

IMPORTANT INSTRUCTIONS TO DEFENDANT

Pursuant to a court order, you must transfer any firearm(s) or concealed handgun permit to the Lafourche Parish Sheriff's Office (LPSO). If you do not possess firearms or a concealed handgun permit you are still required to complete a Declaration of Non-Possession. **FOLLOW THESE INSTRUCTIONS:**

DO NOT BRING FIREARMS INTO SHERIFF'S OFFICE BUILDINGS

1. Immediately contact LPSO to initiate the "Proof of Transfer/Declaration of Non-Possession," at (985) 532-2808. Inform the deputy that the court has ordered you to transfer your firearm(s) to the LPSO and that you are requesting an appointment and the assigned deputy will contact you. You must disclose the number of firearms involved in the transfer. Have your docket number available-this number is printed on your court order.
2. **IF YOU DO NOT** possess a firearm(s) or a concealed handgun permit, and you have not already done so in Court, you are ordered to report to the Administrative Office located at 200 Canal Blvd, Thibodaux, La. during normal business hours, Monday-Friday (8:00am-5:00pm) to execute your Declaration of Non-Possession. LPSO will provide this form to you. Be advised that you must have a copy of your court order and proof of identification.

AGAIN, DO NOT BRING YOUR FIREARMS WITH YOU INTO THE OFFICE.

3. Once you are contacted by a deputy to schedule your transfer you must be prepared to choose from the following transfer options:
 - a. Third party transfer (possible fee) -The receiving 3rd party must not reside in the same home with you and cannot be a prohibited possessor. The Third Party Transfer form is available on the LPSO website, www.lpsso.net.
 - b. Transfer to LPSO for safekeeping (no fee).
 - c. Legal sale or donation with written proof of transaction.(fee)
 - d. Storage at a LPSO approved facility (fee). A list of approved facilities is on the LPSO website, www.lpsso.net.

If a third party transfer option is chosen pursuant to state law, a Third Party Transfer and Acknowledgement form must be completed and provided to LPSO. This form notifies the third party of the relevant state and federal laws and consequences for noncompliance.

4. If you choose to transfer to LPSO, follow the procedures below:
 - a. Call Communications to arrange transfer (985) 532-2808. The Deputy will provide a location for the transfer.
 - b. If possible, arrive alone at the designated location. Firearm(s) are to be **UNLOADED** and locked inside your vehicle (trunk if possible).
 - c. Everyone must exit the vehicle with you, you must have your court order, proof of identification and keys.
 - d. You are to remain outside the vehicle, until otherwise informed by the Deputy.
 - e. Deputy will retrieve the firearm(s) from your vehicle.
 - f. **DO NOT RE-ENTER THE VEHICLE UNTIL TOLD TO DO SO.**
 - g. Upon completion of transfer you will receive a "Proof of Transfer" form and if required, a receipt from the Deputy. This form is required so that you can show proof to the court that you have complied with the transfer order.

If you possess a Concealed Carry Permit you must contact Louisiana State Police so that the permit can be suspended.

YOU are required to file the Proof of Transfer Form with the issuing clerk of court within **ten (10) days** of the transfer (exclusive of legal holidays only).

YOU ARE RESPONSIBLE FOR COMPLYING WITH THE CONDITIONS OF THE COURT ORDER IN 48 HOURS.