

# Application for a Firearm Certificate

You should use this form to apply for the grant, renewal or variation of a firearm certificate under Section 1 of the Firearms Act 1968

I am applying for (tick box which applies):

- the grant of a Firearm Certificate
- the renewal of a Firearm Certificate
- the variation of a Firearm Certificate

Please read the notes on the back of this form carefully before completing this application.

Write in **BLOCK CAPITALS** throughout except when signing.

If you wish to provide any information further to the questions below separately to this form, you must sign and date that information.

## Part A Personal details to be completed in all cases

1 Title (Mr, Mrs, Ms, Dr etc)

2 Surname

3 Forename(s)

4 If you have at any time used a name other than those quoted at 2 and 3 above, please give details – if not write NONE  
Other Surname  
(if a married woman, give surname before marriage)

5 Other forename(s)

6 Home address

Post Code  Home telephone number

7 Height  8 Date of birth (DD/MM/YY)

9 Place of birth

10 Nationality

11 Occupation

12 Business address

Post Code  Daytime telephone number

13 If you have lived at addresses other than that stated at 6 during the last five years enter them here

14 Have you been convicted of any offence (see notes to Part A)?  
On renewal or variation details need only be given of convictions since the existing certificate was issued  
no  yes  if yes give details

15a Do you suffer from any medical condition or disability including alcohol and drug related conditions?  
no  yes  if yes give details

15b Have you now, or have you ever had Epilepsy?  
no  yes  if yes give details

15c Have you ever attended your present or a previous General Practitioner (GP) for treatment of depression or any other kind of mental or nervous disorder?  
no  yes  if yes give details

16 Please give details of your current GP  
Name of GP

Address

I hereby give permission for the police to approach my GP to obtain factual details of my medical history.

Usual signature of applicant

Date

# Part B Details of firearms and ammunition

**17** Give details of firearms in your possession at the time of this application:

*If none write NONE here*

| Calibre | Type (including action) | Maker's name | Identification number |
|---------|-------------------------|--------------|-----------------------|
|         |                         |              |                       |
|         |                         |              |                       |
|         |                         |              |                       |
|         |                         |              |                       |
|         |                         |              |                       |
|         |                         |              |                       |
|         |                         |              |                       |
|         |                         |              |                       |
|         |                         |              |                       |
|         |                         |              |                       |

**18** Give details of ammunition in your possession at the time of this application:

*If none write NONE here*

| Calibre | Quantity | Calibre | Quantity | Calibre | Quantity | Calibre | Quantity |
|---------|----------|---------|----------|---------|----------|---------|----------|
|         |          |         |          |         |          |         |          |
|         |          |         |          |         |          |         |          |
|         |          |         |          |         |          |         |          |
|         |          |         |          |         |          |         |          |

**19** Give details of each firearm you wish to purchase, acquire or possess, the reasons for requiring each of them (details of shooting disciplines etc), and where you intend to use each of them (other than those in 17)

| Calibre | Type (eg rifle, muzzle-loading pistol etc) | Reason | Where do you intend to use it (giving name and phone number of occupier or club secretary as applicable)? |
|---------|--|--------|---|
|         |  |        |   |
|         |  |        |   |
|         |  |        |   |
|         |  |        |   |
|         |  |        |   |

**20** Maximum amount of ammunition you wish to have in your possession at any one time (including expanding ammunition and expanding missiles) Target shooting is no longer considered a *good reason* to possess expanding ammunition

| Calibre | Quantity | Calibre | Quantity |
|---------|----------|---------|----------|
|         |          |         |          |
|         |          |         |          |
|         |          |         |          |
|         |          |         |          |
|         |          |         |          |

**21** Maximum amount of ammunition to be purchased or acquired at any one time (including expanding ammunition and expanding missiles)

| Calibre | Quantity | Calibre | Quantity |
|---------|----------|---------|----------|
|         |          |         |          |
|         |          |         |          |
|         |          |         |          |
|         |          |         |          |
|         |          |         |          |

## Part C Storage of firearms and ammunition

- 22 Give address of the location at which the firearms and ammunition concerned are to be stored including details of any certificate holder sharing the storage facilities

- 22a If the guns are to be stored at the address given in question 6 tick this box

- 22b If the guns are to be stored in a British Standard gun cabinet

## Part D Firearm and/or Shot Gun Certificates

*In the case of an application for renewal or variation of a firearm certificate, details of the current certificate should be provided.*

