



**California Department of Justice
California Firearms Licensee Check (CFLC) Application**

Enrollee User Manual

Internet Users Only

**Bureau of Firearms
March 2009**



CFLC Application – Enrollee User Manual

User Manual Date	Summary of Changes
June 2008	Initial Publication.
September 2008	Updated to include information on searching for shipment verifications.
February 2009	Updated to include information on cancelling and modifying firearms shipment verifications.
March 2009	Updated with new screen shots based on the new banner and colors of the CA Department of Justice Website. There are no CFLC functional changes documented in this version.



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1 APPLICATION OVERVIEW

1.1 INTRODUCTION

As of July 1, 2008, California Penal Code Section 12072(f)(1) prohibits all Federal Firearms Licensees (FFLs) from shipping firearms to an FFL in California unless, prior to delivery, the FFL intending to deliver, sell or transfer the firearm obtains a verification approval number from the California Department of Justice (CADOJ) Bureau of Firearms. This includes transfers that occur at gun shows. The verification approval number, which the Bureau of Firearms provides in a Firearms Shipment Approval letter, confirms that the intended recipient of the firearm shipment is properly licensed and listed in the state's database of persons/entities authorized to receive firearm shipments. If the intended CA FFL recipient is not listed in the state's database, the transaction will result in a Do Not Ship letter, and it is a crime for the intended recipient to receive the firearms (Penal Code Section 12083(c)(1)).


The Bureau of Firearms offers impacted FFLs an Internet application called the California Firearms Licensee Check (CFLC) that is available 24 hours a day 7 days a week to obtain Firearms Shipment Approval letters. The CFLC application provides firearms shippers the ability to self enroll as users of the CFLC application and maintain their enrollment information. Once enrolled, CFLC application users can request a firearms Shipment Approval letter as required by California law.

This CFLC application User Manual contains detailed instructions for enrolling in the CFLC Internet application and requesting Firearms Shipment Approval letters.

1.2 DEFINITIONS, ACRONYMS, AND ABBREVIATIONS

Term/Acronym	Definition
BOF	Bureau of Firearms
CFLC	California Firearms Licensee Check
CL	Centralized List
CL #	Centralized List Number. A five digit number that uniquely identifies a Firearms Dealer, Firearms Manufacturer, or Exempt FFL in the Centralized List.
CADOJ	California Department of Justice
FFL	Federal Firearms License or Federal Firearms Licensee
Listee	Refers to any or all Firearms Dealers, Firearms Manufacturers, or Exempt FFLs in the Centralized List.
PDF	Portable Document Format. The file type used for manual.
Pop-up window (pop-ups)	An additional web browser window opened by a main page.

1.3 CONVENTIONS USED IN THIS DOCUMENT

Error recovery techniques or features that could be missed are highlighted with the pointer symbol. 



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To highlight a button or other control, we show a picture of the application page with only the control relevant to the instruction highlighted.

1.4 PRINTING

All printing from the CFLC application will be to your local printer. Please refer to the instructions that came with your printer.

1.5 TECHNICAL REQUIREMENTS

The CFLC application is intended to work with most standard personal computers. The personal computer must be outfitted with a web browser that meets the following minimum standards:

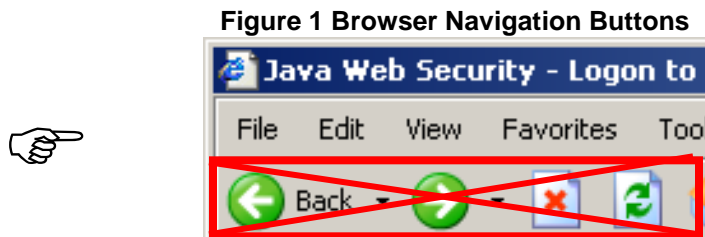
- Internet Explorer 6.0 or higher
- Mozilla Firefox 1.1 or higher

If your web browser blocks pop-up windows (pop-ups) it is necessary to add the CFLC application server to the list of sites for which pop-ups are allowed.

1.6 NAVIGATION WITHIN THE CFLC APPLICATION

The CFLC application is a web based application. This means that it is accessed through your web browser in the same manner that you would access any web site.

However, there is one important distinction between web sites and web applications concerning the use of the browser navigation buttons. The browser navigation and refresh buttons, as shown in Figure 1, should not be used to navigate within the CFLC application.



Instead, use the CFLC application menus and buttons that are on the application's pages, as shown in Figure 2.





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1.7 IF THE BROWSER CRASHES

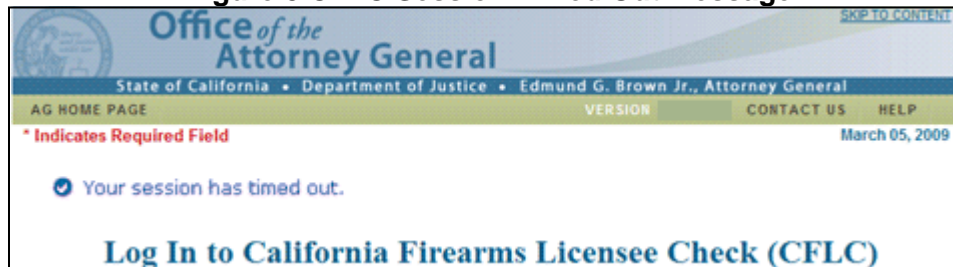
Browsers can terminate unexpectedly for various reasons such including power failures and operator error. This section describes how to recover if the browser closes while you are using the CFLC application.

- If the browser closes unexpectedly while you are viewing the main menu page, the enrollment page, a search page, or viewing a Listee's information, no work is lost and no recovery is needed.
- If the browser closes unexpectedly while you are enrolling or updating your enrollee information, unsaved changes will be lost. Log into the application and confirm that your changes were stored. If the changes you entered were not stored, you will have to enter them again.

1.8 SESSION TIME OUT

For security reasons, if the CFLC application does not detect any activity for 15 minutes, the message shown in Figure 3 will display on the Log In to CFLC page. You must log back into the CFLC application.

Figure 3 CFLC Session Timed Out Message



1.9 SHUTTING DOWN THE CFLCL APPLICATION

To exit the CFLC application, click LOGOFF as shown in Figure 4. You are logged out of the CFLC application and the Log In to CFLC page displays. Close the Internet Browser, if desired.

Figure 4 Log Off





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1.10 CONTACT US



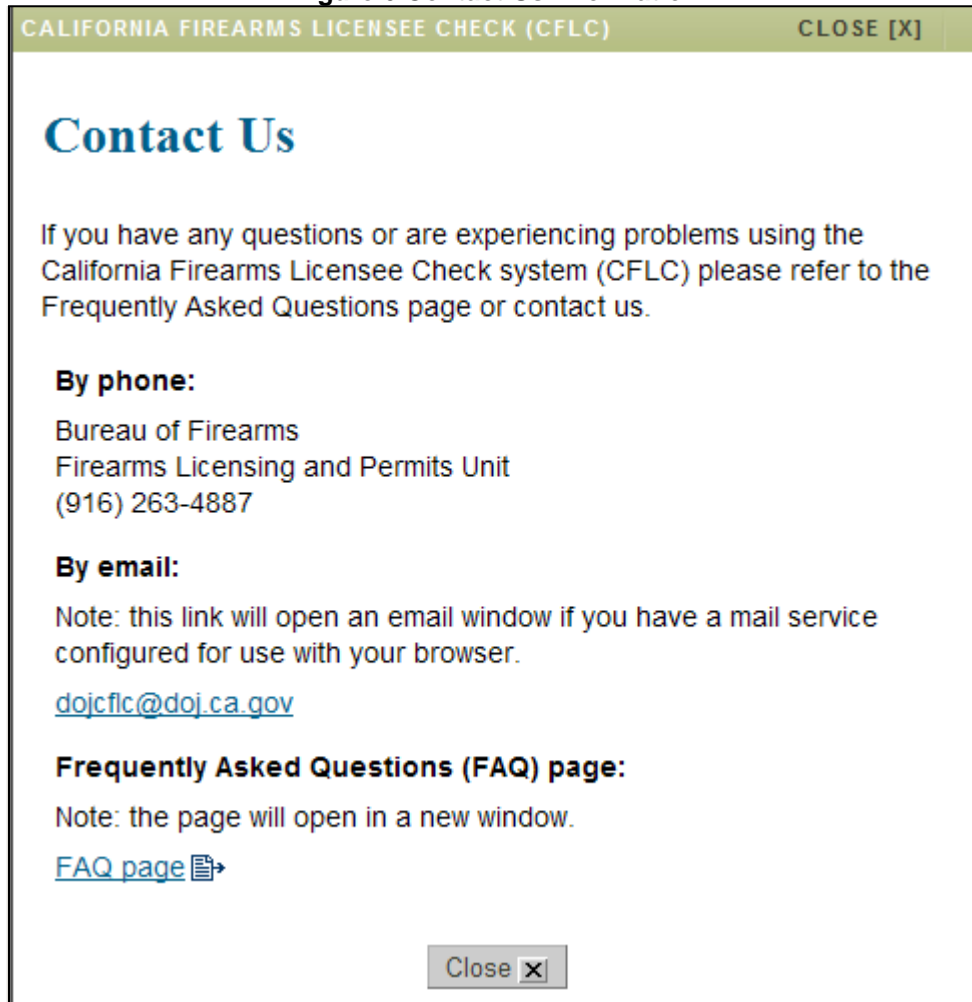
1. To find information about contacting the DOJ Bureau of Firearms, click CONTACT US, as shown in Figure 5. The DOJ contact information shown in Figure 6 will be displayed.

Figure 5 Contact Us



2. Click Close to remove the Contact Us information from the screen.

Figure 6 Contact Us Information





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1.11 CFLC APPLICATION SITE SECURITY

For security, the CFLC application is located on a secure website. Each time you attempt to go to the CFLC application after entering the CFLC website address, a Security Alert page displays as shown in Figure 7.

This certificate is needed to turn on the encryption for the CFLC website.

