



FIREARMS REGISTRY

Change of Personal Details

P 658

All persons holding a firearms licence or permit in NSW must notify the Commissioner of Police, within 14 days, of any change of details on their licence or permit.

This FACT sheet provides information on completing an 'Application for Change of Personal Details' P658 form.

What is the form used for?

Notification of change of name, residential address, postal address or safe storage address on a licence or permit.

When should I use this form?

If you are changing your residential address only, you may do so by phoning or emailing the Firearms Registry.

If your residential address is also your safe keeping address for your firearms, you may phone the Firearms Registry to notify of your new residential address, but you must then notify the Firearms Registry in writing of the new safe storage address.

Any change to safe keeping address must be notified within 14 days, in writing, to the Firearms Registry. The onus is on you as the licence or permit holder to notify this change.

Similarly, any change of name or postal address must be notified in writing within 14 days.

You may do this on the 'Application for Change of Personal Details' P658 form available on the Internet. You can also request a form is posted when you phone to change your residential address, or you may notify the Firearms Registry by email. See email address on reverse of this FACT sheet.

Why is it important to notify of any change?

You have a legal obligation as a licence or permit holder to notify any change of details to your licence or permit as prescribed by the *Firearms Act 1996* and the *Regulations*.

It is vitally important that the Firearms Registry has current information on your contact details so that any correspondence, including re-applications, is received by you.

It is also a matter of public safety that operational Police have current details on licence and permit holders, including safe storage locations for firearms.

What supporting documentation do I need to provide?

Copies of legal documents for change of name must be supplied. Copies must be certified, as being a true and correct copy of the original, by a Justice of the Peace signatory, inserting the JP identification number, or a serving Police Officer including name, rank and station.

Legal documentation for change of name could include certified copies of:

- * Marriage certificate
- * Change of name certificate
- * Birth certificate
- * Birth certificate extract
- * Divorce certificate

How do I complete the P658 form?

Indicate on the top of the form what details you are changing by marking the appropriate box with an 'X'.

Section A - Personal and Contact Details: Complete this section for identification and verification purposes. If you are advising of a change of name you must fill out the details that are currently held by the Firearms Registry in this section. Provide new contact details, if applicable.

Section B - Change of Name: Only complete this section if you are changing your name. Provide evidence of your name change (as above).

Section C - Old Residential Address: This section must be completed for identification and verification purposes. Please insert details of the address currently held by the Firearms Registry.

Section D - New Residential Address: This section must be completed if your residential address, noted in Section C above, has changed.

Section E - Postal Address: If your new postal address is the same as your new residential address, place a mark in the box in section D, otherwise complete this section.

Section F - Safekeeping Address: Is your new/current RESIDENTIAL address the same address as the safe storage for your firearms? If YES, then mark the box in this section of the form. If not, then fill out all the safe storage details in this section.

If your firearms are stored at more than one safe storage address, please provide details on all firearms in your possession and the applicable safe storage address for each firearm.

Section G - Declaration

The form must be signed and dated by you 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
- * All the information provided on the application is true and correct; AND
- * You understand it is an offence to supply false or misleading information; 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.

If this form is for change of details for a minor (under 18 yrs of age), it must be witnessed by the parent or legal guardian.

Section H - Fees

There is no fee for a change to your personal details on a licence except for a change of name or a change or correction to your date of birth.

Any of these changes will require a duplicate licence. A fee of \$75 is payable at the RTA for the duplicate licence. **DO NOT SEND ANY MONEY TO THE FIREARMS REGISTRY.**

Changes on specific permits, individual or business, may require a duplicate permit and therefore a payment of \$75 may apply. Please ring the Customer Service Line on 1300 362 562 and request to speak to the Permits Officer. You will be advised if a fee is applicable.

Can police inspect my safe storage facilities?

Yes, If your safe storage requires inspection, police will contact you to arrange a time for the inspection.

Your safe storage facilities must meet the level of storage required by the *Firearms Act 1996* for the type of firearm/s to which the licence applies.

Section 42 of the *Firearms Act 1996* authorises a police officer to seize firearms or ammunition not being kept in accordance with safe storage requirements of the *Firearms Act 1996*.

See FACT sheets for Level 1 & Level 2 safe storage.

What if I am moving Interstate?

If you move interstate and you own firearms, you must notify the NSW Firearms Registry of your new interstate residential address within 14 days (Clause 105 of the *Firearms Regulation 2006*).

To hold a firearms licence in NSW, you must be a resident of the state. You will need to apply for a firearms licence in the State in which you now reside.

You must provide the NSW Firearms Registry with the information on your new interstate firearms licence, location or disposal of firearms and new contact phone numbers. Once you are licensed interstate, you must also request cancellation of your NSW firearms licence to avoid revocation of your licence.

Firearms Registry

Address

Locked Bag 1
Murwillumbah NSW 2484

Telephone

1300362562

Interstate

02 66708590

Fax

02 66708558

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.



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

