



VICTORIA POLICE

Victorian Junior Firearm Licence Application

Part 1 - Type of Application (All applicants must complete this part)

This is an application for..... (Cross the relevant box(es) below)

	Licence Type	Duration
<input type="checkbox"/>	Junior Licence Supervised Longarms (Category A and B)	(3 Years*)
<input type="checkbox"/>	Junior Licence Supervised Longarms (Category C – Shotgun)**	(3 Years*)
<input type="checkbox"/>	Junior Licence Supervised Handgun (Target Shooting)**	(3 Years*)

* **Note:** Duration of the licence is for 3 years, or until 18th birthday, whichever comes first.

** Must be a member of approved club

Part 2 - Personal Information (All applicants must complete this part)

Current Name

Family Name											
First Given Name											
Second Given Name						Sex:	<input type="checkbox"/> Male	<input type="checkbox"/> Female			
Third Given Name						Date of Birth:					

Previous Name(s)

Have you ever changed your name in an official capacity? Yes No If "yes" staple a certified copy of your change of name certificate to the back of this application. Refer to Part 2 in the Instruction pages.

Have you ever been known by another name (not including official name changes)? Yes No If "yes" please attach a list of names you have been known by to the back of this application.

Residential Address

Property name (if applicable)

Flat / Lot etc...	Street Number	Lot Number							*Please Note: If you reside interstate, you will only be eligible for a Victorian licence if your licence is for a work purpose in Victoria.	
									Street Type (RD, ST, AVE, etc)	
Street Name										
							State	Postcode		
Town / Suburb										

Postal Address (only complete this section if you want your licence forwarded to an address different to your residential address)

<input type="checkbox"/> GPO Box	<input type="checkbox"/> PO Box	<input type="checkbox"/> Locked Bag	<input type="checkbox"/> Private Bag	<input type="checkbox"/> RSD	<input type="checkbox"/> RMB	Box/Bag/Street Number			
Street Name								Street Type (RD, ST, AVE, etc)	
						State	Postcode		
Town / Suburb									



Attach Medical Report here if applicable

Part 2 - Personal Information (continued) (All applicants must complete this part)

Contact details (All applicants must complete, if applicable)

Telephone

Home telephone number grid

(Home)

Mobile telephone number grid

(Mobile)

Work - Optional telephone number grid

(Work - Optional)

Victorian Learner's Permit Number

Victorian Learner's Permit Number grid 1

Victorian Learner's Permit Number grid 2

Victorian Learner's Permit Number grid 3

E-mail Address (indicate exact case)

E-mail address grid

Part 3 - Medical History (All applicants must complete this part)

Do you currently have any medical or psychiatric conditions or impairments that may directly impact your ability to hold a licence or approval for the reasons or activities being applied for or renewed?

Yes checkbox

No checkbox

In the past 5 years have you been treated for:

Mental health conditions including, but not limited to, depression or stress?

Yes checkbox

No checkbox

Alcohol or drug related problems?

Yes checkbox

No checkbox

A physical disability or any other medical condition (e.g. neurological, stroke or brain injury) which could impact your ability to hold a licence, registration or approval?

Yes checkbox

No checkbox

If you answered 'Yes' to any of the above questions you must obtain a medical report. The medical report must:

- Be legible and written on the letterhead of the relevant registered medical practitioner who is, or has been, treating you or is familiar with your conditions;
Outline the medical conditions for which you are being, or have been, treated;
State whether your current or past medical conditions may prevent you from being a fit and proper person to hold a licence or approval for the reasons or activities being applied for or renewed; and
Be signed and dated by the relevant registered medical practitioner. Please note that the medical report must be current.

Part 4 - Previous History (All applicants must complete the first three sections for this part)

Section 1: Offences

Have you ever been found guilty (with or without conviction) of any offence in Australia or Overseas?

Yes checkbox

No checkbox

If you answered "yes", which State and Country?

State

State grid

Country

Country grid

Do you have any charges pending for any offence in Australia or Overseas?

