



Victorian Firearm Licence Application Form

Licence Category: Category 1 and 2 Firearm Collectors, Antique Handgun Collectors and Ammunition Collectors Licence

IMPORTANT INFORMATION

- This application must be completed in black or blue pen only.
- Correction fluid or correction tape must not be used anywhere on this application; if you make a mistake, draw a line through it, leaving the writing legible, make your correction and then initial and date it.
- Refer to the instruction pages at the back of this application for assistance in completing the form.
- When offered a choice, select your option with a cross, e.g. Yes ☒. Do NOT use ticks to select, i.e. ☐.

If you currently own firearms, please see Part 9 of the instruction pages before continuing.

Part 1 - Type of Application

Category 1 Firearm Collectors Licence (duration 5 years) ☐

Antique Handgun Collectors Licence (duration 5 years) ☐

Category 2 Firearm Collectors Licence (duration 5 years) ☐

Ammunition Collectors Licence (duration 5 years) ☐

(Please refer to Part 1 of the instruction pages to determine the scope and requirements of each licence.)

Have you previously had a licence issued by
Licensing & Regulation Division?

Yes ☐
No ☐

Previous Licence Number (if known)

Part 2 - Personal Information

Section A – Current Name

Family Name

First Given Name

Second Given Name

Sex:

☐

Male

☐

Female

Third Given Name

Date of Birth:

(Day)

(Month)

(Year)

Section B – Previous Name(s)

Have you ever changed your name in an official capacity?

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.

No

☐

Continue to the next question.

Have you ever been known by another name (not including official name changes)?

Yes

☐

Please attach a list of names you have been known by to the back of this application.

No

☐

Continue to **Section C – Contact details and Driver Licence.**

Section C – Contact details and Driver Licence

Telephone

(Home)

(Work – if available during work hours)

(Mobile)

Victorian Driver
Licence Number

By providing Driver Licence information I hereby authorise Victoria Police to obtain from the Roads Corporation information that relates to my identity that is kept by the Roads Corporation.

Section D – Email Address (indicate exact case)

Part 4 - Medical History

Have you in the last 5 years been treated for any of the following:

- Psychiatric or psychological conditions?
- Alcohol or drug dependence problems?
- Stroke or head injuries?
- Serious impairment of eyesight?
- Fits, dizziness or blackouts?

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

If you have answered "No" to every question go to **Part 5**.

- Do you have any physical disability that could affect your ability to hold a Firearm Licence and/or possess firearms?
- Do you have any other medical condition or regularly use prescribed drugs that could reasonably be perceived to affect your ability to hold a Firearms Licence and/or possess firearms?

If you answered "Yes" to one or more of the above questions you must obtain a medical report from a doctor who treated you for, or is familiar with, your condition(s). **This medical report must comply with the requirements as specified in Part 4 of the instruction pages.** Staple the medical report to the back of this application.

☐  **Staple Medical Report to the back of this application if applicable**

Part 5 - Previous History

Section A – Offences

- Have you ever been convicted of an offence in Australia or overseas?
- Have you ever been found guilty of any offence without a conviction being recorded in Australia or overseas?
- Do you have any charges outstanding against you in Australia or overseas?

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

If you have answered "No" to every question go to **Section B**.

Refer to Part 5 of the instruction pages for further information and definitions.

If you answered "Yes" to one or more of the above questions please provide the location.

State	Country
<input type="text"/>	<input type="text"/>

If there is insufficient space, please staple a list of locations of offences or charges to the back of this application.

Section B – Licence Refusal/Cancellation

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

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	If "Yes"
Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	If "Yes"

<input type="text"/>	<input type="text"/>
(Year)	(State)
<input type="text"/>	<input type="text"/>
(Year)	(State)

Section C – Intervention Order

- Have you ever been subject to an Intervention Order?

Yes	<input type="checkbox"/>	State the details of the court and year below.
No	<input type="checkbox"/>	Go to Section D .

Refer to Part 5 of the instruction pages for further information.

Court	<input type="text"/>	Year	<input type="text"/>
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Section D – Application to be deemed not to be a Prohibited Person

Some offences and Intervention Orders can result in you being deemed a Prohibited Person for the purposes of the *Firearms Act 1996*. In some of these circumstances you may apply to a court to be deemed not to be a Prohibited Person.

Refer to Part 5 of the instruction pages for further information.

- Have you applied to a court to be deemed **not** to be a Prohibited Person?

Yes	<input type="checkbox"/>	Continue with this section.
No	<input type="checkbox"/>	Go to Part 6 .

- Has your application to be deemed **not** to be a Prohibited Person been heard in a court yet?

Yes	<input type="checkbox"/>	Staple the Court Extract to the back of this application.
No	<input type="checkbox"/>	State the court and date of your application in the boxes below.

