

Post your completed application to:
 Licensing & Regulation Division
 GPO Box 2807
 MELBOURNE 3001
 Phone: 1300 651 645
 Email: licensingregulation@police.vic.gov.au
 Web: www.police.vic.gov.au



VICTORIA POLICE

Victorian Firearm Licence Application Form

Licence Categories: C, D and E Longarms or Heirlooms Licence

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

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

Category		Duration	Category		Duration
<input type="checkbox"/>	Longarms Licence (Category C)	(3 Years)	<input type="checkbox"/>	Longarms Licence (Category E)	(3 Years)
<input type="checkbox"/>	Longarms Licence (Category D)	(3 Years)	<input type="checkbox"/>	Heirlooms Licence	(5 Years)

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

Current Name

Family Name

First Given Name

Second Given Name Gender: Male Female

Third Given Name Date of Birth: / /

Previous Name

Have you ever changed your name? Yes No

If you cross "yes" 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.

Residential Address

Property name (if applicable)

Flat / Unit Number / Street Number / Lot Number

Street Name

Street Type (RD, ST, AVE, etc)

Town / Suburb State Postcode

***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.

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

Street Name

Street Type (RD, ST, AVE, etc)

Town / Suburb State Postcode



Attach Medical Report here if applicable

Attach Longarms Safety Course certificate here
(All new applicants must attend a longarms safety course)

Part 4 - 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, registration or approval for the reasons or activities being applied for or renewed? Yes No

In the past 5 years have you been treated for:

Mental health conditions including, but not limited to, depression or stress? Yes No

Alcohol or drug related problems? Yes No

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 No

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

- Be eligible 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, registration 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 5 - Previous History (All applicants must complete the first three sections for this part)

Section 1: Offences

Have you ever been found guilty of, or do you have charges pending for, any offence in Australia or Overseas? Yes No

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

State

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Country

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Section 2: Licence Refusal / Cancellations

Have you ever been refused a licence or permit for a firearm? Yes No If "yes" indicate the year

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Have you ever had a licence or permit for a firearm cancelled? Yes No If "yes" indicate the year

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Section 3: Full or Final Intervention Order

Have you ever been subject to an Intervention Order? Yes No If you answered "no" go to Part 6

If you answered "yes", have you applied successfully to a court to be deemed not to be a Prohibited Person? Yes No

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

--	--	--	--	--	--	--	--	--	--

Date

		/			/						
--	--	---	--	--	---	--	--	--	--	--	--

Part 6 - Fingerprints (Category D and E longarms licence applicants must have a full set of fingerprints taken and provide a National Police Records Check Certificate with this application).

Have you had a full set of fingerprints taken and received your National Police Records Check Certificate? Yes No

Part 7 - Firearms Safety Course (All new applicants except those applying for a Heirlooms Licence must attend a longarms Safety Course)

If required, have you attended an appropriate longarm safety course? Yes No
See instructions pages Part 7.

Attach: 100 points A of certified identification documents here
(unless you hold a current Victorian Firearms,
Security or Weapons licence/approval)

Part 8 - Identification Reference

Have you previously held an Interstate Firearms Licence? Yes No

If you answered "yes", please indicate: State Licence Number

Do you hold a current Victorian Firearm Licence, Security Licence or CCP Weapon Approval? Yes No

If you answered "yes", please indicate the licence / approval number:

You do not have to provide any further information for Part 8 – Go to Part 9.

If you answer "no" you must provide **100 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 8**) 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)

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: either clay target shooting / primary production / professional hunting / heirloom and/or other official evidence here

Part 9 - Genuine Reasons

The *Firearms Act* 1996 requires you to have a genuine reason to obtain a Firearm Licence.

