

Firearms Registry

Permit to Acquire a Firearm

Permit to Acquire a Firearm – How to Apply & Safe Storage Requirements

This fact sheet provides information on applying for a PTA under sections 31 and 31A of the *Firearms Act 1996* (**Act**).

All persons wishing to acquire a firearm in NSW must be the holder of a current firearms licence or permit authorising possession or use of the firearm and must make an application for a PTA.

PTA applications are made online and accommodate all firearm types (longarm, pistol and prohibited firearms).

Who can apply for a PTA?

You must hold a current NSW firearms licence or permit to apply for a PTA and must meet the storage and safety requirements in Part 4 of the Act.

You may only acquire a particular type of firearm if you hold the corresponding category of licence or permit authorising possession of that firearm. For example, to apply for a permit to acquire a Category A firearm you must hold a Category A firearms licence, or a permit authorising possession of Category A firearms.

A separate PTA application must be completed for each firearm you wish to acquire.

How do I apply for a PTA?

You can apply for a PTA online via the [NSW Police Force Community Portal](#).

To complete your online application, you will need:

- A MyServiceNSW Account
- Proof of identity documents (e.g. Driver licence and Birth Certificate)
- Your firearm licence or permit number
- A good reason for acquiring the firearm
- A COPS Event Number confirming that you have adequate safe storage (see note below).
- A current credit card (Visa or Mastercard) for payment of the fee (unless you are a Primary Producer, or you have a fee exemption status as a Pensioner recorded with the NSW Police Force Firearms Registry)

If applying to acquire a pistol for sport/target shooting, you will also need:

- A Pistol Firearms Safety Training (PPL) Completion Certificate (for probationary pistol licence holders only)
- Club Confirmation (see next section)

Note: If your personal details have changed you must update them before submitting your online PTA. Personal details include your residential address or business, club or government agency address, mailing address, safe storage address or mobile / phone number. Updates can be made via the [NSW Police Force Community Portal](#).

To update a change of name please submit a [Customer Enquiries](#) transaction and select the 'Change of Name' option.

How do I confirm that I have adequate safe storage?

Before a PTA can be issued, the Commissioner must be satisfied that you will meet the safe storage and safety requirements set out in Part 4 of the Act. This means that, before a PTA application can be completed, applicants will be required to have a recent safe storage inspection at the nominated address. The inspection must have a satisfactory (passed) outcome and meet or exceed the safe storage level required for the category of firearm being acquired.

To request a safe storage inspection by police, you will need to contact your local Police Area Command or Police District by email.

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How do I request a safe storage inspection by police?

[Click here](#) for a list of email addresses for all Police Area Commands and Police Districts.

If you are unsure of the Police Area Command or Police District relevant to your safe storage address, you can use the '[Police Station Search](#)' function on the NSW Police Force website. Enter your suburb or postcode to identify the relevant Police Area Command or Police District.

How does Gun Safe verify my safe storage inspection?

Once an inspection has been completed (and passed), police will provide you with a COPS event number that may be required as part of your PTA application.

When completing your PTA, you will be prompted to insert your safe storage address. This address will then be checked against our records to confirm that a satisfactory inspection has been recorded.

If our system does not recognise the address, you will be further prompted to insert the COPS event number for verification.

Once the safe storage address or COPS event number has been verified by our system, you will be able to proceed with completion and lodgement of your PTA application.

Troubleshooting	
What if I have had a safe storage inspection but don't know the event number?	If you do not have your safe storage inspection event number, you can contact the Firearms Registry to request it. You can do this by contacting the Firearms Registry via phone, or by submitting a Customer Enquiries transaction in Gun Safe
I have entered my safe storage inspection event number, but it is not being accepted. What should I do?	First, check that you have entered the event number correctly. • Ensure you are entering the correct numbers only (do not include any letters, such as 'E') • Double-check for any typing errors • Ensure the event number relates to the correct safe storage address entered in your application Next, confirm that the event number meets all the following requirements: • The inspection was conducted at your nominated safe storage address • The inspection has a satisfactory (passed) outcome • The safe storage level meets or exceeds the level required for the firearm being acquired If the completed safe storage inspection meets these requirements and is still not being accepted, you should contact the Firearms Registry via phone, or by submitting a Customer Enquiries transaction in Gun Safe.
What if the safe storage address in my PTA is not my address (e.g. I am storing my firearm(s) with another licence holder, a club or dealer)?	If you intend to store the firearm at another location (for example, with another licence holder, a firearms club or a dealer), a valid safe storage inspection is still required for that location. If you are prompted to enter a safe storage inspection event number in your PTA application, you should contact the relevant licence holder, club or dealer to confirm whether a safe storage inspection has been completed and obtain the event number to include in your application.