Court	<input type="text"/>	Date	<input type="text"/>	/	<input type="text"/>	/	<input type="text"/>	<input type="text"/>
		(Day)			(Month)			(Year)

☐  **Staple a copy of the Court Extract to the back of this application if applicable**

Part 6 - Fingerprints

All **Category 1 Firearm Collectors Licence applicants** must have a full set of fingerprints taken and provide an original copy of their National Police Records Check Certificate with this application.

Refer to Part 6 of the instruction pages for details of fingerprint record processes.

Category 2 Collectors, Antique Handgun Collectors and Ammunition Collectors **do not** need to provide fingerprints.

Fingerprints not required (i.e. not applying for a Category 1 Licence)

☐

Continue to Part 7.

Category 1 Licence Applicants - Have you had a full set of fingerprints taken?

Yes

☐

Continue to Part 7.

No

☐

Refer to Part 6 of the instruction pages.

Part 7 - Identification Reference

Do you hold a current Victorian Firearm Licence, Private Security Licence or Chief Commissioner of Police Approval for a Prohibited Weapon?

Yes

☐

Complete Licence or Approval number details

Licence Number

Go to **Part 8**.

No

☐

You must provide 100 points of Certified (signed by the Referee) Identification Documents, that being one form of primary identification and sufficient additional forms of secondary identification documents and arrange for the below Declaration by Referee to be completed. (Refer to Part 7 of the instruction pages for acceptable identification documents and their respective point values and the list of acceptable referees.)

It is an offence against section 140A(2) of the *Firearms Act 1996* to wilfully supply identification details that are incorrect or misleading (maximum penalty 240 penalty units or 4 years imprisonment).

Declaration by Referee and Signature by Applicant

This declaration must be made by an "Acceptable Referee" as listed in the instruction pages.

*An "Acceptable Referee" must have known the applicant for **at least 12 months**.*

The applicants' signature must be completed in the presence of the Referee.

Referee to complete	I, the Referee, <input type="text" value="(Full name of Referee)"/> of <input type="text" value="(Address of Referee)"/>
	declare that I have known <input type="text" value="(Full name of applicant)"/> for a period of <input type="text"/> years and <input type="text"/> months.
	Type of Acceptable Referee (Refer to Part 7 of instruction pages for list of acceptable referees) <input type="text"/>
Referee to complete	Referee Telephone Contact Details
	<input type="text" value="(Home)"/> <input type="text" value="(Work)"/> <input type="text" value="(Mobile)"/>
	I, the applicant, am providing the following certified identification documents -
Applicant to complete in presence of referee	Identification Documents <input type="text"/> <input type="text"/> (Insert document descriptions from Part 7 of the instruction pages.)
	Applicant's signature <input type="text"/>
Referee to complete	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 <i>Firearms Act 1996</i> 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).
	Referee's signature <input type="text"/> Date <input type="text" value="/"/> <input type="text" value="/"/>

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

☐

Staple 100 points of certified identification documents to the back of this application

Part 8 - Evidence

Cross the box in the left column for the licence that you are applying for and provide the documents listed in the right column for licence selected.