Yes checkbox

No checkbox

If you answered "yes", which State and Country?

State

State grid

Country

Country grid

Section 2: Licence Refusal/Cancellations

Have you ever been refused a licence or permit for a firearm?

Yes checkbox

No checkbox

If "yes" indicate the year

Year grid

Have you ever had a licence or permit for a firearm cancelled?

Yes checkbox

No checkbox

If "yes" indicate the year

Year grid

Section 3: Final Intervention Order

Have you ever been subject to an Intervention Order?

Yes checkbox

No checkbox

If you answered "no" go to Part 5

If you answered "yes", have you applied successfully to a Court to be deemed not to be a prohibited person (this is not necessary if you have only been subject to an Interim Intervention Order)?

Yes checkbox

No checkbox

Section 4: Application to be deemed not to be a Prohibited Person

If you have made an application to be deemed not to be a Prohibited Person in either Section 1 or 3, indicate the court and date of your application.

Court

Court name grid

Date

Date grid



Attach: 100 points of certified identification

(unless you hold a current Victorian Firearm Licence)

Attach Safety Course Certificate here (if applicable)

(All new applicants must attend the appropriate safety course)

Part 5 - Firearms Safety Course (All new applicants must attend a Firearms Safety Course)

Have you attended the appropriate safety course?

Yes No

See instruction pages Part 5 to determine if you are required to attend a firearms safety course.

Part 6 - Identification Reference

Have you previously held an Interstate Firearms Licence?

Yes No

If you answered "yes", please indicate: State

Licence Number

Do you currently hold a valid Victorian Junior Firearm Licence?

Yes No

Have you previously held a Victorian Junior Firearm Licence or CCP Weapons approval, within the past 12 months?

Yes No

If you answer "yes" please indicate the licence number:

You do not have to provide any further information for Part 6 – Go to Part 7.

If you answer "no" you must provide 100 points of Certified (Signed by the Referee) Identification Documents, being one form of primary identification. (See Instruction Pages Part 6) and arrange for the below Declaration by Referee to be completed.

Declaration by Referee and Signature by Applicant

I, the Referee, declare that I have known (insert full name of applicant)

by that name for a period of (years) and (months) and vouch for his/her identity.

Applicant to sign in the presence of an Acceptable Referee and indicate the type of Identification Documents being provided.

Applicant's signature

Date

Identification Documents

I am providing the following

Certified Identification Documents

(insert document description(s) from instruction pages)

Declaration by Referee and Signature by Applicant (continued)

I, the Referee, also certify that the above details are true and correct, the applicant's signature above was completed in my presence, and the Identification Documents I have signed are a true copy of the original. I am aware that it is an offence under the *Firearms Act 1996* to knowingly or recklessly make a statement in support of the application of another person under this Act which is false or misleading in any material particular (maximum penalty 240 penalty units or 4 years imprisonment).

Acceptable Referee's Signature

Date

Referee's Personal Details

Family name

Given name/s

Address

Type of authority

(insert your Authority - see Instruction Pages)

Telephone:

 (Home) (Business) (Mobile)

Certified copies (Signed by the Referee) of your Identification documents must be attached to this application.



Attach Copy of a Club Membership Card

(Category C applicants only)

Part 7 - Evidence (Club Membership Details)

1. All Category C and Handgun (target shooting) Applicants to Complete:

<input type="text"/>	<input type="text"/>	<input type="text" value="/"/>	<input type="text" value="/"/>	<input type="text"/>	<input type="text" value="/"/>	<input type="text" value="/"/>
(Name of Principal Club/Organisation)	(Branch)	(Date Joined)		(Membership Number)	Expiry Date	

AND
Copy of current membership card.

2. Club Endorsement (Only Handgun Target Shooting Applicants to complete)

(Handgun target shooting applicants only: If you **have not** been a member of an Approved Handgun Target Club in Victoria for at least 6 months **and** you hold a current handgun target shooting licence from interstate, staple a copy of your interstate licence to the back of this application.)

