



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

FIREARMS REGISTRY

Security Firm Employee Permit

P 634

It is an offence in NSW to possess firearms without the authority of a licence or permit.

This FACT sheet provides information on the requirements for an employee of a security firm to be authorised to possess firearms for the purpose of signing firearms in and out to armed Security Guards - section 28 (g) of the Firearms Act 1996.

What does this 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 and only for the purpose stated.

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. 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. Payment must accompany your 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 for pistols, you may need to complete an approved safe handling course for pistols.

Contact the Firearms Registry for the name of a person authorised to instruct in the safe handling of pistols.

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

What do I need to send with my application?

- * If you do not hold a current firearms licence or permit, you must provide proof of identity totalling 100 points. (See FACT Sheet '100 Point Identification'), and
- * A certificate of successful completion of an approved safety training course, and
- * You must provide the name and business firearms licence number of your employer, and
- * You must supply a letter from your employer confirming your employment, and
- * Your employer must outline the need for you to possess firearms for the specific purpose of signing firearms in and out to armed security guards on the Register.

How do I complete the application form?

The P634 'Application for a Firearms Permit' form applies to this permit. This form is used for a new application or to re-apply for this Permit.

Do not send a photocopy of the form, print within the boxes, do not mark boxes that do not apply. Use CAPITAL LETTERS and BLACK INK. DO NOT USE STAPLES.

Mark the appropriate box on the top of the form with an 'X'; either a 'New Application' or 'Reapplication'.

Section A - Personal and Contact Details

The 'Last Name' & 'Given Names' box should show your full legal name. This should be the name on your birth certificate, marriage certificate, change of name certificate or passport. Complete your date or birth, drivers licence and contact details including mobile phone number and email address.

List any other names by which you have been known and supply details.

Section B - Residential Address

Insert your full residential address here.

Section C - Postal Address

If your postal address is the same as your residential address mark the box with an 'X', otherwise, insert your postal address here.

Section D - Business, Club, Government Agency Details

Complete business name, trading name, business address, phone numbers and postal address.

Section E - Permit Type

Place an 'X' in the box 'Other' and describe the permit as 'Employee Security Firm'.

Section F - Safekeeping Address of Firearms

This section is not applicable to this permit.

Section G - Personal History

Answer all questions in this section by marking the appropriate 'Yes' or 'No' box. If you responded 'Yes' to any of the questions, please provide an attachment with details.

Section H - Declaration

The application form must be signed and dated by the applicant in the presence of a witness. The witness must be 18 years of age or over.

By signing the declaration you are confirming that:

* You understand the safe keeping requirements of the *Firearms Act 1996* and Regulation; AND

* You understand it is an offence to supply false or misleading information; AND

* All the information provided on the application is true and correct and you authorise the release of your personal information to any third party deemed appropriate by the Commissioner of Police; AND

* You agree to the NSW Police Force making enquiries to establish that the information you have supplied in relation to the application is true and correct.

Section I - Credit Card Authority

If you wish to pay by credit card ensure you complete the amount to be debited from your credit card, indicate whether Mastercard or Visa; fill out cardholder details in full, sign and date.

Related Information

See FACT Sheet: '100 Point Identification'.

Check List

- Completed P634 form
- Proof of ID (if applicable)
- Safety Training Certificate (if applicable)
- Employer name and firearms licence no
- Letter from employer confirming employment status and need to possess firearms
- Payment with application

Firearms Registry

Address

Locked Bag 1
Murwillumbah NSW 2484

Telephone

1300362562

Interstate

02 66708590

Fax

02 66709813

Email

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.



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