### Victorian Firearms Personal Information Form

#### Part 1 – Purpose of Form

This form is for: 
(Cross the relevant box(es) below)

- New Nominated Person – Body Corporate
- New Responsible Person – Body Corporate
- New Natural Person – Licensed Firearms Dealer
- New Partner – Licensed Firearms Dealer
- New Employee – Licensed Firearms Dealer
- New Close Associate – Licensed Firearms Dealer
- New Club Office Bearers – Approved Club

Provide the name of the Body Corporate, Government Department, Licensed Firearms Dealer, Approved Club and (if known) Firearm Licence / Approval Number

<table>
<thead>
<tr>
<th>(Name)</th>
<th>(Licence / Approval Number)</th>
</tr>
</thead>
</table>

#### Part 2 – Personal Information

**Current Name**

- **Family Name**
- **First Given Name**
- **Second Given Name**
- **Third Given Name**

- **Sex:** Male Female

**Previous Name(s)**

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

- **Have you ever been known by another name (not including official name changes)?** Yes No
- If “Yes”, attach a list of names that you have been known by to the back of this application.

**Residential Address**

- **Property Name (if applicable)**
- **Flat / Unit Number**
- **Street Number**
- **Lot Number**
- **Street Name**
- **Town / Suburb**
- **State**
- **Postcode**

**Street Type (RD, ST, AVE, etc)**
Part 2 – Personal Information (continued)

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

- GPO Box
- PO Box
- Locked Bag
- Private Bag
- RSD
- RMB

Street Name

Town / Suburb

State

Postcode

Box/Bag/Street Number

Street Type (RD, ST, AVE, etc)

Contact details

Telephone

(Home)

(Mobile)

(Work - Optional)

Driver’s Licence Number

Email Address (indicate exact case)

Part 3 – Medical History (All applicants must complete this part unless it relates to an Approved Club application or Approval)

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? 
- Alcohol or drug related problems? 
- 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?

If you answered ‘Yes’ to any of the above questions you must obtain a medical report (see instruction pages).

The medical report must:

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

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

Section 1: Offences

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

- Yes 
- No

If you answered ‘Yes’, in which State and Country?

State

Country

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

- Yes 
- No

If you answered ‘Yes’, in which State and Country?

State

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

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

- Yes 
- No

If ‘Yes’ indicate the year
Part 4 – Previous History (continued)

Section 3: Full or Final Intervention Order
Have you ever been subject to a full or final Intervention Order or Family Violence Safety Notice? [ ] Yes [ ] No
If you answered ‘Yes’, have you applied successfully to a court to be deemed not 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: [blank] Date: [blank]

Part 5 – Fingerprints

Have you had a full set of fingerprints taken? (See instruction pages) [ ] Yes [ ] No [ ] Not Applicable

Part 6 – Firearms Safety Course (All applicants are recommended to attend a firearms safety course, if handling firearms)

Have you attended a longarm or handgun safety course? Certificate is to be attached. See instruction pages Part 6 [ ] Yes [ ] No

Part 7 – Identification Reference

Have you previously held an Interstate Firearms Licence? [ ] Yes [ ] No
If you answered ‘yes’, please indicate: State [blank] Licence Number [blank]
Do you hold a current Victorian Firearm Licence, Security Licence or CCP Weapons approval? [ ] Yes [ ] No
If you answer ‘Yes’ please indicate the Licence / approval number:

You do not have to provide any further information for Part 7 – Go to Part 8

If you answer ‘no’ you must provide 100 points of Certified Identification Documents (signed by your Referee), being one form of primary identification and one or more forms of secondary identification documents (See instruction pages Part 7) and arrange for the below Declaration by Referee to be completed.

Declaration by Referee and Signature by Applicant

This declaration must be made by an ‘Acceptable Referee’ as listed in the instruction pages. The ‘Acceptable Referee’ must have personally known the applicant for at least 12 months. The applicant’s signature must be completed in the presence of the Referee.