1. Click the “Yes” button to proceed to the CFLC Login page.

Figure 7 Security Alert Page





2 NEW ENROLLEES

2.1 ENROLLING IN CFLC

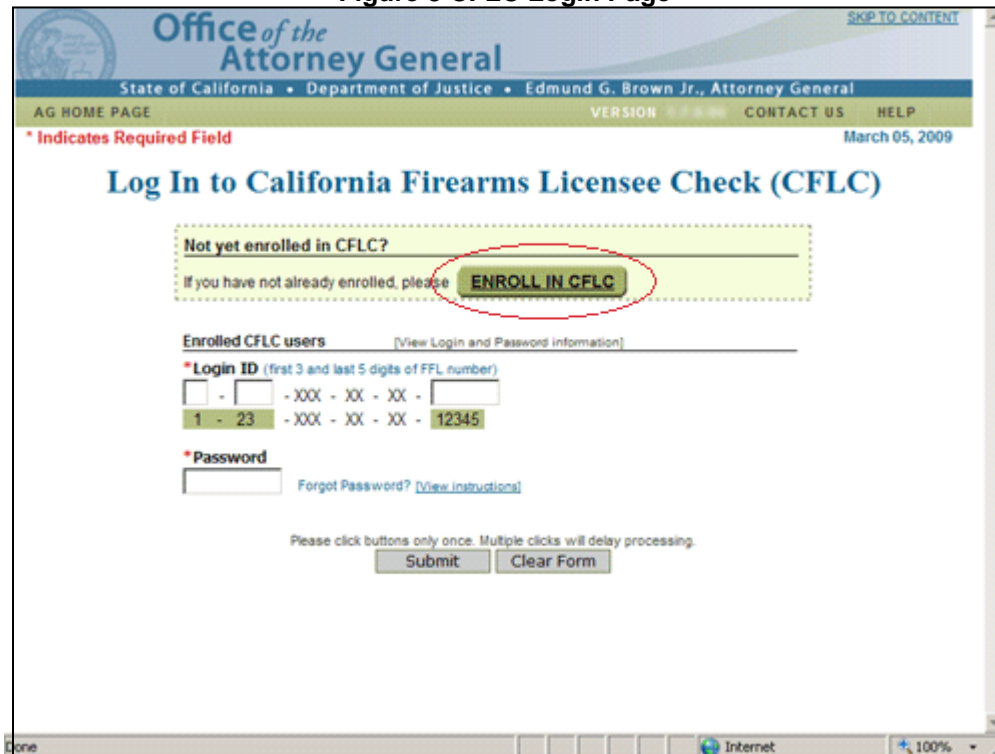
1. Enter the following CFLC website address in the recommended Internet browser. The CFLC application Login page is displayed as shown in Figure 8.

<https://webapps.doj.ca.gov/cflc/>

When the Log In to CFLC page displays you may see a special message about the CFLC application in red text near the top of the page when appropriate. This message will give you information about topics such as when the system will be unavailable for maintenance or when new features have been added.

2. Select the 'enroll in CFLC' link at the top of the page under Not yet enrolled in CFLC?. The application will display the CFLC Enrollment Guidelines page as shown in Figure 9.

Figure 8 CFLC Login Page



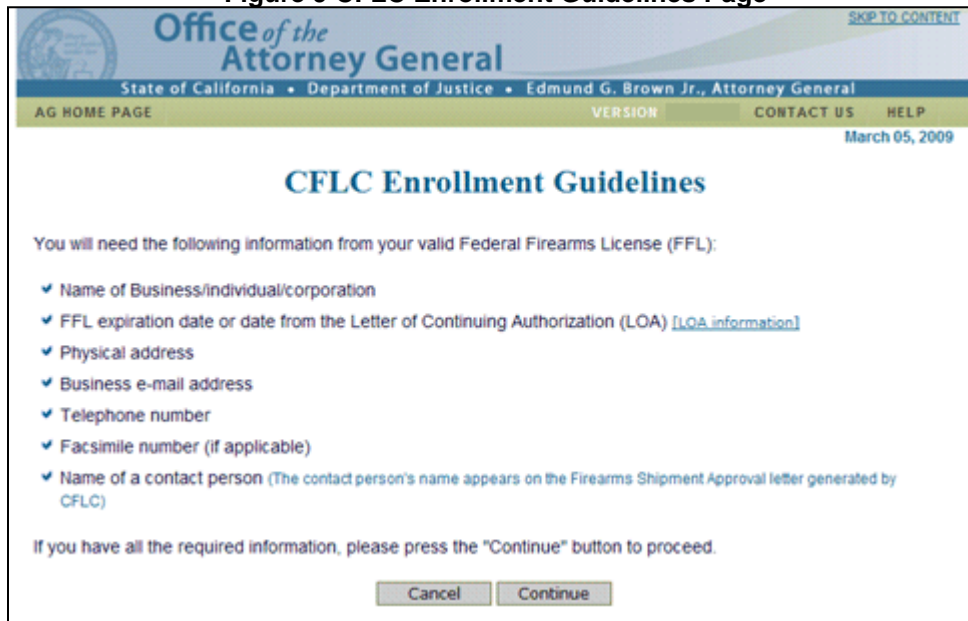


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2.2 REVIEWING CFLC ENROLLMENT GUIDELINES

- If you have all of the required information, press the Continue button. The application will display the Enroll in CFLC page shown in Figure 10.
- If you do not have all the required information, press the Cancel button. The application will return you to the CFLC Login page.

Figure 9 CFLC Enrollment Guidelines Page





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2.3 ENTERING THE VERIFICATION CODE

1. Enter the Verification Code.

The letters displayed are generated by CAPTCHA and displayed in different fonts in a distorted format. The code must be entered exactly as shown, including one space between the two parts of the code.

For additional information about the verification code and CAPTCHA, you can select one of the three (3) questions displayed to the right of the verification code box. The application will display the About Our Use of CAPTCHA page with answers to the questions shown in Figure 11.

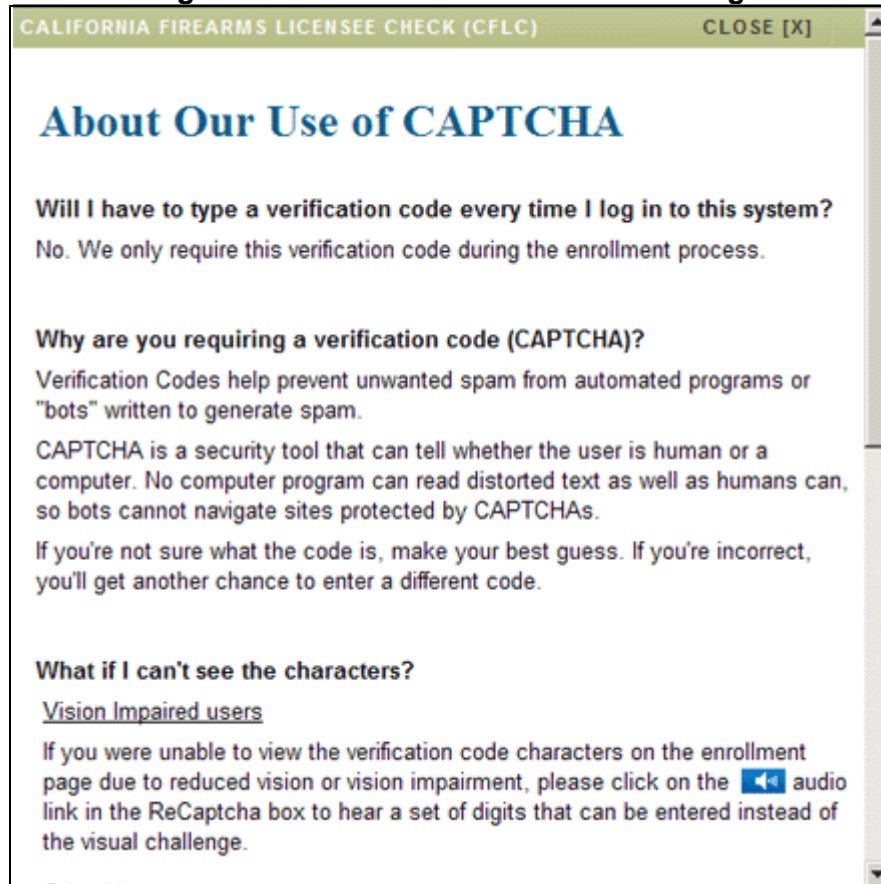
Figure 10 Enrollment Page



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2. After reviewing this information about CAPTCHA, click Close to return to the Enroll in CFLC page.

Figure 11 About Our Use of CAPTCHA Page





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2.4 ENTERING ENROLLEE INFORMATION

Information for each mandatory field must be entered. Mandatory fields have a red “*” to their immediate left.

1. Enter your Business Name.
2. Enter your FFL Number. FFL Types 03 and 06 are not allowed to enroll in the CFLC application.
3. Enter the FFL Expiration Date. The FFL Expiration Date must be a future date unless you are operating under an ATF LOA extension and a valid Enrollee Expiration Date is entered as described in number 4 below.
4. If you are currently operating under an ATF LOA extension, enter an Enrollee Expiration Date. This must be a future date and cannot be more than 6 months later than the current date.
5. Enter the Physical Address information. It cannot be all numbers.
6. Enter the Zip Code. The City and State values will be determined by the Zip Code entered and populated by the application.
7. Enter a Business Email Address and enter it again to confirm it. The email address must contain an “@” character. An email address is required for self-enrollment. If you do not have one, contact DOJ to have a representative enroll you in the application.
8. Enter a Telephone Number and Fax Number. The Area Code and Phone Prefix cannot be all zeroes. If the business does not have a fax machine then select “No” for the ‘Fax Machine?’ option and leave the Fax Number field left blank.
9. Enter the First and Last Name of a primary contact person for the business. This name will be shown on the Firearms Shipment Verification letter (see Section 4.3, Figure 31).
10. Click the “Submit” button. The CFLC application will validate Enrollee information. Correct information as directed by the application error messages.
11. You may also click the “Clear” button and re-enter requested information or click the “Cancel” button to return to the Login to CFLC page.



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2.5 VALIDATING ENROLLMENT INFORMATION

The FFL number entered on the Enroll in CFLC page will be validated by the CFLC application and the Pending CFLC Enrollment Confirmation page will be displayed.

- If the FFL number is valid, continue to **Section 2.6 Confirming Enrollment Information**.
- If the FFL number is not validated, you will not be allowed to enroll. The following message will be displayed, “FFL Number is Invalid, please verify that it has been entered correctly or check with ATF regarding the status of your FFL”. To correct any information, select the Edit button. The application returns to the Enroll in CFLC page. You must enter another verification code and then make any changes.

2.6 CONFIRMING ENROLLMENT INFORMATION

Once the CFLC application has validated the Enrollee information, the application will display the Pending CFLC Enrollment Confirmation page as shown in Figure 12.

1. Review the Enrollee information.
 - If the information is correct, select the checkbox at the bottom of the page to confirm the information submitted for enrollment in the CFLC application is correct, then click the “Submit” button to complete the confirmation.
 - If there is incorrect information, click the “Edit” button to return to the Enrollment page or the cancel button to cancel the enrollment activity. The application returns to the Log In to CFLC page. You must enter another verification code and then make any changes.

Figure 12 Enrollment Confirmation Page

The screenshot shows a web page titled "Pending CFLC Enrollment Confirmation" from the Office of the Attorney General. The page header includes the state of California and the Attorney General's name. A navigation bar contains links for "AG HOME PAGE", "VERSION 1.0.0.100", "CONTACT US", and "HELP". A date stamp "March 05, 2009" is visible. The main content area displays enrollment details for a business, including the Federal Firearms License (TYPE 01 DEALER IN FIREARMS), physical address (SACRAMENTO, CA), and contact information. A confirmation checkbox is present at the bottom, and "Submit" and "Cancel" buttons are at the very bottom.