Have your principal club or organisation complete a statement of endorsement, as below.

I, _____, nominated officer of the above club, endorse this application, being satisfied that the applicant has completed a handgun safety course; has a sound knowledge of firearms and related laws; and has participated in at least 5 approved handgun shooting matches.

_____ Signature _____ Date

AND

Provide membership details of any other handgun clubs that you are a member of (other than your nominated principal club). Write "N/A" if you are not a member of any other clubs. If you are a member of more than three clubs, please staple a list to the back of this application and write "See Attached" in the box below.

Part 8 - Junior Verification of Suitability - Statement by Parent or Guardian

This statement is made by a Parent or a Guardian (cross one)

Parent

Guardian

I, (print family name)

(given names)

of (residential address)

Telephone:

(Home)

(Business)

(Mobile)

have no objection to the applicant named in this application holding a Junior Firearms Licence.

Parent/Guardian to sign

Date

Part 9 - Acknowledgement (The applicant must complete this part, not the Parent/Guardian)

I acknowledge that the particulars in this application and any attachments are true and correct and I make this acknowledgment knowing that it is an offence against section 140A(1) of the *Firearms Act* 1996 to wilfully supply details that are false or misleading (maximum penalty 240 penalty units or 4 years imprisonment).

Signature

Date

 /

Privacy Statement: The personal and health information requested is being collected and used by Victoria Police for the purposes of assessment of an application for a licence, registration, permit or approval. It will be used in accordance with relevant legislation, including the *Firearms Act* 1996, *Private Security Act* 2004, *Control of Weapons Act* 1990, *Health Records Act* 2001 and the *Privacy and Data Protection Act* 2014. The information may be disclosed to employers, approved bodies and other statutory authorities for the purposes of law enforcement and the administration of justice. To gain access to personal and health information held by Victoria Police, you must apply in writing to the Freedom of Information Division of Victoria Police, at www.police.vic.gov.au.

IMPORTANT CHECKLIST

Before you mail this application to Licensing & Regulation Division **MAKE SURE THAT YOU:**

- READ** all the explanatory notes.
- Answer **ALL** the questions that apply to you.
- If applicable, **PROVIDE** a copy of the safety course certificate (Part 5).
- If applicable, **PROVIDE** a certified copy of your Identification document(s) and make sure that your referee has signed Part 6.
- Include **ALL** Documentary Evidence for your licence application (Part 7).
- Have a Parent/Guardian complete the Verification of Suitability (Part 8).
- Attach **ALL** supporting documentation.
- Complete Part 9 - Acknowledgement - Sign and date the application.

Post your application to: Licensing & Regulation Division, GPO Box 2807, MELBOURNE, VIC 3001.

If you do not complete all the above steps, this may **DELAY** the processing of your application.

If you need information on any aspect of this application form, please contact Licensing & Regulation Division on 1300 651 645.

Please Note: The *Firearms Act* 1996 states that any changes to your address or information detailed on your licence must be notified **in writing** to Licensing & Regulation Division **within 14 days** after the change occurs (maximum penalty 30 penalty units).

Instruction Pages for Junior Firearm Licence Application

Licence Categories: Supervised Longarms (Category A and B),
Supervised Longarms (Category C - Shotgun), Supervised Handgun (Target Shooting)

The information contained in your application is treated as Strictly Confidential

General - Instructions for the Completion of Your Junior Licence Application Form

How to use these instruction pages

This form is only to be used for New Junior Firearm Licence applicants and those wanting to renew their existing licence in advance of 8 weeks of their licence expiry.

There are **Nine Parts** in the firearms licence application form. **You may not have to complete all parts.** These instruction pages help you decide whether you have to fill out each part, and how to fill out the parts that apply to you.