Licence	Information and documents you must provide
<div style="margin-bottom: 10px;"> <input type="checkbox"/> 1. Category 1 Collectors Licence </div> <div style="margin-bottom: 10px;"> Type of Collection (Cross applicable box(es)) </div> <div style="margin-bottom: 10px;"> <input type="checkbox"/> Commemorative <input type="checkbox"/> Historical <input type="checkbox"/> Thematic </div> <p>Note: For the purpose of collecting firearms, this licence will allow you to possess or carry –</p> <ul style="list-style-type: none"> Longarms; and Handguns that have been manufactured after the 1st January 1900 but no later than 31st December 1946; and Handguns that have been manufactured before 1900, that use percussion as a means of ignition and that take cartridge ammunition that is commercially available; and Antique handguns (that are not single shot antique handguns). <p>A firearms collection held under this licence must be stored in accordance with the requirements detailed in Schedule 4 of the <i>Firearms Act 1996</i>.</p>	<div style="margin-bottom: 10px;"> <div style="border: 1px solid black; height: 25px; width: 100%;"></div> <div style="text-align: center; font-size: small;">(Name of firearm collectors organisation)</div> </div> <div style="display: flex; justify-content: space-between; align-items: flex-start;"> <div style="width: 45%;"> Membership Number <div style="border: 1px solid black; width: 100%; height: 25px; display: inline-block;"></div> </div> <div style="width: 45%;"> Expiry Date <div style="border: 1px solid black; width: 100%; height: 25px; display: inline-block;"></div> </div> </div> <div style="text-align: center; font-size: small; margin-top: 5px;">(Day) (Month) (Year)</div> <p>Note: You need to be, and must have been for at least 6 months, a member of an organisation of Firearms Collectors that has been approved by the Chief Commissioner. This organisation must deal with the class of firearms you propose to collect. You must remain a member of an appropriate approved firearms collectors' organisation for the duration of your licence.</p> <p style="text-align: center;">AND</p> <p>A copy of your current membership card.</p> <p style="text-align: center;">AND</p> <p>Your organisation's statement of endorsement by a Nominated Officer, as below.</p> <div style="border: 1px solid black; padding: 10px; margin-top: 10px;"> <p>I, _____, nominated officer of the above club, endorse this application on behalf of the club, being satisfied that the applicant has a sound knowledge of firearms and related laws and can (i.e. is able to) comply with storage requirements.</p> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 45%; text-align: center;"> <hr style="border: 0; border-top: 1px solid black;"/> <div style="font-size: small;">Signature</div> </div> <div style="width: 45%; text-align: center;"> <hr style="border: 0; border-top: 1px solid black;"/> <div style="font-size: small;">Date</div> </div> </div> </div>
<div style="margin-bottom: 10px;"> <input type="checkbox"/> 2. Category 2 Collectors Licence </div> <div style="margin-bottom: 10px;"> Type of Collection (Cross applicable box(es)) </div> <div style="margin-bottom: 10px;"> <input type="checkbox"/> Commemorative <input type="checkbox"/> Historical <input type="checkbox"/> Thematic </div> <p>Note: Handguns collected under this licence must be of obvious and significant commemorative, historical or thematic value. Any additional handguns manufactured on or after 1st January 1947 added to your collection must increase the historical value and significance of the collection.</p> <p>A firearms collection held under this licence must be stored in accordance with the requirements detailed in Schedule 4 of the <i>Firearms Act 1996</i>. Further, you may be asked to demonstrate that the proposed increase in your collection will be safe.</p>	<div style="margin-bottom: 10px;"> <div style="border: 1px solid black; height: 25px; width: 100%;"></div> <div style="text-align: center; font-size: small;">(Name of firearm collectors organisation)</div> </div> <div style="display: flex; justify-content: space-between; align-items: flex-start;"> <div style="width: 45%;"> Membership Number <div style="border: 1px solid black; width: 100%; height: 25px; display: inline-block;"></div> </div> <div style="width: 45%;"> Expiry Date <div style="border: 1px solid black; width: 100%; height: 25px; display: inline-block;"></div> </div> </div> <div style="text-align: center; font-size: small; margin-top: 5px;">(Day) (Month) (Year)</div> <p>Note: To be eligible for this licence you need to have held a Category 1 Firearm Collectors Licence for at least 2 years. You must also possess more than 10 handguns manufactured before 1st January 1947. You must remain a member of an appropriate approved firearms collectors' organisation for the duration of your licence.</p> <p style="text-align: center;">AND</p> <p>A copy of your current membership card.</p> <p style="text-align: center;">AND</p> <p>Your organisation's statement of endorsement by a Nominated Officer, as below.</p> <div style="border: 1px solid black; padding: 10px; margin-top: 10px;"> <p>I, _____, nominated officer of the above club, endorse this application on behalf of the club, being satisfied that the applicant has a sound knowledge of firearms and related laws and can (i.e. is able to) comply with storage requirements.</p> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 45%; text-align: center;"> <hr style="border: 0; border-top: 1px solid black;"/> <div style="font-size: small;">Signature</div> </div> <div style="width: 45%; text-align: center;"> <hr style="border: 0; border-top: 1px solid black;"/> <div style="font-size: small;">Date</div> </div> </div> </div>

Part 8 - Evidence - continued

Cross the box in the left column for the licence that you are applying for and provide the documents listed in the right column for licence selected.

