

**INSTRUCTIONS TO TURN IN FIREARMS  
AT THE LAW ENFORCEMENT DEPARTMENT**

Federal (18 U.S.C. Section 922) and Illinois (430 ILCS 65) laws restrict a person from possessing a valid Firearm Owner's Identification Card (FOID), any firearm, or ammunition if a person is convicted of a domestic violence misdemeanor crime or is the respondent of a qualifying Order of Protection or another qualifying court order.

In the state of Illinois a valid FOID card is required to legally carry, possess or buy any firearm and/or ammunition.

Pursuant to a court order, you have been ordered to turn in all firearm(s) to the \_\_\_\_\_ (Sheriff/local law enforcement office). **Follow these instructions:**

1. Contact \_\_\_\_\_ for the surrender of firearms, at (XXX) XXX-XXXX during normal business hours, (list business hours). Inform the officer (deputy, police officer, detective, etc.) that the court has ordered you to turn in your firearms to the \_\_\_\_\_ (Sheriff/local law enforcement office) and arrange a time to do this immediately. Have your case number available (this number is printed on the court order).
2. If the officer ( deputy, police officer, detective) is not available, leave a detailed message, including your name, phone number(s) and case number. You will be contacted to schedule an appointment. If you have not received a phone call back within (1) business day you must call again to arrange for the surrender of your firearm(s).
3. You must have a copy of the court order with you when you turn in your firearm(s).
4. When you arrive at the designated location to turn in your firearm(s), keep your **unloaded** firearm(s) locked inside your vehicle (trunk if possible). Upon meeting law enforcement personnel, provide them with a copy of the order and inform them that your firearm(s) are inside the vehicle. The officer will then give you further instructions.
5. You must obtain a receipt from the (Sheriff/local law enforcement office) to provide proof to the court that you have turned in your firearm(s). You must then provide this receipt to the court.

**YOU ARE RESPONSIBLE FOR COMPLYING WITH THE CONDITIONS  
OF THE COURT ORDER .**

Contact Information:  
(SHERIFF/LOCAL LAW ENFORCEMENT OFFICE)  
(XXX)XXX-XXXX

**Note: The potential penalty for possessing a firearm without a valid FOID card is a prison term of up to five (5) years.**