Business Name	LOA Exp. Date
Federal Firearms License	Expiration Date
Physical Address	City
Business Email Address	State
Contact Person Last Name	Contact Person First Name



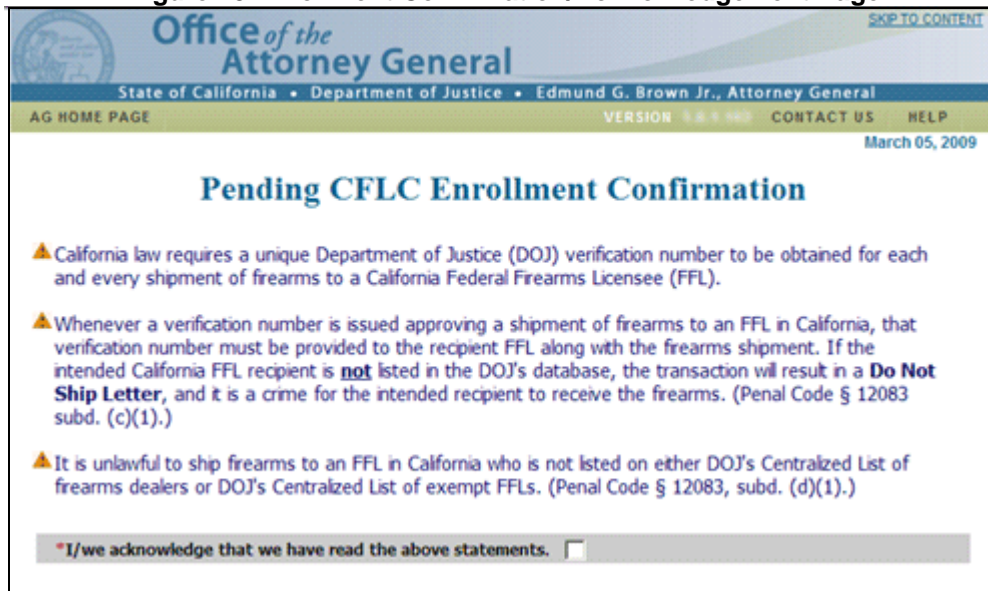
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2.7 ACKNOWLEDGING THE ENROLLMENT

Once the confirmation has been submitted, the application will display the Pending CFLC Enrollment Confirmation/Acknowledgement page containing three statements that must be acknowledged to complete the enrollment of the Firearms Shipper in the CFLC application as shown in Figure 13.

1. Select the checkbox at the bottom of the page to acknowledge the three statements displayed.

Figure 13 Enrollment Confirmation/Acknowledgement Page





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When the acknowledgement check box is selected, the application will display your CFLC User ID which is the first 3 and last 5 digits of your FFL Number. It will also display fields to enter and confirm your Password as shown in Figure 14.

2. Enter a Password and then re-enter it. Passwords must contain 8 characters with one upper case letter, one lower case letter and one number.
3. Click the “Submit” button to complete the enrollment and the Login page is displayed with a confirmation message as shown in Figure 15.
4. You may also click the “Cancel” button at any time to cancel the enrollment.

Figure 14 Enrollment Acknowledgement page with User ID and Passwords

Office of the Attorney General
State of California • Department of Justice • Edmund G. Brown Jr., Attorney General
AG HOME PAGE VERSION CONTACT US HELP
March 05, 2009

Pending CFLC Enrollment Confirmation

▲ California law requires a unique Department of Justice (DOJ) verification number to be obtained for each and every shipment of firearms to a California Federal Firearms Licensee (FFL).

▲ Whenever a verification number is issued approving a shipment of firearms to an FFL in California, that verification number must be provided to the recipient FFL along with the firearms shipment. If the intended California FFL recipient is **not** listed in the DOJ's database, the transaction will result in a **Do Not Ship Letter**, and it is a crime for the intended recipient to receive the firearms. (Penal Code § 12083 subd. (c)(1).)

▲ It is unlawful to ship firearms to an FFL in California who is not listed on either DOJ's Centralized List of firearms dealers or DOJ's Centralized List of exempt FFLs. (Penal Code § 12083, subd. (d)(1).)

I/we acknowledge that we have read the above statements.

Your CFLC User ID is: [redacted]
(the first 3 and last 5 digits of your FFL number)

Establish Password:

*Password *Re-enter Password

[input] [input]

Password format:

- must be 8 characters
- must contain at least one uppercase alpha (A-Z)
- must contain at least one lowercase alpha (a-z)
- must contain at least one numeric character
- special characters are optional but recommended

Submit Cancel



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You may now log in to CFLC using your Logon ID (first 3 digits and last 5 digits of your FFL number) and the password you entered in **Section 2.7**. Refer to **Section 3.1 Logging in to CFLC** for additional information.

Figure 15 Login page with Enrollment Confirmation message

The screenshot shows the login page for the California Firearms Licensee Check (CFLC) system. At the top, it features the logo of the Office of the Attorney General and navigation links. A confirmation message states: "Your CFLC enrollment is complete for FFL Number: [redacted]" and "You may now log in to CFLC to obtain verification approval numbers." Below this is a section titled "Log In to California Firearms Licensee Check (CFLC)". There is a link for "Not yet enrolled in CFLC?" with an "ENROLL IN CFLC" button. The login section includes fields for "Login ID (first 3 and last 5 digits of FFL number)" and "Password". The example login ID is "1 - 23 - XXX - XX - XX - 12345". A "Forgot Password?" link is provided. At the bottom, there are "Submit" and "Clear Form" buttons.

2.8 ENROLLMENT ACKNOWLEDGEMENT EMAIL

After completing the enrollment process, the CFLC application will send an email message containing the Login ID and Password entered to the Business Email Address entered during enrollment as shown below in Figure 16.

Figure 16 Email Message with Login ID and Password

The screenshot shows an email message with the following details:

- From:** California Firearms Licensee Check System <cflc@doj.ca.gov>
- To:** DOJCFLC_PO_FD.DOMCIBFD@doj.ca.gov
- Subject:** New CFLC Account
- Date:** 5/27/2008 4:08 PM

The body of the email contains the following text:

Your new CFLC account has been created.

Your Login ID is: 15400102
Your Password is: DOJcflc2

This is a system generated e-mail. Do not reply.



3 LOGGING IN TO CFLC (ONCE ENROLLED)

3.1 LOGGING IN TO CFLC



You must have already enrolled in CFLC to log in. Enrollment instructions are detailed in **Section 2.1 Enrolling in CFLC**.

1. If you are not already at the CFLC Login Page, enter the following CFLC website address in the recommended Internet browser. The CFLC application Login Page is displayed as shown in Figure 17.

<https://webapps.doj.ca.gov/cflc/>

2. Enter your User ID and Password and click the “Submit” button. Note that the Login ID is the first 3 and last 5 characters of your FFL Number. The CFLC Main Menu page is displayed as shown in Figure 18.

Figure 17 CFLC Login Page

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State of California • Department of Justice • Edmund G. Brown Jr., Attorney General
AG HOME PAGE VERSION 1.0.0.0 CONTACT US HELP
* Indicates Required Field March 05, 2009

Log In to California Firearms Licensee Check (CFLC)

Informational messages such as those concerning planned system downtime or new features will be displayed here when appropriate.

Not yet enrolled in CFLC?
If you have not already enrolled, please **ENROLL IN CFLC**

Enrolled CFLC users [View Login and Password information]

* **Login ID** (first 3 and last 5 digits of FFL number)
[] - [] - XXX - XX - XX - []
1 - 23 - XXX - XX - XX - 12345

* **Password**
[] Forgot Password? [View Instructions]

Please click buttons only once. Multiple clicks will delay processing.

Submit **Clear Form**



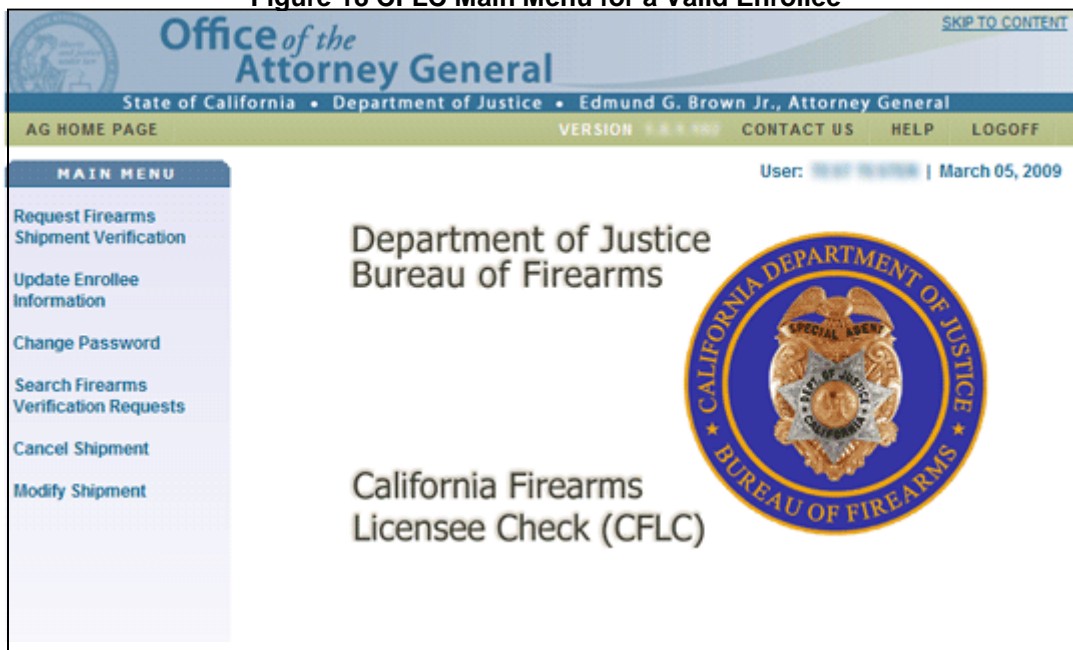
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The CFLC Main Menu page will display different menu options based on the Enrollee Status as described in Section 6 Updating Enrollee Information.

- Refer to **Section 4** for information on requesting a firearms shipment verification. (Valid status)
- Refer to **Section 5** for information on changing your password. (Valid status)
- Refer to **Section 6** for information on updating enrollee information. (Expired/Revoked status)
- Refer to **Section 7** for information on searching for firearms verification requests.

Figure 18 CFLC Main Menu for a Valid Enrollee





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3.2 ADDITIONAL INSTRUCTIONS FOR LOGGING IN

1. If you need additional instructions understanding the Login ID and Password, select the 'View Login and Password Information' link. The instructions will be displayed on the screen as shown in Figure 19.
2. Select the 'Hide Login and Password information' link to remove the instructions from the page at any time.