- The form is to be completed in black or blue pen **only**.
- Attach copies of supporting documents securely to your Application and forward to Licensing & Regulation Division, GPO Box 2807 Melbourne 3001.
- Contact Licensing & Regulation Division on telephone number 1300 651 645 or e-mail us at: licensingregulation@police.vic.gov.au

Online Resources: www.police.vic.gov.au

Do not send: original identification documents; cash, cheques or money orders.

High quality copies of documents must be provided. If documents are not clear your application will be returned.

This includes:

- Passports in particular the photograph of holder
- Any other acceptable Identification Documents
- Membership cards of Shooting Clubs or Organisations

Under no circumstances should liquid paper be used on application forms or other documents

Entering Information

All dates must be entered in the format DD/MM/YY. For example:

1	4	0	6	0	7
---	---	---	---	---	---

Please print in capital letters and avoid contact with the edge of the box.

The boxes on the right are a **good example** of how to fill in the boxes.

Ensure the printed characters are all **very neat and do not cross or touch the lines of the boxes.**

A	B	C	D	E	F	G	H	I	J	K	L	M
N	O	P	Q	R	S	T	U	V	W	X	Y	Z

The example on the right has been filled in incorrectly. Printing touches or crosses the lines of the boxes. Printing like this will result in application processing delays.

	L			
B		U	E	

When you are asked to make a choice, select boxes like this: Yes No

Not like this: Yes No

Waiting Periods for Licences

New Firearms Licences cannot be issued until 28 days after Licensing & Regulation Division receives the application.

No waiting period applies for a licence renewal providing the application is submitted at least 21 days prior to the expiry of the old licence. The application will be processed as soon as possible.

Part 1 - Type of Application (All applicants must complete this Part)

A junior cannot own firearms, but can carry and use: Category A, B Longarms or C Longarms (shotgun) for Clay Target Shooting. The Licence Category you are applying for is dependent on the type of firearms that you propose to use.

How to Complete Part 1

Cross the boxes relating to the licence categories that you want.

If you are applying for a Junior Licence for the reason of Category C (shotgun) for Clay Target Shooting or Handgun for Target Shooting, provide the information and documents indicated. You must remain a member of the Clay Target Shooting or Target Shooting Club/Organisation to continue to hold this licence.

Part 2 - Personal Information (All applicants must complete this Part)

How to complete Part 2

Provide your current personal details in the boxes provided. Make sure to leave a space between words. Cross the appropriate box to indicate if you are male or female.

If you have ever changed your name, you must provide a **certified** copy of your name change certificate or full birth certificate that includes the schedule of any name changes or marriage certificate.

If applicable, you must provide your e-mail address, Victorian Learner's Permit number and contact telephone details to enable Licensing & Regulation Division to contact you if a problem is encountered in the processing of your application. When providing your e-mail address, make sure you indicate the exact case, punctuation marks and location of the '@' symbol.

Part 3 - Medical History (All applicants must complete this Part)

If you answer "yes" to any question, you must supply a medical report (visit the website: www.police.vic.gov.au/firearms for the Quick Guide 'Role of the Health Professional') regarding your suitability to hold a firearm licence stating that you are a fit and proper person to be in possession of firearms and/or a firearms licence and that you pose no threat to yourself or the community.

Part 4 - Previous History (All applicants must complete each section in this Part)

How to complete Part 4

Simply cross "yes" or "no" in response to each question, and supply the additional information requested, if it applies to you.

Offences "Charges Pending" means formally charged with an offence which is currently awaiting a court appearance. In relation to "Found Guilty", it does not matter how long ago you were found guilty or what penalty was imposed. If you answer "yes", indicate the State and/or Country.

Final Intervention Order If you have been subject to a final (not interim) Intervention Order, you are required to indicate the year you were subject to the order. You may also have a right to apply to a court to be deemed not to be a Prohibited Person. Indicate if you have done this. Attach the Certified Court Extract if you were subsequently deemed not to be a Prohibited Person.

