

## **Verifiers Network Bulletin - Winter 2006**

On behalf of the Verifiers Network of the Canada Firearms Centre (CAFC), we would like to personally thank you for your contribution during this past year. Verification of firearms would not be a success without the help of volunteers. Your contribution as a volunteer verifier is invaluable.

As well, many thanks to those of you who participated in this fall's work toward enhancing the Verifiers Network and the Firearms Verification Program. The enthusiastic participation in the discussion groups, held across the country in September 2005, was enlightening, yielding many good ideas, while also highlighting concerns that we need to address.

Further, you provided a tremendous response to the surveys we sent out in September. In fact, the response exceeded our expectations. We received over 1,100 responses and we are currently compiling the volumes of data you supplied. We appreciate the time and effort that went into completing these surveys.

Here is some of the data we have compiled so far:

Who provided responses? Experienced verifiers, as follows:

Less than 1 year – 9%  
1 year – 2 year – 6%  
2 years – 5 years – 29%  
More than 5 years – 56%

The respondents told us how much time per month they spend performing verification:

Less than 1 hour – 35%  
1 – 2 hours – 22%  
2 – 4 hours – 22%  
More than 4 hours – 21%

What did the respondents tell us about safety when performing verifications?

No safety concerns for themselves or others: 74%  
Firearms owners generally respectful of firearms handling procedures: 75%  
Firearms owners generally respectful of verifiers: 84%

Verifiers identified the following requirements for better verification:

Refresher training - 17%  
Different reference material - 15%  
More training – 15%  
Different tools – 14%  
More support from CAFC staff – 8%  
Different type of training – 2%

### **Charging for Verification**

We are reminding you that, as a volunteer verifier or business owner or employee, you cannot charge for verification services. If you perform verifications for the public, the owner of the firearm should be present for the verification. You should not keep unregistered firearms in your possession for later verification.

### **Misuse of a Verifier Number**

A verifier number is a number issued to an individual. This individual is the only person entitled to use that number. Under no circumstances should an individual use someone else's verifier number.

### **Form 804 – Reminder**

The form 804 or the 'Firearm Verification' form is not a mandatory form, but it may help you complete verification. To obtain this form, you can download it from our website ([www.cfc-cafc.gc.ca](http://www.cfc-cafc.gc.ca)) or call the Central Processing Site (CPS) at 1-800-731-4000. Once completed, the form must be returned to the owner of the firearm. You must not keep or copy this form once it is completed. The owner can keep it for his/her files or mail it to CPS; the address is on the form. Please do not send it to the Verifiers Network.

To ensure that the application is processed promptly, please **PRINT CLEARLY** and indicate whether your report pertains to the following:

- **Registration** (Business or Individual)
- **Transfer** (Business or Individual)
- **Transfer Reference No.**
- **Registration Certificate Amendment**

### **Firearms Reference Table (FRT)**

We are pleased to bring you the 3.4 version of the FRT. Full installation instructions are available inside the CD package. Any previous version of the FRT must be uninstalled before the new version is loaded on the computer. A user manual is included and may be accessed from within the program via Adobe Acrobat Reader. Once you open the FRT, go to the last icon on the right side of the menu bar, (the one that looks like an open book), and double click on it to have access to the user manual. Should you encounter any installation problems, do not hesitate to contact the **RCMP help desk at 1-800-461-7797**, after you choose the language, select **option 3** to get help.

#### **Quick Facts about the FRT 3.4:**

&The FRT contains over 25,770 records by various Make and Model designations, of which over 5,770 have associated image sets. When all the specifications of these records are factored in, such as calibre and barrel length, there are over 112,270 individual firearm records.

&The FRT is further enhanced by a glossary component containing additional firearm information and over 700 images. This feature includes: firearm definitions and terms; acronyms/manufacturer codes; current Canadian orders/legal authorities; company histories and firearm markings.