Cross the box(es) in the left column for the reason, or reasons, you are applying for, and **provide the documents listed in the right hand column** for each reason you tick

Genuine Reason (any one or more reasons)	Information and Documents you must provide
<input type="checkbox"/> 1. Clay Target Shooter (Category C only)	<div style="display: flex; justify-content: space-between;"> <div style="width: 30%; border: 1px solid black; height: 20px;"></div> <div style="width: 15%; border: 1px solid black; height: 20px;"></div> <div style="width: 15%; border: 1px solid black; text-align: center;">/ /</div> </div> <p align="center">(Name of clay target club or organisation) (Branch) (Date joined)</p> <p>Membership Number Expiry Date / /</p> <p align="center">AND</p> <p>Copy of <u>current</u> membership card or club endorsement</p> <p align="center">AND</p> <p>Evidence of physical disability and need – you must obtain a medical report from your treating doctor outlining your condition OR Evidence that you possessed a registered semi-automatic or pump action shotgun on 15 November 1996 for use in clay target shooting and on that date you were a member of a club affiliated to either the Australian Clay Target Association, Victorian Field and Game Incorporated or the Field and Game Federation of Australia Incorporated.</p>
<input type="checkbox"/> 2. Clay Target Shooter Possession on behalf of a Junior Licence Holder (Category C only)	<div style="display: flex; justify-content: space-between;"> <div style="width: 60%; border: 1px solid black; height: 20px;"></div> <div style="width: 35%; border: 1px solid black; height: 20px;"></div> </div> <p align="center">(Name of Junior's clay target club or organisation) (Junior's member number)</p> <p>Expiry Date / / AND Copy of junior's <u>current</u> membership card or club endorsement.</p> <p align="center">AND</p> <div style="display: flex; justify-content: space-between;"> <div style="width: 60%; border: 1px solid black; height: 20px;"></div> <div style="width: 35%; border: 1px solid black; height: 20px;"></div> </div> <p align="center">(Name of applicant's clay target club or organisation) (Applicant's member number)</p> <p>Expiry Date / / AND Copy of applicant's <u>current</u> membership card or club endorsement.</p>
<input type="checkbox"/> 3. Primary Production (Category C only) Indicate one of the following: <input type="checkbox"/> Owner; or <input type="checkbox"/> Lessee / Share Farmer; or <input type="checkbox"/> Manager; or <input type="checkbox"/> Employed full time <p>Refer to the instruction pages for further information and evidence for Primary Production.</p>	<p>1. Property Location </p> <p align="center">AND</p> <p>2. Property size (Hectares) </p> <p align="center">AND</p> <p>3. Total hours per week spent on primary production activities </p> <p align="center">AND</p> <p>4. Australian Business Number (ABN) </p> <p align="center">AND</p> <p>5. Type of Primary Production business conducted on property </p> <p align="center">AND</p> <p>6. Copy of a recent land rates notice (last 12 months)</p> <p align="center">OR</p> <p>7. If a Manager or employed full time: Provide written evidence from the Primary Producer of your employment, including his/her documents and information specified at (1 to 5) above.</p> <p align="center">AND</p> <div style="border: 1px solid black; padding: 5px; min-height: 100px;"> <p>State why possession of a Category C firearm is necessary, and explain why your genuine need cannot be met by a firearm of Category A or B or some other means:</p> <p>_____</p> <p>_____</p> </div>

Part 9 - Genuine Reasons (continued)

The *Firearms Act* 1996 requires you to have a genuine reason to obtain a Firearm Licence.

Cross the box(es) in the left column for the reason, or reasons, you are applying for, and **provide the documents listed in the right hand column** for each reason you tick

Genuine Reason (any one or more reasons)	Information and Documents you must provide
<input type="checkbox"/> 4. Professional Hunter Category: <input type="checkbox"/> C OR <input type="checkbox"/> D (Cross one box only)	Evidence that demonstrates that you are substantially dependent upon hunting as a source of income. <p style="text-align: center;">AND</p> Written evidence of contracts or formal engagements to hunt professionally. <p style="text-align: center;">AND</p>
<div style="border: 1px solid black; padding: 5px;"> <p>For Category C Applicants State why possession of a Category C firearm is necessary, and explain why your genuine need cannot be met by a firearm of Category A or B or some other means:</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>OR</p> <p>Category D applicants Provide a letter and describe the quarry you intend to hunt and explain why your genuine need cannot be met by a firearm of a category other than Category D:</p> <p>_____</p> <p>_____</p> <p>_____</p> </div>	
<input type="checkbox"/> 5. Official / Commercial / Prescribed purpose or for a purpose authorised by an Act or regulations. (Category C, D or E)	
<div style="border: 1px solid black; padding: 5px;"> <p>Provide sufficient information and documentation to support the genuine, official, commercial or prescribed need relating to your application: (If you are applying for more than ONE Category E Longarm, you must demonstrate a compelling reason why more than one such longarm is required.)</p> <p>_____</p> <p>_____</p> <p>_____</p> </div>	
<input type="checkbox"/> 6. Heirloom (Single Firearm or Matched Pair)	An explanation in writing of why you can not meet the requirements to obtain a licence under any other provision of Part 2 of the <i>Firearms Act</i> 1996; and Copy of Proof of Inheritance or Statutory Declaration <p>Note: You must provide Licensing & Regulation Division with a copy of Proof of Innocuity by a qualified gunsmith after the licence has been issued.</p>