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What happens if I don't have a valid safe storage inspection?	You will not be able to complete your PTA application unless a valid safe storage inspection is confirmed. You should contact your local police station to arrange a safe storage inspection.
What if my safe storage arrangements have changed?	If your safe storage arrangements have changed (for example, if a higher safe storage level is now required), you may need a new safe storage inspection to meet the requirements. You should contact your local police station to arrange a new inspection if required.

What is the Club Confirmation?

The club confirmation is a requirement for licence holders who apply to acquire a pistol for sport/target shooting, including Probationary Pistol Licence and Large Calibre Pistol Permit holders.

The club confirmation confirms:

- The applicant is a current financial member of the club,
- The applicant has adequate safe storage as specified under the Act, and
- The shooting activities for which the pistol is required.

Club confirmation is triggered by providing details of your nominated club in the online PTA application. An email will be sent to the Club Secretary, which will allow them to accept or reject the club confirmation. The response is automatically sent to the Firearms Registry.

How much will my PTA cost?

For a comprehensive list of fees and fee exemptions, please refer to the ['Schedule of Fees'](#) on the Firearms Registry website.

Fee Exemptions are automatically applied during the online application process to:

- Primary Producers who hold a current licence issued with the genuine reason of Primary Production
- Holders of the following current concession cards are entitled to a pensioner fee exemption:
 - Centrelink pension concession card
 - Disability Support Pension card
 - Veterans' Affairs card (including concession and health care cards)

NOTE: If you were not previously eligible for a fee exemption, however, have since been issued a concession card as noted above, you will need to email the NSW Firearms Registry at firearms@police.nsw.gov.au with a copy of your valid pension card prior to commencing your online PTA application. You can commence your online PTA application once you have received confirmation that your status has been updated.

If you have previously supplied your pension card, however it has since expired, you are able to upload a copy of your current concession card during the PTA application process.

Is there a mandatory waiting period?

For initial PTA's, there is a mandatory 28 day waiting period from receipt of your application before your PTA can be issued.

For any PTA to acquire an additional firearm within the same licence category, there is no waiting period provided that the previously acquired firearm was registered in your name at any time within the 90 days before the PTA application was made (and the registration was not cancelled). Category A and Category B are taken to be the same licence category for this purpose.



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A PTA remains valid until the firearm is acquired or for 90 days, after which time it will expire. A PTA may be revoked by the Commissioner before that time.

What happens when my PTA is issued?

If you have a Gun Safe Customer Portal account, the Firearms Registry will send you an email advising that your PTA can be accessed digitally through the Gun Safe Customer Portal under the 'My Documents' tile. If you do not have a Gun Safe Customer Portal account, you will receive your issued PTA through the mail.

You will need to present your issued PTA to a dealer when completing your acquisition of a firearm. If the dealer is submitting transactions through the Gun Safe system, you can present your issued PTA by displaying it on your mobile device via your Gun Safe Customer Portal account. If the dealer is not submitting their transactions through Gun Safe you will need to provide a printed version of the issued PTA.

The firearms dealer identifies the firearm, completes the necessary transaction and/or paperwork and provides this to the Firearms Registry. The Firearms Registry will issue you a registration certificate as proof of registration.

The issued PTA may also be used, in lieu of the registration certificate, to acquire ammunition for the firearm. Please see the 'Firearms & Ammunition' page on the Firearms Registry website.

What if I hold a Probationary Pistol Licence (PPL)?

There are restrictions on the acquisition of pistols for PPL holders. No PTA will be issued for the first six months of the licence and only two PTA's will be issued in the second six months of the licence. Within the second six months, you may make application to acquire a combination of any two pistols, with the exception that you must not possess a centrefire and a rimfire pistol at the same time.

You must include with your application a copy of the completion certificate issued to you by your club when you successfully complete the Pistol Safety Training Course.

What if I am acquiring a firearm from Interstate?

If the firearm is to be acquired from interstate, you will still require a PTA in NSW. In addition, you will need to arrange for the transfer of the firearm from the interstate firearms dealer to a NSW firearms dealer. The NSW firearms dealer will identify the firearm, complete the necessary paperwork and forward this information to the Firearms Registry. The Firearms Registry will then issue a registration certificate to you as proof of registration.

Further information / related information

[PTA Frequently Asked Questions](#)

[Firearms Registry website](#)

[NSW Police Force Community Portal](#)

[Schedule of Fees](#)

See fact sheets:

- ['Safe Storage Level 1-Category A and B Requirements'](#)
- ['Safe Storage Level 2-Category C, D and H Requirements'](#)
- ['Genuine Reason'](#)

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