

City of Chicago / Department of Police  
Gun Registration Program  
3510 S. Michigan Avenue, Room 1027  
Chicago, Illinois 60653  
(312) 745-5164



Date: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Dear Applicant:

To complete the processing of your Firearm Registration application(s), the following information is required:

- FIREARM INFORMATION** Your application is missing information in one of the following fields: Model, Make/Manufacturer, Serial Number, or other firearm information. All firearms contain such information. If you are unable to locate the information on your firearm, please contact the manufacturer or a licensed firearms dealer for assistance.
  
- PHOTOGRAPHS** The Department requires two recent photographs of the applicant for each firearm registration form. The photographs should be equivalent to passport size, and must show the full face, head and shoulders of the applicant in a clear and distinguishing manner.
  
- ILLINOIS FIREARM OWNERS IDENTIFICATION (FOID) INFORMATION** You have failed to provide a current copy of your FOID card with your application. The FOID card must be valid. If your FOID card has expired, you must apply for a new FOID card with the Illinois State Police.
  
- SIGNATURE**  
Your application is missing your hand-written signature, which must be notarized by a Notary Public.
  
- DRIVER'S LICENSE / PROOF OF VISION**  
You have failed to provide a copy of a valid Driver's License. If you do not possess a valid Driver's License, you must submit a report from your optometrist or ophthalmologist providing proof of adequate vision (vision acuity of 20/40 with or without corrective lenses).
  
- MISCELLANEOUS**

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PLEASE COMPLY WITH THE ABOVE NOTED REQUIREMENTS WITHIN 10 DAYS. IF YOU HAVE ANY QUESTIONS, PLEASE CONTACT \_\_\_\_\_ OF THE GUN REGISTRATION PROGRAM. YOUR COOPERATION IS APPRECIATED IN EXPEDITING YOUR REGISTRATION.