Figure 19 CFLC Login Page with Log in Instructions



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3.3 FORGOTTEN PASSWORD

1. If you forgot your password, select the ‘View instructions?’ link on the Login page next to the Password field. The “forgot password” instructions will be displayed on the screen as shown in Figure 20 below.

Figure 20 Forgot Password Instructions



2. Enter your Login ID, then select the ‘Request Password’ link in the Forgot Password? instructions text.
 - If you had previously entered your business email address in your enrollment information, the application will display a message indicating a new password has been emailed to you as shown in Figure 21. This is a temporary password that is only valid for 24 hours.
 - If you do not have a business email address entered in your enrollment information, the application will display a message as shown in Figure 23 instructing you to call DOJ to establish an email address and CFLC password.
3. Select the ‘Hide instructions’ link at any time to remove the “forgot password” instructions from the page.



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Figure 21 Message Indicating a Password was Emailed

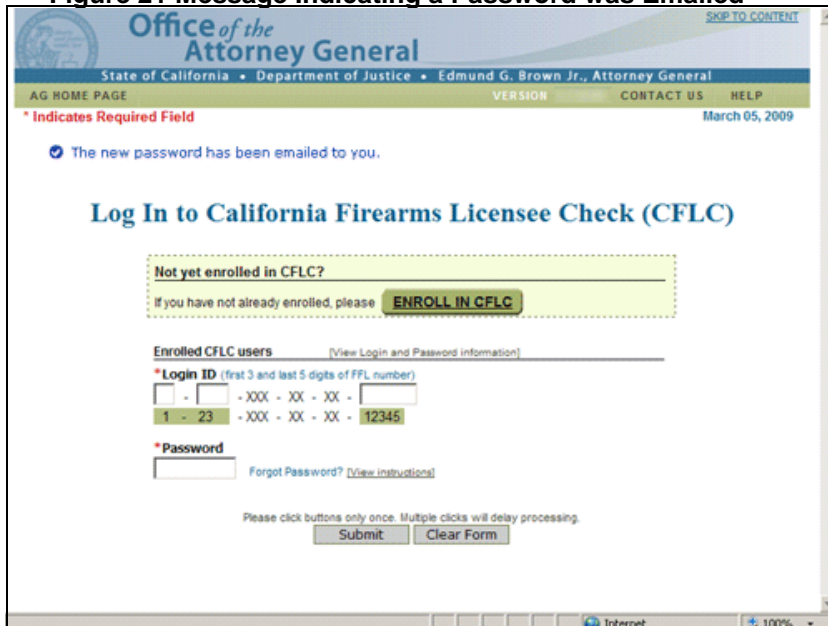


Figure 22 Email Message with New Password

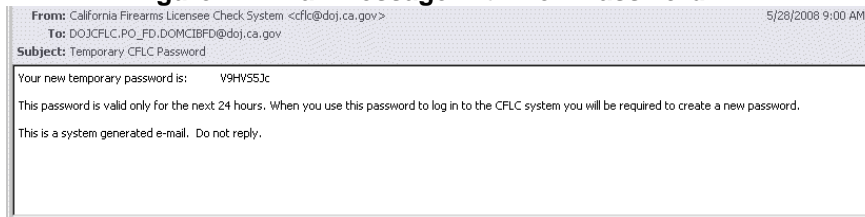
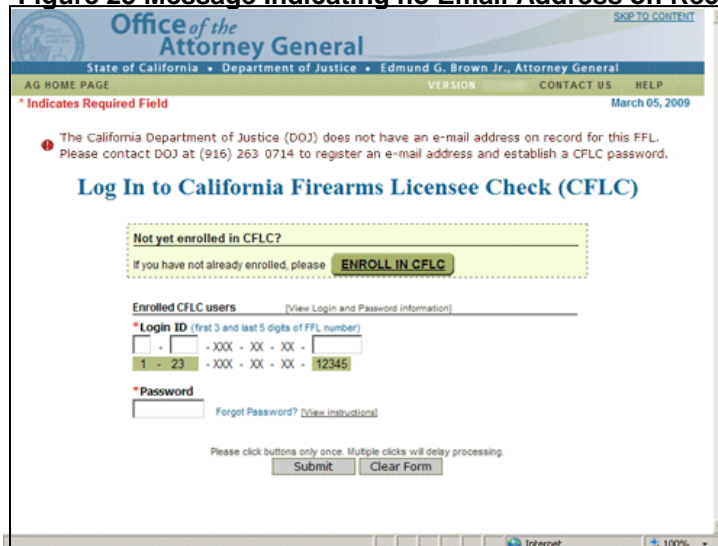


Figure 23 Message Indicating no Email Address on Record





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3.4 LOGGING INTO CFLC USING TEMPORARY PASSWORD

1. After receiving your temporary password, enter the following CFLC website address in the recommended Internet browser. The CFLC application Login page is displayed as shown in Figure 17.

<https://webapps.doj.ca.gov/cflc/>

2. Enter your CFLC Login ID and the Temporary Password from the email message and click the Submit button. The Change Password page will be displayed. You must create a new password to replace the application generated temporary password within **24 hours** of receiving the temporary password email message. Refer to **Section 5.1 Change Password** for additional information.



4 FIREARMS SHIPMENT VERIFICATION REQUESTS

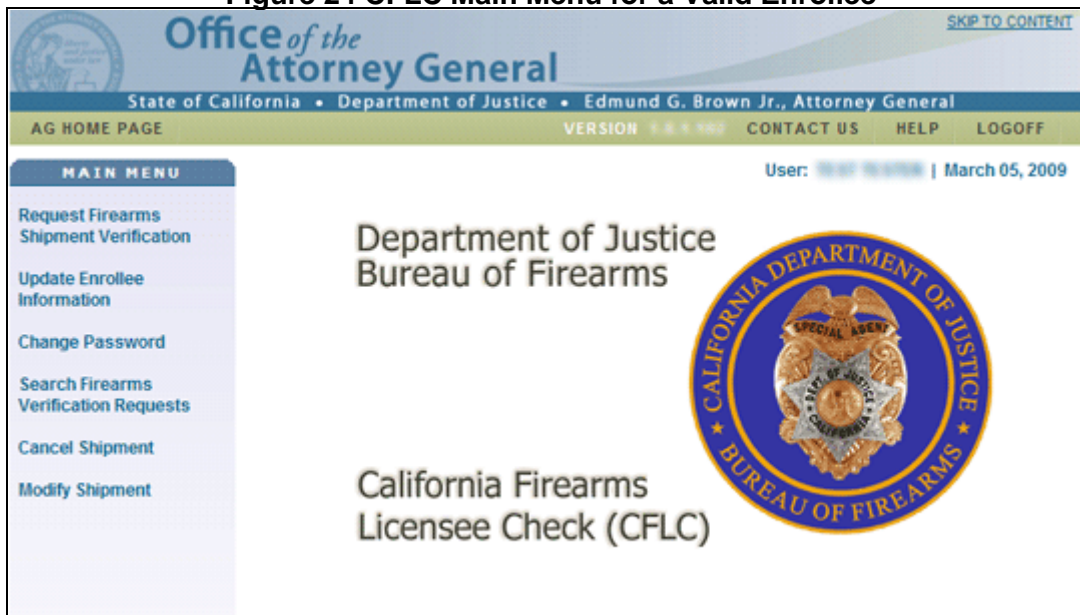
4.1 ENTERING FIREARMS SHIPMENT VERIFICATION REQUEST INFORMATION



You must be logged in to CFLC to request a firearms shipment verification. Refer to **Section 3** for details, if necessary.

1. On the application Main Menu page, click the **Request Firearms Shipment Verification** menu item. The application displays the Firearms Shipment Verification Request page as shown in Figure 25.

Figure 24 CFLC Main Menu for a Valid Enrollee





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2. Enter the California DOJ Centralized List (CL) Number of the intended recipient of the firearms shipment. You can get the CL Number from the shipment recipient California FFL.

Figure 25 Firearms Shipment Verification Request Page

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AG HOME PAGE CONTACT US HELP LOGOFF
User: [redacted] | March 05, 2009

* Indicates Required Field

Firearms Shipment Verification Request

*Shipment Recipient CL Number [View CL Number information](#)
You must obtain the five (5) digit CL number from the intended recipient of the firearms shipment.

*Number of weapons to be shipped
Handguns Long Guns

*Shipment Invoice Number

Submit Clear Main Menu

3. If you need more information about the Shipment Recipient CL Number, click the 'View CL Number information' link displayed in Figure 25. The information will be displayed as shown in Figure 26.
4. Click the 'Hide CL Number Information' link to remove the information at any time.

Figure 26 CL Number Information

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AG HOME PAGE CONTACT US HELP LOGOFF
User: [redacted] | March 05, 2009

* Indicates Required Field

Firearms Shipment Verification Request

*Shipment Recipient CL Number [Hide CL Number information](#)
You must obtain the five (5) digit CL number from the intended recipient of the firearms shipment.

A Centralized List number is the five digit number issued by the California Department of Justice (DOJ) to all persons/businesses on one of the Centralized Lists (firearms dealers, manufacturers and exempt Federal Firearms Licensees) as required by California law.

*Number of weapons to be shipped
Handguns Long Guns

*Shipment Invoice Number

Submit Clear Main Menu



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5. Enter the number of Handguns and Number of Long Guns to be included in the shipment. A number of at least one or more must be entered into one of these fields.
6. Enter the Shipment Invoice number.
7. Click the “Submit” button to perform the Verification request. The application searches the CFLC application for the CL Number of the intended recipient of the firearms shipment to verify the recipient is registered in the Centralized List (CL).
8. You may also click the “Clear” button to clear the entered data from the fields or the “Main Menu” button to cancel the Verification Request and return to the Main Menu page.

4.2 VERIFYING SHIPMENT RECIPIENT CL NUMBER

The CL verification request process can result in a match, no match, wrong CL match.

- If the Shipment Recipient is not found in the Centralized List, the application will display an error message as shown in Figure 27. If you receive this error message, DO NOT SHIP firearms to the intended recipient. Contact the intended recipient to obtain the correct CL number.

Figure 27 Recipient Cannot be Found in the Centralized List Error

The screenshot shows the 'Firearms Shipment Verification Request' form from the Office of the Attorney General. At the top, there is a navigation bar with 'AG HOME PAGE', 'CONTACT US', 'HELP', and 'LOGOFF'. Below this, a green banner displays the state and department information. A red error message states 'CL Number cannot be found.' The form fields are as follows: 'Shipment Recipient CL Number' (empty), 'Number of weapons to be shipped' (Handguns: 1, Long Guns: 1), and 'Shipment Invoice Number' (test333333). At the bottom, there are three buttons: 'Submit', 'Clear', and 'Main Menu'.



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- If the Shipment Recipient is found in the Centralized List, a Verification Request Confirmation page is displayed as shown in Figure 28.

