

# Private firearm sale checklist

Prepare a personal record before completing a transfer. Free to print; no email, account or online submission.

This checklist is a recordkeeping aid. It does not establish eligibility, ownership, approval or compliance, and does not replace required dealer processing or official records.

## Before the transfer

- [ ] Check the current laws for the seller, buyer, firearm and transfer location. Determine whether dealer processing, a background check, a permit, waiting period or other steps apply.
- [ ] Use the applicable FFL or official process where required. Do not treat this checklist or a signed receipt as permission to transfer.
- [ ] Agree on the firearm, included accessories, disclosed condition, price, payment and delivery arrangements.

## Identify the firearm and record the transaction

- [ ] Record manufacturer, model, type, caliber/gauge and the actual serial number or identifying markings.
- [ ] Record buyer and seller names, transaction date/location, agreed amount and whether payment and delivery actually occurred.
- [ ] List included accessories and disclosed condition. Keep any dealer or other required record references separately.

## Keep useful, private records

- [ ] Give each party a copy of the completed receipt. Keep the original supporting documents and any required records.
- [ ] Keep any buyer ID image separate from firearm photos. Retain only information appropriate to your situation; the receipt does not request a license number or birth date.
- [ ] Update the item to Sold in your inventory and retain sale history separately from currently owned items. Back up private records appropriately.

## Primary-source starting point

ATF: What recordkeeping procedures should be followed when two unlicensed individuals want to engage in a firearms transaction? State and local rules may impose additional requirements.

ATF Firearms Questions and Answers - Unlicensed Persons

Consult the relevant state or local authority for current requirements. This resource covers ordinary personal recordkeeping; it is not an NFA transfer form or a universal legal agreement.

# Private sale transaction receipt

Complete only after checking applicable transfer requirements. Keep a copy for each party. This records the facts entered by the parties; it does not determine whether the transfer is lawful.

## Transaction

Date / location

Seller name / city / state

Buyer name / city / state

Optional contact details

## Firearm and agreed terms

Manufacturer / model / type

Caliber or gauge / markings

Serial number

Included accessories

Disclosed condition / notes

Agreed price / payment method

Amount received / date

Payment: ☐ Received ☐ Not received ☐ Pending

Delivery: ☐ Completed ☐ Pending Actual transfer date: \_\_\_\_\_

Seller signature / date

Buyer signature / date

Sign only for facts you can confirm. Do not enter full driver license numbers or birth dates on this receipt. Keep private ID images and required official transfer records separately. No warranty, liability release or legal-validity guarantee is supplied.