I, the Referee, [Full name of Referee] of [Address of Referee]
declare that I have known [Full name of applicant] for a period of [ ] years and [ ] months

Type of Acceptable Referee
(Refer to Part 7 of instruction pages for list of acceptable referees)

Referee Telephone Contact Details
[Home] [Work] [Mobile]
Part 7 – Identification Reference (continued)

<table>
<thead>
<tr>
<th>Declaration by Referee and Signature by Applicant (continued)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Applicant to complete in presence of referee</strong></td>
</tr>
<tr>
<td>I, the applicant, am providing the following certified identification documents -</td>
</tr>
<tr>
<td><strong>Identification Documents</strong></td>
</tr>
<tr>
<td>(Insert document descriptions from Part 7 of the instruction pages.)</td>
</tr>
<tr>
<td><strong>Applicant’s signature</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Referee to complete</th>
</tr>
</thead>
<tbody>
<tr>
<td>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 the Act which is false or misleading in any material particular (maximum penalty 240 penalty units or 4 years imprisonment).</td>
</tr>
<tr>
<td><strong>Referee’s signature</strong></td>
</tr>
<tr>
<td><strong>Date</strong></td>
</tr>
</tbody>
</table>

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

Staple 100 points of certified identification documentation to the back of this application.

Part 8 – Acknowledgement

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).

<table>
<thead>
<tr>
<th><strong>Signature</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Date</strong></td>
</tr>
</tbody>
</table>

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.
Who should complete the Personal Information Form (PIF)?
The following people should complete the Personal Information Form:

- Nominated Person, and all responsible persons (e.g. Officers of the Body Corporate, such as the director, secretary, executive officers etc.), close associates etc.) of a Body Corporate;
- Natural person Licensed Firearms Dealer;
- Partners of a firearm dealer business (if they have access to, contact with and/or control of the partnership firearms);
- Employees of Licensed Firearms Dealer;
- Nominated Officers of Approved Clubs; and
- Club Office Bearers of Approved Clubs (not appointed as Nominated Officers).

This form should also be completed if there are any changes to the above positions during the currency of the Firearm Licence, Approved Club Approval or Control of Weapons Authority.

How to use these instruction pages
There are 8 Parts to this form. These instruction pages will assist you in the completion of the form.

- The form is to be completed in black or blue pen only.
- Attach copies of required documents securely to this form and forward to Licensing & Regulation Division, GPO Box 2807, Melbourne 3001.
- Contact Licensing & Regulation Division on telephone number 1300 651 645 or email us at licensingregulation@police.vic.gov.au
- Website www.police.vic.gov.au

High quality copies of documents must be provided but do not send originals. If documents are not clear your application will be returned for corrective action.

Identification documents include:
- Passport
- Drivers Licence
- Credit card
- Medicare card
- Membership cards of Shooting Clubs or Organisation
- Gaming Licence

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

Entering Information
All dates must be in the format DD/MM/YYYY. For Example 14/06/2008

Please print in capital letters and avoid contact with the edge of the box. The images on the right are a good example of how to fill in the boxes.

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.

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

Part 1 – Purpose of Form

How to complete Part 1
1. Cross the box applicable to the reason for completing the form.
2. “Club Office Bearers – Approved Club” is to be selected if a person is not a Nominated Officer.
3. Enter the name of the Body Corporate Government Department or Licensed Firearms Dealer and (if known) the Firearm Licence / Approval Number.

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. 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 a marriage certificate.

You must provide your email address, 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 email address, make sure you indicate the exact case.
### Part 3 – Medical History
(All applicants must complete this part unless it relates to an Approved Club application or Approval)

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 or the community. This section does not have to be completed if this form is being completed in relation to an Approved Club application or Approval.

### Part 4 – Previous History
(All applicants must complete each section in this part)

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.

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

### Part 5 – Fingerprints

Fingerprints and a copy of the National Police Records Check Certificate must be provided by the following people, if not previously submitted. Call 1300 881 596 between 8am and 4pm, Monday to Friday to make an appointment (for both metropolitan and country residents) to have your fingerprints taken.