Licence	Information and documents you must provide
<input type="checkbox"/> 3. Antique Handgun Collectors Licence Type of Collection (Cross applicable box(es)) <input type="checkbox"/> Commemorative <input type="checkbox"/> Historical <input type="checkbox"/> Investment <input type="checkbox"/> Thematic Note: Antique handguns are defined as handguns that were manufactured before 1 st January 1900, use percussion as a means of ignition and do not take cartridge ammunition that is commercially available. A firearms collection held under this licence must be stored in accordance with the requirements detailed in Schedule 4 of the <i>Firearms Act 1996</i> .	<div style="display: flex; justify-content: space-between;"> <div style="width: 65%;"> <input style="width: 100%;" type="text"/> <i>(Name of firearm collectors organisation)</i> </div> <div style="width: 30%;"> <input style="width: 100%;" type="text"/> <i>(Date joined)</i> <i>(Day) (Month) (Year)</i> </div> </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="width: 30%;"> Membership Number <input style="width: 100%;" type="text"/> </div> <div style="width: 35%;"> Expiry Date <input style="width: 100%;" type="text"/> <i>(Day) (Month) (Year)</i> </div> </div> <p>Note: You need to be a current member of an approved Firearms Collectors Club or organisation that deals with the classes of firearms you propose to collect. You must remain a member of an appropriate approved firearms collectors' organisation for the duration of your licence.</p> <p style="text-align: center;">AND</p> <p>A copy of your current membership card.</p> <p style="text-align: center;">AND</p> <p>Your organisation's statement of endorsement by a Nominated Officer, as below.</p> <div style="border: 1px solid black; padding: 10px; margin-top: 10px;"> <p>I, _____, nominated officer of the above club, endorse this application on behalf of the club, being satisfied that the applicant has a sound knowledge of firearms and related laws and can (i.e. is able to) comply with storage requirements.</p> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 60%; text-align: center;"> <hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> <i>Signature</i> </div> <div style="width: 35%; text-align: center;"> <hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> <i>Date</i> </div> </div> </div>

Explain the nature of the handguns you intend to collect for the type of your collection (commemorative, historical, investment or thematic). For example, this could be any particular range, era, type or manufacture of firearms, e.g. Boer War handguns, or a full range of Colt handguns. Please be aware that you may be required to demonstrate that your collection is, or will be, of obvious and significant commemorative, historical, investment or thematic value.

<input type="checkbox"/> 4. Ammunition Collectors Licence An ammunition collection held under this licence must be stored in accordance with the requirements detailed in Schedule 4 of the <i>Firearms Act 1996</i> .	<div style="display: flex; justify-content: space-between;"> <div style="width: 65%;"> <input style="width: 100%;" type="text"/> <i>(Name of firearm collectors organisation)</i> </div> <div style="width: 30%;"> <input style="width: 100%;" type="text"/> <i>(Date joined)</i> <i>(Day) (Month) (Year)</i> </div> </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="width: 30%;"> Membership Number <input style="width: 100%;" type="text"/> </div> <div style="width: 35%;"> Expiry Date <input style="width: 100%;" type="text"/> <i>(Day) (Month) (Year)</i> </div> </div> <p style="text-align: center;">AND</p> <p>A copy of your current membership card.</p> <p>Note: You must remain a member of an appropriate approved firearms collectors' organisation for the duration of your licence.</p>
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Part 9 - Confirmation of Currently Owned Firearms

Do you currently own **any** firearms (registered or unregistered in Victoria)?

Yes ☐

Continue to the next question.

No ☐

Go to **Part 10**.

Are any of these firearms already registered with Victoria Police Licensing & Regulation Division?

Yes ☐

You must submit a copy of your Firearm Registration Certificate (i.e. Firearm List) with this application. Confirm your currently owned firearms via this Certificate. The Certificate must then be signed, dated and attached to the back of this application. **Refer to Part 9 of the instruction pages.**

No ☐

Refer to Part 9 of the instruction pages.

Part 10 - Acknowledgement

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

(Day)

(Month)

(Year)

Privacy Statement: The information collected in this application is being collected by Victoria Police. It will be used in accordance with the provisions of the *Firearms Act 1996*, *Private Security Act 2004*, *Control of Weapons Act 1990* and the *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 returned.

Health Privacy Statement: The health information collected in this application is being collected by Victoria Police. Contact details can be found on the front of this form. The health information collected will be used in accordance with the provisions of the *Firearms Act 1996*, *Private Security Act 2004*, *Control of Weapons Act 1990* and the *Health Records Act 2001*, and is required to be collected under the *Firearms Act 1996*. Your health information may be disclosed to approved bodies and/or statutory authorities for purposes related to the administration of the above Acts, for the purpose of law enforcement or, if necessary, for the establishment, exercise or defence of a legal or equitable claim. Applicants are able to gain access to their health information through application to the Victoria Police Freedom of Information Unit. Failure to provide the health information requested in this application may result in this application being refused or delayed.

IMPORTANT CHECKLIST

IF YOU DO NOT COMPLETE ALL THE RELEVANT PARTS OF THIS FORM OR YOU FAIL TO PROVIDE THE APPROPRIATE EVIDENCE TO SUPPORT YOUR APPLICATION FOR A FIREARM LICENCE, YOUR APPLICATION WILL BE RETURNED TO YOU.

THIS WILL DELAY THE PROCESSING OF YOUR APPLICATION.

