



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 General Category Handguns	(3 Years*)

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

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

Current Name

Family Name

First Given Name

Second Given Name

Sex:

☐

Male

☐

Female

Third Given Name

Date of Birth:

Previous Name

Have you changed your name?

☐

Yes

☐

No

If you cross "yes", you **MUST** supply a **certified** copy of your change of name certificate or full birth certificate that includes the schedule of any name changes or marriage certificate.

Residential Address

Property name (if applicable)

Flat / Lot etc...

Street Number

Lot Number

Street Name

Street Type
(RD, ST, AVE, etc)

Town / Suburb

State

Postcode

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

☐ GPO Box

☐ PO Box

☐ Locked Bag

☐ Private Bag

☐ RSD

☐ RMB

Box/Bag/Street Number

Street Name

Street Type
(RD, ST, AVE, etc)

Town / Suburb

State

Postcode



	/	/
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Attach: 140 points of certified identification documents

(unless you hold a current Victorian Firearms Licence)

Longarm or Handgun Safety Course Certificate

(All new applicants must attend the appropriate longarm or handgun safety course)

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

If required, have you attended the appropriate longarm or handgun 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

Have you previously held a Victorian Firearms Licence or CCP Weapons approval?

☐ 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 **140 points of Certified (Signed by the Referee) Identification Documents**, being one form of primary identification and one or more forms of secondary identification documents. *(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.

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 and General Category Handgun applicants)

Part 7 - Evidence (Membership Details for Clay Target Shooting - Shotguns and Handgun Target Shooting)

☐ 1. All Category C and General Category Handgun Applicants to Complete:

(Name of Principal Club/Organisation)

(Branch)

(Date Joined)

(Membership Number)

Expiry Date

AND

Copy of current membership card.

☐ 2. Handgun Target Shooting Applicants Only:

Principal club or organisation's statement of endorsement:

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

Signature _____ Date _____

Provide membership details of any other Approved Handgun Target Shooting Clubs you are a member of (other than your nominated principal club)

Part 8 - Supervisor Details (All applicants must complete this Part)

Supervisors Name:

Licence Number:

Expiry Date:

Part 9 - 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 (insert applicants name) receiving instruction from the supervisor stated in part 8.

Parent/Guardian to sign

Date

Part 10 - Statutory Declaration (All applicants must complete this Part)

I, (print given names)	<input style="width: 95%;" type="text"/>	(family name)	<input style="width: 95%;" type="text"/>
of (print address)	<input style="width: 95%;" type="text"/>		in the state of Victoria
declare that all the particulars in this document are true and correct. I make this declaration in the belief that persons making a false declaration commit an offence against section 140A of the <i>Firearms Act 1996</i> .			
Signature of applicant:	<input style="width: 95%;" type="text"/>	Date	<input style="width: 40px;" type="text"/> / <input style="width: 40px;" type="text"/> / <input style="width: 40px;" type="text"/>
Signature of Parent/Guardian:	<input style="width: 95%;" type="text"/>	Date	<input style="width: 40px;" type="text"/> / <input style="width: 40px;" type="text"/> / <input style="width: 40px;" type="text"/>
(Parent or Guardian signature required if the applicant is 12-14 years of age)			
Declared at	<input style="width: 95%;" type="text"/>	Date	<input style="width: 40px;" type="text"/> / <input style="width: 40px;" type="text"/> / <input style="width: 40px;" type="text"/>
Before me*	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	
	(Name)	(Signature)	
Authority Type	<input style="width: 95%;" type="text"/>		
Address	<input style="width: 95%;" type="text"/>		
See Instruction Pages (Part 6) for a list of persons who can sign the Statutory Declaration.			

IMPORTANT CHECKLIST

Before you mail this application to Licensing Services Branch **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 9).
- ☐ Attach **ALL** supporting documentation.
- ☐ Complete Part 10 - Statutory Declaration.

Send your application to: Licensing Services Branch, GPO Box 2807AA, 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 Services Branch 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 to Licensing Services Branch within 7 days.

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 Agents Act 1966*, *Control of Weapons Act 1990* and the *Information Privacy Act 2000*. Your information may be disclosed to employers, approved bodies and other statutory authorities by Victoria Police for the purpose of law enforcement and the administration of justice. Applicants may gain access to their information through application to the Victoria Police Freedom of Information Unit. Failure to provide information requested in this application may result in this application being denied or delayed.

