PERSONAL FIREARMS AND WEAPONS REGISTRATION FORM

USACCoE & FG 210-13

Please Read Privacy Act Statement Below Before Completing Requested Information

PRIVACY ACT STATEMENT

AUTHORITY:	10 U.S.C., 3013; 44 U.S.C. 3101, AR 190-11; AND USACCoE & FG Regulation 210-13

PRINCIPLE PURPOSE: To record personal information of individuals who register their firearms or privately owned weapons (POWs) on Fort Gordon or who requests and authorize a National Crime Information Center (NCIC) criminal and driver history check as a prerequisite to bringing firearms onto Fort Gordon. **ROUTINE USES:** To use as proof of firearms or POWs registration and proof of a NCIC check/expiration date and to maintain a record denoting an authorized storage location for firearms and other POWs. Routine use could include disclosure to other investigative authorities. SSN and Drivers License number used for identification and retrieving data from files. **DISCLOSURE:** Disclosure is voluntary. Personnel, who do not disclose the necessary information, to include SSN, will not be authorized to register, store or bring firearms or POWs onto Fort Gordon. Personnel on or entering the installation in possession of firearms or POWs without a valid and approved Fort Gordon Form 9243 could result in confiscation of their weapons, disciplinary action, denial of entry to Fort Gordon, or other appropriate action. **Note: In block 11, use the three letter abbreviation for the month you were born. i.e., if you were born on 8 June 1972 enter in block 11 the following: 08/Jun/1972.**

1. Name: (Last, First, MI)	2. Work Phone:		3. Grade / Civ:	4. SSN:
5. Home Address: (Street#, City, State, Zip Code)	6. Home Phone:		7. Authorized Location for Weapons Stored on post:	
8. Unit: (For military only)	9. Drivers License:	10. State:	11. Date of Birth: (**dd/ mmm/ yyyy**)	12. Sex: (M / F)

Registration of POWs are required for all military, DOD civilians, or their family members residing on the installation and for all military bringing firearms onto the installation. DOD civilians and non-DOD civilians residing off the installation, who authorize a NCIC check, can skip sections 13-through 17.

13. Type of Firearm or Weapon	14. Make	15. Model	16. Caliber	17. Serial Number

18. PLEASE READ ➔	*DOD and non-DOD civilians who complete Section 1 through 12 as applicable, and Section 21 through 23, authorize Fort Gordon Officials to conduct a criminal and driver history check as a prerequisite to bring firearms onto the installation.*

Section 19 and 20 is for official use only. Section 19 applies only to DOD civilians and non DOD civilians who authorized a NCIC check.

19. Enter date (**dd/mmm/yyyy**) when a favorable NCIC check was conducted. Authorization to bring Firearms onto the installation based upon a favorable NCIC check expires one year after the check was conducted.	20. ACP 6 VCC Approval Stamp, Signature and Date:
/ /	

In section 13 In the row directly beneath the last firearm or weapon entry, type or print in ink, the words, // Last Item //. If more than one sheet is required to register weapons, the weapon's owner must complete, with appropriate signatures and dates, another Personal Firearms and Weapons Registration form. Military personnel at the grade of 04, CW4, or E8 and below or their Family members residing on the installation must have their company commander sign their FG Form 9243 prior to registering their firearms or weapons. All military personnel or civilians must have the company commander's approval to store weapons in an arms room. A company commander's signature is not required for military or civilians who reside off the installation.

Take the original and three copies of the completed forms to the Visitor Control Center (VCC) at ACP 6. DO NOT BRING THE WEAPONS INTO THE VCC.

Signatories of this form certify that they will comply with the Domestic Violence Amendment to the Gun Control Act of 1968, Army regulations, local regulations and local and state laws on ownership, possession, registration, transportation and safe use of privately owned weapons and ammunition. Signatories of this form further certify that the name that appears in block 1 and 21 is the legal owner of the weapons listed in sections 13-17, or the DOD civilian or non DOD civilian in possession of firearms has been approved to use them on the installation based upon a valid and favorable NCIC check entered on this form in section 19. Unless otherwise determined by Fort Gordon Law Enforcement Officials or Security Guards, It shall be assumed that personnel in possession of an approved FG Form 9243 have permission by the owner whose name appears in section 1 and 21, to use the firearms or weapons in their possession.

21. Typed or Printed Name of Firearms or Weapons Owner:	22. Signature of Owner:	23. Date Signed:
24. Typed or Printed Rank / Name of Company Commander:	25. Signature of Company Commander:	26. Date Signed:

INSTRUCTIONS FOR COMPLETING THE
PERSONAL FIREARMS AND WEAPONS REGISTRATION FORM 9243

1. For use of this form see Fort Gordon (FG) Regulation 210-13 (Control of Firearms, Ammunition, and Other Dangerous Weapons). The proponent of this form is the Director of Emergency Services.

2. Please read the Privacy Act Statement very carefully before completing the requested information.

3. FG Form 9243 (Personal Firearms and Weapons Registration Form) is available on the FG Web Site, a Hyperlink within the Regulation, and hard copies at the Visitor Control Center (VCC) at ACP 6.

4. Complete each section of FG Form 9243, as applicable, make three (3) copies and hand carry to the VCC to be processed. Please read block 18 carefully. **Note: When entering your birth date in block 11, enter the three letter abbreviation for the month you were born. i.e., if you were born on 8 June 1972 enter in block 11 the following: 08/Jun/1972.**

5. Military and their immediate Family members (see appendix B for definition of immediate family), DOD civilians and non-DOD civilians residing off the installation do not need a unit or company commander's signature prior to registering their firearms with the VCC at ACP 6. They do not need to complete sections 24-26 on FG Form 9243.

6. Military or their immediate Family members residing on the installation at the grade of O4, CW4, or E8 and below are required to obtain the company commander's signature on FG Form 9243 prior to registering their firearms or weapons (pellet/BB guns, hunting bows, target bows, and crossbows) and storing them in their on-post quarters. Grades E9, CW5, O5 and above and Civilians are exempt from this requirement and do not need to complete sections 24-26 on FG Form 9243.

7. All military or their immediate Family members, regardless of grade, residing on the installation are required to obtain the company commander's signature on FG Form 9243 prior to registering their firearms or other dangerous weapons and storing them in a unit arms room.

8. All military or their immediate Family members residing off the installation are required to register their firearms only when they are brought onto the installation for the purpose of engaging in authorized activities. They must complete sections 1-6, 8-17, and 21-23. Military or their immediate Family members are not required to obtain a National Crime Information Center (NCIC) background check.

9. DOD civilians and non-DOD civilians residing off the installation must obtain a favorable NCIC check as a prerequisite to bringing firearms onto the installation for the purpose of engaging in authorized activities. They must complete sections 1-6, 9-12, skip sections 13-17, read section 18, and complete sections 21-23 on FG Form 9243.

10. Unless exempted in FG Regulation 210-13, all personnel residing on or off the installation must carry on their person a valid and approved copy of FG Form 9243 when they are using firearms at authorized activities. This includes carrying an approved copy of FG Form 9243 when other weapons such as Pellet/BB guns, hunting bows, target bows and crossbows are used at authorized activities by personnel who reside on the installation.

11. Family members other than "immediate family" residing on or off the installation must obtain a NCIC background check using a FG Form 9243 prior to using firearms on the installation. DOD or Non DOD civilians residing on the installation must register their firearms, Pellet/BB guns, hunting bows, target bows, and crossbows and obtain a favorable NCIC background check.