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

- ☐ **READ** all of the explanatory notes.
- ☐ Answer **ALL** of the sections. Only skip questions or move onto the next section if you are directed to do so by a "Go to".
- ☐ If you are applying for a Category 1 Collectors Licence, ensure you have your **fingerprints** taken (Part 6).
- ☐ **STAPLE** certified copies of your identification documents to the back of this application and make sure that your referee has signed Part 7 unless you currently hold one of the licences specified and have provided the relevant details.
- ☐ **DO NOT** send original identification.
- ☐ Answer **ALL** of the questions and include **ALL** documentary evidence for the licence you are applying for (Part 8).
- ☐ Staple **ALL** supporting documentation to the back of the application.
- ☐ List **ALL** of your currently owned firearms (Part 9).
- ☐ Complete Part 10 - Acknowledgment.

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

If you do not complete all the above steps, this may result in your application being returned for correction.

If you need information on any aspect of this application form, please access the Licensing & Regulation Division website via <http://www.police.vic.gov.au> or contact Licensing & Regulation Division on 1300 651 645 or by email at licensingregulation@police.vic.gov.au

General information and assistance regarding Freedom of Information can be accessed via the Department of Justice Freedom of Information website at <http://www.foi.vic.gov.au>

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 Category: Category 1 and 2 Firearm Collectors, Antique Handgun Collectors and Ammunition Collectors Licence

The information contained in your application is treated as Strictly Confidential.

General Instructions for the Completion of your Firearm Licence Application Form

- This form is only to be used by Collector Licence applicants.
- There are **10** parts in the Firearms Licence Application; you must complete **all 10 parts**.
- You may pass over individual questions **ONLY IF** you are directed to do so via a "Go to" instruction.
- Each part in the application has a corresponding instruction page section. Please refer to the relevant instruction page section for assistance in completing the application form.

Documents

- **Do not send** original identification documents.
- High quality copies of documents must be provided. If documents are not clear your application will be returned.

Waiting periods for Licences

New firearms licences have a mandatory legislated 28 day waiting period from date of application to the issue of the licence in accordance with section 33 of the *Firearms Act 1996*.

Part 1 - Type of Application

How to complete Part 1

The Licence Category you are applying for is dependent on the type of firearms that you own or propose to acquire. Cross the box applicable to the type of licence you require based on the descriptions below.

Licence Categories

Category 1 Firearms Collectors Licence

Category 1 Firearms Collectors Licence allows you to own, **but not use**:-

- Longarms; and
- Handguns that have been manufactured after the 1st January 1900 but no later than 31st December 1946; and
- Handguns that have been manufactured before 1900, that use percussion as a means of ignition and that take cartridge ammunition that is commercially available; and
- Antique handguns (that are not single shot antique handguns).

All firearms must be consistent with the theme of your collection, i.e. commemorative, historical and/or thematic value. To apply for this licence you must be, and have been for at least 6 months, a member of an approved firearms collectors organisation that deals with the classes of firearms you propose to collect.

Category 2 Firearms Collectors Licence

Category 2 Firearms Collectors Licence allows you to own, **but not use**:-

- Longarms; and
- Handguns that have been manufactured on or after the 1st January 1947; and
- Handguns that have been manufactured after the 1st January 1900 but no later than 31st December 1946; and
- Handguns that have been manufactured before 1900, that use percussion as a means of ignition and that take cartridge ammunition that is commercially available; and
- Antique handguns (that are not single shot antique handguns).

All firearms must be consistent with the theme of your collection, i.e. commemorative, historical and/or thematic value. To apply for this licence you must have held a Category 1 Collectors Licence for at least two years and be a member of an approved firearms collectors organisation. You must also possess more than 10 handguns manufactured before 1st January 1947. Any additional handguns you collect that are manufactured after 1st January 1947 must increase the historical value and significance of the collection.

Antique Handgun Collectors Licence

An Antique Handgun Collectors Licence allows you to own, **but not use**:-

- Handguns that have been manufactured before 1900, that use percussion as a means of ignition and that **do not** take cartridge ammunition that is commercially available.

All firearms must be consistent with the theme of your collection, i.e. commemorative, historical and/or thematic value. To apply for this licence you must be a current member of an approved Firearms Collectors Club or organisation that deals with the classes of firearms you propose to collect.

*** Please note** Single shot antique handguns are exempt from the *Firearms Act 1996*.

Ammunition Collectors Licence

Ammunition Collectors Licence allows you to own, **but not use**, ammunition that is rendered inert. Sporting or military ammunition up to 20 mm calibre does not need to be rendered inert. To apply for this licence you must be a member of an approved ammunition collectors organisation.

*** Please note** that holders of collectors licences (or approved firearms collectors clubs on behalf of holders of collectors licences) may apply for a permit to carry or use any Category A, B or C longarm or general category handgun held under that licence at a commemorative or historical event. This permit and the relevant event must be approved by the Chief Commissioner with the event sponsored by an approved organisation of firearms collectors and held at an approved range.

