



900 SW Jackson, Suite 201  
Topeka, KS 66612-1235  
(785) 296-3171

[KansasCash.ks.gov](http://KansasCash.ks.gov)

UP Division 785-296-4165  
[UnclaimedProperty.ks.gov](http://UnclaimedProperty.ks.gov)

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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.

Contact the holder department at [ksholder@treasurer.ks.gov](mailto:ksholder@treasurer.ks.gov) or 785-291-3173 with questions.



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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  No

Ammunition has been disposed of by:

Local firearms expert :  Yes  No  N/A

Local law enforcement person:  Yes  No  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 \_\_\_\_\_ Phone Number \_\_\_\_\_

Date \_\_\_\_\_

**Send this confirmation with safe deposit box contents. Email [ksholder@treasurer.ks.gov](mailto:ksholder@treasurer.ks.gov) with notification of firearm shipment.**

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