WHO ARE LEGALLY ELIGIBLE TO OWN A FIREARM: 1) SPOUSE; 2) PARENT; 3) CHILD; 4) GRANDPARENT; OR 5) GRANDCHILD.

34. I VERIFY THE FACTS THAT I HAVE SET FORTH IN BLOCKS 5-33 OF THIS FORM ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE, INFORMATION, AND BELIEF. THIS VERIFICATION IS MADE SUBJECT TO BOTH THE PENALTIES OF SECTION 4904 OF THE CRIMES CODE (18 P.A.C.S. 4904) RELATING TO UNSWORN FALSIFICATION TO AUTHORITIES AND THE UNIFORM FIREARMS ACT. I ALSO UNDERSTAND THAT THE MAKING OF ANY FALSE WRITTEN STATEMENT OR THE EXHIBITING OF ANY FALSE MISREPRESENTED IDENTIFICATION WITH RESPECT TO THIS APPLICATION IS A CRIME PUNISHABLE AS A FELONY.

SIGNATURE OF TRANSFEREE/PURCHASER: \_\_\_\_\_ DATE OF APPLICATION: \_\_\_\_\_

**C ACKNOWLEDGMENT**

35. I ACKNOWLEDGE THAT I HAVE READ AND UNDERSTAND THE INFORMATION CONTAINED HEREIN, WHICH INCLUDES A SAFETY BROCHURE.  YES  NO

SECTION C is not signed by the customer until they actually take possession of the gun!

SIGNATURE OF TRANSFEREE/PURCHASER: \_\_\_\_\_ DATE: \_\_\_\_\_

**D LICENSEE'S INFORMATION:**  LICENSEE  EMPLOYEE

36. LAST NAME \_\_\_\_\_ 37. JR., ETC. \_\_\_\_\_ 38. FIRST NAME \_\_\_\_\_ 39. MIDDLE NAME \_\_\_\_\_ 40. SIGNATURE \_\_\_\_\_

41. BUSINESS NAME \_\_\_\_\_ 42. PHONE NO. \_\_\_\_\_ 43. COUNTY OF LICENSEE \_\_\_\_\_

44. BUSINESS ADDRESS \_\_\_\_\_ 46. STATE \_\_\_\_\_ 47. ZIP CODE \_\_\_\_\_

48. DATE OF TRANSACTION \_\_\_\_\_ 49. TIME OF TRANSACTION \_\_\_\_\_

**E FIREARM INFORMATION**

50. DOES THIS PURCHASE INVOLVE A PISTOL, RIFLE, OR SHOTGUN WITH A BARREL LENGTH OF LESS THAN 16 INCHES, OR A FIREARM WITH AN OVERALL LENGTH OF LESS THAN 26 INCHES? (COMPLETE BLOCKS 51 - 55) (IF "NO", THIS SECTION IS NOT REQUIRED)  YES  NO

ONLY ONE (1) FIREARM MAY BE LISTED PER FORM! Firearm information must be completed prior to initiating a PICS background check.

51. MAKE \_\_\_\_\_ 52. MODEL \_\_\_\_\_

**F TRANSFEROR'S/SELLER'S INFORMATION OR EXPLANATION FOR NONTAXABLE SALES**

SECTION F must be completed for the private sale/transfer of a handgun. Private transfers processed between licensed dealers should have the FFL# of the transferring dealer in the signature section. Private sellers must be available to complete and sign this form. Refer to section 15.1 of the Firearm Dealer's Manual for detailed instructions.

\_\_\_\_\_ CODE \_\_\_\_\_