

STATE OF WISCONSIN
PROPERTY TRANSACTION RECORD

INSTRUCTIONS: See Reverse Side

PLEASE PRINT (INK ONLY)

Seller's Name (Last, First, MI)				Sex	Race	Date of Birth	Height	Weight	Hair	Eyes
Street Address			City	State	ZIP	Driver's License # (Other ID - Specify)			State	

JEWELRY	<input type="checkbox"/> Men's	<input type="checkbox"/> WG <input type="checkbox"/> Silver	<input type="checkbox"/> Ring <input type="checkbox"/> Pendant <input type="checkbox"/> Chain	Kind/Size/Style of Stone Cut			No. of Stones
	<input type="checkbox"/> Ladies'	<input type="checkbox"/> YG <input type="checkbox"/> Other	<input type="checkbox"/> Charm <input type="checkbox"/> Bracelet <input type="checkbox"/> Other				
Jewelry Description: (Initials/Inscription)							
<input type="checkbox"/> Watch	Brand		<input type="checkbox"/> Wrist <input type="checkbox"/> Pendant <input type="checkbox"/> Pocket <input type="checkbox"/> Lapel				

OTHER ARTICLE	<input type="checkbox"/> Bicycles	<input type="checkbox"/> Audiovisual Equipment	<input type="checkbox"/> Fur Coats/Clothing	<input type="checkbox"/> Microwave Oven	<input type="checkbox"/> Office Equipment
	<input type="checkbox"/> China	<input type="checkbox"/> Computer Toys & Games	<input type="checkbox"/> Ammunition & Knives	<input type="checkbox"/> CD Player/Disc	<input type="checkbox"/> Silverware & Flatware
	<input type="checkbox"/> Crystal	<input type="checkbox"/> Electronic Equipment	<input type="checkbox"/> Small Electric Appliances	<input type="checkbox"/> Telephones	<input type="checkbox"/> Musical Instruments/Pianos
<input type="checkbox"/> Optical Media and Video/Audio Tapes or Discs <input type="checkbox"/> Computers/Printers/Software/Computer Supplies <input type="checkbox"/> Electronics					
<input type="checkbox"/> Other:					
Serial Number		Brand Name	Size	Color	Model
Detailed Description: (List any identifying marks.)					

FIREARM	<input type="checkbox"/> Derringer	<input type="checkbox"/> Pistol	<input type="checkbox"/> Revolver	<input type="checkbox"/> Rifle	<input type="checkbox"/> Shotgun	<input type="checkbox"/> Rifle/Shotgun Combination
	<input type="checkbox"/> Other					
	<input type="checkbox"/> Blank	<input type="checkbox"/> Bolt Action	<input type="checkbox"/> Carbine	<input type="checkbox"/> Percussion		
	<input type="checkbox"/> Flintlock	<input type="checkbox"/> Gas or Air	<input type="checkbox"/> Lever Action	<input type="checkbox"/> Double Barrel (Over & Under)	<input type="checkbox"/> Flare	
	<input type="checkbox"/> Pump Action	<input type="checkbox"/> Semi-Auto	<input type="checkbox"/> Single Shot	<input type="checkbox"/> Double Barrel (Side by Side)	<input type="checkbox"/> Other	
Manufacturer's Name		Importer	Model	Barrel Length	Color	
Other Identification		Calibre	Serial Number			

DECLARATION OF	OWNERSHIP (Must be completed by Seller, Wis. Stat. s. 134.71(8)(c)2)					
	1. Are you the sole owner of the firearm/article? <input type="checkbox"/> Yes <input type="checkbox"/> No					
	If "No", by whom? Name _____ Phone Number: _____					
	Address _____					
2. Was article/firearm found by you? <input type="checkbox"/> Yes <input type="checkbox"/> No						
Give details: _____						
3. If this transaction concerns a firearm complete the following: I certify that I am in compliance with state and federal laws regulating possession and transfer of a firearm:						
Signature: _____						