Part 10 - Confirmation of Currently Owned Firearms

Do you currently own firearms?

Yes No

If you answer "no" go to part 11.

If you answered yes, you must specify **all** of the firearms you currently own (use the codes shown in Part 10 of the Instruction Pages to classify your firearms.)

If you have more than four firearms, please photocopy this page and attach it to your application.

Cross if copy attached.

Make	<input type="text"/>																				
Model	<input type="text"/>																				
Calibre 1	<input type="text"/>										Calibre 2	<input type="text"/>									
Calibre 3	<input type="text"/>										Serial Number	<input type="text"/>									
Category	<input type="checkbox"/>	Type	<input type="text"/>	Action	<input type="text"/>	Configuration	<input type="text"/>	Magazine/Firearm Capacity	<input type="text"/>												

Make	<input type="text"/>																				
Model	<input type="text"/>																				
Calibre 1	<input type="text"/>										Calibre 2	<input type="text"/>									
Calibre 3	<input type="text"/>										Serial Number	<input type="text"/>									
Category	<input type="checkbox"/>	Type	<input type="text"/>	Action	<input type="text"/>	Configuration	<input type="text"/>	Magazine/Firearm Capacity	<input type="text"/>												

Make	<input type="text"/>																				
Model	<input type="text"/>																				
Calibre 1	<input type="text"/>										Calibre 2	<input type="text"/>									
Calibre 3	<input type="text"/>										Serial Number	<input type="text"/>									
Category	<input type="checkbox"/>	Type	<input type="text"/>	Action	<input type="text"/>	Configuration	<input type="text"/>	Magazine/Firearm Capacity	<input type="text"/>												

Make	<input type="text"/>																				
Model	<input type="text"/>																				
Calibre 1	<input type="text"/>										Calibre 2	<input type="text"/>									
Calibre 3	<input type="text"/>										Serial Number	<input type="text"/>									
Category	<input type="checkbox"/>	Type	<input type="text"/>	Action	<input type="text"/>	Configuration	<input type="text"/>	Magazine/Firearm Capacity	<input type="text"/>												

Part 11 - Acknowledgement (All applicants must complete this Part)

I acknowledge that the particulars in this application and any attachments are true and correct and I make this acknowledgement 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 post 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, **ensure you have your fingerprints taken and staple your original National Police Records Check Certificate to this application (Part 6).**
- If applicable, **PROVIDE** a copy of the safety course certificate (Part 7).
- If applicable, **PROVIDE** a certified copy of your Identification document(s) and make sure that your referee has signed Part 8.
- Include **ALL** Documentary Evidence for each Genuine Reason for your licence application (Part 9).
- Attach **ALL** supporting documentation.
- If applicable, list **ALL** your currently owned firearms (Part 10).
- Complete Part 11 - Acknowledgement - Sign and date the application.

Send 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 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 Firearm Licence Application

Licence Categories: C, D, E Longarms or Heirlooms Licence

The information contained in your application is treated as Strictly Confidential
General Instructions for the Completion of Your Firearm Licence Application Form

How to use these instruction pages

This form is only to be used for new Category C,D,E Longarms and Heirlooms Licence applicants and those wanting to renew their existing licence in advance of 8 weeks of their licence expiry.

There are **11 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 if you have any queries on telephone number 1300 651 645 or: by e-mail 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
- Drivers Licences
- 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.

Entering Information

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

1	4	0	6	1	9	9	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.

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 & Regulation Division receives the application.

