



# Form CJTC 721A – Firearms Certificate Agency Transfer

Private Security Guards, Private Investigators, Bail Bond Recovery Agents

- Send Completed Application and Form(s) via email: [pspi@cjtc.wa.gov](mailto:pspi@cjtc.wa.gov)
- Fee \$0

**Send as a PDF ONLY**

**Employer:** Email **completed** forms to the email address above. Include Form CJT 723 and Firearms Test Qualification Forms 728, 729, and/or 730, as applicable. *One Firearms Certificate Agency Transfer Packet per license type.* The firearms qualification forms must have been completed and signed by a PS Certified Firearms Instructor for WSCJTC **and** the Applicant. One qualification form is required for **each** firearm listed on this form.

INCOMPLETE FORMS WILL NOT BE PROCESSED & WILL BE DESTROYED AFTER 120 DAYS

<b>License Type</b> (check only 1)	<input type="checkbox"/> <b>Private Security</b>	<input type="checkbox"/> <b>Private Investigator</b>	<input type="checkbox"/> <b>Bail Bond Recovery Agent</b>
Full Last Name	Full First Name	Middle Initial	SSN: Last Four
WSCJTC Firearms Certificate No. (If known)		Other Name(s) Used (If Applicable)	
Agency Transferring From			END DATE
New Agency/Company Name		<input type="checkbox"/> Sole Proprietor (Attach copy of business license) <input type="checkbox"/> Principal (Attach copy of business license)	
New Agency Address	City	State	Zip Code
New Agency Phone	<b>AGENCY EMAIL ADDRESS FOR FIREARMS CERTIFICATE (REQUIRED)</b>		
Applicant New Work Email Address	<b>HIRE DATE (REQUIRED)</b>		

**Firearms: Complete all that Apply** (One qualification test form is required for *each* firearm listed below.)

Firearm	No. 1	No. 2	No. 3	No. 4
Manufacturer				
Model Name				

**A complete application includes:** Form 721A (this form); Form 723 Criminal History Records Check Attestation; and Firearm Test Form(s) for **all** Firearms listed above: 728 (Shotgun), 729 (Handgun), and/or 730 (Rifle).

**Check all forms complete and included with this application. Incomplete forms will not be processed.**

723     728 Qty \_\_\_\_     729 Qty \_\_\_\_     730 Qty \_\_\_\_

*The applicant named herein is at least 21 years of age and possesses a valid Security Guard, Private Investigator, or Bail Bond Recovery Agent license. Signature Below **Must** Be Original. (Handwritten).*

**Company Owner/Designee (Print)**

**Company Owner/Designee (Signature)**

FOR COMMISSION USE ONLY

APPROVED <input type="checkbox"/> / DENIED <input type="checkbox"/>	Handgun(s): _____	REVIEWED BY: _____
Date: _____	Shotgun(s): _____	Initials: _____
EMAIL CONFIRMATION DATE: _____	Rifle(s): _____	PROCESSED BY: _____
		Initials: _____



# Form CJTC 723 – Firearms Certificate Criminal History Records Check Attestation

Private Security Guards, Private Investigators, Bail Bond Recovery Agents

*REQUIRED with 726 Application and Agency Transfers*

## Instructions

1. **Agency owner/designee** completes and signs top of form.
2. **Applicant** completes, initials, and signs bottom half.
3. This form is **REQUIRED** with an initial **Firearm Certificate Application and all Agency Transfers**.  
*Incomplete forms will not be processed and will be destroyed after 120 days.*
4. Only handwritten, original signatures allowed. No electronic signatures.

<b>License Type</b> (check only 1)	<input type="checkbox"/> <b>Private Security</b>	<input type="checkbox"/> <b>Private Investigator</b>	<input type="checkbox"/> <b>Bail Bond Recovery Agent</b>
Last Name	First Name	Middle Initial	SSN: Last Four
Agency/Company Name:		Other Name(s) Used (if applicable):	

## Criminal History Records Check Attestation

I, hereby attest that the above name applicant is an employee, or will be an employee, of this agency and this agency has completed hiring eligibility requirements and:

1. A criminal history records check has been completed by this agency regarding this applicant through appropriate submission of applicant's fingerprints and/or documentation to appropriate systems (WSP WATCH, NCIS, WASIC, and law enforcement agencies, etc.); and
2. Such search indicated the absence of any conviction of the applicant for a felony offense, or any misdemeanor, or gross misdemeanor offense that prohibits the applicant from lawfully possessing a firearm to include any domestic violence conviction or an active Domestic Violence Protection Order.

<b>Company Owner/Designee Printed Name</b>	<b>Company Owner/Designee Signature and Date</b>
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## Applicant Attestation

**Applicant Attestation MUST be handwritten**

I, the above-named applicant do attest that I have met the following:

1. I do **NOT** have a conviction for a felony offense, or any misdemeanor or gross misdemeanor, which prohibits me from lawfully possessing a firearm. \_\_\_\_\_ (Initials)
2. I do **NOT** have any military conviction or offenses that prohibit me from lawfully possessing a firearm. \_\_\_\_\_ (Initials)
3. I do **NOT** have any domestic violence conviction or an active Domestic Violence Protection Order that prohibits me from lawfully possessing a firearm. \_\_\_\_\_ (Initials)
4. I am **NOT** prohibited by law from possessing a firearm for any reason in any jurisdiction. \_\_\_\_\_ (Initials)

<b>Applicant Printed Name</b>	<b>Applicant Signature and Date</b>
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# Form CJTC 729 – Handgun Test Form Revised Sept 2021

