



900 SW JACKSON ST., STE 201  
TOPEKA KS 66612-1235

**Jake LaTurner**  
KANSAS STATE TREASURER

PHONE: 785-296-3171  
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### **Holder (Bank) responsibilities:**

- Inventory safe deposit box contents
- Ensure that firearm is not loaded
- Holder or local law enforcement sign "Confirmation Form" (see below) certifying that firearm is not loaded
- Turnover any ammunition to local law enforcement or discard in a safe manner (list its disposition on the inventory but DO NOT mail with the firearm)
- Call or email to notify State Treasurer's Office that a firearm is being sent with box contents
- Send "Confirmation Form" along with inventory list, box contents including firearm (do not use The United State Postal Service for shipping firearms) to Treasurer's Office.

Please call Jessica Schleif at 785-291-3173 with any questions or email [jessica@treasurer.ks.gov](mailto:jessica@treasurer.ks.gov)

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Firearm Confirmation  
*Safety First*

The inspection of the firearm(s) should be completed by a firearms expert or local law enforcement.

Number of firearms enclosed: \_\_\_\_\_

Firearm(s) has been inspected by (name):

Confirmation (please initial):

Local firearms expert \_\_\_\_\_

Firearm(s) is not loaded \_\_\_\_\_

Or

Local law enforcement \_\_\_\_\_

Firearm(s) is not loaded \_\_\_\_\_

*DO NOT SHIP ANY AMMUNITION WITH FIREARM(S)*

Turn any ammunition over to your local law enforcement or discard in a safe manner.

Ammunition was in the safe deposit box with the firearm \_\_\_\_\_ (Yes or No)

Ammunition has been disposed of by:

Local firearms expert \_\_\_\_\_ (Yes, No or N/A)

Local law enforcement person \_\_\_\_\_ (Yes, No or N/A)

**Express Mail Only - - - Do Not send through the U.S. Post Office**

I certify with my signature that this firearm(s) is not loaded and is safe for shipping and handling.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Printed Name and Phone Number

\_\_\_\_\_  
Date

**Send this confirmation with Safe Deposit Box Contents.**  
**Email [jessica@treasurer.ks.gov](mailto:jessica@treasurer.ks.gov) upon shipment of a firearm.**