Instruction Pages for Junior Firearm Licence Application

*Licence Categories: Supervised Longarms (Category A and B),
Supervised Longarms (Category C - Shotgun) & Supervised General Category Handgun*

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 **Ten 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 Services Branch, GPO Box 2807AA Melbourne 3001.
- Contact Licensing Services Branch on telephone number 1300 651 645 or e-mail us at: licensing services@police.vic.gov.au

Online Resources: <http://www.police.vic.gov.au>

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

Applicants must provide legible high quality copies of documents as these are imaged and recorded.

This includes:

- Passports in particular the photograph of holder
- Drivers Licences in particular the photograph of holder
- Any other acceptable Identification Documents in particular those with a photograph
- Credit cards
- Medicare cards
- Membership cards of Shooting Clubs or Organisations
- Gaming Licences

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

Failure to provide high quality documents will result in your application being returned for corrective action.

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.

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 Services Branch 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; General Category Handguns for Target Shooting; 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 box(es) relating to the licence category(s) that you want.

If you are applying for a Junior Licence for the reason of General Category Handgun Target Shooting or Category C (shotgun) for Clay 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 change of name 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 Driver's Licence number and contact telephone details to enable Licensing Services Branch 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 regarding your suitability to hold a firearms licence.

Note: This report must state 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.

Domestic Violence Intervention Order If you have been subject to a full (not interim) Intervention Order, you are required to indicate the year you were subject to the order. You 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 Junior Firearm licence).
- 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** Firearms Safety Courses, contact your Local Regional Firearms Officer. The telephone number can be found in the White Pages under "Police Victoria", or contact your local Police Station for details. For **Handgun** Firearm Safety Courses, contact your local Handgun Target Shooting Club.

Part 6 - Identification Reference

How to complete Part 6

If this is your first Firearms Application you must provide proof of your identification.

To prove your identity you are required to provide 140 points of identification. This must be a certified copy of one Primary identification document **and** certified copies of one or more Secondary identification document(s) equal to, or more than 140 points from the list below.

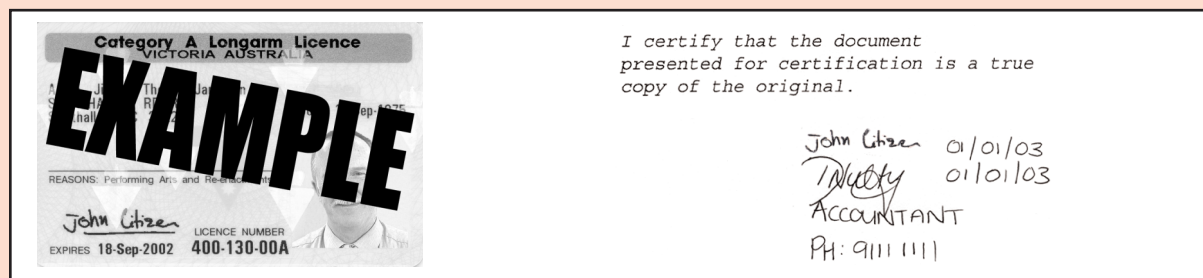
One of the identification document(s) must also include your current address.

* Primary Identification (only one allowed)		<i>Points</i>	* Secondary Identification continued		<i>Points</i>
Birth Certificate (Change of name certificate if applicable)		70	Mortgage Documents		35
Current passport		70	Land Titles Office		35
Passport which has not been cancelled and was current within preceding 2 years		70	Letter from Employer (within last 2 years) confirming name & address		35
Citizenship Certificates		70	Rates Notice		25
Diplomatic documents and some documents issued to refugees		70	Credit Card (only one from the same institution)		25
* Secondary Identification			Medicare Card		25
Public Service ID		40	Telephone Account		25
Any licence issued under law (ie. Driver licence)		40	Electoral Roll complied by Australian Electoral Office		25
Social Security Card		40	Letter from Acceptable Referee (see below - Acceptable Referee does not have to have known the person for 12 months or more)		25
Identification Card issued by a Tertiary education institution.		40	Records of a Public Utility ie. Gas, electricity, water, etc.		25
Authorised Deposit Taking institutions (customer of at least 12 months) ie. bank, building societies, credit unions, or registered corporations		40	Statement from a primary, secondary, or tertiary education institution that person attended in the last 10 years		25
			Records from a professional or trade association (club, school, union or trade/professional body)		25

Part 6 - Identification Reference (continued)

Note: Identification documents / photographs MUST be readable

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



Identifying a Referee

You need to ask one of the persons from the list below to be your Referee. **The Referee must not be related by birth or marriage and must have known you for at least 12 months.**