Part 5 - Firearms Safety Course (All new applicants must complete this Part)

Junior Licence Applicants are required to complete a Firearm safety course if:

- This is a new Junior Firearm Licence Application (you have not previously held a Firearm licence in Victoria).
- You held a previous Junior Firearm Licence and it has been expired more than 12 months.
- If you have not completed the applicable Firearm safety course within the last 12 months.

The Firearm Safety Course Certificate must be submitted with your application. If you have any queries about Longarm Safety Courses, contact your local Divisional Firearms Officer. For a list of Divisional Firearms Officers visit www.police.vic.gov.au/firearms and select Victorian Firearm Safety Course under related links. For queries regarding a Handgun Safety Course, contact your local Approved Handgun Target Shooting Club.

Part 6 - Identification Reference

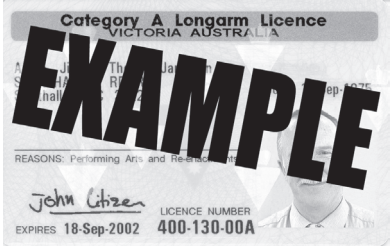
How to complete Part 6

To prove your identity you are required to provide 100 points of identification. This must be a certified copy of one of the Primary Identification documents listed below.

* Primary Identification (only one required)	Points
Full Birth Certificate (Change of name certificate if applicable)	100
Current passport	100
Passport which has not been cancelled and was current within preceding 2 years	100
Citizenship Certificates	100
Diplomatic documents and some documents issued to refugees	100
A written statement issued on behalf of the educational institution attended by the child on letterhead or a student card issued by the institution that bears the seal or stamp of the institution containing the following: <ol style="list-style-type: none">1. specifying the name of the child; and2. confirming that the child attends the institution; and3. signed by the principal, deputy principal, head teacher, deputy head teacher, enrolment officer, deputy enrolment officer, secretary, deputy secretary, chief administrator or deputy chief administrator of the educational institutional.	100

Note: Identification documents / photographs MUST be readable

This is an example of a identification document that has been certified:



I certify that the document presented for certification is a true copy of the original.

John Citzen 01/01/03
1/01/03
ACCOUNTANT
PH: 9111 1111

Identifying a Referee

You need to ask one of the persons from the following list to be your Referee. **The Referee must have known you for at least 12 months.**

The following people can act as referees for Part 6

The Referee **must** have known you for at least 12 months.

