



NSW Police Force
www.police.nsw.gov.au

FIREARMS REGISTRY

Security Firm Employee Permit

P 634

This FACT sheet provides information on the requirements for obtaining a Security Firm Employee Permit - section 28(g) of the *Firearms Act 1996*.

An employee of a security firm, who does not hold a current category H firearms licence as a security guard, and who wishes to be authorised to possess firearms for the purpose of signing firearms in and out to armed security guards must make application to be authorised to possess firearms.

What does a Security Firm Employee Permit authorise?

This permit authorises an employee of a security firm to possess firearms and ammunition (for those firearms) for the purpose of signing firearms in and out to armed security guards.

The permit only authorises possession of ammunition and firearms registered to the employer nominated in the application.

This permit does not authorise the use or acquisition of firearms.

Who would apply for this permit?

A security firm employing armed guards must safe keep all firearms used by those guards and maintain a Register. Firearms are signed out to armed security guards at the beginning of each period of duty and signed in at the end of each period of duty in the Register kept for that purpose by the security firm.

The firearms licence holder of the security firm and any armed guard holding a category H firearms licence are authorised to possess firearms for the purpose of signing them in and out. If the security firm requires other persons to be authorised to sign firearms in and out, that person must be authorised to do so by a Commissioner Permit.

A person would make application for this permit if they:

- * Are an employee of a security firm, and
- * Have been nominated by the licence holder of the security firm to sign firearms in and out, and
- * Are not otherwise authorised by a licence or permit to possess firearms of that type.

What is the term of the permit?

The permit will be issued for a maximum term of 5 years and is issued with an expiry date coinciding with the expiry date of the business firearms licence of your employer. The permit will remain valid only while the permit holder remains employed by the security firm and only while the security firm maintains a valid firearms licence.

How much will my permit cost?

The prescribed fee for this permit is \$75. Your payment must accompany the application.

Do I need to do anything prior to lodging my application?

Yes. If you have never held a firearms licence or permit in NSW, or you do not currently hold an equivalent issued firearms licence or permit interstate, you are required to complete a firearm safety training course for pistols.

For training providers contact:

The Firearms Safety Training Council: Phone: 02 94863077,

The Sporting Shooters Association of Australia (SSAA): Phone: 1300 746 683,

Your nearest pistol club or the NSW Firearms Registry.

When you have completed the safety training course, include the certificate of completion with your permit application.

How do I apply for a Security Firm Employee Permit?

You must complete the P634 'Application for a Firearms Permit' form and the 'Security Firm Employee Legitimate Reason' form and where applicable provide any supporting documentation. Please see the reverse of this FACT Sheet for instructions on how to complete the P634 form.

Instructions for completing the Firearms Permit Application Form

FIREARMS PERMIT APPLICATION FORM (P634)

NEW APPLICATION / REAPPLICATION

Mark appropriate box (new application or reapplication) and insert any previous or current firearms licence or permit number.

SECTION A - PERMIT TYPE

From the drop down list select the type of permit relevant to this application. If the permit is not listed in the drop down list, enter the type of permit you require in the space provided.

SECTION B - NOMINATED PERSON/BUSINESS OR NOMINATED PERMIT HOLDER/INDIVIDUAL

Insert your full name, date of birth, gender, NSW drivers licence (if held), contact phone numbers, email address and supply details if you have been known by any other names.

SECTION C - RESIDENTIAL ADDRESS

Insert your full residential address in this section.

SECTION D - POSTAL ADDRESS

If the postal address is the same as the residential address, mark the box. If your postal address is different to your residential address, insert your postal address in this section.

SECTION E - BUSINESS, CLUB OR GOVERNMENT AGENCY DETAILS

If this application is being made by a Business, Club or Government Agency, provide details in this section and attach supporting documentation.

SECTION F - SAFEKEEPING ADDRESS OF FIREARMS

If the safekeeping address is the same as the residential address, select 'YES' in the box. If your firearm safekeeping address is different to your residential address, insert the address in this section.

SECTION G - PERSONAL HISTORY

Answer each question by selecting a 'YES' or 'NO' from the drop down list. If you answer 'YES' to any question, provide details as an attachment.

SECTION H - DECLARATION

The application must be signed and dated by the applicant in the presence of a witness who is 18 years old or more. The witness must provide their name, and sign and date the application.

SECTION I - FEE

The prescribed fee for this permit is \$75. Your payment must accompany the application.

RELATED INFORMATION

See FACT Sheets:
'100 Point Identification'.

Firearms Registry

Address

Locked Bag 1
Murwillumbah NSW 2484

Telephone

1300362562

Interstate

02 66708590

Fax

02 66708558

Email

permits@police.nsw.gov.au
OR
firearmsenq@police.nsw.gov.au

Website

www.police.nsw.gov.au/firearms

Where can I find more information?

The information provided in the FACT Sheet is for general guidance only. Applicants and licensees should familiarise themselves with the *Firearms Act 1996* and the *Firearms Regulation 2006*, which are available on the NSW Legislation website - www.legislation.nsw.gov.au.



NSW Police Force
www.police.nsw.gov.au