Figure 28 Verification Request Confirmation Page

Office of the Attorney General
State of California • Department of Justice • Edmund G. Brown Jr., Attorney General
AG HOME PAGE VERSION CONTACT US HELP LOGOFF
* Indicates Required Field User: | March 05, 2009

Verification Request Confirmation

CL Number
CL Type
Business Name
Physical Address
City
County
State Zip

* Subject Verification
 The FFL identified above is the correct subject of my verification request.
 The FFL identified above is not the correct subject of my verification request.

Submit

- If the Firearms Dealer, Firearms Manufacturer, or Exempt FFL is the intended recipient, select the statement “The FFL identified above is the correct subject of my verification request”, then click the “Submit” button. The CFLC application will verify the status of the intended recipient’s CL and display the appropriate shipment letter. Refer to **Section 4.3 Verifying Status of Shipment Recipient CL Number** for more information and shipment letters.
- If the Firearms Dealer, Firearms Manufacturer, or Exempt FFL is not your intended recipient, select the statement “The FFL identified above is not the correct subject of my verification request.” A verification request cancelled message is displayed as shown in Figure 29.

At this point you can click the “Clear” button to enter a different CL Number or Logoff to exit the CFLC application.

Figure 29 Verification Request Cancelled Message

Office of the Attorney General
State of California • Department of Justice • Edmund G. Brown Jr., Attorney General
AG HOME PAGE CONTACT US HELP LOGOFF
* Indicates Required Field User: | March 05, 2009

Verification Request Cancelled.

Firearms Shipment Verification Request

* Shipment Recipient CL Number
* Number of weapons to be shipped
Handguns Long Guns
* Shipment Invoice Number

Submit Clear Main Menu




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4.3 VERIFYING STATUS OF SHIPMENT RECIPIENT CL NUMBER

The CFLC application verifies the Centralized List Status of the intended Shipment Recipient.

- If the intended Recipient's CL Status is "Inactive", a Do Not Ship Order letter is displayed as shown in Figure 30.
 - a) Click the "Print" button to print the letter to retain for your records.
 - b) Click the "Return" button to return to the Verification Request page.

Figure 30 Do Not Ship Order Letter

 CALIFORNIA DEPARTMENT OF JUSTICE
BUREAU OF FIREARMS
FIREARMS LICENSING AND PERMITS UNIT

California Firearms Licensee Check System
DO NOT SHIP

05/28/2008

TEST DOJCFLC
CADOJ CFLC TEST BUSINESS #2
123 SECOND STREET
SACRAMENTO CA 95820

Shipper Invoice Number: PPP000099989
Do Not Ship Order Number: DS08000674

Thank you for your inquiry to the California Firearms Licensee Check System (CFLC) regarding your proposed shipment of 34 handgun(s) and 57 long gun(s) to Federal Firearms Licensee (FFL) DIVERSIFIED SECURITY SYSTEMS, 2281 W 205TH ST, STE 102, TORRANCE, CA 90501.

As of this date, this FFL does not meet the requirements for the Centralized List set forth in California Penal Code Section 12083 and, therefore, does not qualify to receive shipments of firearms. Consequently, a DOJ firearms shipment Verification Approval Number cannot be issued regarding this shipment. Do not ship firearms to this FFL. It is a crime for you to ship firearms to this FFL without a DOJ Verification Approval Number. (Penal Code, §12072 subd. (g).) It would also be a crime for this FFL to import or receive firearms in California, unless the FFL meets the requirements for the Centralized List (Penal Code, §12083, subd. (c)(1).)

If you have any questions regarding this communication, please contact the Firearms Licensing and Permits Unit at (916) 263-8100.



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- If the recipient is “Active” in the Centralized List, a Firearms Shipment Approval letter is displayed as shown in Figure 31.
 - a) Click the “Print” button to print the letter. Include one copy of the Firearms Shipment Approval letter with your shipment and retain a copy for your records.
 - b) Click the “Return” button to return to the Verification Request page.

Figure 31 Firearms Shipment Approval Letter



CALIFORNIA DEPARTMENT OF JUSTICE
BUREAU OF FIREARMS
FIREARMS LICENSING AND PERMITS UNIT

California Firearms Licensee Check System
Firearms Shipment
Approval

05/28/2008

TEST DOJCFLC
CADOJ CFLC TEST BUSINESS #2
123 SECOND STREET
SACRAMENTO CA 95820

Shipper Invoice Number: DDD0000987
DOJ Verification Approval Number: AS08000673

Thank you for your inquiry to the California Firearms Licensee Check System (CFLC) regarding California Centralized List of Firearms Licensee number 11928, CULVER'S SPORTING GOODS, 156 S MAIN ST, BISHOP, CA 93514 in conjunction with your proposed shipment of 34 handgun(s) and 10 long gun(s) to this licensee.

As of this date, this California licensee satisfies the requirements of California Penal Code section 12083 and qualifies to receive handguns and/or long guns from other federal firearms licensees. Please note that California Penal Code requires all persons on the Centralized List of Exempt Federal Firearms Licensees to maintain DOJ Verification Approval Numbers corresponding to received firearms for three years. Please **print** and include a copy of this approval notice with your firearms shipment to this California licensee.

If you have any questions regarding this communication, please contact the Firearms Licensing and Permits Unit at (916) 263-8100.



5 CHANGE PASSWORD

5.1 CHANGING A PASSWORD

1. Enter the following CFLC website address in the recommended Internet browser:

<https://webapps.doj.ca.gov/cflc/>

The CFLC application Login Page is displayed as shown in Figure 17 on page 18 of this document.

2. Enter Logon ID and Password, then click the “Submit” button.
3. On the CFLC Main Menu page, Figure 18 on page 19 of this document, select the **Change Password** menu item. The application displays the Change Password page as shown in Figure 32.

Figure 32 Change Password Page

The screenshot shows the 'Change Password' page within the Office of the Attorney General's web application. The page features a header with the state and department information, and a navigation bar with links like 'AG HOME PAGE', 'VERSION', 'CONTACT US', 'HELP', and 'LOGOFF'. The main heading is 'Change Password'. There are two input fields: '*New Password' and '*Re-enter New Password', both with red asterisks indicating they are required. Below these fields is a yellow box titled 'Password format:' containing a bulleted list of requirements: must be 8 characters, must contain at least one uppercase alpha (A-Z), must contain at least one lowercase alpha (a-z), must contain at least one numeric character, and special characters are optional but recommended. At the bottom of the form are 'Submit' and 'Cancel' buttons.

4. Enter a new Password and then re-enter the same Password again and click the “Submit” button.
 - If the passwords do not match or conform to the password content requirements, an error message will be displayed.
 - If the password matches, the application displays the Main Menu page with a confirmation that the Password has been changed.
5. You may also click the “Cancel” button to return to the CFLC Main Menu page.



6 UPDATE ENROLLEE INFORMATION

6.1 OVERVIEW OF CFLC ENROLLEE STATUS

After successfully logging in to the CFLC application as described in **Section 3** of this manual, the CFLC Main Menu page will display different menu options based on your Enrollee Status described below.

- If your CFLC Enrollee Status is “Valid”, the CFLC Main Menu page will provide the **Request a Firearms Shipment Verification** and **Update Enrollee Information** menu options. A valid status means your FFL is not expired, or if it is expired, you are operating on a LOA from ATF. Instructions for updating a valid enrollee are described in **Section 6.2 Update Enrollee Information**. Select the Update Enrollee Information menu option. The application will display the Update Enrollee Information page as shown in Figure 34.
- If your CFLC Enrollee Status is “Expired” and you have already been extended for the current license period, the CFLC Main Menu will provide the menu option **FFL Renewal** as shown in Figure 35 on page 34 of this document. You will not be allowed to request firearms shipment verifications. Instructions for entering an FFL Renewal are described in **Section 6.3 Update Enrollee FFL Renewal**.
- If your CFLC Enrollee Status is “Expired”, the CFLC Main Menu will provide the **FFL Renewal** and **FFL Extension** menu options as shown in Figure 37 on page 36. An expired status means your FFL is expired and you do not have a LOA from ATF for this licensing period. You will not be allowed to request firearms shipment verifications. Instructions for entering an FFL LOA are described in **Section 6.4 Update Enrollee FFL Extension**.
- If your CFLC Enrollee Status is “Revoked”, the CFLC Main Menu will provide the **Update Enrollee Information** option. You will not be allowed to request firearms shipment verifications or update enrollee information. Refer to **Section 6.5 Enrollee Status Revoked** for more information.



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6.2 UPDATING ENROLLEE INFORMATION – VALID STATUS

1. When the Enrollee Status is “Valid”, click the **Update Enrollee Information** menu option shown in Figure 33. The application will display the Update Enrollee Information page as shown in Figure 34.

Figure 33 CFLC Main Menu for a Valid Enrollee





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On the Update Enrollee Information screen, the Enrollee Status is “Valid” and read-only. The Enrollee Expiration Date may be greater to or equal to the FFL Expiration Date and is displayed as read-only. All other fields may be modified.

Figure 34 Update Enrollee Information Page for a Valid Enrollee

2. The Business Name may be modified.
3. The FFL Number may be modified. The FFL Type cannot be Type 03 or 06 as these FFL Types cannot be enrolled in the CFLC application and will result in an error message.
4. If the FFL Number is modified, the FFL Expiration Date must be updated to match the expiration date as it appears on your FFL. The FFL Expiration Date must be a future date or an error message will be displayed.
5. The Physical Address information may be modified. It cannot be all numbers. The City and State values will be determined by the Zip Code entered and populated by the application.
6. The Business Email Address may be modified. It must contain an “@” character.
7. The Telephone Number and Fax Number may be modified. If the business does not have a fax machine, then the Fax Machine? option can be marked “No”, and the Fax Number field left blank. The Area Code and Phone Prefix cannot be all zeroes.
8. The Contact First and Last Name may be modified.
9. Click the “Submit” button.



