



RECOMMENDED EVIDENCE ROOM INTAKE & TRANSFER FLOWCHART

START



1. FIREARM IN AGENCY CUSTODY

Firearm is in evidence or property storage as a result of:

- Voluntary public surrender
- Confiscation / seizure
- Court forfeiture or release



2. LEGAL STATUS VERIFIED?

- ☐ Case closed
- ☐ Evidence hold released
- ☐ Court order / Forfeiture / /Admin Authorization Obtained

If **NO** → **STOP** Firearm remains in evidence custody

If **YES** → **Continue**



3. ELIGIBLE FOR GUNS 4 GOOD TRANSFER?

Confirm firearm is:

- ☐ Lawfully transferable
 - ☐ Not required for destruction
 - ☐ Approved by agency policy
- If **NO** → Follow standard agency disposition
- If **YES** → Continue



4. COMPLETE TRANSFER AUTHORIZATION

- ☐ Confiscated Firearms Transfer Authorization completed
- ☐ Legal authority checked and documented
- ☐ Firearm(s) listed accurately



5. SCHEDULE FFL PICKUP

- ☐ Contact Guns 4 Good
- ☐ Coordinate pickup date/time/location
- ☐ Prepare firearm(s) for transfer

RECORDS RETENTION

- ☐ Authorization retained in evidence file
- ☐ Chain-of-Custody Certificate retained
- ☐ Court / release documents attached



END

Firearm is now lawfully transferred to FFL
Guns 4 Good receives proceeds only after lawful sale

IMPORTANT REMINDERS

- Agency does not act as a firearms dealer
- Agency does not sell or appraise firearms
- Guns 4 Good never takes direct custody
- All resale handled by licensed FFL only
- Participation is voluntary and revocable

QUESTIONS OR SCHEDULING - Guns 4 Good

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✉ info@guns4good.org

🌐 www.guns4good.org