



**COLORADO**  
**Department of Revenue**  
Specialized Business Group—  
Firearms Dealer Division

Physical Address:  
1707 Cole Boulevard, Suite 300  
Lakewood, CO 80401

Mailing Address:  
P.O. Box 17087  
Denver, CO 80217-0087

**July 30, 2025**

**BULLETIN 25-04**

**REFERENCE: DR 7601 Employment Eligibility Check Request Forms**

It has come to the Division's attention that a number of employees and responsible persons have submitted fingerprints but have not submitted the [Form DR 7601](#), Employment Eligibility Request. As a result, we are unable to match certain background check results of responsible persons or employees with the associated firearms business already entered in our system.

If you might be one of these responsible persons or employees, and have not already done so, the Division requests that you submit Form DR 7601, Employment Eligibility Check Request, as soon as possible. This form should be completed by **all** responsible persons and employees who handle firearms in the course of their normal work duties.

Please log in to our [portal](#) to confirm proper documentation has been submitted and, if necessary, submit the DR 7601. Alternatively, you can print the PDF version of the form available on our website at <https://sbg.colorado.gov/firearms-dealer-division-forms>. To submit a printed form, please attach a copy to an email and send it to our licensing section at [dor\\_fddlicensing@state.co.us](mailto:dor_fddlicensing@state.co.us).

Firearms Dealer Permittees should also ensure that their staff have viewed the [training video](#) and notified our licensing section of the date their employees or responsible persons passed the test. There is a link in the portal to update your business's training records, or you may email the licensing section at [dor\\_fddlicensing@state.co.us](mailto:dor_fddlicensing@state.co.us).

Please do not hesitate to contact the Firearms Dealer Division with any questions at [dor\\_fdd@state.co.us](mailto:dor_fdd@state.co.us).

**Firearms Dealer Division**