Part 2 – Personal Information

How to complete Part 2

Provide your current personal details in the boxes provided. Make sure to leave a space between words.

- If you have ever changed your name officially, you must staple to the back of this application 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 you are known by any other name, but have not changed your name officially, staple a list of your other names to the back of this application.

It is requested that you provide your email address 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 email address, make sure you indicate exact case, punctuation marks and the location of the '@' symbol.

Part 3 – Firearm Storage

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

Firearm Storage requirements (All categories of firearms)

Firearms must be stored -

- On premises, or a part of the premises, which is a permanent building and which has secure locks on all openings.
- In a room where:
 - the walls are solid enough to be a substantial physical barrier to entry; and
 - the windows are covered by security bars.
- Any doors:
 - must be made of a solid material or covered by a steel sheet or reinforced by firmly fixed steel mesh;
 - must be fitted with a lock of a dead latch type or an extra hasp and barrel bolt and padlock which is of such a nature as to reduce the possibility of the door being sprung from the jamb; and
 - must be hinged with concealed hinge pins or with hinge pins that are welded to prevent the pins from being removed.
- In a container:
 - made of steel or another robust material;
 - fixed to the wall or floor of the room;
 - with doors that are attached with concealed or welded hinges; and
 - when firearms are in container, it must be locked, with a lock which is constructed so as to prevent the doors of the container being easily sprung.
- The premises must be fitted with an 'intruder alarm system' if **more than 15 antique handguns** are stored on the premises, or, in any other case, if **more than 5 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.
- Firearms can only be removed from the container by the licence holder.
- The key to the container in which the firearm is stored must be carried by the licence holder or kept securely in a separate room from the container.
- Any bolt or firing pin which is required to be stored separately from the firearm it is part of must be stored in the same manner as is required for the storage of a firearm under a licence for Category A or B longarm.

NOTE: If less than 15 Category A or B firearms are owned under a Collectors Licence and no other firearms are stored at the premises, the following storage requirements may be adhered to:

Firearms must be stored in a receptacle -

- made of hard wood or steel that is not easy to penetrate;
- which, if the container weighs less than 150kg when empty, must be securely fixed to the floor or wall of the premises in such a manner that it is not easily removable; and
- which, when any firearm is stored in it, is locked with a lock of sturdy construction.

Ammunition Collector Requirements

- Ammunition to be stored in a container made of hard wood or steel that can not be easily penetrated.
- If the container weighs less than 150 kg empty, it must be securely fixed to the floor or a wall frame in such a manner that it is not easily removable.
- When ammunition is stored in the container, the container must be locked with a lock of sturdy construction.

NOTE: You may have more than one storage address and any of your storage arrangements may be inspected at any reasonable time to ensure compliance with the Act.

Part 4 – Medical History

How to complete Part 4

Cross "Yes" or "No" in response to **every** question.

If you answer "**Yes**" to any question, you must staple a current medical report to the back of this application.

The report must

- **be on** a registered medical doctor's letterhead;
- **be current, legible and written by** a medical doctor who has treated you for the relevant condition(s), or is familiar with your condition(s);
- **outline** the medical condition(s) for which you are being, or have been, treated;
- **state that**, in his/her professional opinion, whether your medical condition(s) do(es) or do(es) not prevent you from being a fit and proper person to be in possession of firearms and/or a firearm licence;
- **state that**, in his/her professional opinion, whether your medical condition(s) do(es) or do(es) not cause you to be a danger to public safety or peace in holding a firearm licence or possessing firearms; and
- **be signed and dated**.

Failure to include all of this information in the report will result in your application being returned with the request for a medical report that does contain all of the required information.

Part 5 – Previous History

How to complete Part 5

Cross “Yes” or “No” in response to every question.

If you answer “Yes” to any question, supply additional information as requested.

Section A – Offences

- Definitions**
- **Convicted** means that a charge has been proven, and a formal record of conviction has been made. It does not matter how long ago you were convicted or what penalty was imposed.
 - **Found guilty without a conviction being recorded** means that a charge has been proven but no formal record of a conviction was made (e.g. your court result could read “Without Conviction”). It does not matter how long ago you were found guilty or what penalty was imposed.
 - **Charges outstanding** means that you have been formally charged with an offence that has not yet been heard in a court of law. If this is applicable, you will have been served with a summons or charged and notified of a court date.

If you answer “Yes” to any question in this section, write the state and/or country where this occurred in the boxes provided. If there is insufficient space, please attach a list to the back of the application.

Section B – Licence Refusal/Cancellation

You must cross the appropriate box to indicate if you have **ever** been refused a licence or permit for a firearm **AND** you must cross the appropriate box to indicate if you have **ever** had a licence or permit for a firearm cancelled.

