

Mail your completed form to:

Licensing & Regulation Division
GPO Box 2807
MELBOURNE 3001
Phone: 1300 651 645
E-mail: lrd@police.vic.gov.au
Web: www.police.vic.gov.au



VICTORIA POLICE

VP Form 1268

Victorian Firearm Licence Application Form

Licence Category: Paintball Marker 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. .

Part 1 - Type of Application

Paintball Marker Licence (duration 5 years)

(Licence only required if you wish to own your own paintball marker or carry or otherwise possess a paintball marker (other than at an approved location). Refer to Part 1 in the instruction pages.

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 (Vic Roads) information that relates to my identity which is kept by the Roads Corporation (Vic Roads).

Section D – Email Address (indicate exact case)

Section E – 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

Is your postal address the same as your residential address? Yes Go to **Part 3**. No Go to **Section F - Postal Address**.

Section F – Postal Address

Cross appropriate box **then** enter the number below

GPO Box PO Box Locked Bag Private Bag RSD RMB Street No. Rural Road No.

Number

Street Name

Street Type (RD, ST, AVE, etc.)

Town/Suburb

State

Postcode

Part 3 - Storage Address

a) Do you own or store firearms and/or ammunition? Yes Go to b) No Go to **Part 4**.

Storage facilities must comply with the *Firearms Act 1996* Schedule 4 requirements.

Refer to Part 3 of the instruction pages for further information.

b) Do you store firearms at the residential address detailed above? Yes Go to c) No Complete Storage Address

c) Are your firearms ordinarily stored at the residential address specified above? Yes Go to **Part 4**. No Complete Storage Address

Note: If you have multiple firearms with multiple ordinary storage addresses, you must specify the ordinary storage address for each firearm and attach the information to this application.

Storage Address (Please staple additional storage address details to the back of this application if applicable.)

Name of Property owner/occupier

Property Name (if applicable)

Flat/Unit Number

Street Number

Lot Number

 / /

Street Name

Street Type

Town/Suburb

State

Postcode

Part 4 - Medical History

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

If you answered "yes" to any of the above, you must include a medical report from a doctor or psychologist who treated you, or is familiar with your condition, outlining your suitability to hold a firearm licence and possess firearms.

Your doctor must refer to LRD's Quick Guide regarding the **Role of Health Professionals in the Firearm Licensing Process**, available within the Forms and Reference Information section at www.police.vic.gov.au/firearms.

 **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?

Yes No

Have you ever been found guilty of any offence without a conviction being recorded in Australia or overseas?

Yes No

Do you have any charges outstanding against you in Australia or overseas?

Yes No

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

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?

Yes No If "Yes"

(Year)

(State)

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

Yes No If "Yes"

(Year)

(State)

Section C – Intervention Order

Have you ever been subject to a Final Intervention Order?

Yes

State the details of the court and year below.

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

No Go to **Section D**.

Court

Year

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 Continue with this section.

No Go to **Part 6**.

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

Yes

Staple a copy of the Court Extract to the back of this application.

No

State the court and date of your application in the boxes below.

Court

Date

(Day)

(Month)

(Year)

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

Part 6 – Paintball Safety Course

Have you attended a Paintball Safety Course?

- Yes Staple a copy of your Paintball Safety Course Certificate to the back of this application.
- No **Refer to Part 6 of the instruction pages.**

 **Staple a copy of your Paintball Safety Course Certificate to the back of this application**

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" who must have known the applicant for at least 12 months The applicant's signature must be completed in the presence of the Referee.

Referee to complete	I, the Referee, <input type="text"/> (Full name of Referee) of <input type="text"/> (Address of Referee)
	declare that I have known <input type="text"/> (Full name of applicant) for a period of <input type="text"/> years and <input type="text"/> months.
Referee to complete	Type of Acceptable Referee (Refer to Part 7 of instruction pages for list of acceptable referees)
	Referee Telephone Contact Details: <input type="text"/> (Home) <input type="text"/> (Work) <input type="text"/> (Mobile)
Applicant to complete in presence of referee	I, the applicant, am providing the following certified identification documents -
	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"/> / <input type="text"/> / <input type="text"/>

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 - Genuine Reason

The *Firearms Act 1996* requires that you demonstrate that you have a genuine reason for obtaining a firearm licence.