- 23 If you hold a current firearm certificate, give details and go to 25a

Expiry date Issuing police force

|  |  |
|--|--|
|  |  |
|--|--|

- 24 If you have held a firearm certificate before, give details (if known)

Expiry date Issuing police force

|  |  |
|--|--|
|  |  |
|--|--|

- 25a If you hold a current shot gun certificate, give details

Expiry date Issuing police force

|  |  |
|--|--|
|  |  |
|--|--|

- 25b Do you wish to apply for a shot gun certificate which will expire at the same time as your firearm certificate (called a coterminous shot gun certificate)? See note 25b on page 4

no       yes       If yes complete a separate shot gun certificate application form.

- 25c If you have held a shot gun certificate before, give details (if known)

Expiry date Issuing police force

|  |  |
|--|--|
|  |  |
|--|--|

- 26 If you have at any time had an application for the grant or renewal of a firearm or shot gun certificate refused in writing or a certificate revoked or partially revoked, give details

## Part E Referees

*See Notes to Part E on page 4*

Please give the names and addresses of the two people who have agreed to be your referees:

Name of 1st referee

Address of 1st referee

Post Code

Phone number of 1st referee

Name of 2nd referee

Address of 2nd referee

Post Code

Phone number of 2nd referee

### Referees' declarations

**I declare that –**

- a to the best of my knowledge and belief the information given in answer to questions **1 to 16** on page 1 is true; and
- b the photographs enclosed with this application bear a current true likeness to the applicant, and that I have endorsed the back of one of the photographs to this effect together with the date on which the likeness was compared.

Name of 1st referee

Usual signature of 1st referee

Date

**I declare that –**

- a to the best of my knowledge and belief the information given in answer to questions **1 to 16** on page 1 is true; and
- b the photographs enclosed with this application bear a current true likeness to the applicant, and that I have endorsed the back of one of the photographs to this effect together with the date on which the likeness was compared.

Name of 2nd referee

Usual signature of 2nd referee

Date

# Part F Declaration

I/We declare that the statements made on this form are true.

I/We understand that I/we will be subject to a check of police records and that my details may be held on computer.

It is an offence for any person to knowingly or recklessly make a statement which is false in any material particular for the purpose of procuring either for himself or for another person the grant, renewal or variation of a firearm certificate.

The maximum penalty is six months imprisonment and/or a fine.

Usual signature of applicant

Date

Usual signature of parent or guardian  
(if the applicant is under 17 years of age)

Date

## General notes

You should use this form to apply for the **grant, renewal or variation of a firearm certificate**. It is - with certain statutory exceptions - an offence to possess, purchase or acquire any firearm or ammunition to which Section 1 of the Firearms Act 1968 applies without holding a firearm certificate. The certificate will show the firearms and ammunition which the holder may have in his or her possession, purchase or acquire. If you are applying to hold a weapon other than a rifle, muzzle loading pistol or shot gun with a large magazine, you should contact your local police firearms licensing department for advice.

### Section 1 of the 1968 Act applies to all firearms except:

- (i) a shot gun within the meaning of the Firearms Acts 1968 to 1997, that is to say a smooth-bore gun (not being an air weapon) which -
  - a has a barrel not less than 60.96 cm (24 inches) in length and does not have any barrel with a bore exceeding 5.08 cm (two inches) in diameter;

- b Either has no magazine or a non-detachable magazine incapable of holding more than two cartridges; and
- c is not a revolver gun;
- (ii) an air weapon, (that is a rifle, gun or pistol powered by air or compressed carbon dioxide not of a type declared by Rules made by the Secretary of State under section 53 of the 1968 Act to be specially dangerous);  
*and to all ammunition except:*
  - (i) cartridges containing five or more shot, none of which exceeds 9.14mm (.36 inch) diameter;
  - (ii) ammunition for an air weapon; and
  - (iii) blank cartridges not more than 2.54 cm (one inch) in diameter measured immediately in front of the rim or cannellure of the base of the cartridge.

A firearm certificate is granted subject to conditions. Some conditions are prescribed in law by the Firearms Rules 1998. The chief officer of police may add others. It is an offence to fail to comply with any condition shown on a firearm certificate.

### Note to Part A Question 14

You are not entitled to withhold information about any offence. This includes motoring offences, convictions in places outside Great Britain, and (by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975) convictions which are spent under the 1974 Act. Both a conditional discharge and an absolute discharge count as convictions for this purpose.