Private Security Guards, Private Investigators, Bail Bond Recovery Agents

- Complete and return to WSCJTC, 19010 1<sup>st</sup> Avenue South, Burien, WA 98148

## Instructor and Student Information

<b>Range Name</b>	<b>Range Location</b>
<b>Instructor Name (Print)</b>	<b>Instructor Employer</b>
<b>Instructor Email</b>	<b>Instructor Phone</b>
<b>Shooter Name (Print)</b>	<b>Shooter Signature</b>
<b>Shooter Agency</b>	<b>Shooter Agency Training Officer</b>

## Handgun Used for Qualification

<b>Handgun Make</b>	<b>Model</b>	<b>Caliber</b>
<b>Ammunition Caliber (if different than firearm caliber)</b>		<b>Serial #</b>

## Handgun Skills and Safety Test

<b>1. Drawing the Handgun</b> <input type="checkbox"/> Perform a proper and safe draw (presentation to the guard and to the shot).	<b>3. Clear Weapon Malfunctions (Semi-Automatics Only, Requires Ammunition)</b> <input type="checkbox"/> Clear a Failure to Fire Malfunction (Primary Malfunction Clearance) Tap, Rack, Roll. <input type="checkbox"/> Clear a Failure to Eject Malfunction (Primary Malfunction Clearance) Tap, Rack, Roll. <input type="checkbox"/> Clear a Failure to Extract Malfunction (Secondary Malfunction Clearance) Look, Lock, Strip, Rack, Rack, Rack, Insert, Rack <i>Semi Auto Handguns Only</i> .
<b>2. Loading/Unloading Handgun</b> <input type="checkbox"/> Perform proper loading and unloading of the handgun. <input type="checkbox"/> Perform a Speed Reload (magazine is discarded) for <i>both Semi Auto and Revolver</i> . <input type="checkbox"/> Perform a Tactical Reload (magazine is retained) for <i>Semi Auto Handguns Only</i> .	<b>4. Holstering the Handgun</b> <input type="checkbox"/> Perform a Press Check on the Handgun. <i>Semi Auto Handguns Only</i> . <input type="checkbox"/> Perform a proper return to holster.

Distance	Description	Shots	Time	Remarks
3 Yards	Draw and fire 2 rounds center of available mass.	2	4	
5 yards	Pivot right, then draw and fire 2 rounds.	2	5	
5 Yards	Pivot left, then draw and fire 2 rounds.	2	5	
7 Yards	Draw and fire 6 rounds, clear malfunction (6 rounds for revolver) (6 rounds and 1 inert round for semi-autos).	6	15	
10 Yards	Draw and fire 6 rounds, speed load, and fire 6 rounds.	12	35	
15 Yards	Draw and fire 6 rounds while standing, initiate a speed reload while kneeling, fire 6 rounds kneeling. Upon completion of the course of fire, the shooter will recover to a standing position with weapon in guard position.	12	35	
25 Yards	From a standing position behind cover; draw, fire 3 rounds from the left side of the barricade, speed load behind cover, fire 3 rounds from the right side of the barricade and perform and untimed tactical load behind cover. (Revolvers complete a speed load.)	6	60	

<b>FINAL RESULTS</b>		<b>TOTAL SCORE</b>	
SKILLS AND SAFETY TEST		<input type="checkbox"/> PASSED	<input type="checkbox"/> FAILED
QUALIFICATION COURSE		<input type="checkbox"/> PASSED	<input type="checkbox"/> FAILED
<b>Test Date</b>	<b>Instructor Signature</b>	<i>Instructor signatures <b>must</b> be original (handwritten).</i>	

# Handgun Skills and Safety Test

## Instructions for Skills and Safety Test

- ❖ The individual being tested must demonstrate each skill to qualify.
- ❖ The instructor will verify each skill is demonstrated correctly and safely.
- ❖ The following skills require the individual to keep their finger off the trigger and the firearm pointed in a safe direction.
- ❖ This is a pass/fail test.
- ❖ Individuals are to use their duty firearm and the test is conducted on a range.

## Instructions for Handgun Qualification Course

- ❖ This course must be completed using standard new manufactured ammunition of the same grain weight as duty ammunition, duty handgun, and holster.
- ❖ The entire course of fire must be completed at all distances; failure to attempt any string will result in course failure.
- ❖ Any malfunctions must be cleared and resolved in the time allowed.
- ❖ The Basic Law Enforcement Academy target BLEA-1 or BLEA-2 (Tactical) will be used. 50% reduced targets are acceptable for ranges shorter than 25 yards.
- ❖ The target will be scored using the scoring rings as marked on the silhouette. Hits breaking the scoring line will be awarded the higher point value. The head area of the target is not used for scoring and will count as a hit on the silhouette but outside the scoring rings.
- ❖ Hits in the silhouette, but outside the scoring rings, and DNFs (Did Not Fire) result in zero points but are not penalized. A miss off the silhouette, will result in a ten-point penalty.
- ❖ **294 (70%) of the 420 total possible points must be scored in order to certify.**
- ❖ The reloads specified in the course must be performed regardless of the type of magazine or capacity of the handgun.
- ❖ The holster and ammunition pouches must have all retention devices snapped/closed at the beginning of each firing sequence.
- ❖ During Pivot Sequences, individuals start with their side down range. On command to fire, individuals must turn and face the firing line, then draw while facing down range.
- ❖ The weapon malfunction sequence of the test requires semi-automatic shooters to insert (6) live rounds and (1) inert round in the magazine. The inert round may not be the first or last round. Semi-auto shooters must clear the malfunction (tap, rack) and fire within the time allowed. Revolver shooters fire this sequence normally.