Important Information

- You do not need to have a Paintball Marker Licence if you only want to participate in paintball activities at approved locations using paintball markers owned by someone else, such as the field operator. A Paintball Marker Licence is only required if you wish to own your own paintball marker or carry or otherwise possess a paintball marker (other than at an approved location).
- Paintball markers may **only** be used for the purpose of engaging in paintball activities on locations approved by the Chief Commissioner and licences may only be granted for this purpose.

Please complete **either** Evidence Option 1 **OR** Evidence Option 2 to be considered for a paintball marker licence.

Evidence Option 1 – Approved Paintball Club/Organisation membership

Complete your membership details below;

(Name of applicant's paintball club or organisation)

(Applicant's member number)

 / /

(Expiry date)
(Day/Month/Year)

AND

Staple a copy of your current membership card **OR** a statement of endorsement from your club or organisation to the back of your application.

Evidence Option 2 - Other Evidence

Please provide a brief explanation as to why you require a paintball marker licence;

AND

- Have an approved club or paintball operator complete the below declaration;

I, _____, declare that _____
has, to my knowledge, previously attended at a location, or locations, approved by the Chief Commissioner for the purpose of engaging in activities that require the use of a paintball marker and has demonstrated a desire to acquire a privately owned paintball marker for this purpose.

Signature _____ Date _____

OR

- Staple to the back of this application any evidence that demonstrates that you require a Paintball Marker Licence for the purpose of engaging in paintball activities at locations approved by the Chief Commissioner. This evidence should support your reason as described in your explanation above.

Evidence attached.



Staple required evidence/documents for your licence to the back of this application

Part 9 - Confirmation of Currently Owned Firearms

Do you currently own firearms?

Yes

Please complete the details of your firearms below (or provide a signed copy of your Firearms Registration List). **Refer to Part 9 of the instruction pages for codes and further assistance.**

No

Go to **Part 10**.

If you have more than three firearms, please photocopy this page and staple it to the back of the application. Cross if copy attached.

Make	<input style="width: 100%; height: 20px;" type="text"/>																							
Model	<input style="width: 100%; height: 20px;" type="text"/>																							
Calibre 1	<input style="width: 100%; height: 20px;" type="text"/>										Calibre 2 <input style="width: 100%; height: 20px;" type="text"/>													
Calibre 3	<input style="width: 100%; height: 20px;" type="text"/>										Serial Number <input style="width: 100%; height: 20px;" type="text"/>													
Firearm Category	Type <input style="width: 20px; height: 20px;" type="text"/>	Action <input style="width: 20px; height: 20px;" type="text"/>	Configuration <input style="width: 20px; height: 20px;" type="text"/>		Magazine/ Firearm Capacity <input style="width: 20px; height: 20px;" type="text"/>		Barrel Length (Handguns only) <input style="width: 20px; height: 20px;" type="text"/>		mm															

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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 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

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

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".
- STAPLE** a copy of your Paintball Safety Course Certificate to the back of the application (Part 6).
- STAPLE** a certified copy of your identification document(s) 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 documents, cash, cheques or money orders.
- Answer **ALL** of the questions and include **ALL** documentary evidence for your licence application (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 delayed or refused.

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 lrd@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>

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: Paintball Markers

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 new Paintball Marker 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, cash, cheques or money orders.
- 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 the date of receipt of your application by Licensing & Regulation Division 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

This application form is **only applicable to Paintball Markers**. A 'Paintball Marker' is a firearm that is designed to discharge a paintball. If you require a licence for any other type of firearm you will need to complete the relevant application form for that firearm. You do not need to have a Paintball Marker Licence if you only want to participate in paintball activities at approved locations using paintball markers owned by someone else, such as a field operator. A Paintball Marker Licence is only required if you wish to:

- own your own paintball marker; or
- otherwise 'possess' a paintball marker, which term encompasses having actual physical possession of a marker, or custody or control of a marker or having and exercising access to the marker other than at an approved location.