### Note to Part D Application for grant or renewal of a Firearm Certificate

Must be accompanied by four identical photographs of you. The photographs should show you in full face and without a hat and should be current true likeness. The size of the photographs should be 45mm x 35mm. They should be printed on normal thin photographic paper and be unmounted. One of the photographs should be signed in ink, on the back, with your usual signature. Each of the referees must endorse a further separate photograph, in ink, using the words **I CERTIFY THAT THIS IS A CURRENT TRUE LIKENESS OF (INSERT NAME)** and signing it with his usual signature and the date the likeness was compared. In the case of an application for both a firearm and a shot gun certificate each of the referees should endorse a separate photograph and two photographs must be signed by you.

### Note to Part D Renewal or variations only

A fee is payable in respect of a variation only when the number of firearms held by virtue of the certificate is increased. Unless otherwise advised by the police, you should post or take the completed form together with the fee and photographs to the police force headquarters. In case of an application for renewal or variation, the current certificate should be included with the application. An application for a variation which results from the disposal of one weapon and the need for authorisation to acquire a new weapon of the same type and calibre (a one-for-one variation) should be submitted direct to the police force headquarters.

### Note to Part D Question 25b Coterminous Shot Gun Certificate

If you simultaneously wish to apply for a Shot Gun Certificate and a Firearm Certificate you should fill in a shot gun certificate application form as well as this form. The so called *Coterminous Shot Gun Certificate* will expire on the same day as your Firearm Certificate. The fee payable for such a certificate may be less than the normal fee for the grant or renewal of a shot gun certificate if both of your application forms are dealt with at the same time.

### Note to Part E Referees

Under the Firearms Acts 1968 - 1997 if you apply for a firearm certificate you must provide the names and addresses of two people who have agreed to act as referees for your application. If this is a *new* application than both referees must have known you personally for at least two years. They must be resident in Great Britain and must not be a member of your immediate family. Registered firearms dealers, serving police officers or police employees cannot be accepted as referees, except as set out below. Referees must be of good character. References must be given freely and not on payment.

If your application is for the *renewal* of your firearm certificate for a firearm for target shooting then one of the referees must be an official of the approved club named on your firearm certificate. A registered firearms dealer may act as a referee in these circumstances. The other referee must not be a member of any target shooting club.

An application for a **variation** of a firearm certificate does not require referees.

**Two referees' forms are enclosed with this application form. You should complete the factual details in questions 1, 2 and 3 on the forms before passing them to the referees.**

### Fees

*This form must be accompanied by the appropriate fee.*

For official  
use only

Fee paid £

Signature

Receipt No.

Rank/No.

Date

Station



## Part C Reference

Please give your opinion as to the applicant's suitability to possess firearms, or on any other aspect of the application which might be relevant to enable the Chief Constable to decide whether to grant an application.

Please see the Notes of Guidance for the completion of this form overleaf. Continue on a separate sheet if necessary. Separate sheets must be signed and dated.

- 15 Personal history of the applicant.** Do you have any knowledge of any medical or emotional problems, alcohol, drugs or medication related abuse, or mental or physical disability suffered by the applicant? Please give details and say how you came by this information.

- 16 Domestic circumstances of applicant.** Do you have any knowledge of any significant difficulties the applicant has in relationships with his or her immediate family or anyone living with the applicant which may give cause for concern given that a firearm or ammunition may be available in the household? Please give details

- 17** What do you know of the applicant's experience with firearms?

- 18** What do you know of the applicant's attitude towards firearms?

### Declaration

I know of no reason why the applicant should not be permitted to possess a firearm.

Signature

Date

I declare that the statements made by me on this form are true.

I understand that it is a criminal offence knowingly or recklessly to make a false statement in order to procure a certificate.

I understand that I may be subject to a check of police records and that my details may be held on computer.

Signature

Date

### For Police use only

FAC No.

Grant / Renewal

PNC / SCR check

Date processed

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**Data Protection Act 1984**

Personal data supplied may be held or verified by computer.

# Reference Form

**Notes for guidance on completion of the reference Form**  
Please write in **BLOCK LETTERS** except when signing

## General

- 1 The Firearms Acts require an applicant for the grant or renewal of a firearm certificate to supply the names and addresses of two people who have agreed to act as referees. You have been nominated by the applicant as a referee in his or her application for the grant or renewal of their firearm certificate. **You are not guaranteeing their future good behaviour or conduct.**

## Acceptability

- 2 You must be resident in Great Britain. Members of the applicant's immediate family, registered firearms dealers, serving police officers and police employees may not act as referees except as set out below in Note 4. A referee should be of good character. A reference should be given freely and not on payment.

