## **Registration Process for Firearms Purchased at the Post Exchange (AAFES)**



## Registration Procedures for Privately Owned Firearms at Fort Riley, KS



**Requirement:** IAW FR Regulation 190-1 paragraph 7a. – All privately-owned firearms in a person's possession while physically on Fort Riley must be registered on FR Form 102.



Ft. Riley Visitor Control Center

885 Henry Drive Fort Riley, KS 66442 (785) 239-2982 Hours of Operations: Mon-Fri 0500-2100 hrs Sat/Sun/Federal Holidays: 0800-1600 hrs

> This pamphlet was produced by: Fort Riley, DES, Security Branch

## **Registration Process for Firearms Already Owned or Purchased Off Post**

Off Po	with your	rearms off post or did they an household goods and are alr		On Post	
Bring the firearms to the VCC, Bldg 8 Drive, Mon-Fri 0500 – 2100 hrs, Sat- Holidays 0800-1600 hrs,. <u>DO NOT b</u> firearms into the VCC. If the VCC is closed, bring the firearr access control point (ACP). Inform th have a firearm you need to register.	Sun/Federal ring the n to any open		Visi tran the the Tran the loca veh	sport the firearms from VCC, or the MP desk VCC is closed nsport firearms to the VCC is closed. Report ation and inform them	his memo will allow you n your on post quarters to located in building 219 if VCC or the MP desk if t to the staff at either you have firearms in your gistered. <u>DO NOT bring</u>
	firearm and com Hour Permission Fort Riley). If the check was desk, verify the ( annotates the C, the FR Form 102	an Security Officer will check t nplete Fort Riley Form 102-3 ( n For Privately Owned Firearr s conducted at the ACP or MF Officer signs the form and CAD call number on the botton 02B before you leave the ACP or is required if this check is e VCC.	(24 ns on o n of		
Military or Dependent		n or are you associated with t spouse or family member, ac		]	Civilian
Complete Fort Riley Form 102A (Registration of Privately Owned Firearms (Numerous)). The active duty service member's Company Commander will need to sign the form to give you permission to register the firearm on Fort Riley. Bring completed Fort Riley Form 102A and all temporary forms to the VCC at 885 Henry Drive.				Henry Drive to fir VCC is open Mor	Control Center (VCC), 885 nalize the registration. The n-Fri 0500 – 2100 hrs, Sat- days 0800-1600 hrs.

## Frequently Asked Questions (FAQ):

- Are all weapons required to be registered on Fort Riley? Q.
- Α. No. Only firearms are required to be registered. Firearms are any revolver, rifle, pistol, shotgun or other device designed to shoot a bullet or other projectile by the means of an explosive or compressed charge. This does include bb and pellet guns. Paintball and Airsoft® guns do not need to be registered however they still must be transported like all firearms.
- How do I transport firearms on Fort Riley? Q.

- Firearms must be transported unloaded. The firearm must be Α. stored in a separate compartment (i.e. trunk of the vehicle). If the vehicle does not have a separate compartment (i.e. SUV or extended cab pick-up truck) the weapon must be in a locked case or have a trigger lock installed.
- I have a conceal carry permit. Can I conceal carry on Fort Riley? Q.
- Α. Conceal carry is not permitted on Fort Riley.
- Q. I am the spouse of a soldier. Why am I required to have my spouses Commander's sign my registration form since I am a civilian?
- Α. All dependants fall under their sponsor's responsibility on a military installation. Regardless of ownership, the service member is responsible to register all weapons that they or their dependants own that will be brought or kept on the installation.
- Q. How long are my firearm registrations valid for?
- A. Firearm registrations are valid for 3 years. When you PCS, ETS or retire your registration is no longer valid. For personnel who ETS or retire and remain in the Fort Riley area, your registration will be converted to a civilian registration which is also valid for 3 years. You will need to go to the VCC to have your information changed from Active Duty to Civilian.
- Q. I am an out of state hunter coming to Fort Riley for a hunting trip. How do I register my fire arms during my trip?
- You will register your firearms at the VCC, located at 885 Henry Α. Drive. You will be provided a 3 year registration permit for your firearms. If you wish to have your firearms unregistered after your hunting trip, you will need to return to the VCC to have your firearms unregistered ..

If you have any additional questions please contact the Security Branch at 239-0866 or 240-0305, or you may visit them at 219 Custer Avenue (Police Station) room 210, Monday - Friday from 0700-1630 hrs with the exception of RDO Fridays, Training Holidays or Federal Holidays.