&**\*\* New Feature\*\***: A "Save To PDF" feature has been added to the FRT which provides the ability to save a firearm record or glossary record in .PDF format for use in another document or e-mail attachment.

&Thousands of new and updated firearm records and images are available in every new version of the FRT. The program continues evolving, as new firearms are developed/marketed and when new or updated information becomes available for existing records.

#### **Verification Procedures:**

- 1) When verifying a firearm you must examine the firearm to ensure that the information recorded on the Registration Application is accurate, then compare this information with the data recorded in the FRT in order to complete the verification. The FRT is divided into two main components; the **Parent** entry that lists information regarding the make, model, type and action, and the **Child** entry that lists information regarding the caliber, barrel length and number of shots. If you have any questions about finding the **Child** entry, please refer to the User Manual of the FRT.
- 2) Once completed, make sure that the Firearms Reference Number (the number you get from the FRT) **and the sequences are indicated on the document**. For example: 53379-1. (Do not omit the "-1"; it is the child part of the number). This assists the Canada Firearms Centre in accelerating the processing of applications, changes and importation requests.
- 3) Enter your verifier number as follows: 4 capital letters followed with a dash and a sequence of numbers. For example: ABIN-700
- 4) You are not required to disassemble the firearm during the examination. If the firearm requires disassembly, it is the owner's responsibility to disassemble it. Before handling any firearms, make sure to PROVE it safe.**
- 5) If you are unable to locate the firearm on the FRT, you can call a firearms technical advisor at 1-800-731-4000 ext. 1060. They will help you and they will determine whether the firearm is on the FRT. If the firearm is not on the FRT, they will advise you of the procedures but please remember the following:

### Creating a new entry:

- Before creating a new entry, the firearms technical advisor must perform a thorough search of the database to ensure that the subject firearm does not already exist.
- New FRT records must be created only when enough information has been collected and referenced to support the record entirely.
- **The firearms technical advisor cannot create a new entry only based on information provided via telephone or e-mail**
- At least one, preferably two or even three good references are required to create a new entry.
- The Canadian Firearms Registry library is composed of hundreds of specialized books, firearms related periodicals and manufacturers catalogs that are collected at various trade shows around the world. Internet information is also a good source of reference.
- The technical advisor will first start to research the CFR library to find references to substantiate the new entry.
- If no reference is found throughout the library, contact with the manufacturer may be necessary to confirm firearm information. This may slow down the process, as a firearm manufacturer's technical staff may not always be readily accessible.
- Good and clear images of the subject firearms, including close up view of all markings, can also be considered a reference. **At times, the technical advisor may ask a verifier to submit photos of the firearms.**
- Once sufficient references have been collected, the new record is ready to be created. When available, pertinent information about the subject firearms must be reflected within various note fields.
- When completed, the new record is then sent to the Quality Control Unit for review and final approval. This process may take from few hours to several days depending on the complexity of the record.

### More about the Firearm Analysts and the FRT procedures

The procedures to create a new entry in the FRT are necessary in order to ensure the information contained in the database is accurate.

The Firearms Technical Advisors of the Canadian Firearms Registry are bound by strict guidelines when creating new FRT entries; sometimes the creation of a new entry will be delayed because of incomplete or missing information.

The Firearms Technical Advisors of the Canadian Firearms Registry are committed to providing a quality service to our clients and partners as well as products of the highest quality for inclusion in the Firearms Reference Table.

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## HOW TO CONTACT US

### **ADDRESS:**

Canada Firearms Centre  
Verifiers Network, Ottawa, ON, K1A-1M6  
***verifiersnetwork@cfc-cafc.gc.ca***

### **OUR E-MAIL ADDRESS**

Verifiers Network:

1-800-731-4000 ext. 1052 - leave a message and we will return your call - fax 613-941-1991

Firearms Technical Advisors:

1-800-731-4000 ext. 1060

**Hours for the Technical Advisors are Monday-Friday from 7am to 6pm and Saturday from 10am to 6pm (Eastern time)**