



DEPARTMENT OF REVENUE

Firearms Dealer Division

COLORADO FIREARMS DEALER RULES

1 CCR 214-1

SECTION 2: STATE PERMIT APPLICATION AND STATE PERMIT REQUIREMENTS

Rule 2-100. Application and Renewal Process and Requirements

Basis and Purpose. The statutory authority for this rule includes but is not limited to, subsections 18-12-401 and 18-12-401.5, C.R.S. The purpose of this rule is to explain how a state permit can be obtained by a Dealer and how a state permit can be renewed.

- A. State Permit Application Eligibility Requirements. To be issued a state permit, a dealer:
 1. Must hold a valid federal firearms license;
 2. Must not have had a license or permit to sell, lease, transfer, purchase, or possess a firearm or ammunition from the federal government, any state, or a subdivision of any state, revoked, suspended, or denied for good cause within three (3) years before submitting an application; or
 3. Must not, in the three (3) years before submitting an application for a state permit, have been convicted for a violation of:
 - a. any provision of Article 12 of Title 18 of the Colorado Revised Statutes;
 - b. any Colorado or any other state's law concerning the possession, purchase, or sale of firearms; or
 - c. any federal law concerning the possession or sale of firearms.
- B. Application Process
 1. An applicant for a state permit must submit a completed application on forms provided by the Division. The application must include:
 - a. The name of the applicant;
 - b. The gender of the applicant;
 - c. The race of the applicant;
 - d. The address where the applicant will conduct business;
 - e. The mailing address for the applicant;
 - f. The email address for the applicant;
 - g. Identification of all responsible persons of the applicant;
 - h. The type(s) of federal firearms license held by the applicant;
 - i. The federal firearms license number(s);

- j. The federal firearms license issue date(s);
 - i. If the federal firearms license is pending, the applicant must notify the Division when it is issued.
 - k. The federal firearms license expiration date(s);
 - l. A copy of the federal firearms license(s);
 - m. An affirmation that each Responsible Person meets the requirements of paragraphs (1)(b), and (c) of this rule; and
 - i. Each Responsible Person shall be fingerprinted by an approved state vendor for purposes of a fingerprint-based criminal history record check, with the results to be provided to the Division.
 - ii. The Division shall post the approved state vendors for fingerprinting on its website.
 - n. Hours of business operation, or whether business is operable by appointment only;
 - i. If business is available for firearms sales by appointment only, contact information for making an appointment.
 - o. Any additional information required on the form; and
 - p. Payment of the fee outlined in Rule 2-200.
- 2. The applicant for a state permit must notify the Division of any changes to (i) through (xiii). The Division will act pursuant to subparagraph (D)(1) of this Rule upon the completed application once all information is received.
 - 3. An applicant for a state permit who submits a sufficient application on or before May 2, 2025, may continue to engage in the business of dealing firearms until the Division has acted on the application.
 - a. A sufficient application means that the application, on its face, includes information necessary to show that the applicant is eligible for a state permit.
 - 4. Subparagraph (B)(3), and (4) will repeal on June 30, 2026.

C. Renewals

- 1. Notification
 - a. The Division shall notify the holder of a state permit of its expiration at least ninety (90) days prior to the expiration at the last known email address for the state permit holder provided to the Division. If the email address is invalid, notice may be provided by the Division to the mailing address provided by the applicant.
- 2. Renewal Application
 - a. A state permit holder may apply to renew its state permit no more than ninety (90) days prior to the expiration of the state permit but, at a minimum by the expiration date of the state permit.
 - b. A renewal application shall not be accepted after the expiration of a state permit.
 - c. The state permit holder must submit a timely and sufficient application that includes:

- i. The name of the state permit holder, the race of the application holder, and the gender of the application holder;
 - ii. An affirmation that the following information has not changed:
 - 1. The address where the state permit holder will conduct business;
 - 2. The mailing address for the state permit holder;
 - 3. An email address for the state permit holder;
 - 4. The responsible persons, and that each Responsible Person meets the requirements of paragraphs (A)(2), and (3) of this rule; and
 - 5. The type(s) of federal firearms license held by the Dealer.
 - iii. If any information in subparagraph (C)(2)(c)(ii) of this rule has changed, the changed information must be provided.
 - iv. The federal firearms license number(s);
 - 1. If a federal renewal application is pending, a copy of the letter of authorization from the federal Bureau of Alcohol, Tobacco, Firearms and Explosives must be provided to continue operating.
 - v. The federal firearms license issue date(s);
 - vi. The federal firearms license expiration date(s);
 - vii. A copy of the federal firearms license(s);
 - viii. Each Responsible Person shall be fingerprinted by an approved state vendor for purposes of a fingerprint-based criminal history record check, with the results to be provided to the Division.
 - 1. The Division shall post the approved state vendors for fingerprinting on its website.
 - ix. Hours of business operation, or whether the business is operable by appointment only;
 - 1. If the business is available for firearms sales by appointment only, contact information for making an appointment must be provided.
 - x. Any additional information required on the form; and
 - xi. Payment of the fee outlined in Rule 2-200.
- d. A Dealer that timely submits a sufficient renewal application may continue to engage in the business as a Dealer until the Division has acted on the renewal application.
- i. A sufficient application for renewal means that the application, on its face, includes information necessary to show that the applicant is eligible to renew its state permit.
- e. If a renewal application is not timely submitted, the state permit will expire.

D. Division time to act on an application

- 1. The Division shall act on an initial application or renewal application no later than sixty (60) days after the application is received.

- a. The Division will not act upon an incomplete application.
- b. The Division may extend the deadline to act on a completed application for an additional sixty (60) days for good cause.
- c. The Division may not extend the deadline to act on a renewal application.
- d. If an applicant for a state permit applies for a state permit while the federal firearms license application is pending but has not yet been issued, the Division may extend the time to act on the application by an additional fourteen (14) days from the date that the applicant notifies the Division that the federal firearms license has issued.
 - i. An applicant must notify the Department by email at dor_FDDLicensing@state.co.us, with the subject line "Notification of Federal Firearms License Issuance." In the body of the email, the applicant must list the applicant's name and provide a copy of the federal firearms license(s), which may be provided in the Division's online application system.
- E. A state permit is valid for three (3) years from the date of initial issuance or renewal.
- F. A state permit must be issued separately for each dealer and each place of business.
- G. A state permit is not transferable.

Rule 2-200. Fees

Basis and Purpose. The statutory authority for this rule includes, but is not limited to, subsections 18-12-401, 18-12-401.5(2)(b)(I), and 18-12-401.5(2)(c)(I), C.R.S. The purpose of this rule is to establish fees for the state permit.

A. Fees

1. A fee of \$400 must be paid by the applicant for a state permit at the time of filing an application for a permit or for renewal of a permit.