

# **Standard Operating Procedure: Adding a Firearm Disclosure to Auctions that include firearms**

**Purpose:** To establish guidelines and instruction for including the firearm disclosure to any auctions with firearms requiring the form 4473 and NIC'S background check. All Sales Support Staff are responsible for following this SOP.

## **Procedure:**

- 1.** The following verbiage needs to be added to the bottom of the auction sale description. Any one person on the description team needs to add this as well as the person uploading the auction to HiBid should verify this is done prior to uploading

### **NOTE REGARDING FIREARMS!!!:**

Please note firearms are not kept at our Gallery in Forney. Preview and pickup for firearms will be at React gun store, located at 726 E. Moore Ave. Terrell, TX 75160. The winning bidder can pick up firearms after your invoice is paid with your paid invoice present at this same location. Firearms will only be released after you pay for your auction invoice and bring your PAID receipt. Please call the gun store with any questions during their normal business hours, 469-474-7000. Normal business hours are Monday- Friday 9-8, Saturday 9-6, & Sunday 1-6. There will be a \$20.00 per firearm transfer fee collected at the gun store at time of pick up, this will cover the transfer fee and background check. You must have your paid invoice present to pick up your firearm and it will only be released to the person named on the invoice. If you have a FELONY on your record, DO NOT BID ON FIREARMS ... If you do purchase a firearm and do not pass the background check, it will not be released to you and your money will NOT be refunded, if there is any doubt regarding the background check, DON'T BID!

React 469-474-7000

Long Guns – Must be 18 years of age or older (Residence can be any state)

Handguns – Must be 21 years of age or older (Residence must be Texas) or it can be shipped to an FFL in the state where you live- at your cost.

You must have your Driver's License with you when you complete the Form 4473. Current address on the 4473 must be the same as what is on your Driver License.

You must be able to pass a NIC's background check or have a Texas Concealed Handgun License or License to Carry Handgun Permit, to take the gun home with you.

- 2.** The following verbiage needs to be added to each lot that has a firearm at the end of the description, this is the responsibility of the description team to include.

NOTE: Firearms will not be kept at the Gallery location in Forney. Preview for firearms will be at React gun store, located at 726 E. Moore Ave. Terrell, TX 75160 and will be picked up after sale at this same location. There will be a \$20.00 charge plus tax per gun purchase collected at the gun store for the NIC's background check and processing of Form 4473. Firearms will only be released after you pay for your auction invoice and bring your PAID receipt to the gun store. Please see the auction description for more details regarding purchasing firearms in our auction. React 469-474-7000

- 3.** There are a few exceptions to guns that require being transported to the gun store, when in doubt Google the serial number or any of the markings on the gun. You can also call the number for the gun store during their normal business hours when in doubt: Some exceptions are- Black Powder Guns & Airsoft Guns (BB, Pellet, Paintball etc.)