Note Paintball markers may **only** be used for the purpose of engaging in paintball activities at locations approved by the Chief Commissioner and a Paintball Marker Licence may only be issued for this purpose.

Licence Categories	Firearm Types Applicable to this Application Form
P	Paintball marker.
Firearm Types NOT Applicable to this Application Form	
A	Airguns; rimfire rifles (includes pump action not semi-automatic); A shotgun (other than a pump action, semi-automatic or lever action shotgun); any combination of a shotgun and rimfire rifle; and muzzle loading shotguns
B	Muzzle loading firearms; centre fire rifles (includes pump action not automatic or semi-automatic); any combination of shotgun and centre fire rifle; and black powder ball firing cannons. A lever action shotgun with a magazine capacity of no more than 5 rounds; (Category B licences automatically allow you to use Category A firearms.)
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); and tranquiliser 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); and semi-automatic centre fire rifles. A lever action shotgun with a magazine capacity more than 5 rounds.
E	Machine guns, 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; and large calibre military firearms designed to fire an explosive or projectile.
H	A handgun being a firearm that is reasonably capable of being carried or concealed about the person; or is reasonably capable of being raised and fired by one hand; or does not exceed 65 centimetres in length measured parallel to the barrel and is not a Category E Handgun.
E Handgun	A machine gun that is a handgun or any handgun prescribed for the purpose of this category.
Collector	There are a range of collector licences for specific types and periods of firearms and ammunition.

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, 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

As a condition of a Paintball Marker Licence, you must be able to store your paintball markers in a manner that is considered safe by the Chief Commissioner of Police. The storage standards for paintball markers are the same as for Category A and Category B firearms. The following is a brief summary of the storage requirements.

Paintball Marker Storage requirements

- Paintball markers must be stored in a hard wood or steel container that is not easy to penetrate.
- If the container weighs less than 150 kg 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.
- 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.

NOTE: 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) does or does 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) does or does 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.

Note: A 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.police.vic.gov.au/eligibility-requirements#fit-and-proper-persons/>

Part 6 – Paintball Safety Course

- You must have completed a Paintball Safety Course in Victoria within the last 12 months in order to be licensed.
- A copy of the Paintball Safety Course Certificate must be attached to the back of your application.

Exception - The only exception to the above requirements is if you have held a Paintball Marker Licence that has expired within the last 12 months. In this case only, you do not need to complete another Paintball Safety Course. If your licence was cancelled, you will need to complete another Paintball Safety Course.

Completion of a handgun or longarm safety course is not sufficient for you to be approved for a Paintball Marker Licence.

If you have any queries about Firearm Safety Courses please contact your local or preferred paintball operator or club.

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

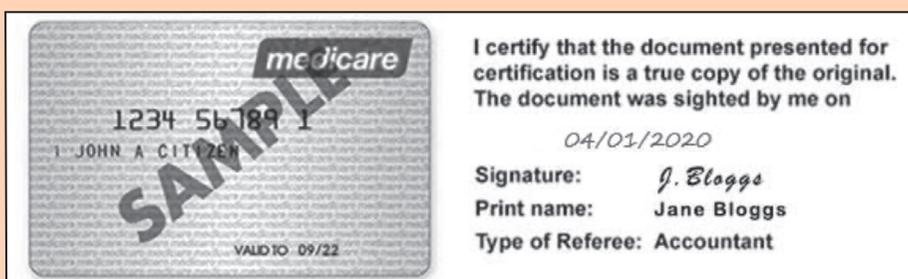
- **one** primary identification document (certified copy) **and**
- secondary identification documents (certified copies).

