



Mill Creek Police Department INSTRUCTIONS ON SURRENDERING FIREARMS

Case Name: _____ Court Case Number : _____

Pursuant to a court order, you have been ordered to surrender all firearms to the City of Mill Creek Police Department.
Within 24 hours you must follow these instructions:

IF YOU HAVE WEAPONS:

Step 1: Immediately turn in the weapons. You must also surrender your Concealed Pistol License if you have one.

DO NOT BRING YOUR WEAPONS TO THE POLICE/CITY HALL LOBBY OR COUNTERS. Call the Mill Creek Police Department at 425-337-1115 or 425-745-6175 to make arrangements to surrender your firearms or make contact at the police counter between 9:00 AM and 5:00 PM, Monday through Friday to meet with an officer or Evidence Technician.

You must bring a **copy of the court order** to give to the MCPD Officer/Evidence Technician when you turn in your firearm(s). Also you must list of all of the firearms you are surrendering on the **Receipt for Surrendered Weapons and Concealed Pistol License** (this form is in the packet of documents provided to you by the court) and provide that as well.

If the weapons are in your car go to the Police counter, use the phone on the wall to call 911, and tell the operator that you are here to surrender your weapons which are in your car. An officer will meet you in the lobby area and then follow you to your car to retrieve the weapons and provide you with the receipt. **ALL WEAPONS MUST BE UNLOADED.**

Step 2: You must have the law enforcement officer to whom you surrendered the firearms verify and sign the completed **Receipt for Surrendered Weapons and Concealed Pistol License**.

Step 3: File the completed and signed **Proof of Surrender** (form also provided by the court) and completed **Receipt for Surrendered Weapons and Concealed Pistol License** with the clerk of the court within 5 days of the date you were served with the Order to Surrender Firearms.

IF YOU DO NOT HAVE WEAPONS:

Step 1: **Immediately** complete and sign the **Declaration of Non-Surrender** form.

Step 2: File the **Declaration of Non-Surrender** with the clerk of the court within 5 days of the date you were served with the Order to Surrender Firearms.

If you have a concealed pistol permit and the court order is NOT temporary, the CPL will be revoked. Once revoked and should you at some point become eligible, you must *reapply* for a new CPL.

IF YOU DO NOT SURRENDER YOUR WEAPONS AS ORDERED BY THE COURT YOU COULD BE FOUND IN CONTEMPT OF COURT, TO HAVE VIOLATED THE NO CONTACT/PROTECTION ORDER, BE CHARGED WITH A MISDEMEANOR OR FELONY, AND PUNISHED ACCORDINGLY. RCW 9.41.040(2) AND RCW 9.41.810.

I acknowledge receipt of the Instructions on Surrendering Firearms:

Signed in Mill Creek, WA on _____
Date

Signature of Restrained Person