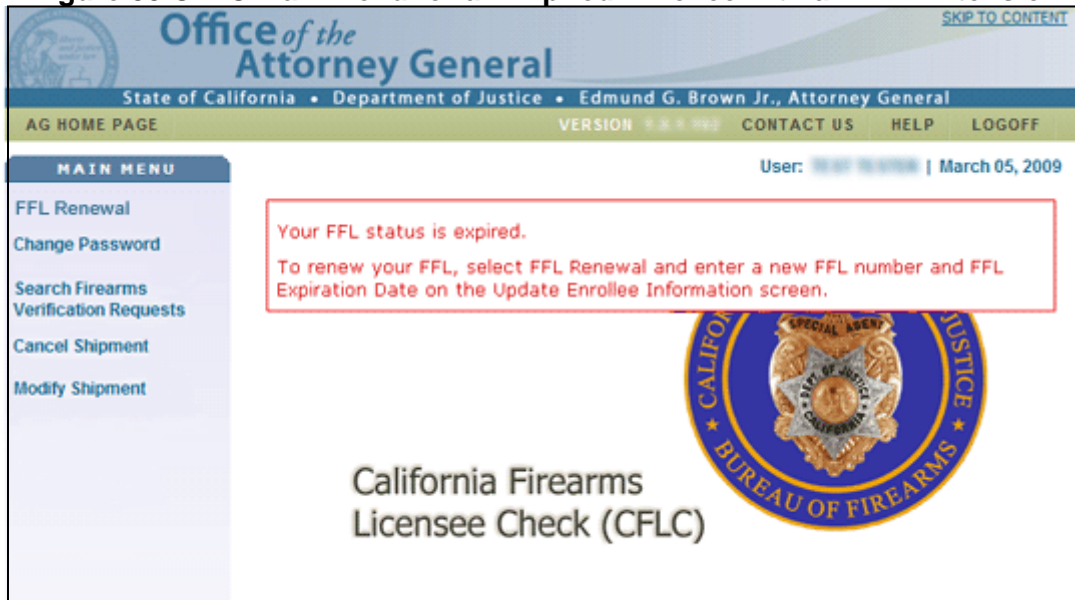
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If the FFL Expiration Date was modified the application will set the Enrollee Expiration Date equal to the FFL Expiration Date.

6.3 UPDATING ENROLLEE FFL RENEWAL

1. If your FFL status is “Expired” and you do not have a LOA from ATF for the licensing period, click the **FFL Renewal** menu item. The application will display the Update Enrollee Information page for FFL Renewal as shown in Figure 36 on the next page.

Figure 35 CFLC Main Menu for an Expired Enrollee with an ATF Extension





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All fields will be read-only except the FFL Number and the FFL Expiration Date.

Figure 36 FFL Renewal Page for Expired Enrollee

Office of the Attorney General
State of California • Department of Justice • Edmund G. Brown Jr., Attorney General

AG HOME PAGE VERSION 1.2.3.1002 CONTACT US HELP LOGOFF

* Indicates Required Field User: [redacted] | March 05, 2009

Update Enrollee Information

*Business Name	Enrollee Status	Enrollee Exp Date
[redacted]	EXPIRED	05012009
*Federal Firearms License	FFL Type	*FFL Exp Date
[redacted]	TYPE 01 DEALER IN FIREARMS	05012009 (format: mmddyyyy)
*Physical Address	City	State
[redacted]	SACRAMENTO	CA
*Business Email Address	*Zip	
[redacted]	95820	
*Confirm Business Email Address	*Telephone	*Fax Machine? Fax
[redacted]	[redacted]	No
*Contact Person Last Name	*Contact Person First Name	
[redacted]	[redacted]	

2. Update the FFL Number. The FFL Type cannot be Type 03 or 06 as these FFL Types cannot be enrolled in the CFLC application and will result in an error message.
3. Update the FFL Expiration Date as it appears on your FFL. The FFL Expiration Date must be a future date or an error message will be displayed.
4. Click the “Submit” button.

The application will set the Enrollee Expiration Date equal to the updated FFL Expiration Date.

The application will change the Enrollee Status to “Valid” and re-display the Update Enrollee Information page so other fields can be modified as shown in Figure 34.

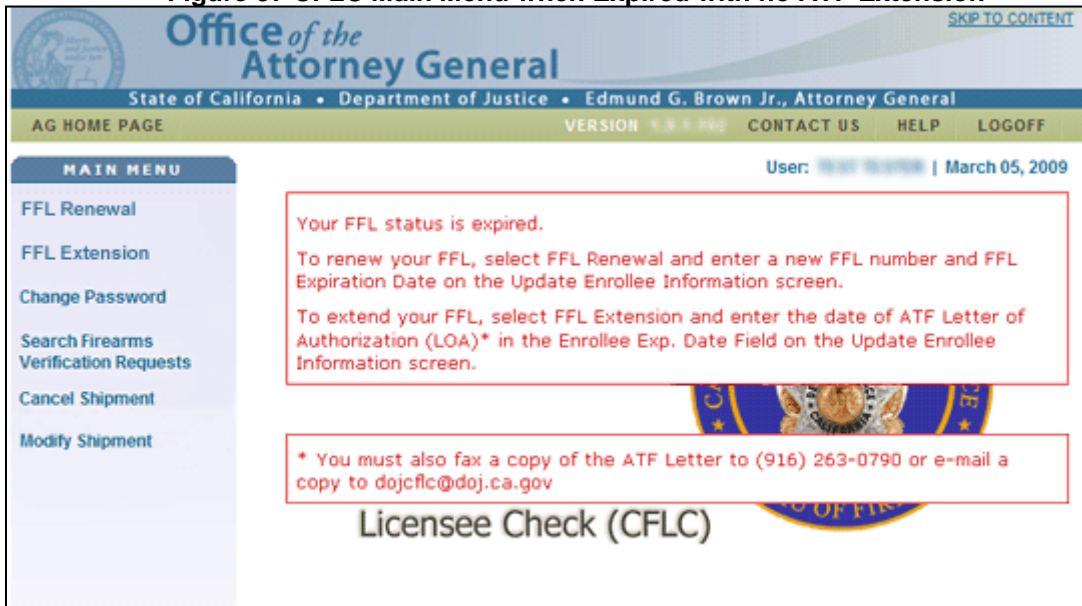


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6.4 UPDATING ENROLLEE FFL EXTENSION

1. If your FFL status is “Expired” and your Expiration Date has not been extended for this License Period, click the **FFL Extension** menu item. The application will display the ‘Update Enrollee Information’ page for FFL Extension as shown in Figure 37.

Figure 37 CFLC Main Menu when Expired with no ATF Extension





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All fields will be read-only except the Enrollee Expiration Date. The Enrollee Expiration Date is equal to the FFL Expiration Date since it has not been extended for this license period.

Figure 38 FFL Extension Page for Expired Enrollee

Update Enrollee Information

* Indicates Required Field

User: [redacted] | March 05, 2009

* Business Name	Enrollee Status	Enrollee Exp Date
[redacted]	EXPIRED	05012009 (format: mmddyyyy)
* Federal Firearms License	FFL Type	* FFL Exp Date
1 - 34 - 888 - 34 - 88 - 8888	TYPE 01 DEALER IN FIREARMS	05012009
* Physical Address	City	State
[redacted]	SACRAMENTO	CA
* Business Email Address	* Zip	
[redacted]	95820	
* Confirm Business Email Address	* Telephone	* Fax Machine? Fax
[redacted]	[redacted]	No
* Contact Person Last Name	* Contact Person First Name	
[redacted]	[redacted]	

2. Update the Enrollee Expiration Date to a date greater than the current date, but no more than 6 months from the current date, to provide an extension.
3. Click the “Submit” button.

The application will change the Enrollee Status to “Valid” and re-display the Update Enrollee Information page so other fields can be modified as shown in Figure 34.

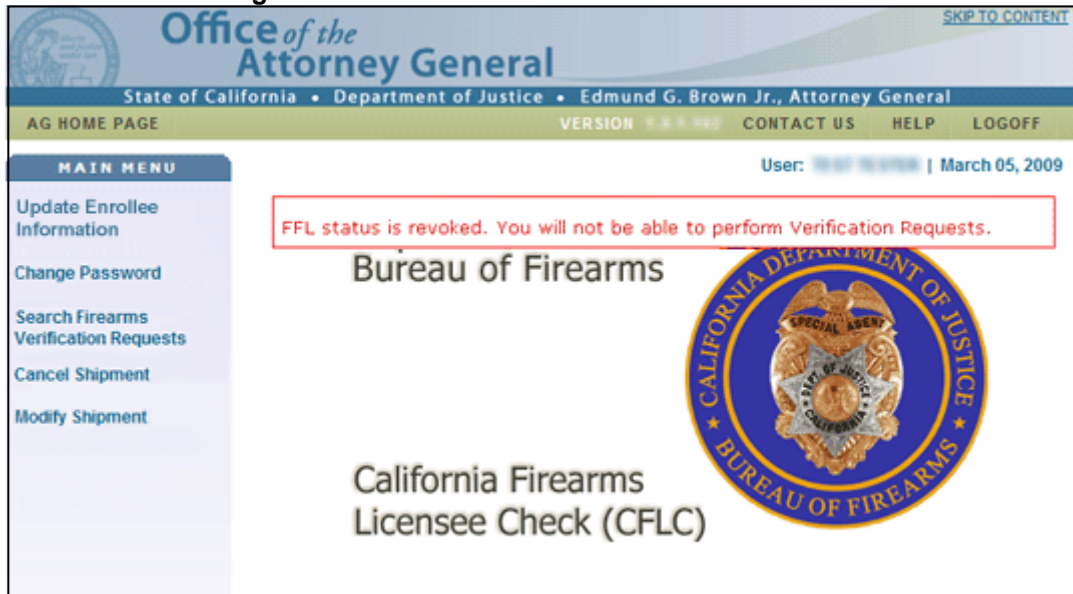


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6.5 ENROLLEE – STATUS REVOKED

If your FFL is “Revoked” the CFLC Main Menu will display the **Update Enrollee Information** menu item and, when selected, display the Update Enrollee Information page as read-only. If your CFLC status is also revoked when your FFL is revoked, you will not be able to obtain shipment approval verifications.

Figure 39 CFLC Main Menu for a Revoked Enrollee



11. Click Logoff to exit the CFLC application.



7 SEARCH FIREARMS VERIFICATION REQUESTS

7.1 OVERVIEW



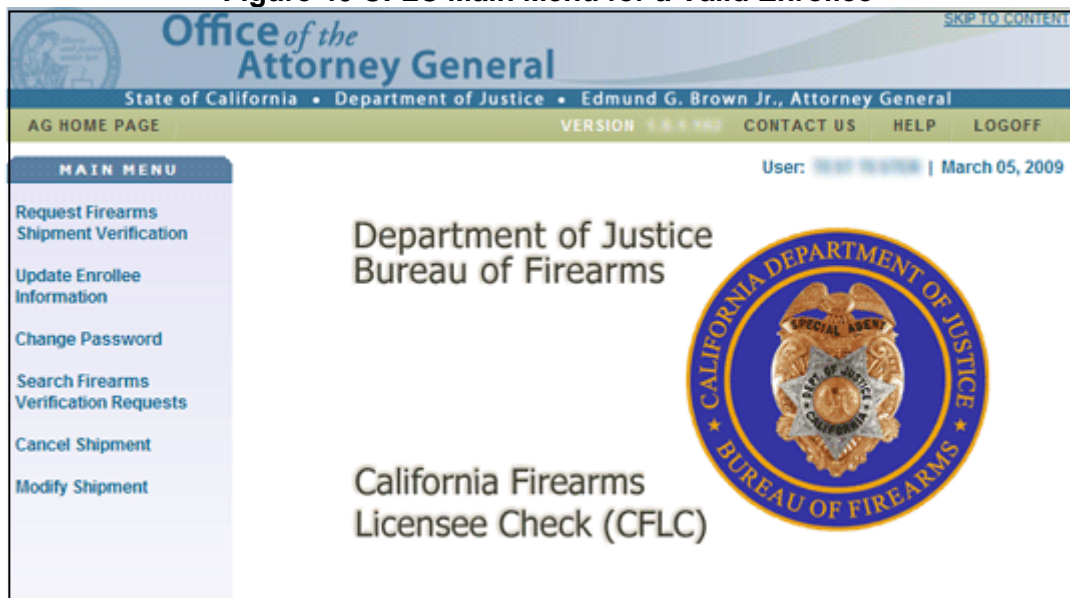
You must be logged in to CFLC to search for Firearms Shipment Verification Requests. Refer to **Section 3** for details, if necessary.

