

IMPORTANT INSTRUCTIONS TO DEFENDANT

Pursuant to a court order in which you are prohibited from possessing firearm(s), you must transfer any firearm(s) you possess to either a qualifying Third-Party, an approved contracted storage facility or the Lafourche Parish Sheriff's Office (LPSO). If you possess any concealed handgun permit, this permit is hereby suspended and you must follow-up with Louisiana State Police. If you do not possess firearms or a concealed handgun permit you are still required to complete a Declaration of Non-Possession in court. The court is required to send the order to the chief law enforcement agency of the parish. You **CANNOT** just transfer your firearms, you must use this process.

FOLLOW THESE INSTRUCTIONS:

DO NOT BRING FIREARMS INTO SHERIFF'S OFFICE BUILDINGS

1. During regular business hours, Monday-Friday (8:00am-5:00pm) contact LPSO to initiate the "Proof of Transfer/Declaration of Non-Possession," at (985)449-4476. Inform the deputy that the court has ordered you to transfer your firearm(s) and that you are requesting an appointment. You will be given further instructions. You must disclose the number of firearms involved in the transfer. Have your docket number available; this number is printed on your court order.
2. **IF YOU DO NOT** possess a firearm(s) or a concealed handgun permit, and you have not already done so in court, you are ordered to report to Police Social Service during normal business hours, Monday-Friday (8:00am-5:00pm) to execute your Declaration of Non-Possession. Call (985)449-4476 and you will be provided with the address. LPSO will provide this form to you. Be advised that you must have a copy of your court order/cause for prohibition and proof of identification.

AGAIN, DO NOT BRING YOUR FIREARMS WITH YOU INTO THE OFFICE.

3. Once you contact a deputy to schedule your transfer you must be prepared to choose from the following transfer options:
 - a. Third-party transfer (no fee) -The receiving third-party must not reside in the same home with you and they cannot be a prohibited possessor. The Third-Party Transfer form is available on the LPSO website, www.lpsso.net for your convenience.
 - b. Transfer to LPSO for safekeeping (no fee).
 - c. Legal sale or donation with written proof of transaction.(fee)
 - d. Storage at a LPSO approved facility (fee). A list of approved facilities can be located on the LPSO website, www.lpsso.net.

If a third-party transfer option is chosen pursuant to state law, a Third-Party Transfer and Acknowledgement form must be completed and provided to LPSO. This form notifies the third party of the relevant state and federal laws and consequences for noncompliance. **The Third-Party must be approved by LPSO to complete the transfer process.**

4. If you choose to transfer to LPSO, follow the procedures below:
 - a. Call Police Social Services to arrange transfer: (985) 449-4476.
 - b. If possible, arrive alone at the designated location. Firearm(s) are to be **UNLOADED** and locked inside your vehicle (trunk if possible).
 - c. Everyone must exit the vehicle with you. You must have your court order, proof of identification and keys.
 - d. You are to remain outside the vehicle, until otherwise informed by the Deputy.
 - e. The deputy will retrieve the firearm(s) from your vehicle.
 - f. **DO NOT RE-ENTER THE VEHICLE UNTIL TOLD TO DO SO.**
 - g. Upon completion of transfer you will receive a "Proof of Transfer" form and if required, a receipt from the Deputy. This form is required so that you can show proof to the court that you have complied with the transfer order.
 - h. **YOU** are required to file the Proof of Transfer Form with the issuing clerk of court within Ten days of the transfer (exclusive of legal holidays only).
 - i. If you have a concealed handgun permit you must contact Louisiana State Police for the surrender.

YOU ARE RESPONSIBLE FOR COMPLYING WITH THE CONDITIONS OF THE COURT ORDER IN 48 HOURS.