

## IMPORTANT INSTRUCTIONS TO DEFENDANT/RESTRAINED PARTY

Pursuant to a court order, you must transfer any firearm(s) or concealed handgun permit to the Orleans Parish Sheriff's Office (OPSO). If you do not possess firearms or a concealed handgun permit you are still required to complete a Declaration of Non-Possession. FOLLOW THESE INSTRUCTIONS:

### **DO NOT BRING FIREARMS INTO SHERIFF'S OFFICE OR COURT BUILDINGS**

1. Immediately contact OPSO to initiate the "Proof of Transfer/Declaration of Non-Possession," at (504) 202-9442, or email OPSO at [firearms@opso.us](mailto:firearms@opso.us). Inform the deputy that the court has ordered you to transfer your firearm(s) to the OPSO and that you are requesting an appointment and the assigned deputy will contact you. You must disclose the number of firearms involved in the transfer. **Have your docket number available** --- this number is printed on your court order.
2. **IF YOU DO NOT** possess a firearm(s) or a concealed handgun permit, and you have not already done so in Court, you must execute your Declaration of Non-Possession which was handed to you in Court and file it with the Clerk of Court within 5 days, exclusive of legal holidays. If you have lost or misplaced your Proof of Transfer/Declaration of Non-Possession form, it is **your** responsibility to go to OPSO for another copy.

### **\* AGAIN, DO NOT BRING YOUR FIREARMS WITH YOU INTO THIS OFFICE \***

3. Once you are contacted by a deputy to schedule your transfer you must be prepared to choose from the following transfer options:
  - a. Third party transfer (possible fee) - The receiving 3rd party **must not reside in the same home with you** and cannot be a prohibited possessor. The Third Party Transfer form is available on the OPSO website, [www.opcso.org](http://www.opcso.org) or can be picked up at the bond window @ 2800B Perdido St.
  - b. Transfer to OPSO for safekeeping (no fee).
  - c. Legal sale or donation with written proof of transaction.(fee)
  - d. Storage at an OPSO approved facility (fee).

**If a third party transfer option is chosen pursuant to state law, a Third Party Transfer and Acknowledgement form must be completed and provided to OPSO. Call 504.202.9442 to schedule an appointment to bring your form. This form notifies the third party of the relevant state and federal laws and consequences for noncompliance. OPSO will not notarize the form, you must arrange that.**

4. If you choose to transfer to OPSO, follow the procedures below:
  - a. The Deputy who contacts you will provide a location for the transfer.
  - b. If possible, arrive alone at the designated location. **Firearm(s) are to be UNLOADED and locked inside your vehicle (trunk if possible).**
  - c. Everyone must exit the vehicle with you, you must have your court order, proof of identification and keys.
  - d. You are to remain outside the vehicle, until otherwise informed by the Deputy.
  - e. **Deputy will retrieve the firearm(s) from your vehicle.**
  - f. **DO NOT RE-ENTER THE VEHICLE UNTIL TOLD TO DO SO.**
  - g. Upon completion of transfer you will receive a "Proof of Transfer" form and if required, a receipt from the Deputy. This form is required so that you can show proof to the court that you have complied with the transfer order. **YOU are required to file the Proof of Transfer Form with the issuing clerk of court within five days of the transfer (exclusive of legal holidays).**

**IT IS YOUR RESPONSIBILITY TO COMPLY WITH THE COURT ORDER  
WITHIN 48 HOURS (EXCLUSIVE OF LEGAL HOLIDAYS)**