



SURPRISE CITY COURT  
16081 N. Civic Center Plaza, Surprise, AZ 85374  
Phone: (623) 222-4800 • Fax: (623) 222-4801 • [www.surpriseaz.gov/court](http://www.surpriseaz.gov/court)

## **INSTRUCTIONS FOR TRANSFERRING YOUR FIREARMS TO LAW ENFORCEMENT**

### **IF YOU HAVE FIREARMS IN YOUR POSSESSION AT THE TIME OF SERVICE:**

- You must transfer the firearms immediately to the officer serving the protective order.
- **DO NOT ATTEMPT TO REACH FOR YOUR FIREARMS!**
- Tell the officer you have firearms and ask what you must do to safely transfer your firearms to the officer.
- Legibly complete and sign the Declaration of Firearms Transfer Form.
- Hand the Declaration Form to the officer to verify and sign; the officer will then return the original form to you.
- **Take the original completed Declaration form to file with Surprise City Court.**
- Keep a copy of the completed form for your records.
- **You must file the original completed Declaration of Firearms Transfer Form with the Surprise City Court within two business days of being served with the protective order.**

### **IF YOU OWN OR POSSESS ANY FIREARMS THAT ARE NOT IN YOUR POSSESSION AT THE TIME OF SERVICE:**

- You must transfer any firearms you own or possess (that were not transferred when you were served) to the Surprise Police Department **within 24 hours** of being served with the protective order.
- **Make your firearms safe.** Unload your firearms. Open the action: slide lock back in semi-auto handguns, cylinder open for revolvers, bolt/action open for rifles and shotguns.
- **Call the Surprise Police Department at 623-222-4000.** Tell police personnel you are coming to the Surprise Police Department to transfer your firearm(s) pursuant to a Court order.
- Take your firearms AND the Declaration of Firearms Transfer Form to the **Surprise Police Department at 14250 W. Statler Plaza, Surprise, AZ 85374.**
- Leave all firearms locked in your vehicle's trunk, or if there is no trunk, then in the back of your vehicle. Make sure they are hidden from view. **DO NOT BRING ANY FIREARMS INTO THE POLICE STATION.**
- Go inside and tell the officer on duty that you have firearms in your vehicle that you must transfer to the police department per a Court order. Wait for an officer to go with you to your vehicle.
- Complete and sign the Declaration form. Hand the completed form to the officer to verify and sign.
- **Take the original completed form to file with the Surprise City Court.**
- Keep a copy of the completed form for your records.
- **You must file the original completed Declaration of Firearms Transfer Form with the Surprise City Court within two business days of being served the protective order.**

### **EVEN IF YOU DO NOT OWN OR POSSESS ANY FIREARMS, YOU MUST STILL FILE YOUR DECLARATION WITH THE COURT**

- **Legibly complete and sign** the Declaration of Firearms Transfer Form. Check the box to the section titled "NO FIREARMS TRANSFERRED" to certify that you do not own or possess any firearms.
- **You must file the completed original Declaration of Firearms Transfer Form with the Surprise City Court within two business days of being served the protective order.**

**You must comply with all terms of the protective order, even if you are requesting a hearing.**

You must file your completed and signed Declaration of Firearms Transfer:

- (1) in person at the Surprise City Court, 16081 N. Civic Center Plaza, Surprise, AZ 85374
- (2) by Fax to 623-222-4801; or
- (3) by email to: [FirearmTransfer@SurpriseAZ.gov](mailto:FirearmTransfer@SurpriseAZ.gov).



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## **FIREARMS INFORMATION**

**YOU HAVE BEEN SERVED WITH A PROTECTIVE ORDER THAT INCLUDES ORDERS CONCERNING FIREARMS. TO COMPLY WITH THE FIREARMS PORTION OF THE ORDER,**

**YOU MUST DO ALL OF THE FOLLOWING:**

- Not possess, purchase, or receive any firearms for the duration of the protective order; **and**
- Transfer any firearms you own or possess at the time of service to the Surprise Police Department (or other specified law enforcement agency) immediately upon service of the protective order; **and**
- Transfer any other firearms you own or possess that not in your possession at the time of service to the Surprise Police Department (or other specified law enforcement agency) within 24 hours of service of the protective order; **and**
- **File the legibly completed and signed original Declaration of Firearms Transfer with the Surprise City Court within two business days of being served with the protective order.** You may file your Declaration in person at Surprise City Court, 16081 N. Civic Center Plaza, Surprise, AZ 85374; by Fax to 623-222-4801; or by email to: [FirearmTransfer@SurpriseAZ.gov](mailto:FirearmTransfer@SurpriseAZ.gov).

By signing the DECLARATION OF FIREARMS TRANSFER, you are certifying, under penalty of perjury under the laws of the State of Arizona, that the information you provided in the Declaration of Firearms Transfer is true and correct.

If you are already prohibited from possessing a firearm, you may want to consult with an attorney for advice. However, consulting with an attorney DOES NOT change your obligation to timely comply with the Court's order.

### **WARNING:**

***Your failure to comply with any term contained in the protective order, including the requirement to transfer your firearms and to timely file the Declaration of Firearms Transfer with the Surprise City Court, could result in you being criminally charged with Interfering with Judicial Proceedings under A.R.S. § 13-2810(A)(2), or other action being brought against you as permitted by law.***

## **RETURN OF YOUR FIREARMS**

Defendant's copy of the DECLARATION OF FIREARMS TRANSFER may be proof of compliance with the firearms portion of the protective order and is required when requesting return of your firearms. It is also Defendant's receipt of firearms that have been transferred to the Surprise Police Department (or other law enforcement agency).

If you transferred firearms to the Surprise Police Department or other law enforcement agency pursuant to the protective order, you may file a MOTION FOR ORDER TO RELEASE FIREARMS with the Surprise City Court when the protective order is no longer in effect or after the restriction prohibiting you from possessing, owning, or receiving any firearms has been removed.

If the court orders the release of firearms you transferred under the protective order, the Surprise Police Department or other law enforcement agency may perform a background check on you, check ownership of the firearms, or make other inquiry before releasing any firearms to you. It is possible the agency may not return any or all of the firearms to you, even with a Court order, if there are issues related to a particular firearm or because of your status.

If a person does not properly and timely request and obtain release of their firearms, the law enforcement agency may dispose of those items as unclaimed property pursuant to applicable laws, regulations, policies, and procedures.