



CITY OF DUBLIN

**CITY OF DUBLIN  
ADMINISTRATIVE ORDERS  
OF THE CITY MANAGER**

<b>ADMINISTRATIVE ORDER 6.3</b>
<b>TO:</b> Chief of Police
<b>FROM:</b> Timothy C. Hansley, City Manager
<b>SUBJECT:</b> Procedures for Regulating Firearm Purchases Within the City of Dublin
<b>DATE:</b> November 1, 1993
<b>Supersedes and Replaces Administrative Order 6.3 dated 5/24/93</b>

**I. PURPOSE**

The purpose of this Administrative Order is to establish a procedure for regulating the purchase of firearms within the City of Dublin. This procedure is hereby promulgated by the City Manager pursuant to the authority outlined in Ordinance 19-93.

**II. PROCEDURE**

- A.** The person considering the purchase of a firearm shall complete the information on the "Firearms Application Form", provided by the City to the firearms dealer. The form shall be time stamped in the "Initiating" section and a photograph of the applicant attached to the form. This photo shall be taken by an "instant-photo" type camera, also provided by the City. The application, photo and a non-refundable processing fee of ten dollars (\$10.00) must be received at the Dublin Division of Police Headquarters within 24 hours of the original time stamp.
- B.** The Chief of Police, or his designee, shall conduct a background check on the applicant to verify legal eligibility to own a firearm. This check may include, but is not limited to, a computerized criminal history check, a check of Dublin Division of Police records, and a check of other criminal justice agency records. Should this check reveal that the applicant is not legally permitted to own a firearm pursuant to restrictions in Ohio Revised Code, Section 2923.14, or any Federal Statute, the firearms dealer shall be notified to cancel the transaction.

- C. Upon expiration of seven days from the original time stamp, but prior to 30 days from the original stamp, the dealer may complete the transaction if they have not been served notice of non-eligibility from the Police Division. During the sale of the firearm, the application shall be time stamped in the "Completion" section to indicate the actual date and time of delivery; all other sales receipts and sales documentation shall also be time stamped. This completed form, shall then be filed by the dealer along with the required Federal paperwork, in the selling dealer's files. The seller of the firearm shall provide access to those records at any time during normal business hours, to the Chief of Police or his designee.