

# Court Ordered Surrender of Weapons

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## Bainbridge Island Police Department

If you have been ordered by a Kitsap County Superior Court or Municipal Court to surrender any firearms, court identified dangerous weapon (specific), or concealed permit license (CPL) to the Bainbridge Island Police Department and must comply with the following procedures:

1. Any firearms, specific dangerous weapon, or concealed permit license will only be received by the Bainbridge Island Police Department Monday-Friday from 8am to 4pm at the Bainbridge Island Police Station, 625 Winslow Way East, Bainbridge Island, WA 98110. 206-842-5211.
2. You must call the station during business hours and make an appointment to deliver the items to be surrendered to the Bainbridge Island Police Department. Do not enter the station with any firearms or dangerous weapons. Firearms must be unloaded. Keep the items inside your vehicle and you will be accompanied by a Bainbridge Island Police Department Officer, who will provide instructions on how they will retrieve the items from your vehicle.
3. Do not bring any ammunition, accessories such as scopes, optics, specialty attachments, cases, or combustible/explosive material such as gun powder.
4. Do not call 911 to have the officer pick up the items from your home. BIPD Officers will not respond to a residence if the only purpose for the call is to request a pick up from the residence. If being served with the order from BIPD officers, you may turn your weapons over to them at their discretion at that time. Otherwise, follow the instructions above.
5. Do not bring any court ordered surrendered weapons to City Hall or the Bainbridge Island Court building. These locations will refuse to accept delivery of these items and will direct you to the instructions above.
6. You, or any third party surrendering items must bring a copy of the court's surrender order to the precinct, proof of surrender form, and government issued photo identification. Third parties may only assist with surrender if authorized in the court order and with the written permission of the owner by signature on the court surrender order.
7. You must provide an address and other contact information for future communication regarding surrendered items. It is your responsibility to keep this information up to date.
8. You, or your attorney must file with the Clerk of the Court the proof of surrender and receipt form, or declaration of non-surrender within five judicial days of the date of service upon you.
9. To obtain the release of any surrendered items you will need to obtain a separate court order directing BIPD to release the items to you or your agent, if eligible to receive them. Contact the BIPD at 206-842-5211 once this order is received.