

IMPORTANT INSTRUCTIONS TO DEFENDANT

Pursuant to a court order, you are prohibited from possessing firearm(s) for the rest of your life. You must transfer any firearm(s) you possess to either a qualifying 3rd Party, sell the firearms, or transfer the firearm to the Terrebonne Parish Sheriff's Office (TPSO) for safe keeping. If you possess any concealed handgun permit this permit is hereby suspended, you must follow up with Louisiana State Police. 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 TPSO to initiate the "*Proof of Transfer/Declaration of Non-Possession*," at (985) 876-2500 contact **Capt. Cher Pitre** or **Det. Michelle Blades** with Domestic Violence Division. Advise her that the court has ordered you to transfer your firearm(s) and that you are requesting an appointment and one of them 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 TPSO Headquarters located at 7856 Main St. Ste. 121, Houma, La. during normal business hours, Monday-Friday (8:00am-4:00pm) to execute your **Declaration of Non-Possession**. TPSO will provide this form to you. Be advised that you must have your identification card with you.

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

3. Once you are contacted to schedule your transfer you must be prepared to choose from the following transfer options:
 - a. Third party transfer (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 TPSO website, www.tpsso.net.
 - b. Transfer to TPSO for safekeeping (no fee).
 - c. Legal sale or donation with written proof of transaction.
4. 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 TPSO. This form notifies the third party of the relevant state and federal laws and consequences for noncompliance.
5. If you choose to transfer to TPSO, follow the procedures below:
 - a. Call (985) 876-2500 contact **Capt. Cher Pitre** or **Det. Michelle Blades**, they 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.
 - h. **YOU** are required to file the Proof of Transfer Form with the issuing clerk of court within 10 days of the transfer (exclusive of legal holidays only).
 - i. If you have a concealed handgun permit you must contact Louisiana State Police for the surrender.

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

Contact Capt. Cher Pitre or Det. Michelle Blades with the Domestic Violence Division

at 857-0266