



NSW Police Force  
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# FIREARMS REGISTRY

## Prohibited Weapons Dealer Permit

P 638

*A person must hold a weapons dealer permit to carry on a business buying, selling or manufacturing prohibited weapons.*

*This FACT Sheet provides information on the requirements for obtaining a Prohibited Weapon Dealer Permit - section 8 & Part 3 of the Weapons Prohibition Act 1998 and part 4 of the Weapons Prohibition Regulation 2009.*

### **What does the Prohibited Weapons Dealer Permit authorise?**

This permit authorises the permit holder, and any authorised employee of the permit holder, to possess, buy, sell, manufacture, test or repair prohibited weapons of the kind specified in the permit, but only in the course of carrying on a business as a prohibited weapons dealer.

The weapons dealer may only operate at the premises specified in the permit, or at other approved premises.

### **Who can apply for this permit?**

A person who is carrying on, or proposes to carry on, a business as a weapons dealer.

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

The permit will be issued for a maximum term of 5 years.

### **How much will the permit cost?**

The prescribed fee for this permit is \$127.

Your payment must accompany the application. You may pay by cheque or money order made payable to the NSW Police Force or by filling out the credit card details on the reverse of the application form.

An additional \$25 is required for each person, other than the permit holder, listed and authorised by the permit.

### **What kind of prohibited weapons are authorised by this permit?**

There are no restrictions on the types of prohibited weapons authorised by this permit. However, evidence of the business requirement for each type of prohibited weapon must be provided (contracts, letters from clients, existing or potential customer base etc).

You must nominate the prohibited weapons required on the P638 Prohibited Weapons Schedule.

### **What safe keeping level applies to this permit?**

See the FACT Sheet 'Safe Storage Prohibited Weapons Level 1, 2 & 3' & 'Recommended Safe Storage for Schedule 1 Prohibited Weapons' for the storage level that applies to the weapons nominated for your permit.

### **What about employees?**

Employees to be listed and authorised by this permit (in addition to the permit holder) must complete an 'Application for a person to be authorised on a Prohibited Weapon Permit' P639 form.

- \* A separate P639 form must be completed by each employee; and
- \* Complete Section E of the P639 form to establish proof of employment status; and
- \* Proof of identity totalling 100 points must be provided.

### **What do I need to send with the application?**

- \* You must provide as part of this application a passport style colour photo of yourself endorsed on the back with 'This is a true photo of (name)' and signed by a JP or police officer.
- \* In addition, you must provide as part of this application documentation totalling 100 points for proof of identity (see *100 point identification fact sheet*).
- \* ABN, ACN, business registration certificate to support business status.
- \* P638 Prohibited Weapons Schedule nominating the prohibited weapons required for this permit.
- \* Evidence to support the need for the types of prohibited weapons specified in the application.
- \* Police must inspect the safe storage location and facilities and the suitability of the premises to operate a weapons dealership. Provide an inspection certificate or Event number.
- \* If the permit authorises testing of prohibited weapons, police must inspect the testing facilities to ensure the safe conduct of such testing

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

The P638 'Application for a Prohibited Weapon Permit' form applies to this permit. This form is used for a new application or to re-apply for a Prohibited Weapon 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.

### Section A - Applicant 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 DOB, 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 - Business, Club, Government Agency Details

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

### Section E - Permit Type

Place an 'X' in the box 'Dealer'.

### Section F - Safekeeping Address of Weapons

This section should be completed providing the address at which the prohibited weapons will be stored and details of the arrangements for the safekeeping and storage. Attach a separate sheet if there is insufficient space.

### Section G - Personal History

Please 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 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:

All the information provided on the application is true and correct;  
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.

### Section I - Credit Card Authority

If you wish to pay by credit card, indicate whether Mastercard or Visa, fill out cardholder details in full, sign and date.

### Related Information

See Fact Sheets:

'100 point identification',  
'Safe Storage Prohibited Weapons Level 1, 2 & 3',  
'Recommended Safe Storage for Schedule 1 Prohibited Weapons'.

### Check List

- Completed P638 form + P638 Schedule
- Passport sized colour photo
- Proof of ID
- Business registration, ABN, ACN etc
- Evidence to support the types of prohibited weapons specified in the application
- Safe storage location, facilities, premises and security of prohibited weapon
- Payment with application = \$127

### If applicable:

- P639 form for each employee
- Proof of employment (Section E)
- 100 pt ID for employee
- Payment with application = \$25

## 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](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 *Weapons Prohibition Act 1998* and the *Weapons Prohibition Regulation 2009*, which are available on the NSW Legislation website - [www.legislation.nsw.gov.au](http://www.legislation.nsw.gov.au).



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