

**COMMONWEALTH OF VIRGINIA - DEPARTMENT OF STATE POLICE  
FIREARMS SHOW NOTIFICATION FORM**

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**PURSUANT TO SECTION 54.1-4201, CODE OF VIRGINIA, NOTIFICATION OF INTENT TO HOLD A FIREARMS SHOW MUST BE FILED WITH THE STATE POLICE AND LOCAL LAW ENFORCEMENT AGENCY AT LEAST 30 DAYS PRIOR TO THE SHOW BEING HELD.**

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**TO BE COMPLETED BY THE FIREARMS SHOW PROMOTER**

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1. NAME OF PROMOTER (LAST NAME, FIRST NAME, AND MIDDLE INITIAL)

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2. TRADE NAME OR CORPORATION (IF APPLICABLE)

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3. BUSINESS ADDRESS (NUMBER, STREET, CITY, STATE, ZIP CODE)

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4. MAILING ADDRESS (IF DIFFERENT FROM STREET ADDRESS)

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5. BUSINESS TELEPHONE NUMBER

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6. LOCATION WHERE THE FIREARMS SHOW IS TO BE HELD (SITE NAME AND ADDRESS)

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7. DATE/TIME FIREARMS SHOW BEGINS:

DATE/TIME FIREARMS SHOW ENDS:

MONTH, DAY, YEAR: \_\_\_\_\_

MONTH, DAY, YEAR: \_\_\_\_\_

\_\_\_\_\_ AM \_\_\_\_\_ PM

\_\_\_\_\_ AM \_\_\_\_\_ PM

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SIGNATURE OF PROMOTER:

DATE:

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**\*\*\*\*NOTICE\*\*\*\***

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IN ACCORDANCE WITH 54.1-4201.1, CODE OF VIRGINIA, THE PROMOTER IS REQUIRED TO MAINTAIN FOR THE DURATION OF THE SHOW A LIST OF ALL VENDORS OR EXHIBITORS IN THE SHOW FOR IMMEDIATE INSPECTION BY ANY LAW ENFORCEMENT AUTHORITIES, AND WITHIN 5 DAYS AFTER THE CONCLUSION OF THE SHOW, BY MAIL, BY HAND, BY EMAIL, OR BY FAX, TRANSMIT A COPY OF THE COMPLETE LIST OF VENDORS OR EXHIBITORS WHO SOLD OR EXHIBITED FIREARMS IN THE SHOW TO THE LAW ENFORCEMENT AUTHORITIES TO WHICH THE 30-DAY NOTICE WAS REQUIRED. THE VENDOR OR EXHIBITOR LIST SHALL CONTAIN THE FULL NAME AND RESIDENCE ADDRESS AND THE BUSINESS NAME AND ADDRESS, IF ANY, OF THE VENDORS OR EXHIBITORS. FORWARD THE COMPLETED FORM TO THE DEPARTMENT OF STATE POLICE, FIREARMS TRANSACTION CENTER, POST OFFICE BOX 85608, RICHMOND, VIRGINIA 23285-5608 OR EMAIL [FIREARMS@VSP.VIRGINIA.GOV](mailto:FIREARMS@VSP.VIRGINIA.GOV).