- A natural person Firearm Dealer; partner of a Firearm Dealer business (if they have access to, contact with and/or control of the partnership firearms); nominated person and any other responsible persons of a Body Corporate Firearm Dealer; or employee of a Firearms Dealer;
- Nominated and any other responsible persons of a Body Corporate (for all licence categories); and
- Natural person licence applicants for the following categories:
  - Handgun licence
  - Category D Longarms
  - Category E Longarms
  - Firearm Collectors

**Note:** Fingerprints are not required if this form is being completed in relation to an Approved Club application or Approval or if you are employed solely for the purpose of officiating at a paintball game.

### Part 6 – Firearms Safety Course
(All applicants are recommended to attend a firearms safety course, if handling firearms)

It is recommended (but not mandatory) that Licensed Firearms Dealers and their employees undertake a Firearm Safety Course to meet their lawful obligations under WorkCover to create a safe and healthy workplace. If you have any queries about Firearm Safety Courses, contact your local Divisional Firearms Officer. Visit the Victoria Police website at www.police.vic.gov.au/firearms for a listing of Divisional Firearms Officers, or contact your local police station.

### Part 7 – Identification Reference

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.

<table>
<thead>
<tr>
<th>Identification Category</th>
<th>Points</th>
<th>Identification Category</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full Birth Certificate (or name change certificate)</td>
<td>70</td>
<td>Mortgage documents confirming current address</td>
<td>35</td>
</tr>
<tr>
<td>Current Passport</td>
<td>70</td>
<td>Land Titles Office record confirming current address</td>
<td>35</td>
</tr>
<tr>
<td>Passport which has not been cancelled and was current within the preceding 2 years</td>
<td>70</td>
<td>Bank or Credit Card Statement confirming current address</td>
<td>25</td>
</tr>
<tr>
<td>Australian Citizenship Certificate</td>
<td>70</td>
<td>Department of Veterans’ Affairs Health Care Card</td>
<td>25</td>
</tr>
<tr>
<td>Diplomatic documents and official documents issued to refugees</td>
<td>70</td>
<td>Medicare Card</td>
<td>25</td>
</tr>
<tr>
<td>Secondary Identification</td>
<td></td>
<td>Telephone Account</td>
<td>25</td>
</tr>
<tr>
<td>Public Service ID including photograph and/or signature</td>
<td>40</td>
<td>Credit Card</td>
<td>25</td>
</tr>
<tr>
<td>Any licence issued under Australian law including photograph and/or signature, e.g. Driver Licence</td>
<td>40</td>
<td>Statement from a primary, secondary or tertiary education institution (attended with the last 10 years) confirming date of birth</td>
<td>25</td>
</tr>
<tr>
<td>A Government issued ID showing entitlement to financial benefit including signature, e.g. Health Care Card issued by the Department of Human Services</td>
<td>40</td>
<td>Membership records from a professional or trade association confirming date of birth</td>
<td>25</td>
</tr>
<tr>
<td>ID Card issued by a tertiary education institution including photograph and/or signature</td>
<td>40</td>
<td>Records of a Public Utility confirming current address, e.g. gas, electricity or water bill</td>
<td>25</td>
</tr>
<tr>
<td>Records from an employer (with past 2 years) confirming current address, e.g. letter on company letterhead or a payment summary</td>
<td>35</td>
<td>Confirmation of enrolment issued by the Australian Electoral Commission confirming current address</td>
<td>25</td>
</tr>
<tr>
<td>Council rates notice confirming current address</td>
<td>35</td>
<td>Victorian Proof of Age Card. <strong>Note:</strong> Key pass is unacceptable.</td>
<td>25</td>
</tr>
</tbody>
</table>
| **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. The document was sighted by me on
21/08/2018
Signature: J Otagon
Print name: John A Citizen
Type of Referee: Accountant

Identifying a Referee
You need to ask one of the persons from the following list to be your Referee.
### The following people can act as referees for Part 7

