

**Department of Buildings and General Services  
Office of the Commissioner**

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*Agency of Administration*

February 3, 2020

Dear Chief /Sheriff,

This letter is to advise you of the options available to your Department for disposing of firearms through the State.

Unlawful Firearms

The State has developed a process to facilitate the sale of “unlawful firearms” currently being stored by County and local law enforcement entities. “Unlawful firearms” means firearms in the possession of law enforcement agencies which were confiscated because of unlawful possession or because they were used in the commission of a felony. Once an unlawful firearm is no longer needed as evidence for or in a criminal prosecution or other judicial or administrative proceeding, it shall be delivered to the Commissioner of Buildings and General Services.

The law enforcement agency shall make a certification regarding firearms unlawful firearms to the Department of Buildings and General Services using the BGS Surplus Property Notification Form/Unlawful Firearms” (Form A) included with this letter.

The law enforcement agency shall make a certification regarding unlawful firearms to the Vermont Forensic Laboratory using the “Vermont Forensic Laboratory Review of Unlawful Firearm Form” (Form B) included with this letter.

Other Firearms

The State has developed a process to facilitate the sale of firearms, other than unlawful firearms, currently being stored by County and local law enforcement entities. Title 20 V.S.A. 2305 authorizes the Commissioner of Buildings and General Services to sell “abandoned firearms” to a federally licensed firearms dealer. However, “abandoned firearms” is defined in 20 V.S.A. 2302(4) to mean firearms **in the possession of the Department of Public Safety no longer needed as evidence and remain unclaimed for more than 18 months** from the date the firearms come into the possession of the Department.

Local law enforcement agencies may be storing firearms they have found or are holding for safekeeping or are otherwise not “unlawful firearms.” These firearms may be delivered to the Department of Buildings and General Services on behalf of the Department of Public Safety. After eighteen months, these firearms shall be sold as abandoned firearms by the Commissioner of Buildings and General Services to federally licensed firearms dealers in accordance with law.



The law enforcement agency shall make a certification regarding firearms other than unlawful firearms to the State using the Disposition of Firearms Other than Unlawful Firearms Form” (Form C) included with this letter.

Once the enclosed forms have been completed and submitted in accordance with this letter, you will be contacted by the Department of Buildings and General Services program to schedule a date, time and place for the firearms to be delivered to the Department of Buildings and General Services.

If you have any questions regarding the forms:

- Contact the Commissioner’s Office at the Department of Public Safety at (802) 244-8718 regarding the “Vermont Forensic Laboratory Review of Unlawful Firearm Form.”
- Contact Deb Ferrell, Executive Manager of Government Business Services for the Department of Buildings and General Services at (802) 828-1053 or email to [deb.ferrell@vermont.gov](mailto:deb.ferrell@vermont.gov) regarding the intake process and the Surplus Property forms.

Sincerely,



Christopher Cole  
Commissioner

Attachments:

Procedures and Governing Legislation

1. LEA Intake Procedures
2. Firearms Legislation

Forms

Form A – BGS Surplus Property Notification Form – Unlawful Firearms

Form B – VT Forensic Laboratory (VTFL) Disposition of Unlawful Firearms Submission Form –  
An individual form must be completed for each unlawful firearm.

Form C - BGS Surplus Property Notification Form – “Other” Firearms – Disposition of Firearms  
Other than Unlawful Firearms

Link to documents: <https://bgs.vermont.gov/content/firearm-procedures>