



# **FIREARM TRANSFER AND SHIPPING POLICY**

## **Generally**

NOVA Firearms provides both incoming and outgoing firearm transfer services, whether from a private party sale, online gun auction, or from another dealer located within the U.S.A. NOVA Firearms is not a licensed importer of firearms and cannot assist customers with importing firearms. However, once the firearm has been properly imported into the U.S.A. through a licensed importer, NOVA Firearms can assist in the transfer of the firearm. NOVA firearms can also assist customers with exporting firearms.

NOVA Firearms' base transfer fee is \$30 per incoming firearm and \$20 for outgoing firearms. NOVA Firearms accepts cash, or credit cards for payment.

If a customer desires to have NOVA Firearms accept a firearm for transfer to the customer, the customer needs to contact NOVA Firearms in advance of purchasing the firearm. Failure to contact NOVA Firearms in advance may delay a customer's receipt of the firearm.

## **Procedures for Incoming Transfers**

If a firearm is purchased online and the customer wants NOVA firearms to handle the incoming transfer, the customer must:

- A. Notify NOVA Firearms that the customer is making a purchase and would like NOVA Firearms to handle the incoming transfer. This notification should include the customer's name, telephone number, and email address, the name of the person shipping the firearm to NOVA Firearms, and the make and model of the firearm.
- B. Purchase the item and pay for it directly.
- C. Provide to the person shipping the firearm to NOVA Firearms a copy of our Federal Firearms License (FFL) or provide the link to our FFL to the person so they can download the FFL directly from our website. Note that if the person shipping the firearm into Virginia requires contact with NOVA Firearms before they will ship, this may delay your transfer. It is the customer's responsibility to provide NOVA Firearms all information necessary to contact seller if the seller will not accept the FFL directly from you.
- D. Ensure that the person shipping the firearm includes either a copy of their FFL with the shipment or, if the person is not a dealer, a copy of their driver's license. In addition, they should include your name and contact information with the firearm.
- E. Once NOVA Firearms notifies the customer that the firearm has arrived, the customer should schedule an appointment for the transfer.



## **Virginia Resident Transfer Requirements**

Once the customer has arrived for the scheduled transfer appointment, there will be two forms that the customer must complete. In addition, the customer must bring with them the following documentation to transfer a handgun, rifle, shotgun, or other firearm:

1. Virginia driver's license that is at least 30 days old. A Virginia identification card is also acceptable. The name and address on the driver's license must be current; and

An **Assault Firearm** is defined under Virginia law as a semi-automatic center-fire rifle or pistol, that (1) has a magazine that will hold more than 20 rounds, or (2) is designed by the manufacturer to accommodate a silencer, or (3) is equipped with a folding or collapsible stock. If the firearm you want to transfer meets the definition of an Assault Firearm, you must be a United States Citizen or be able to provide proof of lawful.

NOVA Firearms is permitted by law to transfer rifles and shotguns to persons 18 years of age or older. NOVA Firearms is permitted by law to transfer handguns, receivers, frames, shotguns without shoulder stocks, and other firearms that do not meet the legal definition of a shotgun or rifle to persons 21 years of age or older.

## **Non-Virginia Resident Transfer Requirements**

NOVA Firearms may transfer rifles and shotguns to non-Virginia residents as long as NOVA Firearms is able to comply with the laws of Virginia and the state of residence of the customer. If the customer contacted NOVA Firearms in advance as required, NOVA Firearms would have informed the customer whether NOVA Firearms is willing to handle the transfer. Similar to a Virginia Resident Transfer procedures outlined above, once the customer has arrived for the scheduled transfer appointment, there will be two forms that the customer must complete. In addition, the customer must bring with them the following documentation to transfer a rifle or shotgun:

1. Driver's license from the customer's state of residence that is at least 30 days old. A state issued identification card is also acceptable. The name and address on the driver's license must be current; and

2. Another document with the same name and address as your driver's license or identification card. Examples are:

- a current lease,
- evidence of currently paid personal property tax or real estate tax,
- a current utility or telephone bill,
- a current voter registration card,
- a current bank check or bank statement,
- a current automobile registration and
- a current Virginia hunting or fishing license.



- a permit to carry a concealed handgun.