As an enrollee in CFLC, you can retrieve information on Verification Approvals that you have requested for firearms shipments using the Verification Approval Number, Shipment Invoice Number, Shipment Recipient's Business Name, or CL Number. The application will query for Verification Requests exactly matching the entered search criteria and return a list of all matching results. You can print the search results or reprint the Firearms Shipment Approval letter.

7.2 SEARCHING FOR FIREARMS VERIFICATION REQUESTS

1. On the application Main Menu page, click the **Search Firearms Shipment Verification Requests** menu item. The application displays the Query Verification Requests Page as shown in Figure 41.

Figure 40 CFLC Main Menu for a Valid Enrollee





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2. Enter search criteria values. Refer to **Sections 7.3 through 7.6** for additional information on entering search criteria.
 - Verification Number only (No partial search allowed)
 - From Date / To Date (No partial search allowed)
 - Shipment Invoice Number
 - Recipient's CL # (No partial search allowed)
 - Recipient's Business Name

Figure 41 Query Verification Requests Page

The screenshot shows the 'Query Verification Requests' page. At the top, there is a navigation bar with the text 'Office of the Attorney General' and 'State of California • Department of Justice • Edmund G. Brown Jr., Attorney General'. Below this, there are links for 'AG HOME PAGE', 'VERSION', 'CONTACT US', 'HELP', and 'LOGOFF'. A user login area shows 'User: [redacted] | March 05, 2009'. The main heading is 'Query Verification Requests'. Below the heading, there are six input fields: 'Verification Number', 'From Date', 'To Date', 'Shipment Invoice Number', 'Recipient CL Number', and 'Recipient's Business Name'. At the bottom of the form area, there are three buttons: 'Search', 'Clear', and 'Main Menu'.

3. Click the “Search” button to perform the query.

The CFLC application searches for all Verification Requests that include data matching all of the entered search criteria and displays the results as shown in Figure 42.

- If you do not enter any search criteria values, the system displays an error message indicating at least one search criteria value must be entered.
- If the search results in no matching Verification Requests being found, the application displays a message indicating no records were found as shown in Figure 44.



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Figure 42 Query Verification Requests – Results Page

Verification Number	Invoice Number	Request Date	CL Num	Recipient Business Name
[Link]	test123123123	03/05/2009		

4. To print the Query Verification Requests – Results page, use your browser Print function.
5. To view the Firearms Shipment Approval, select the blue Verification Number link.
 - a) Click the “Print” button to print the letter.
 - b) Click the “Return” button to return to the Query Verification Requests – Results page.

Figure 43 Firearms Shipment Approval Letter

CALIFORNIA DEPARTMENT OF JUSTICE
BUREAU OF FIREARMS
FIREARMS LICENSING AND PERMITS UNIT

California Firearms Licensee Check System
Firearms Shipment Approval
09/04/2008

TESTING GJ
TESTING FOR FAXFLAG
4949 BROADWAY
SACRAMENTO, CA 95820

Shipper Invoice Number: InvoiceTestNumber123
DOJ Verification Approval Number: A108000766

Thank you for your inquiry to the California Firearms Licensee Check System (CFLC) regarding California Centralized List of Firearms Licensee number 97156, in conjunction with your proposed shipment of 10 handgun(s) and 0 long gun(s) to this licensee:

GUNS AND SPORTS
4949 BROADWAY
SACRAMENTO, CA 95826

As of this date, this California licensee satisfies the requirements of California Penal Code section 12083 and qualifies to receive handguns and/or long guns from other federal firearms licensees. Please note that California Penal Code requires all persons on the Centralized List of Exempt Federal Firearms Licensees to maintain DOJ Verification Approval Numbers corresponding to received firearms for three years.

This letter is provided as a convenience and does not have to be included in the firearms shipment. However, the recipient of this shipment must have the DOJ Verification Approval Number for their records.

If you have any questions regarding this communication, please contact the Firearms Licensing and Permits Unit at (916) 263-8100.

Print Return



Figure 44 No Verification Requests Found

The screenshot displays the 'Office of the Attorney General' website interface. At the top, there is a navigation bar with the text 'State of California • Department of Justice • Edmund G. Brown Jr., Attorney General'. Below this, a green banner contains 'AG HOME PAGE', 'VERSION 1.1.8.99', 'CONTACT US', 'HELP', and 'LOGOFF'. A user status bar shows 'User: [redacted] | March 05, 2009'. The main content area features a red error message: 'No records found for the search.' Below this is the heading 'Query Verification Requests'. The search form includes fields for 'Verification Number', 'From Date', 'To Date', 'Shipment Invoice Number', 'Recipient CL Number', and 'Recipient's Business Name'. At the bottom of the form are three buttons: 'Search', 'Clear', and 'Main Menu'.



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7.3 SEARCHING BY VERIFICATION NUMBER ONLY

1. On the Query Verification Requests page, enter the entire Verification Number, then click the “Search” button.
 - Partial searches on Verification Number are not permitted.
 - Verification Number cannot be combined with any other search criteria.

The application searches for the Verification Number entered and displays the results page.

Figure 45 Query Verification Results Page

The screenshot shows the 'Query Verification Requests - Results' page. At the top, there is a header for the 'Office of the Attorney General' with navigation links like 'AG HOME PAGE', 'VERSION', 'CONTACT US', 'HELP', and 'LOGOFF'. Below the header, the page title is 'Query Verification Requests - Results'. A table displays the search results with columns for Verification Number, Invoice Number, Request Date, CL Num, and Recipient Business Name. A single row of data is shown with the verification number 'test123123123' and a request date of '03/05/2009'. At the bottom of the table, there are 'Back' and 'Main Menu' buttons.

Verification Number	Invoice Number	Request Date	CL Num	Recipient Business Name
test123123123	test123123123	03/05/2009	0000	W.A.S. TRAIL BLAZERS

2. Click the Verification Number link to view the Firearms Shipment Approval.



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7.4 SEARCHING BY DATE

1. On the Query Verification Requests page, enter the date range using the format MMDDYYYY.
 - You must enter a “From Date” and a “To Date”.
 - To query on a single date, enter the same date in both fields.
 - The “To Date” cannot be a future date.
2. Optionally, enter additional search criteria (except a ‘Verification Number’ which cannot be combined with any other criteria).
3. Click the “Search” button. The application will display the Query Verification Requests – Results page as shown in Figure 46.

Figure 46 Date Range “September 1-7, 2008” Results Page

Verification Number	Invoice Number	Request Date	CL Num	Recipient Business Name
AI08000761	TestInvoice01	09/03/2008	21397	SPORTSMANS PLACE
AI08000763	TestInvoice02	09/03/2008	21397	SPORTSMANS PLACE
AI08000764	112233doj	09/03/2008	21408	YOUR SPORTING GOODS
AI08000765	InvoiceTestNumber	09/03/2008	97156	GUNS AND SPORTS
AI08000766	InvoiceTestNumber123	09/04/2008	97156	GUNS AND SPORTS

4. Click the blue Verification Number link to view a Firearms Shipment Approval Letter.



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7.5 SEARCHING BY ALL OR PARTIAL SHIPMENT INVOICE NUMBER OR NAME

1. On the Query Verification Requests page, enter all or part of a name in the Recipient’s Business Name field and/or all of an invoice number in Shipment Invoice Number field.
 - Partial searches are not permitted on the Verification Number, From/To Dates and Recipient’s CL number.
2. Enter additional search criteria, except a Verification Number (Optional).
3. Click the “Submit” button. The application displays the Query Verification Requests – Results page.

Figure 47 Partial Invoice Number = “12” Results Page

Verification Number	Invoice Number	Request Date	CL Num	Recipient Business Name
A108000764	112233doj	09/03/2008	21408	YOUR SPORTING GOODS
A108000766	InvoiceTestNumber123	09/04/2008	97156	GUNS AND SPORTS

Figure 48 Partial Name = “GUN” Results Page

Verification Number	Invoice Number	Request Date	CL Num	Recipient Business Name
A108000765	InvoiceTestNumber	09/03/2008	97156	GUNS AND SPORTS
A108000766	InvoiceTestNumber123	09/04/2008	97156	GUNS AND SPORTS



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7.6 SEARCHING BY RECIPIENT CL NUMBER

1. On the Query Verification Requests page, enter the five-digit Recipient’s CL number.
 - Partial searches are not permitted on Recipient’s CL number.
 - Do not enter a Recipient Business Name.
2. Enter additional search criteria, except a Verification Number (Optional).
3. Click the “Submit” button. The application displays the Query Verification Requests – Results page as shown in Figure 49.

Figure 49 CL Number = “21397” Results Page

The screenshot shows the 'Office of the Attorney General' website. The header includes the state seal and navigation links like 'AG HOME PAGE', 'VERSION', 'CONTACT US', 'HELP', and 'LOGOFF'. A user login area shows 'User: | March 10, 2009'. The main heading is 'Query Verification Requests - Results'. Below this is a table with two rows of results. At the bottom, there are 'Back' and 'Main Menu' buttons.

Verification Number	Invoice Number	Request Date	CL Num	Recipient Business Name
AI08000761	TestInvoice01	09/03/2008	21397	SPORTSMANS PLACE
AI08000763	TestInvoice02	09/03/2008	21397	SPORTSMANS PLACE



8 CANCEL SHIPMENT VERIFICATIONS

8.1 OVERVIEW



You must be logged into CFLC to cancel Firearms Shipment Verification Requests. Refer to **Section 3** for details, if necessary.