(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.**

Primary Identification (only one allowed)	Points
Full Birth Certificate or a Change of Name Certificate	70
Current Passport	70
Passport which has not been cancelled and was current within the preceding 2 years	70
Australian Citizenship Certificate	70
Diplomatic documents and official documents issued to refugees	70
Secondary Identification	
Public Service ID including photograph and/or signature	40
Any licence issued under Australian law including photograph and/or signature, e.g. Driver Licence	40
A Government issued ID showing entitlement to financial benefit including signature, e.g. Health Care Card issued by the Department of Human Services	40
ID Card issued by a tertiary education institution including photograph and/or signature	40
Records from an employer (with past 2 years) confirming current address, e.g. letter on company letterhead or a payment summary	35
Council rates notice confirming current address	35
Mortgage documents confirming current address	35
Land Titles Office record confirming current address	35
Bank or Credit Card Statement confirming current address	25
Department of Veterans' Affairs Health Care Card	25
Medicare Card	25
Telephone Account	25
Credit Card	25
Statement from a primary, secondary or tertiary education institution (attended with the last 10 years) confirming date of birth	25
Membership records from a professional or trade association confirming date of birth	25
Records of a Public Utility confirming current address, e.g. gas, electricity or water bill	25
Confirmation of enrolment issued by the Australian Electoral Commission confirming current address	25
Victorian Proof of Age Card (Keypass is unacceptable)	25
Rental agreement document confirming your tenancy of a property	25
Working with Children Check	25

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



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.

<p>A member of:</p> <ul style="list-style-type: none"> the Chartered Accountants Australia and New Zealand; or the Australian Society of Accountants; or the Institute of Public Accountants. 	<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 instruction 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>; <p>who has been employed continuously for at least 5 years by one or more financial bodies.</p>	<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 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 – Genuine Reasons

How to complete Part 8

You must provide sufficient information and documentary evidence to satisfy the Chief Commissioner that you require a Paintball Marker Licence for the purpose of engaging in paintball activities on locations approved by the Chief Commissioner.

The methods for demonstrating your requirement for a Paintball Marker Licence are listed in Part 8. These are to -

- Provide details of your current paintball club or organisation membership and relevant supporting documentation (i.e. a copy of your current membership card or a statement of endorsement from the club or organisation); **OR**
- Provide a brief explanation as to why you require a Paintball Marker Licence (e.g. what activities you intend to undertake) and obtain an endorsement from an approved paintball club or paintball operator to support your application; **OR**
- Provide a brief explanation as to why you require a Paintball Marker Licence (e.g. what activities you intend to undertake) and attach other documentary evidence to support your application and the explanation you have provided.

Failure to provide all necessary information and high quality, legible copies of required documentation will result in your application being delayed and possibly refused.

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 9 – Confirmation of Currently Owned Firearms

How to complete Part 9

You must indicate if you currently own firearms. If you answer “Yes”, you must supply full details of all currently owned firearms.

Firearm details

- “UNKNOWN” must not be used in any fields. If you are unsure about any firearms details, you must seek assistance from an authorised firearms identifier (most licensed firearms dealers are authorised firearms identifiers). Firearm descriptions using “UNKNOWN” in any fields will result in the form being returned to you for amendment.
- **Calibre** - For combination and multi barrel firearms with more than one calibre, please specify each calibre.
- **Serial Number** - 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 you are not sure of the serial number, seek assistance from an authorised firearms identifier (most licensed firearms dealers are authorised firearms identifiers).
- **Magazine/Firearm Capacity** - If the firearm has a magazine, record the capacity of the largest magazine in your possession for that firearm. If the firearm is not manufactured with a magazine, record the firearm capacity.
- **Barrel Length** – The barrel length of any handguns you possess must be recorded. This field is only applicable to handguns. For revolvers, the barrel should only be measured from the muzzle to the forcing cone (cylinder measurement is not required). Semi-automatic and single shot pistols should be measured with action shut and measurements should be taken with a rod from the breech face to the muzzle. Ramps, shrouds, muzzle breaks, flash suppressors or similar protrusions are not to be included in the barrel length measurement (unless the forward protrusion is permanently affixed).

Note: Licensing & Regulation Division may require you to take your firearms to an authorised firearms identifier if there is concern about any of the details included as descriptors of your firearm.

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	Revolvers
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	Revolvers
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

Example of layout for list of firearms

Make	A M E R I C A																			
Model	P A I N T B A L L																			
Calibre 1	6 8 P B A L L										Calibre 2									
Calibre 3											Serial Number									
Firearm Category	P	Type	P M	Action	A R	Configuration		Magazine/ Firearm Capacity	4 0	Barrel Length (Handguns only)		mm								

Part 10 – Acknowledgement

You must read, sign and date the Acknowledgement.