No waiting period applies for a licence renewal providing the application is submitted 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)

The Licence Category you are applying for is dependent on the type of firearms that you own, propose to acquire or use. Select the Licence Category from the Firearms list below:

Licence Categories	Firearm Types Applicable to this Application Form
C	Semi automatic rimfire rifles (magazine capacity no more than 10 rounds); semi-automatic shotguns (magazine capacity not more than 5 rounds); pump action shotguns (magazine capacity not more than 5 rounds); tranquilliser guns.
D	Semi-automatic rimfire rifles (magazine capacity of more than 10 rounds); semi-automatic shotguns (magazine capacity of more than 5 rounds); pump action shotguns (magazine capacity of more than 5 rounds); semi-automatic centre fire rifles.
E	Machine guns that are not handguns, tear gas guns or projectors; shotguns or rifles with a length of less than 75 cm measured parallel to the barrel; cannons (which are not black powder ball firing); mortars; bazookas; rocket propelled grenades, large calibre military firearms designed to fire an explosive or projectile.
Heirlooms	Heirlooms Licence allows you to own an inherited firearm or matched pair of firearms when you are not entitled to any other type of Firearm Licence as a collector or user. The firearm(s) may never be used, and must be made permanently inoperable after the licence has been issued.

How to Complete Part 1

Cross the box relating to the licence category that you want.

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 & 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.

Part 3 - Firearm Storage (All applicants must complete this Part)

The *Firearms Act 1996* (Schedule 4) provides for new storage standards for firearms and ammunition. The following is a brief summary of the storage requirements which you must be able to satisfy.

Category C and D Longarm requirements

- Steel safe – not easy to penetrate.
- If the safe weighs less than 150kg when empty, it must be bolted to the structure of the premises.
- When a firearm is in the safe, the safe MUST be locked.
- The key to the safe must be carried by the licence holder or kept securely in a separate room from the safe.
- The premises must have an 'intruder alarm system' if more than 15 firearms are stored on the premises.

'Intruder alarm system' means an alarm system which is installed, maintained and operated in accordance with Australian Standard 2201.1:2007 (as amended from time to time) and which, in the event of an intrusion, activates an audible alarm warning device and an external visible alarm warning light.

- Ammunition must be stored in a separate locked container (not with the firearm) unless the receptacle is purpose built to store ammunition separately from the firearms.

Category E Longarm requirements

The Chief Commissioner of Police will set storage requirements on an individual basis.

Heirlooms Licence Requirements

- Hard wood or steel container – not easy to penetrate.
- If the container weighs less than 150kg when empty, it must be securely fixed to the floor or wall frame.
- When a firearm is in the container, the container MUST be locked with a lock of sturdy construction.
- A firearm under an heirlooms licence may be displayed by being fixed to a wall in a manner that makes it unable to be readily removed.

NOTE: Your storage arrangements may be inspected at any reasonable time to ensure compliance with the Act.

Part 4 - 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 firearms 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 of the community.

Part 5 - Previous History (All applicants must complete each section of this Part)

How to Complete Part 5

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.

Full or Final Intervention Order

If you have been subject to a full or final (not interim) Intervention Order, you are required to indicate the year that 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 6 - Fingerprints (Applicants for Category D and E longarms only must have a full set of fingerprints taken and provide their original National Police Records Check Certificate with this application)

Applicants must have their fingerprints taken and provide an original copy of their National Police Records Check Certificate with this application. Call 1300 881 596 between 8am and 4pm, Monday to Friday to make an appointment (for both metropolitan and country applicants). Your application will not be approved until you supply your National Police Records Check Certificate.

Part 7 - Firearms Safety Course (All new applicants must complete this Part)

You are required to complete a Firearm Safety Course if:

- This is a new Firearm application (you have not previously held a firearm licence in Victoria).
- You held a previous Firearms licence and it has been expired more than 12 months.
- If your licence was cancelled.
- **Note:** *Heirlooms licence applicants are not required to complete a firearm safety course*

The Firearm Safety Course Certificate must be submitted with your application.

(Note: Certificates will not be accepted if more than 12 months old.)

For Firearm Safety Course information, visit www.police.vic.gov.au/Firearms under Firearm Licence Applications.

