

Our Ref:

Date

### EXPIRY OF FIREARMS LICENCE

Firearms Registry records show that your licence is due to expire. The reapplication process has been streamlined and you are no longer required to produce supporting documentation for your genuine reason each time you reapply for your licence. It is your responsibility, as a licence holder, to maintain the requirements to support your genuine reason/s.

The enclosed documents include:

1. An Application form, and
2. A Fact Sheet to assist you in completing the form.

Your reapplication form has been pre-printed with your name, residential address, safe storage address where applicable, fee exemption status and your existing categories and genuine reasons.

- ★ If your personal details or safe storage address have changed, please correct these on the form.
- ★ If you have firearms stored at more than one location, please provide a list of the firearms with the location for each.
- ★ If you no longer wish to hold a licence for a particular genuine reason or category, delete this on the form by striking out and your record will be updated upon returning the form.
- ★ If you wish to add a genuine reason or category to your licence, you must contact the Firearms Registry prior to returning the form.

Should you wish to continue to possess and use firearms, you must complete the enclosed re-application form and return this to the Firearms Registry **prior to the expiry** of your current licence.

Should you require any further information, please contact the Firearms Registry Customer Service Call Centre on 1300 362 562 or visit the Firearms Registry website at [www.police.nsw.gov.au/firearms](http://www.police.nsw.gov.au/firearms).

## **CHECKLIST FOR COMPLETING YOUR LICENCE REAPPLICATION**

1. Check all **pre-printed details are correct.**
2. If you have **multiple safe storage locations** for your firearms, **provide a list** of your firearms and the safe storage location for each.
3. Provide evidence of your **fee exemption status** if you are **claiming it for the first time.**
4. **DO NOT SEND** evidence of your fee exemption status if either of the boxes is already marked.
5. Mark the appropriate **term of licence** in Section D.
6. Complete the **Personal History** in Section F.
7. **Sign and date the Declaration** in Section G in the **presence of a witness.**
8. **Return your form** to Firearms Registry, Locked Bag 1, Murwillumbah NSW 2484.

**YOUR FORM MUST BE RECEIVED PRIOR TO THE EXPIRY OF YOUR CURRENT LICENCE TO ALLOW FOR THE CONTINUING AUTHORITY TO POSSESS AND USE FIREARMS.**

**SEND YOUR FORM BACK EARLY TO AVOID DELAYS.**