



NSW Police Force  
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# FIREARMS REGISTRY

## Firearms Safety Training Instructor Approval (Longarms)

P 644

*This FACT sheet provides information on the requirements for obtaining a Firearms Instructor Approval to instruct a course, approved by the Commissioner of Police, in firearms safety training for longarms.*

### **Who can apply for a Firearms Instructor Approval?**

You must hold a current NSW firearms licence for longarms and have held that licence for at least 3 years.

### **What does a Firearms Instructor Approval authorise?**

This Approval authorises the Instructor to conduct an approved safety training course for longarms.

The Approval authorises the possession and use of registered non-prohibited firearms, as authorised by the individual firearms licence of the Instructor. The approval authorises the possession and use of ammunition for those firearms, for the practical component of the approved course. Live ammunition may only be used on an approved shooting range.

The Approval also authorises the transportation of the firearms to and from the training venue.

### **What are the approved courses?**

There are currently only three approved courses:

- \* Sporting Shooters Association of Australia (NSW) - Safe Shooting Course;
- \* NSW Police Firearms Registry - Firearms Licence Qualification Course;
- \* Firearms Safety & Training Council Ltd - Firearms Safety Training Course (NSW) for persons nominated by the Firearms Safety & Training Council Ltd.

You may be nominated by or on behalf of a Club, Association or other approved organisation or body or you may be an individual making application to deliver an approved course.

### **What is the term of the approval?**

The approval will only remain valid while the Instructor's individual firearms licence is current.

### **How much will my Firearms Instructor Approval cost?**

There is no fee payable for this approval.

### **What requirements must be met for a Firearms Instructor Approval?**

Training must be conducted with proper regard to public safety.

The approval holder is responsible for supervising all persons participating in the course and must ensure the safe handling and use of firearms at all times.

Persons participating in the course are exempt from the requirement to hold a licence or permit under the *Firearms Act 1996* to possess and use firearms, but only whilst completing the approved course and only under the direct supervision of the Approval Holder.

Instructors must ensure that training involving the possession and use of firearms is not undertaken by unlicensed persons unless:

- \* Each participant has completed and signed the P650 'Declaration - Person shooting on an Approved Range or undertaking a Firearms Safety Training Course' form, and
- \* The participant has responded 'No' to all questions in Section B - 'Personal History' on the form, and
- \* The Instructor has verified, by photo identification, the name, address and date of birth of the person participating in the course and these details have been recorded on the form, except in the case of a person between the ages of 12-18yrs (a minor) participating in the approved course, the written consent and the photo identification of the parent or legal guardian has been obtained and recorded on the form.

Where a person has responded 'Yes' to any question in Section B - Personal History, a copy of that form must be sent to the Firearms Registry if that person wishes to continue with the course.

### **How do I complete the application form?**

The P644 'Application for a Firearms Safety Training Instructor (Longarms)' form applies to this Approval.

Do not photocopy the form or mark boxes that do not apply. Use CAPITAL LETTERS and BLACK INK, print within the boxes. DO NOT use STAPLES.

### **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 of birth, drivers licence, 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 - Firearms Licence Details

Write your NSW Firearms Licence Number, the number of years you have held this licence and the categories of licence held.

### Section E - Personal History

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

### Section F - Club/Association Affiliation

This section should be completed if you have been nominated by or on behalf of a club to conduct an approved firearms safety training course on their behalf. You should include the name of the club or association, club approval number and your membership number. The club official should complete their full name, position held, sign and date the form.

### Section G - Other Organisation

This section should be completed if you have been nominated by or on behalf of an approved organisation or body to conduct an approved firearms safety training course on their behalf.

### Individual Instructors

If you are seeking approval to conduct the course as an individual you do not need to complete Sections F or G, but you must nominate the Firearms Licence Qualification Course as the approved course you will be conducting.

Mark the appropriate box with an 'X' to nominate the approved course you will be conducting.

NOTE: The Firearms Safety Training Course (NSW) may only be run by persons nominated by the Firearms Safety & Training Council Ltd.

### 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 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.

When you have completed your application form, return it to:  
NSW Firearms Registry,  
Locked Bag 1  
Murwillumbah NSW 2484.

### Related Information

See FACT Sheets:  
'Transportation of Firearms',  
'Ammunition Safe Storage, Purchase and Possession'.

## Firearms Registry

### Address

Locked Bag 1  
Murwillumbah NSW 2484

### Telephone

1300362562

### Interstate

02 66708590

### Fax

02 66709813

### Email

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

### Website

[www.police.nsw.gov.au/firearms](http://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](http://www.legislation.nsw.gov.au).



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