Part 8 - Identification Reference

How to Complete Part 8

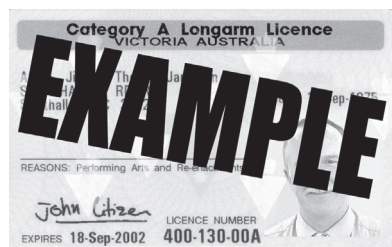
To prove your identity you are required to provide 100 points of identification. This must be a certified copy of one Primary identification document and certified copies of one or more Secondary identification document(s) equal to, or more than 100 points from the list below.

One of the identification documents must also include your current residential address.

* Primary Identification (only one allowed)	Points	* Secondary Identification continued	Points
Full 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 official documents issued to refugees	70	Credit Card (only one from the same institution)	25
		Medicare Card	25
* Secondary Identification		Telephone Account	25
Identification Card issued by a Tertiary education institution.		Electoral Roll compiled by Australian Electoral Office	
Authorised Deposit Taking institutions (customer of at least 12 months) ie. bank, building societies, credit unions, or registered corporations	40	Letter from Acceptable Referee (see below - Acceptable Referee does not have to have known the person for 12 months or more)	25
Letter from Acceptable Referee (see next page) who has known person for at least 12 months	40	Records of a Public Utility ie. Gas, electricity, water, etc.	25
Public Service ID	40	Statement from a primary, secondary, or tertiary education institution that person attended in the last 10 years	25
Any licence issued under law (ie. Driver licence)	40	Records from a professional or trade association (club, school, union or trade/professional body)	25
Social Security Card	40		

Note: Identification documents / photographs MUST be readable

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



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

John Citizen 01/01/03
 T. Duddy 01/01/03
 ACCOUNTANT
 PH: 9111 1111

Identifying 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.**

Part 8– Identification Reference *continued* – List of Acceptable Referees

The following people can act as referees for Part 8

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

<p>A member of</p> <ul style="list-style-type: none"> the Institute of Chartered Accountants in Australia, the Australian Society of Certified Practising Accountants, or the National Institute of Accountants. 	<p>A member of a municipal, city, town, district or shire council of a State or Territory.</p>	<p>An employee of a financial institution who is authorised by the financial institution to open accounts with the institution.</p>
<p>An agent of a financial institution who is authorised by the financial institution to open accounts with the institution.</p>	<p>A full time employee of</p> <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. 	<p>An employee of a bank carrying on a business outside Australia</p> <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; <p>who is authorised by the bank to open accounts with the bank.</p>
<p>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.</p>	<p>A legal practitioner of a Federal, State or Territory Court.</p>	<p>A registrar, clerk, sheriff or bailiff of a Federal, State or Territory Court</p>
<p>An officer within the meaning of the <i>Defence Act 1903</i>.</p>	<p>An individual registered or licensed as</p> <ul style="list-style-type: none"> a dentist, a medical practitioner, a pharmacist, or a veterinary surgeon, <p>under a law of a State or Territory providing for that registration or licensing.</p>	<p>An individual who is employed and registered as a nurse under the law of a State or Territory providing for that registration.</p>
<p>A diplomatic or consular officer of an Australian Embassy, High Commission or Consulate, in Australia or overseas.</p>	<p>A holder of an office established by a law of the Commonwealth, a State or Territory in respect of which annual salary is payable.</p>	<p>A judge or master of a Federal, State or Territory Court.</p>
<p>A stipendiary magistrate of the Commonwealth or of a State or Territory.</p>	<p>A justice of the peace of a State or Territory.</p>	<p>A member of the Federal Parliament or a State Parliament.</p>
<p>A member of the Legislative Assembly of the Australian Capital Territory, the Northern Territory or Norfolk Island.</p>	<p>A minister of religion who is registered as a marriage celebrant.</p>	<p>A notary public.</p>
<p>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.</p>	<p>A member of the Australian Federal Police, or of the police of a State or Territory, of or above the rank of sergeant.</p>	<p>A manager of a post office.</p>
<p>An individual employed as an officer or employee by one or more of the following:</p> <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; <p>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.</p>	<p>An individual employed as a full-time teacher or as a principal at one or more of the following educational institutions:</p> <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>; <p>who has been so employed continuously for a period of at least 5 years.</p>	<p>An individual who, in relation to an Aboriginal community</p> <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.
<p>An individual who is an agent of a totalisator agency board if</p> <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. 	<p>A Commissioner for oaths of a State or Territory.</p>	<p>An individual who is registered as a tax agent under part VIIA of the <i>Income Tax Assessment Act 1936</i>.</p>
<p>A member of the Chartered Institute of Company Secretaries in Australia Limited.</p>	<p>A member or fellow of the Association of Taxation and Management Accountants.</p>	<p>A member of the Institution of Engineers Australia, other than a member with the grade of student.</p>
<p>A fellow member of the National Tax and Accountants' Association Limited.</p>		

