



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

(###)###-####

✉ info@guns4good.org

🌐 www.guns4good.org