If you answer “Yes” to either question, you must write the year in the boxes provided.

Please note that previous licence refusal or cancellation does not necessarily preclude you from obtaining approval for this application.

Section C – Intervention Order

An Intervention Order is an order made under the *Crimes (Family Violence) Act 1987*, the *Family Violence Protection Act 2008*, or the *Stalking Intervention Orders Act 2008* or an order of a corresponding nature made in another State or a Territory. You must select ‘yes’ in this section if you have been subject to **any type** of intervention order.

Section D – Application to be deemed not to be a Prohibited Person

If a person is defined as a “prohibited person” under the *Firearms Act 1996* then they cannot be approved to hold a firearms licence. However, the Act allows certain “prohibited persons” to apply to a Court to be deemed to **not** be a prohibited person.

Detail as to which offences and Intervention Orders can make you a “prohibited person” can be found in section 3 of the *Firearms Act 1996*. The circumstances under which you may apply to be deemed not to be a prohibited person can be found in section 189 of the same Act. The *Firearms Act 1996* can be found at <http://www.dms.dpc.vic.gov.au/>

Part 6 – Fingerprints

All **Category 1 Firearms Collectors Licence applicants** must provide fingerprints to Victoria Police before they can be licensed.

Category 2 Firearms Collectors Licence applicants, Antique Handgun Collectors Licence applicants and Ammunition Collector Licence applicants **do not** need to provide fingerprints.

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 5pm, 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.

Your fingerprints will be included on the National Automated Fingerprint Identification System (NAFIS) and regularly checked to satisfy the Chief Commissioner that you are a fit and proper person to hold a licence. Should your licence be cancelled or not renewed you may make application in writing to the Victoria Police Fingerprint Section to have your fingerprint record destroyed.

Part 7 – Identification Reference

How to complete Part 7

If you do not currently hold a Victorian Firearm Licence, Private Security Licence or Chief Commissioner of Police Weapon Approval you must provide proof of your identification.

To prove your identity you are required to provide 100 points of identification (see list below). This must be in the form of

- **one** primary identification document (**certified copy**) **and**
- secondary identification documents (certified copies).

(An example of a **certified** document can be seen below.)


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

Copies of identification documents/photographs must be legible and of high quality.

Document	Points
Primary Identification – Only one allowed	
Primary identification must include your name and date of birth	
A full birth certificate (cannot accept copies of birth extracts). The Certificate must be in English, or have an English translation.	70
Citizenship certificate	70
Current Passport	70
Expired Passport that was current in the last 2 years and was not cancelled	70
Secondary Identification	
This list of secondary identification must at least include your name	
Public service identification card that has either a photograph or signature	40
Any licence/permit issued under an Australian law with a photograph or signature (e.g. Driver Licence)	40
An identification card issued to entitle you to financial benefit (e.g. Health Care Card) that has either a photograph or signature	40
An identification card issued by a tertiary education institution that has either a photograph or signature	40
This list of secondary identification must at least include your name (only one each of any type)	
A written reference from a financial body* that states that you have held an account for at least 12 months and has your signature and a signature from an agent/employee of the financial body*	40
A written reference from an Acceptable Referee that states that they have known you for at least 12 months and contains both your signature and the Acceptable Referee's signature	40
This list of secondary identification must include your name and address (only one each of any type)	
Records from an employer who has employed you within the last 2 years.	35
A rates notice (relating to land ownership or occupation)	35
A document from a financial body* detailing security over a property	35
A document from a financial body* relating to a mortgage or other instrument of security	35
Documentation from the Credit Reference Association of Australia	35
A land title document	35
Official electoral roll information as compiled by the Australian Electoral Office	25
A letter from a person who would be an Acceptable Referee except that they have known you for less than 12 months	25
A document from a landlord or real estate agent managing a property that you rent	25
A document (e.g. account) from a public utility (e.g. gas, electricity, water)	25
A record from a financial body* that you have had an account with for more than 12 months (e.g. a bank statement)	25
A record held under a law (that is not a land title)	25
This list of secondary identification must include your name and date of birth (only one of either type)	
School records from a primary, secondary or tertiary education institution that you have attended within the last 10 years	25
Membership records from a professional or trade association	25
This list of secondary identification must include your name (only one from any institution)	
Other forms of secondary identification that verify your name (e.g. Medicare Card, Credit Card)	25

* A financial body is a bank, credit union, building society etc.

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. The document was signed by the person in my presence.

John Gizen 01/01/03
Trudy 01/01/03
 ACCOUNTANT
 PH: 9111 1111

Identifying referee

You must have an Acceptable Referee certify your documents and sign the Declaration in Part 7. See the list on the following page for Acceptable Referees.

