



# Privately Owned Firearms Registration



All firearms must be registered **prior** to bringing them onto the installation. A firearm is defined as a rifle, pistol, shotgun or other device capable of or designed to expend a projectile through an explosive or compressed charge.

## Requirements to register a Firearm

- 1) Have firearm vetted. (Any Access Control Point or Visitor Control Center)
- 2) Obtain Commanders Authorization; FR 102. (Soldiers/Family Members)
- 3) Finalize registration with DES. (At Visitor Control Center or Security Branch, bldg. 219)

## FRKS Soldiers and their Family Members

- 1) Complete FR Form 102-1, 1SEP14 with Commander's signature. Family members have to get their sponsor's Commander's signature. FR Form 102-1 can be found online at [www.riley.army.mil](http://www.riley.army.mil) under the Emergency Services page.
- 2) Take completed FR Form 102-1, identification and the firearm to the VCC at Henry ACP or Security Branch, bldg. 219. DO NOT bring firearm into the building. Security personnel will vet the firearm and issue registration form valid until PCS or ETS.

## Retirees, DoD Civilians and Visitors

- 1) Bring identification and firearm to the VCC. DO NOT bring firearm into the building. Security personnel will vet the firearm and issue registration form valid for 3 years.

**Firearm must be present in order for security personnel to verify serial number and run through criminal database. DO NOT bring firearm into the building.**

## Exceptions:

- 1) Household goods delivery –DO NOT transport firearms to the VCC without contacting the Security Branch office at 239-2975.
- 2) Weapons purchased at AAFES –AAFES will issue a 5-day temporary pass in order to allow time for the individual to complete the FR Form 102-1 and registration process. 5-day temporary pass and completed FR Form 102-1 are required to complete the registration process.
- 3) Soldiers who do not have an FR Form 102-1 –Security personnel will vet the weapon at Visitor Control Center or any Access Control Point and issue a 5-day temporary pass. 5-day temporary pass and completed FR Form 102-1 are required to complete the registration process.

Questions pertaining to privately owned firearms can be directed to the Security Branch office at 239-0866.