



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

FIREARMS REGISTRY

Instructions for completing an Application for a Personal Firearms Licence

P 561

This FACT sheet provides information on completing an 'Application for a Personal Firearms Licence' P561 form.

What can this form be used for?

This form is multi-purpose and can be used for:

- * A new application;
- * To re-apply for a licence when your current licence is due to expire; or
- * To alter the Genuine Reasons
- * To alter a Category on your existing licence.

Most forms are pre-printed. If not already marked, place an 'X' in the box on the top of the form which applies to your application.

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

Section A - Personal and Contact Details.

Your form should be pre-printed with your name and address details. If the pre-printed information is not correct, make any necessary alterations to the pre-printed form. Failure to do so may result in delay to your licence application.

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.

If not already printed on the form, insert your NSW drivers Licence number.

Complete the contact details including business phone number, mobile phone number and email address.

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

Section B - Residential Address

If not already pre-printed, insert your full residential address here. If the format does not match your address, write the details in the Property field.

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. If the format does not match your address, write the details in the Property field.

Section D - Genuine Reason

A separate genuine reason form must be attached for each box marked.

If your form is pre-printed and you no longer require a genuine reason, mark 'N/A' in the box next to that genuine reason.

There are separate FACT sheets for each genuine reason available on the Internet. A brief summary of each genuine reason is provided on the FACT sheet 'Information on Obtaining a Firearms Licence in NSW'.

Section E - Firearms Safety Training

If you have previously held a firearms licence, either in NSW or Interstate for the same category of licence for which you are now applying, you may not need to complete the course again.

Persons who have never held a licence in NSW before are required to complete a firearms safety training course for either long arms or pistols.

Long Arms: You must complete an approved firearms safety training course.

For training providers contact:

The Firearms Safety Training Council - 02 94863077,
Sporting Shooters Association Australia - 1300746683,
The Game Council NSW - 02 63605111

Your nearest firearms club or the NSW Firearms Registry.

A copy of the Firearms (Longarms) Users Guide is available on the Licence page on the Firearms Registry Internet site.

Pistols: You must complete the safety training for pistols run by your club. The club will issue you with certification on successful completion of the course.

A copy of the certification obtained when you successfully complete the safety training course must accompany your firearms licence application.

Section F - Fees, Exemptions and Licence Terms

Mark the appropriate box for either a 5 year or 2 year licence.

Personal Firearms Licence categories A, B, C, D or H
Initial licence & re-application 5 year - \$200
Initial licence & re-application 2 year - \$100
Firearms Collection licence - \$75 - Reapplication - \$40
Probationary Pistol Licence 1 year - \$100

Fee exemptions apply for both:

- * A primary producer with the sole genuine reason of Primary Production, AND
- * A pensioner applying for a category A, B or H licence only.

Pensioners and Primary Producers claiming a fee exemption must send a copy of their current pension card, DVA card or primary production declaration with the application.

Section G - Safekeeping of

Firearms This section must be completed, even if you do not currently own any firearms.

The firearms legislation requires that the Commissioner is satisfied that the applicant is capable of complying with the safe storage requirements as prescribed in the *Firearms Act 1996* prior to obtaining a firearms licence.

In this section you are confirming the safe keeping address of any firearms currently in your possession or declaring the safe keeping address for firearms acquired after the issue of your licence.

If your safe keeping address is the same as your residential address, mark the appropriate box with an 'X'. If your safe keeping address is different to your residential address, complete this section. Provide details on a separate sheet if you have more than one safe keeping address for your firearms, specifying location details for each firearm.

Section H - 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 I - 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 that you authorise the release of your information to a third party deemed appropriate by the Commissioner; 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.

Genuine Reason

A separate genuine reason form must be attached for each genuine reason box marked on the application form.

Special Need

Any person wishing to make application for a licence over and above a Category A licence must also produce evidence of special need.

Special need for a Category B, C, D or H licence is established by the person providing evidence that a special need exists and giving reasons why the special need cannot be met by a smaller category of licence or by any other means (employment of a contract shooter or traps etc).

Each genuine reason form has provision for completion of special need.

Where do I send my form?

Post your application form, genuine reason form AND supporting documentation to:
NSW Firearms Registry, Locked Bag 1,
Murwillumbah NSW 2484.

Where do I pay?

Fees for licenses are paid at the RTA when your photo licence is produced.

Related Information

See FACT Sheet:
'Information on Obtaining a Firearms Licence in NSW',
Genuine Reason FACT Sheets.

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.



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