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 8 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 9 - Genuine Reasons

The *Firearms Act* 1996 requires you to have a genuine reason to have a firearm(s) licence.

How to complete Part 9

1. In the section that applies to you, indicate each genuine reason why you require the licence by putting a cross in the box immediately to the left of the genuine reasons listed in the left column.
2. Make sure that you supply the corresponding documents and information indicated in the right hand column.

Note: You can indicate more than one genuine reason for your application, however the information and documents listed in the right hand column **must be provided for each genuine reason**.

Clay Target Shooter (Category C only)

Must provide proof of your current membership of an approved Clay Target Club or organisation.

AND

Evidence that you are physically unable to participate in target shooting competitions unless you use either a semi-automatic or pump action shotgun. You must supply a medical report from your treating doctor outlining your condition.

OR

Evidence that you possessed a registered semi-automatic or pump action shotgun on 15 November 1996 for use in clay target shooting **and** on that date you were a member of a club affiliated to either the Australian Clay Target Association, Victorian Field and Game Incorporated or the Field and Game Federation of Australia Incorporated.

Note: You must remain a member and participate in at least four shooting events at an approved range each year in order to continue to hold this licence.

Clay Target Shooting – Possession on behalf of a Junior Licence Holder (Category C only)

An applicant over 18 years of age may apply for a Category C longarms licence, for a shotgun, for carriage and use by the holder of a junior licence for the purpose of clay target shooting. Evidence must be provided that both junior **and** applicant are current financial members of a clay target shooting club or organisation approved by the Chief Commissioner. The reason is only valid until the junior turns 18 years of age.

Primary Production (Category C only)

- If you wish to use **Primary Production** as a genuine reason, you must **provide evidence** that you are substantially engaged in this activity. As an owner, lessee or “share farmer” by providing the following:
 1. Copy of your most recent rates notice (within the last 12 months), relating to the primary production property, **and**
 2. Your Australian Business Number (ABN), relating to the primary production business, **or**
 3. A letter from a tax agent (accountant not solicitor) declaring that you are carrying on the business of primary production in accordance with the Australian Tax Office assessment criteria, **or**
 4. Provide a copy of your last income tax assessment where you demonstrated that you are carrying on the business of primary production in accordance with the Australian Tax Office assessment criteria, **and**
 5. The type of primary production business conducted on the property, **and**
 6. The size of the property where primary production activities are conducted.
- If you are **either the Manager** a person employed full time in primary production, then you must:
Provide a letter from your employer outlining that as a Manager you are substantially engaged or employed (full time) in the business of Primary Production.
- If you wish to apply for **Primary Production** and another genuine reason, then you must provide information and documents for each genuine reason. You **will be** charged a fee for the licence.
- If you are a Primary Producer wishing to hunt pest animals **only** on your own land (other than game animals with a Game Licence), then the genuine reason of “Primary Producer” authorises this. **No fee** is payable.

Primary Production (Category C tranquilliser only)

If the application is for the use of a tranquilliser gun for the purposes of Primary Production, the following **additional** evidence must be submitted with your application.

- Provide a letter from the veterinary surgeon that will be dispensing and providing the tranquilliser drugs, verifying that they have informed the applicant of the appropriate dosages, detail regarding the quantities that will be dispensed at a time and confirmation of the applicants competency in the safe handling techniques of administering tranquillising darts to the animal; and
- Standard Operating Procedure detailing the manner, in which the animal will be tranquillised, captured or rescued, safely and humanely; and
- A training certificate in the safe method of chemical capture or sedation of animals.

