



## Notification of Receiving Instruction

This form must be completed when a person intends to receive instruction in the use of general category handguns in accordance with an exemption under items 4 and 5A of Schedule 3 of the *Firearms Act 1996*.

- This notice is to be completed **prior to the instruction being provided**, and the **the person providing the instruction must give this notification to Licensing & Regulation Division (LRD) within 7 days of providing the instruction.**
- Complete in black or blue pen. Do not use correction fluid/tape. Draw a line through any mistakes and write the correct information alongside it.

### Part 1 - Personal Information of Person Receiving Instruction

Have you previously had a licence issued by LRD Yes  No  Previous Licence Number

#### Section A – Current Name

Family Name

First Given Name

Second Given Name

Gender:  Male  Female

Date of Birth:        
 (Day) (Month) (Year)

If you have officially changed your name at any time, please staple a list of your previous names to this form.

#### Section B – Residential Address

Property Name (if applicable)

Flat/Unit Number  / Street Number  / Lot Number

Street Name  Street Type (Rd, St, etc.)

Town/Suburb  State  Postcode

Is your postal address the same as your residential address? Yes  Go to **Section D**. No  Go to **Section C**.

#### Section C – Postal Address

**Cross** appropriate box **then** enter the number below

GPO Box  PO Box  Locked Bag  Private Bag  RSD  RMB  Street No.  Rural Road No.  Number

Street Name  Street Type (Rd, St, etc.)

Town/Suburb  State  Postcode

#### Section D – Contact details

Daytime Telephone Contact  OR

Email Address

### Part 2 – Identification Details

Please provide the document number and description of **two** forms of identification of the person receiving instruction. **At least** one form of identification must be a current government issued document (e.g. Driver Licence/Birth Certificate/Passport). The second form of identification can be any document that verifies the person's name (e.g. a credit card/student card). The name on both identification documents must match the name on the front of this form, or at least one identification document must include official evidence of a change of name (e.g. recent copy of a Full Birth Certificate or Marriage Certificate). The instructor must sight these documents and verify that the details are correct.

1.  Unique Identification Number of Document  Type of Document

2.  Unique Identification Number of Document  Type of Document

By providing Driver Licence information, I hereby authorise Victoria Police to obtain information from the Roads Corporation of Victoria (VicRoads) that relates to my identity.

**Part 3 – Declaration by Person Who is Receiving Instruction**

Are you currently, or have you in the last 5 years suffered or been treated for any of the following: psychiatric or psychological conditions (e.g. depression, stress or emotional problems); alcohol or drug dependence; neurological conditions (e.g. stroke or head injuries); serious impairment of eyesight; fits, dizziness or blackouts; or have any medical condition that could impact on your ability to use a handgun in a manner that is safe to yourself and others?

Yes  No

**If you have indicated 'yes' to the above question, you must not proceed to receive instruction in the use of general category handguns until you provide evidence from a treating medical practitioner of your fitness to complete the instruction and carry and use handguns that is acceptable to the instructor.**

Are you a 'prohibited person' as defined in section 3 of the *Firearms Act 1996*? (The definition of a 'prohibited person' can be found on the Victoria Police website at [www.police.vic.gov.au/firearms](http://www.police.vic.gov.au/firearms). You must ensure that you have read and understood it before completing this part).

Yes  No

**If you have indicated 'yes' to the above question, you must not proceed to receive instruction in the use of general category handguns.**

Please indicate for which occasion the instruction is being received (e.g. '3' for third 3<sup>rd</sup> occasion)

Adult (no more than 10 separate occasions)

1  2  3  4  5  6  7  8  9  10

Junior (no more than 3 separate occasions)

1  2  3

I declare that I am not a prohibited person, do not have any medical condition that would preclude me from receiving this instruction, that the particulars in this notification and any attachments are true and correct, and I make this declaration knowing that it is an offence against section 140A(1) of the *Firearms Act 1996* to provide false information (penalty 240 penalty units or 4 years imprisonment for each offence).

Signature

Date

 /  / 

**Privacy Statement:** The information collected in this application is being collected by Victoria Police. It will be used in accordance with the provisions of the *Firearms Act 1996*, *Private Security Act 2004*, *Control of Weapons Act 1990* and the *Privacy and Data Protection Act 2014*. Your information may be disclosed to employers, approved bodies and other statutory authorities for law enforcement purposes and the administration of justice. You can access your information by applying to the Victoria Police Freedom of Information Unit.

**Part 4 – Written Consent from Parent or Guardian of Junior Receiving Instruction**

**A junior (who is of or over 12 years of age and under 18 years of age) cannot receive instruction until this part is completed.**

This statement is made by a Parent or Guardian (cross relevant choice)  Parent  Guardian (legally appointed)

I,

(Print given names)

of

Telephone  (Home)  (Work)  (Mobile)

have given consent for

to receive instruction from

for the purpose of receiving instruction in the use of a general category handgun.

Parent/Guardian's Signature

Date  /  /

**Part 5 – Instruction Details (to be completed by Instructor)**

Name of approved club and shooting range where the instruction took place

Date of Instruction  /  /

Instructor's Name

Instructor's Firearm Licence Number       Expiry Date  /  /

**Part 6 – Declaration by Instructor**

I declare that I have sighted the required identification documents and verify that the particulars in this notification and any attachments are true and correct. I further declare that I have questioned this person as to whether or not they are a prohibited person under the *Firearms Act 1996* and to the number of occasions on which they have received instructions. Based on the answers received in response to these questions, and on available facts, I believe that the person is a non-prohibited person and is eligible to receive instruction. I make this declaration knowing that it is an offence against section 54(5) of the *Firearms Act 1996* to provide false information in this notification (penalty 120 penalty units or 2 years imprisonment).

Instructor's Signature

Date  /  /

The Instructor must give this notification and any attachments to Victoria Police's Licensing Services Division within 7 days of the instruction occurring.