<table>
<thead>
<tr>
<th>A member of:</th>
<th>A member of a municipal, city, town, district or shire council of a State or Territory.</th>
<th>An employee of a financial institution who is authorised by the financial institution to open accounts with the institution.</th>
</tr>
</thead>
<tbody>
<tr>
<td>• the Chartered Accountants in Australia and New Zealand;</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• the Australian Society of Accountants;</td>
<td></td>
<td></td>
</tr>
<tr>
<td>or</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• the Institute of Public Accountants.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>An agent of a financial institution who is authorised by the financial instruction to open accounts with the institution.</td>
<td>A full time employee of:</td>
<td>An employee of a bank carrying on a business outside Australia:</td>
</tr>
<tr>
<td></td>
<td>• a financial institution; or</td>
<td>• that does not have an authority under Section 9 of the Banking Act 1959; and</td>
</tr>
<tr>
<td></td>
<td>• a corporation that is a registered corporation within the meaning of the Financial Sector (Collection of Data) Act 2001;</td>
<td>• that is engaged in a transaction with a cash dealer:</td>
</tr>
<tr>
<td></td>
<td>who has been employed continuously for at least 5 years by one or more financial bodies.</td>
<td>who is authorised by the bank to open accounts with the bank.</td>
</tr>
<tr>
<td>An officer within the meaning of the Defence Act 1903.</td>
<td>A legal practitioner of a Federal, State or Territory Court.</td>
<td>A registrar, clerk, sheriff or bailiff of a Federal, State or Territory Court.</td>
</tr>
<tr>
<td>An individual registered or licensed as:</td>
<td>An individual registered or licensed as:</td>
<td>An individual who is employed and registered as a nurse under the law of a State or Territory providing for that registration.</td>
</tr>
<tr>
<td>• a dentist;</td>
<td>• a medical practitioner;</td>
<td></td>
</tr>
<tr>
<td>• a pharmacist; or</td>
<td>• a veterinary surgeon;</td>
<td></td>
</tr>
<tr>
<td>• a veterinary surgeon;</td>
<td>under a law of a State or Territory providing for that registration or licensing.</td>
<td></td>
</tr>
<tr>
<td>An individual employed as 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.</td>
<td>An individual who is registered as a tax agent or a member of the council representing the community to be a community elder; or</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• as a principal at one or more of the following:</td>
<td>is recognised by the members of the community as a community elder; or</td>
</tr>
<tr>
<td></td>
<td>• the Commonwealth, a State or Territory;</td>
<td>if there is an elected Aboriginal council that represents the community – is an elected member of the council.</td>
</tr>
<tr>
<td></td>
<td>• an authority of the Commonwealth, a State or Territory; or</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• a local government body of a State or Territory;</td>
<td></td>
</tr>
<tr>
<td></td>
<td>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.</td>
<td></td>
</tr>
<tr>
<td>An individual employed as an officer or employee by one or more of the following:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• the Commonwealth, a State or Territory;</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• an authority of the Commonwealth, a State or Territory; or</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• a local government body of a State or Territory;</td>
<td></td>
<td></td>
</tr>
<tr>
<td>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.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>An individual who is an agent of a totalisator agency board if:</td>
<td>A Commissioner for oaths of a State or Territory.</td>
<td></td>
</tr>
<tr>
<td>• the individual conducts an agency of the totalisator agency board at particular premises; and</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• the agency is not ancillary to any other business conducted at those premises.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>A member of the Chartered Institute of Company Secretaries in Australia Limited.</td>
<td>A member or fellow of the Association of Taxation and Management Accountants.</td>
<td>A member of the National Tax and Accountants’ Association Limited.</td>
</tr>
</tbody>
</table>

You must ask the Acceptable Referee to:

a) 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

b) complete all required parts of the ‘Declaration by Referee’ section in Part 7 of the form as instructed on the form. Please note that this includes witnessing you (the applicant) signing the application in their presence.

### Part 7 – Identification Reference (continued) – List of Acceptable Referees

### Part 8 – Acknowledgement

You must read, sign and date the acknowledgement.