Official / Commercial / Prescribed Purpose or a purpose authorised by an Act or regulations

- If you wish to use **an Official / Commercial / Prescribed Purpose** as a genuine reason for a licence, then you must provide sufficient documentary evidence, such as a letter from an employer, Business Registration Certificate, etc, to enable Licensing & Regulation Division to determine your genuine reason.

Heirlooms

- Proof of Inheritance - (You can only inherit from a person who is deceased and that deceased person must be a family member of which you are a descendant i.e. parent, grandparent, uncle, aunt, brother or sister etc.)
- An explanation in writing of why you cannot meet the requirements to obtain a Licence under any other provision of Part 2 of the *Firearms Act* 1996.
- Copy of Proof of Inheritance or Statutory Declaration
- You must provide Licensing & Regulation Division with a copy of Proof of Innocuity by a qualified gunsmith after the licence has been issued.

Please Note: You must notify Licensing & Regulation Division in writing of any change to the reason for issue of your licence within 7 days of becoming aware of the change.

Part 10 - Confirmation of Currently Owned Firearms

You must indicate if you currently own firearms. If you answer "yes" you must supply full details of all currently owned firearms. If you previously provided these details in a permit application since the 13th July 1998 or a licence renewal application since the 1st January 1999, you do not have to complete this part. If this applies to you, cross the "yes" box and go to Part 10.

Firearm details:

- For combination and multi barrel firearms with more than one calibre, please specify each calibre and the firearm capacity.
- A correct serial number appropriate to the make and model of the firearm, must be supplied. (Take care to avoid part numbers or product numbers on grips etc. INVALID NUMBERS WILL DELAY YOUR APPLICATION. If in doubt, seek assistance from an authorised firearms identifier (most Licensed Firearms Dealers)).
- If the firearm has a magazine, record the capacity of the largest magazine for that firearm in your possession. If the firearm has no magazine, this is the firearm capacity.

Example of correctly completed form:

Make	B R O W N I N G																								
Model	B 2 5																								
Calibre 1	1 2 G A U G E												Calibre 2												
Calibre 3													Serial Number	1 5 0 - 1 2 3 4											
Category	A	Type	S	H	Action	B	O	Configuration	U	O	Magazine Capacity	0	2												

Please use the codes shown in the tables below to classify your firearm

Firearm TYPE Codes	
Code	Description
AR	Air Rifle
BL	Breech Loading
CA	Cannon
CC	Combination (Centrefire Cat B)
CF	Centre Fire Rifle
CR	Combination (Rimfire Cat A)
DR	Drilling (3 Barrel)
HP	Handgun
HQ	Antique Handgun
HU	Humane Killer
MA	Machine Gun
ML	Muzzle Loading
MO	Mortar
NF	Needle Fire
PB	Paintball Marker
PW	Powerhead
RF	RimFire Rifle
RL	Rocket Launcher
SH	Shotgun
TR	Tranquilliser Gun
VR	Vierling

Firearm Configuration Codes	
Code	Description
DB	Double Barrel - Side by Side
MX	Matchlock
MB	Multi Barrel
RV	Revolver
SA	Semi-Automatic
SB	Single Barrel
TF	Teat Fire
UO	Under and Over

Firearm ACTION Codes	
Code	Description
AR	Air
AU	Automatic
BA	Bolt Action
BF	Blank Fire
BM	Modified Break Open
BO	Break Open
CH	Combination (Handgun) Category H
FB	Falling Block
FL	Flintlock
FP	Flare Pistol
HL	Hammer Lock
LA	Lever Action
MH	Martini Henry
MO	Mortar
MX	Matchlock
MZ	Muzzle Loading
PA	Pump Action
PH	Powerhead
PM	Modified Pump Action
PN	Percussion
RB	Rolling Breech
RO	Rocket Launcher
RV	Revolver
RX	Rolling Block
SA	Semi-Automatic
SB	Sliding Breech
SC	Screw Breech
SN	Sneider
SP	Starting Pistol
SW	Swivel Breech
TD	Trap Door
TF	Teat Fire

Part 11 - Acknowledgement (All applicants must complete this Part)

You must sign and date the application.