Part 7 – Identification Reference *continued* – List of Acceptable Referees

The following people can act as referees for Part 7

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

A member of <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. 	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 Corporation Act 1974</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 7 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 8 – Evidence for Licence

How to complete Part 8

1. Cross the box in the left hand column for the licence you are applying for.
2. Provide the evidence listed in the right hand column for the licence you are applying for.

Failure to provide all necessary information and high quality, legible copies of required documentation will result in your application being returned for correction.

Category 1 Firearms Collectors Licence

Please refer to Part 1 of the instruction pages for details of the firearms you may possess under a Category 1 Firearms Collectors Licence.

You must:

- prove you are, and have been for at least 6 months, a member of an organisation of firearm collectors approved by the Chief Commissioner by providing the evidence specified;
- explain how the firearms being collected are of obvious and significant commemorative, historical or thematic value (please be aware that you may be required to further demonstrate this); and
- have the application endorsed by a nominated officer of your club.

Category 2 Firearms Collectors Licence

Please refer to Part 1 of the instruction pages for details of the firearms you may possess under a Category 2 Firearms Collectors Licence. In order to apply for this licence you **must** have held a Category 1 Firearms Collectors Licence for at least 2 years.

You must:

- be able to demonstrate that the handguns will be of obvious and significant commemorative, historical or thematic value;
- prove you are a member of an approved firearms collectors club by providing the evidence specified;
- have the application endorsed by a nominated officer of that club;
- possess more than 10 handguns manufactured before 1 January 1947 and be able to demonstrate, when required, that the addition of handguns manufactured after this date will increase the historical value and significance of the collection; and
- ensure that the proposed increase of the collection is safe in all the circumstances.

Antique Handgun Collectors Licence

Please refer to Part 1 of the instruction pages for details of the firearms you may possess under an Antique Handgun Collectors Licence.

You must:

- prove that you are a current member of an approved firearms collectors club that deals with the class of firearm that you propose to collect by providing the evidence specified;
- explain how the firearms being collected are of obvious and significant commemorative, historical, investment or thematic value (please be aware that you may be required to further demonstrate this); and
- have the application endorsed by a nominated officer of your club.

Ammunition Collectors Licence

You must prove you are a member of an organisation of firearms collectors or an organisation of ammunition collectors approved by the Chief Commissioner by providing the evidence specified.

Please Note: You must remain a member of an approved collector's club or organisation for the duration of your licence.

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 9 – Confirmation of Currently Owned Firearms

How to complete Part 9

You must indicate if you currently own any firearms, whether they are unregistered or registered to **any** current Victorian Firearms Licence.

If you own **any** firearms, you must provide a list of these in the appropriate method detailed below.

You may **only** submit your application **without** one of the attachments detailed below if you **do not own any firearms**.

If you have any firearms already registered with Victoria Police Licensing & Regulation Division –

- You should confirm details of your currently owned firearms via a *Firearms Registration Certificate* (i.e. a Firearms List).
 - If you do not have a copy of this document you may contact Licensing & Regulation Division either via phone (1300 651 645) or via email (licensingregulation@police.vic.gov.au) to have a current *Firearms Registration Certificate* sent to you.
- Check that all the firearm details are accurate on the Certificate.
 - Change any inaccuracies in the *Firearms Registration Certificate* in the manner described in the instructions attached to the Certificate; and
 - Add any firearms that you own that are not currently on the *Firearms Registration Certificate* by following the instructions attached to the Certificate.
- Sign and date the *Firearms Registration Certificate* as per instructions.
- Staple the *Firearms Registration Certificate* to the back of this application.

Do not submit your application without your completed *Firearms Registration Certificate* attached or your application will be returned.

If you currently own firearms, but none are registered with Victoria Police Licensing & Regulation Division –

- Access Licensing & Regulation Division's website via the Victoria Police website (www.police.vic.gov.au), and download the *Attachment to Licence Application for the Registration of Firearms* form; **OR**
- Contact Licensing & Regulation Division either via phone (1300 651 645) or via email (licensingregulation@police.vic.gov.au) to have an *Attachment to Licence Application for the Registration of Firearms* form sent to you.
- If you have more firearms than spaces provided, please photocopy enough copies of the firearm list page to allow the listing of all currently owned firearms.
- Complete the list of currently owned firearms by following the instructions attached to the *Attachment to Licence Application for the Registration of Firearms* form.
- Staple the *Attachment to Licence Application for the Registration of Firearms* form to the back of this application.

Do not submit your application without your completed *Attachment to Licence Application for the Registration of Firearms* form attached or your application will be returned.

Part 10 – Acknowledgement

You must read, sign and date the Acknowledgement.