List of Acceptable Referees

These people may witness Part 6 only		These people may witness Part 6 and the Statutory Declaration (Part 10)	
<ul style="list-style-type: none"> International bank employees authorised by their institution to open accounts, where the international bank engages in a transaction with a cash dealer A full time employee of a financial institution, or of a corporation that is a registered corporation within the meaning of the Financial Corporation Act 1974; who has been employed continuously for at least 5 years by one or more financial bodies Bank, building society and credit union employees and agents authorised by their institution to open accounts. Members of the Aboriginal Community Council And recognised community elders of an Aboriginal Community Insurance company full-time employees who have been continuously employed for at least 5 years by such company 	<ul style="list-style-type: none"> Diplomatic or Consular officer of an Australian Embassy, High Commissioner or Consulate, either in Australia or overseas Commissioners for Oaths Teachers - full time, who have been teaching for more than 5 years at schools or tertiary institutions Holders of statutory offices for which an annual salary is payable Members of Fellow of the Association of Taxation and Management Accountants Nursing Sisters Postal Managers Stipendiary Magistrates TAB Agents Tax Agents Bailiffs 	<ul style="list-style-type: none"> A person who holds an office in the Public Service that are prescribed classifications for the purpose of Section 107A of the Evidence Act 1958. (a) Non-Executive employees (VPS-2, and above). (b) Executive (Level 1 and above) Ministers of Religion who are authorised Marriage celebrants Accountants (Members of the Institute of Chartered Accountants, the Australian Society of Accountants, or the National Institute of Accountants Registrars of Federal, State or Territory Courts Clerk to a barrister and solicitor of the Supreme Court Members of Federal or State Parliament Medical Practitioners Fellow of the Institute of Legal Executives (Victoria) 	<ul style="list-style-type: none"> Secretary of a master of the Supreme or County Court Associate to a Judge of the Supreme or County Court Public Notary Solicitors A member of the police force Pharmacists Senior officer of a Council Sheriffs Dentists A councillor of a Municipality Register of probates Barristers Justices of the Peace Secretary of a building society Principal in a teaching service Manager of a bank Veterinary Surgeons

You must ask the referee to:

- sign the copy of the identification document(s) which you are providing, in order to indicate that it is a true copy of the original.
- complete the "Declaration by Referee" section on the application form. *Note:* You must sign the application in the presence of the Referee. Don't forget to include the signed identification documents with your application form when you post it. Staple or clip documents to the form.

Part 7 - Evidence (Membership Details for Handgun Target Shooting and Clay Target Shooting - Shotgun)

If you are applying for a Junior Licence – General Category Handgun for Target Shooting or Category C (shotgun) for Clay Target Shooting, provide the information and documents indicated. 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.

Category C (Shotgun)

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

General Category Handgun

Target Shooting

- If you wish to use **Target Shooting** as a genuine reason for a licence you must comply with the following requirements:
 - (i) You must have been a financial member of an approved Handgun Target Club for at least 6 months. (Unless you are the holder of a licence in another State or Territory)
 - (ii) You must have your application endorsed by a nominated officer of your approved Handgun Target club.
 - (iii) You are also required to advise Licensing Services Branch of any other Handgun Target Shooting Club that you are a current member of.
 - (iv) You are required to advise Licensing Services Branch of your nominated principal Handgun Target Shooting Club if a member of more than one club.
 - (v) If you use one class of handgun, you must compete in at least 6 competitive approved handgun target shooting matches and at least 4 approved handgun target shooting matches or competitive approved handgun target shooting matches that take place on at least 10 separate days in a year.
 - (vi) If you use more than one class of handgun, you must compete in at least 4 competitive approved handgun target shooting matches for each class of handgun and at least 4 approved handgun target shooting matches or competitive approved handgun target shooting matches

Note: The holder of a Junior Firearms Licence for the reason of general category handgun target shooting must not participate in target shooting, other than for the purpose of preparing for and taking part in approved handgun target shooting matches.

Part 8 - Supervisors details (General Category Handgun applicants only must complete this Part)

How to complete Part 8

You must provide the details of one Firearm Licence holder who will provide the applicant with instruction in the use of a Firearm. These details must include their name, licence number and the expiry date of their licence.

Part 9 - Junior Verification of Suitability (Statement by Parent or Guardian)

How to complete Part 9

Part 9 must be completed by a parent or guardian.

Part 10 - Statutory Declaration (All applicants must complete this Part)

You must complete this part in the presence of a person authorised to witness a Statutory Declaration (see Part 6 above). The signature of a parent or guardian is required if the applicant is 12-14 years of age.