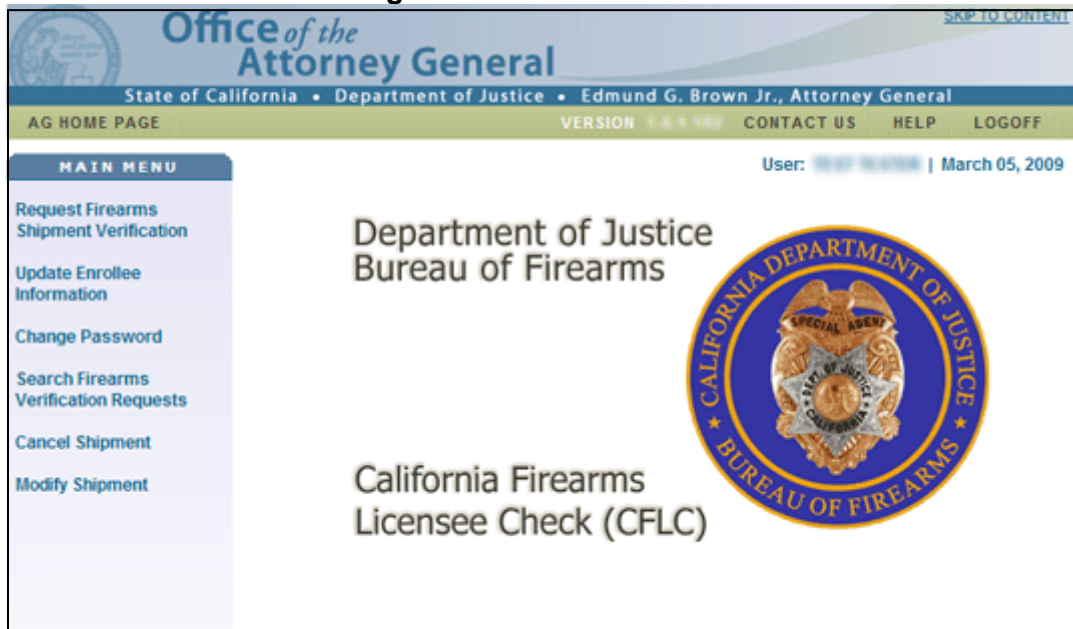
As an enrollee in CFLC in any status (Active, Expired, Revoked), you can retrieve and cancel Verification Approvals that you have requested using the Verification Approval Number, Shipment Invoice Number, Shipment Recipient's Business Name, or CL Number. The application will query for Verification Requests exactly matching the entered search criteria and return a list of all matching results. However, only Verification Approvals that have not been previously cancelled will be retrieved through a search.

There is no time restriction for cancelling a Verification Request.

8.2 CANCELLING A FIREARMS SHIPMENT VERIFICATION

1. On the application Main Menu page, click the **Cancel Shipment** menu item. The application displays the Query Verification Requests – Cancel Shipment Page as shown in Figure 51.

Figure 50 CFLC Main Menu





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2. Enter search criteria values. Refer to **Sections 7.3 through 7.6** for additional information on entering search criteria.
 - Verification Number only (No partial search allowed)
 - From Date / To Date (No partial search allowed)
 - Shipment Invoice Number
 - Recipient's CL # (No partial search allowed)
 - Recipient's Business Name
3. Click the “Search” button to perform the query.

Figure 51 Query Verification Requests – Cancel Shipment Page

The screenshot shows the 'Query Verification Requests - Cancel Shipment' page. At the top, there is a header for the 'Office of the Attorney General' with the state seal and navigation links like 'AG HOME PAGE', 'VERSION', 'CONTACT US', 'HELP', and 'LOGOFF'. Below the header, there is a search form with the following fields: 'Verification Number', 'From Date', 'To Date', 'Shipment Invoice Number', 'Recipient CL Number', and 'Recipient's Business Name'. At the bottom of the form, there are three buttons: 'Search', 'Clear', and 'Main Menu'.

The CFLC application searches for all Verification Requests that include data matching all of the entered search criteria and displays the results as shown in Figure 52. The list of results will only display Verification Requests that have not been previously cancelled.

- If you do not enter any search criteria values, the system displays an error message indicating at least one search criteria value must be entered.
 - If the search results in no matching Verification Requests being found, the application displays a message indicating no records were found as shown in Figure 44.
4. To cancel a shipment verification, click the blue Verification Number link. The application displays the Cancel Shipment page as shown in Figure 53.



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Figure 52 Query Verification Requests – Results Page

Verification Number	Invoice Number	Request Date	CL Num	Recipient Business Name
test123123123	03/05/2009			

5. Click the “Cancel Shipment” button.

Figure 53 Cancel Shipment Page

Verification Number	Invoice Number	Request Date	CL Number	Recipient's Business Name
Hand guns 1	Long guns 1	03/05/2009		



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The application displays a message to confirm the cancellation as shown in Figure 54.

- If you click the “OK” button to confirm the cancellation, the application displays an acknowledgement that the verification number has been cancelled as shown in Figure 55.
- If you click the “Cancel” button, the application does not cancel the verification and returns to Query Verifications Search – Results page.

Figure 54 Cancel Shipment Verification Confirmation



Figure 55 Cancel Shipment Verification Cancelled Message





9 MODIFY SHIPMENT VERIFICATIONS

9.1 OVERVIEW



You must be logged into CFLC to modify Firearms Shipment Verification Requests. Refer to **Section 3** for details, if necessary.

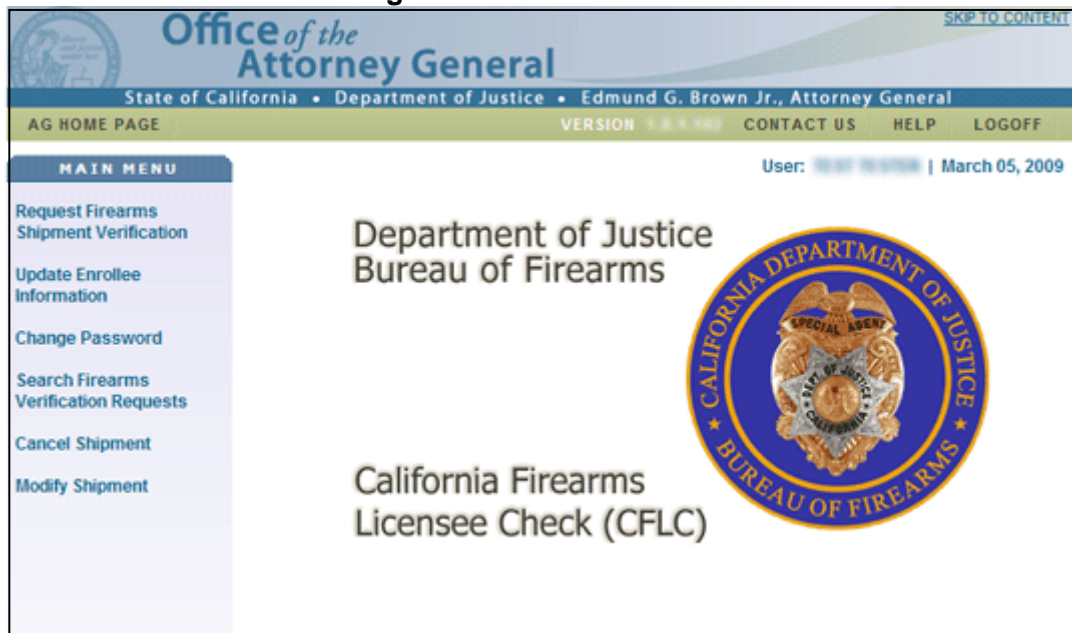
As an enrollee in CFLC in any status (Active, Expired, Revoked), you can retrieve and modify Verification Approvals that you have requested using the Verification Approval Number, Shipment Invoice Number, Shipment Recipient's Business Name, or CL Number. The application will query for Verification Requests exactly matching the entered search criteria and return a list of all matching results.

There is no time restriction for modifying a Verification Request.

9.2 MODIFYING A FIREARMS SHIPMENT VERIFICATION

1. On the application Main Menu page, click the **Modify Shipment** menu item. The application displays the Query Verification Requests – Modify Shipment Page as shown in Figure 57.

Figure 56 CFLC Main Menu





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2. Enter search criteria values. Refer to **Sections 7.3 through 7.6** for additional information one entering search criteria.
 - Verification Number only (No partial search allowed)
 - From Date / To Date (No partial search allowed)
 - Shipment Invoice Number
 - Recipient's CL # (No partial search allowed)
 - Recipient's Business Name
3. Click the “Search” button to perform the query.

Figure 57 Query Verification Requests – Modify Shipment Page

The screenshot shows the 'Query Verification Requests - Modify Shipment' page. At the top, there is a header for the 'Office of the Attorney General' with the text 'State of California • Department of Justice • Edmund G. Brown Jr., Attorney General'. Below this is a navigation bar with links for 'AG HOME PAGE', 'VERSION', 'CONTACT US', 'HELP', and 'LOGOFF'. A user status bar indicates 'User: [redacted] | March 05, 2009'. The main heading is 'Query Verification Requests - Modify Shipment'. Below the heading are six input fields: 'Verification Number', 'From Date', 'To Date', 'Shipment Invoice Number', 'Recipient CL Number', and 'Recipient's Business Name'. At the bottom of the form are three buttons: 'Search', 'Clear', and 'Main Menu'.



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The CFLC application searches for all Verification Requests that include data matching all of the entered search criteria and displays the results as shown in Figure 58.

- If you do not enter any search criteria values, the system displays an error message indicating at least one search criteria value must be entered.
 - If the search results in no matching Verification Requests being found, the application displays a message indicating no records were found as shown in Figure 44.
4. To modify a shipment verification, select the blue Verification Number link. The application displays the **Modify Shipment** page as shown in Figure 59.

Figure 58 Query Verification Requests – Results

The screenshot shows the 'Office of the Attorney General' website. The header includes the state seal and navigation links like 'AG HOME PAGE', 'VERSION', 'CONTACT US', 'HELP', and 'LOGOFF'. The main heading is 'Query Verification Requests - Results'. Below this is a table with one row of data. At the bottom are 'Back' and 'Main Menu' buttons.

Verification Number	Invoice Number	Request Date	CL Num	Recipient Business Name
test123123123	test123123123	03/05/2009	07000	W & S Tools & more



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5. Modify the number of handguns and/or long guns for the shipment verification number, then click the “Submit” button. The application displays a message confirming the modification as shown in Figure 60.

Figure 59 Modify Shipment Page

Office of the Attorney General
State of California • Department of Justice • Edmund G. Brown Jr., Attorney General

AG HOME PAGE VERSION 1.7.0.00 CONTACT US HELP LOGOFF

* Indicates Required Field User: [redacted] | March 05, 2009

Modify Shipment

Verification Number [redacted]	Invoice Number [redacted]	Request Date 03/05/2009	CL Number [redacted]	Recipient's Business Name [redacted]
Hand guns 1	Long guns 1	Modified Date 03/05/2009		

Back Submit Main Menu

Figure 60 Modify Shipment Verification Message

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AG HOME PAGE VERSION 1.7.0.00 CONTACT US HELP LOGOFF

User: [redacted] | March 05, 2009

✓ Verification Number [redacted] has been modified

Query Verification Requests - Results

Verification Number	Invoice Number	Request Date	CL Num	Recipient Business Name
[redacted]	[redacted]	03/05/2009	[redacted]	[redacted]

Back Main Menu



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