



## **Brief Adjudicative Proceeding Request Information Sheet**

### **Firearms Certificate Program**

**To request a brief adjudicative proceeding use the WSCJTC Form #720 – BAP Request Form.**

You may submit a written statement explaining why you disagree with the proposed action. Please include any documents you believe support your position. All requests for adjudicative proceedings are pursuant to WAC 139-03-020.

(1) All applications requesting that the Commission conduct an adjudicative proceeding shall be made on a form provided by the commission for that purpose. The application must specify the issue to be brought before the commission, including:

- (a) The action for which review is requested, identified by date and description of action;
- (b) The direct and adverse effects of such action;
- (c) The corrective or remedial action or other relief sought;
- (d) The name and mailing address of the requesting party; and
- (e) A statement that the person signing the request for review has read it and that to the best of their knowledge or information and belief the contents thereof are true.

**Applications for adjudicative proceedings shall be made within 30 calendar days of:**

- (1) Service upon the applicant of the proposed Commission action giving rise to the application; or
- (2) Notice to the applicant from any source of action by the Commission or Commission staff which the applicant believes will adversely affect the applicant.

**What happens if I do not request a brief adjudicative proceeding, or I respond late?**

If we do not **receive** your request **within 30 days of the mailing date of the attached letter**, you lose the right to dispute the charges and proposed action. The proposed action will then go into effect on the 31st day after the mailing date of the attached letter, without further notice.

**Caution:** The day you **mail** a request is not the date we **receive** it.

**Where should I send my request for a brief adjudicative proceeding?**

You can submit your request personally or delivered by certified mail upon the Commission.

**Mailing address:**

WSCJTC  
 Firearms Certificate Program  
 19010 1<sup>st</sup> Ave S  
 Burien, WA 98148  
 Attn: Rachelle Wright, Program Manager

**What happens when I ask for a brief adjudicative proceeding?**

After we receive your request, we will send you a letter telling you when the proceeding is scheduled to begin. We will send this letter in the format you selected in the Notification Preference section on the form.

A presiding officer who has departmental experience, but who has not personally participated in any decision regarding this matter, will review the agency record. The agency record will include all the information we receive from you.

The presiding officer will prepare an Initial Order explaining:

- a) whether the record and the law support the proposed actions; and
- b) what will happen next, including your appeal rights.

We will send you a copy of the Initial Order in the format you selected in the Notification Preference section of the request form. You should receive this correspondence within two weeks of the proceeding.