I certify under penalty of law and in accordance with Wis. Stat. § 134.71(8)(c)(1), that all statements on this form are true.					RIGHT INDEX FINGERPRINT IMPRESSION
Buyer's Signature _____		Seller's Signature _____			
Print Name _____		Print Name _____			
Business Name		Street Address/City /State/ZIP			
Transaction Type <input type="checkbox"/> Buy <input type="checkbox"/> Pawn		Business Transaction Number		Date	Time

INSTRUCTIONS FOR PROPERTY TRANSACTION RECORD

GENERAL:

Completion of this form is required for every transaction that occurs. Multiple transactions may be recorded on one form unless duplicate items are the subject of the transaction and then separate forms may be necessary. **This form must be retained by the dealer for not less than one year and made available to any law enforcement officer for inspection at any time during this period.** Additional forms may be obtained by contacting the County or Municipal Clerk.

BUSINESS AND SELLER IDENTIFICATION:

Enter the business name and specify if the item is being purchased or pawned. The business can specify its own number in the "business transaction number" block. Be sure to indicate the full name of the individual. Use M (Male) or F (Female). Authorized abbreviations for Race are: W (White), B (Black), I (American Indian or Alaskan Native), A (Asian or Pacific Islander), (H) Hispanic, or U (Unknown). The height should be entered as feet and inches (e.g., 6'4"), and the hair color using BRO (Brown), BLK (Black), BLN (Blonde), GRY (Gray), RED (Red), SDY (Sandy), WHI (White) and XXX (Other). Eye color abbreviations are: BLU (Blue), BRO (Brown), GRY (Gray), GRN (Green), HAZ (Hazel), PNK (Pink) or XXX (Other). Be sure to enter the complete address and if the identification produced is a driver's license number specify the state that issued the license.

JEWELRY TRANSACTION:

Check the appropriate block describing the jewelry item. If more than one kind of jewelry is involved, additional forms may be required. If the item involves a precious stone describe the kind and size of stone as well as the number of stones in the appropriate area. The "description" area should be used for recording any additional identifying information. If a watch is being sold or pawned, specify the brand and describe the watch in the jewelry description area.

OTHER ARTICLE TRANSACTION:

Check the box that best describes the article. Indicate the serial number, brand name and; if appropriate, the size, color and model of the article. The detailed description area should specify any unique characteristics of the item.

FIREARM TRANSACTION:

Check the box that best describes the weapon type and the action. If the type and action do not fit any of the categories provided, check "other" and describe the character of the weapon. Complete the remainder of the boxes to fully describe the weapon. The "other identification" box should be used to indicate any other characteristics of the weapon, e.g. brown walnut oversized grips, gold or silver inlaid scrollwork, etc.

DECLARATION OF OWNERSHIP:

The individual is required to complete this information and sign the form in the appropriate area. If the item is a weapon, the background certification information is mandatory. A right index fingerprint impression must be obtained. This can be accomplished by having the individual place his/her right index finger on a pre-inked pad and lightly rolling the finger from right to left on the pad. After the finger is inked repeat the rolling process in the appropriate block on the form.

MANDATORY HOLDING PERIODS:

Wisconsin Statute 134.71(8)(d) specifies the length of time items must be "held" by the dealer. Any secondhand article or jewelry purchased or received by a pawnbroker must be kept for not less than thirty (30) days; any article purchased or received by a secondhand article dealer shall be kept for not less than twenty-one (21) days; and any secondhand jewelry purchased or received by a secondhand jewelry dealer shall be kept for not less than twenty-one (21) days. During this holding period, the pawnbroker, secondhand article dealer or secondhand jewelry dealer shall permit any law enforcement officer to inspect the secondhand article or jewelry.

If a report is required to be submitted in an electric format, the second hand article or secondhand jewelry shall be kept on the premises or other place of safekeeping for not less than seven (7) days after the report is submitted. Within twenty-four (24) hours after a written request of a law enforcement officer during this period, the secondhand article or secondhand jewelry shall be made available for inspection

REPORT TO LAW ENFORCEMENT AGENCY

Within twenty-four (24) hours after purchasing or receiving a secondhand article or secondhand jewelry, the Property Transaction Record or the inventory shall be available for inspection by a law enforcement officer.