## Knowledge of the Applicant

- 3 Except in the case of a club official acting as a referee in accordance with Note 4 below, you should have known the applicant personally for at least two years. Please also state the capacity in which you have known the applicant: eg business or social, employer/employee.
- 4 If the application is made in respect of a renewal of a firearm certificate for a firearm for target shooting then one referee must be a club official of the approved club named on the applicants firearm certificate. Dealers may act as referees in these circumstances. The second referee must not be a member of any target shooting club. For the grant of a certificate it is not essential that one of the referees is a club official.
- 5 You must sign and date the declarations.
- 6 Section 27 of the Firearms Act 1968 (as amended by the 1997 Act) requires a chief officer to be satisfied that the applicant is fit to be entrusted with a firearm and is not prohibited by the Act from possessing a firearm. The chief officer must also be satisfied that the applicant can be permitted to have the firearm or ammunition in his possession without danger to the public safety or to the peace. In reaching his decision the chief officer will take into account whether there is any known history of alcohol, drug or medication abuse, violent or unsociable behaviour, or mental or psychiatric disorder. If you know of any matter or occurrence of which you think the chief officer should be aware then you should include it on the form. You should mention anything that gives rise to any concern you have about the applicants suitability to possess firearms.
- 7 You may be interviewed by the police to clarify any statement on the form.

## Confidentiality

- 8 When you have completed this form, you must return it direct to the police. It is not to be returned or shown to the applicant It will be treated with strict confidentiality.

However, if the application is refused, the form will have to be produced in court in the event of an appeal.

## Data Protection Act

- 9 You may be vetted against police records. Your personal details may be held on computer

## Returning the Form

- 10 **THE FORM SHOULD BE RETURNED DIRECT TO THE POLICE FIREARMS LICENCING DEPARTMENT (not returned to the applicant) as soon as possible and in any case no later than 28 days after receipt.**

Sussex Police Headquarters  
Malling House, Church Lane, Lewes, East Sussex, BN7 2DZ

## Part A Details of applicant

- 1 Applicant (name)

- 2 Address

- 3 Date of birth (DD/MM/YY)

- 4 Has applied for a firearm certificate in order to possess (insert type of firearm)

for the purpose of

## Part B Details of referee

- 5 Referee's (surname)

Referee's (forenames)

- 6 Address

- 7 Telephone (daytime)

Telephone (evenings)

- 8 Date of Birth

9 Place of Birth

- 10 Occupation

- 11 Your firearm/shot gun certificate/dealers registration number (if applicable) and issuing authority

- 12 How long have you known the applicant?  years

- 13 In what capacity do you know the applicant (eg employer/employee/club official)?

- 14 Are you an official of an approved target shooting club?  
no  yes  If yes what is the name of the

Home Department Approval No. What is your role in the club?

## Part C Reference

Please give your opinion as to the applicant's suitability to possess firearms, or on any other aspect of the application which might be relevant to enable the Chief Constable to decide whether to grant an application.

Please see the Notes of Guidance for the completion of this form overleaf. Continue on a separate sheet if necessary. Separate sheets must be signed and dated.

- 15 Personal history of the applicant.** Do you have any knowledge of any medical or emotional problems, alcohol, drugs or medication related abuse, or mental or physical disability suffered by the applicant? Please give details and say how you came by this information.

- 16 Domestic circumstances of applicant.** Do you have any knowledge of any significant difficulties the applicant has in relationships with his or her immediate family or anyone living with the applicant which may give cause for concern given that a firearm or ammunition may be available in the household? Please give details

- 17** What do you know of the applicant's experience with firearms?

- 18** What do you know of the applicant's attitude towards firearms?

### Declaration

I know of no reason why the applicant should not be permitted to possess a firearm.

Signature

Date

I declare that the statements made by me on this form are true.

I understand that it is a criminal offence knowingly or recklessly to make a false statement in order to procure a certificate.

I understand that I may be subject to a check of police records and that my details may be held on computer.

Signature

Date

### For Police use only

FAC No.

Grant / Renewal

PNC / SCR check

Date processed

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