NOVA Firearms is only permitted by law to transfer rifles and shotguns to non-Virginia residents. NOVA Firearms cannot transfer handguns, receivers, frames, or shotguns without shoulder stocks to non-Virginia residents. In addition, some states require certain types of rifles and shotguns to be transferred to a resident of that state only by a dealer in that state. The customer should be aware of the requirements of their state of residence before contacting NOVA Firearms.

### **Members of the Military**

The Virginia Code provides that military members who reside in Virginia but whose duty station is in a nearby state, such as Maryland or the District of Columbia, are considered Virginia residents even if they do not possess a Virginia driver's license. **This means that members of the military can lawfully purchase handguns and semi-automatic rifles such as AR-15s in Virginia as a Virginia resident.** Members of the military that cannot meet the Virginia resident Transfer Requirements or the Non-Virginia Resident Transfer Requirements above can provide the following documentation:

1. Home states driver's license that is at least 30 days old. As long as you are active duty, it does not matter if your license is expired; and
2. Military ID; and
3. Military Orders (a) putting your permanent duty station in Virginia or (b) putting your permanent duty station in a nearby State if you live in Virginia but your duty station is not in Virginia; and
4. Another document with your current address. . Examples are:
  - a current lease,
  - evidence of currently paid personal property tax or real estate tax,
  - a current utility or telephone bill,
  - a current voter registration card,
  - a current bank check or bank statement,
  - a current automobile registration and
  - a current Virginia hunting or fishing license.
  - a permit to carry a concealed handgun.

### **Failing a Background Check; Return of the Firearm**

If the customer fails the background check, the customer is still responsible to pay the transfer fee. It is also the customer's responsibility to promptly arrange the return of the firearm to the seller or make other arrangements to dispose of the firearm. All costs to return the firearm or otherwise dispose of the firearm shall be the responsibility of the customer.



## **Procedures for Outgoing Transfers**

NOVA Firearms will only ship firearms to the holder of a Federal Firearms License (FFL). Therefore, before a customer brings a firearm to NOVA Firearms for shipment, the dealer to whom we are shipping must provide NOVA Firearms a copy of their FFL. The FFL can be emailed to **info@novafirearms.com** or faxed to **571-354-7987**. The email or fax should reference the customer, the buyer, and the make and model of the firearm. NOVA Firearms will not accept a firearm for shipment if NOVA Firearms does not have the FFL for the dealer to where the firearm is being shipped.

The customer should package the firearm with sufficient care that the firearm will not be damaged in transit. However, because NOVA Firearms is required to verify the make, model, caliber, and serial number of the firearm by physically inspecting the firearm, the firearm should be accessible to personnel of NOVA Firearms for inspection.

The customer will be charged the normal outgoing transfer fee of \$20 plus shipping in order for NOVA Firearms to ship the firearm. NOVA Firearms uses UPS and FedEx to ship firearms. Shipping and packing start at \$20.00 and may increase based on the size and weight of the package. All firearms are shipped with delivery confirmation and adult signature required. Insurance is optional. However, NOVA Firearms is not responsible for shipping damages.

Once a firearm is shipped, NOVA Firearms has no way to recall the shipment. If the firearm is turned over to NOVA Firearms for an outgoing shipment and the customer later requests that the firearm not be shipped, a background check and transfer fee will apply to return the firearm to the customer.

## **Storage of Firearms**

If the firearm remains with NOVA Firearms (a) for more than ten (10) days past the date the customer was notified that NOVA Firearms received the firearm for an incoming transfer; or (b) for more than ten (10) days past the date the customer delivers the firearm to NOVA Firearms for an outgoing transfer, a storage fee of \$5 per day will accrue retroactively to the date on which the customer was notified or dropped off the firearm, as applicable. All transfer fees, shipping, and storage fees must be paid before NOVA Firearms will ship or otherwise transfer the firearm to another location.

NOVA Firearms will store a firearm for up to sixty (60) days. After sixty (60) days, the customer authorizes NOVA Firearms to dispose of the firearm for whatever price NOVA Firearms believes is reasonable and to apply the proceeds from the disposal, if any, to the storage fees that are due. Notwithstanding the foregoing, NOVA Firearms is not obligated to dispose of the firearm on the sixtieth day and storage fees will continue to accrue through the date NOVA Firearms, in its absolute discretion, chooses to dispose of the firearm.