A member of <ul style="list-style-type: none"> the Chartered Accountants Australia, and New Zealand; or the Australian Society of Accountants, or the Institute of Public Accountants. 	A member of a municipal, city, town, district or shire council of a State or Territory.	An employee of a financial institution who is authorised by the financial institution to open accounts with the institution.
An agent of a financial institution who is authorised by the financial institution to open accounts with the institution.	A full time employee of <ul style="list-style-type: none"> a financial institution; or a corporation that is a registered corporation within the meaning of the <i>Financial Sector (Collection of Data) Act 2001</i>; who has been employed continuously for at least 5 years by one or more financial bodies.	An employee of a bank carrying on a business outside Australia <ul style="list-style-type: none"> that does not have an authority under Section 9 of the <i>Banking Act 1959</i>; and that is engaged in a transaction with a cash dealer; who is authorised by the bank to open accounts with the bank.
A full-time employee of a company carrying on insurance business who has been employed continuously for at least 5 years by one or more companies of that type.	A legal practitioner of a Federal, State or Territory Court.	A registrar, clerk, sheriff or bailiff of a Federal, State or Territory Court
An officer within the meaning of the <i>Defence Act 1903</i> .	An individual registered or licensed as <ul style="list-style-type: none"> a dentist, a medical practitioner, a pharmacist, or a veterinary surgeon, under a law of a State or Territory providing for that registration or licensing.	An individual who is employed and registered as a nurse under the law of a State or Territory providing for that registration.
A diplomatic or consular officer of an Australian Embassy, High Commission or Consulate, in Australia or overseas.	A holder of an office established by a law of the Commonwealth, a State or Territory in respect of which annual salary is payable.	A judge or master of a Federal, State or Territory Court.
A stipendiary magistrate of the Commonwealth or of a State or Territory.	A justice of the peace of a State or Territory.	A member of the Federal Parliament or a State Parliament.
A member of the Legislative Assembly of the Australian Capital Territory, the Northern Territory or Norfolk Island.	A minister of religion who is registered as a marriage celebrant.	A notary public.
A member of the Australian Federal Police, or of the police force of a State or Territory, who in the normal course of his or her duties, is in charge of a police station.	A member of the Australian Federal Police, or of the police of a State or Territory, of or above the rank of sergeant.	A manager of a post office.
An individual employed as an officer or employee by one or more of the following: <ul style="list-style-type: none"> the Commonwealth, a State or Territory; an authority of the Commonwealth, a State or Territory; or a local government body of a State or Territory; who has been so employed continuously for a period of at least 5 years, whether or not the individual was employed for part of that period as an officer and for part as an employee.	An individual employed as a full-time teacher or as a principal at one or more of the following educational institutions: <ul style="list-style-type: none"> a primary or secondary school forming part of the education system in a State or Territory; or an institution listed in section 4 or paragraphs 34(4)(b)-(j) (inclusive) of the <i>Higher Education Funding Act 1988</i>; who has been so employed continuously for a period of at least 5 years.	An individual who, in relation to an Aboriginal community <ul style="list-style-type: none"> is recognised by the members of the community to be a community elder; or if there is an elected Aboriginal council that represents the community – is an elected member of the council.
An individual who is an agent of a totalisator agency board if <ul style="list-style-type: none"> the individual conducts an agency of the totalisator agency board at particular premises; and the agency is not ancillary to any other business conducted at those premises. 	A Commissioner for oaths of a State or Territory.	An individual who is registered as a tax agent under part VIIA of the <i>Income Tax Assessment Act 1936</i> .
A member of the Chartered Institute of Company Secretaries in Australia Limited.	A member or fellow of the Association of Taxation and Management Accountants.	A member of the Institution of Engineers Australia, other than a member with the grade of student.
A fellow member of the National Tax and Accountants' Association Limited.		

You must ask the Acceptable Referee to

- sign the copy of the identification documents that you are providing in order to indicate that it is a true copy of the original as demonstrated on the previous page; and
- complete all required parts of the "Declaration by Referee" section in Part 6 of the application form as instructed on the form. Please note that this includes witnessing you (the applicant) signing the application in their presence.

Make sure you include the signed identification documents with your application by stapling them to the back of the application.

Part 7 - Evidence

If you are applying for a Junior Licence – General Category Handgun for Target Shooting or Category C (shotgun) for Clay Target Shooting, you must remain a member of the Target Shooting or Clay Target Shooting Club/Organisation to continue to hold this licence. Club membership provided **MUST BE CURRENT** at the time of receipt.

General Category Handgun Licence

Target Shooting

Please ensure that you are able to satisfy the requirements your club needs to attest to before asking for their endorsement, i.e. you must have completed a handgun safety course and have a sound knowledge of firearms and related laws.

You must -

- prove you are a member of a Handgun Target Shooting Club approved by the Chief Commissioner by providing the evidence specified;
- prove that you have been a member thereof for at least 6 months if you are not, at the time of the application, the holder of a handgun licence from another State or Territory; and
- have the application endorsed by a nominated officer of your approved Handgun Target Shooting club.

If you hold more than one membership to a Handgun Target Shooting Club, you must nominate one as your principal club and then list the others.

Category C (Shotgun)

- You must supply current details of your Clay Target Shooting membership including the name of the Clay Target Club/Organisation, Division, Date joined, Membership Number and the Expiry Date.
- You must also supply a copy of your current Clay Target Shooting membership card.

Part 8 - Junior Verification of Suitability (Statement by Parent or Guardian)

How to complete Part 8

Part 8 must be completed by a parent or guardian.

Part 9 - Acknowledgement

You (the applicant) must read, sign and date the Acknowledgement.