

# FIREARMS REGISTRY



## FIREARMS REGISTRY DIGITAL TRANSFORMATION FIREARM REGISTRATION CERTIFICATE

The Firearm Registration Certificate and the reverse side, Firearm Disposal Advice are now being issued digitally to all customers with a Gun Safe account.

Once issued, customers will receive an email notifying them that their registration certificate is available via the Gun Safe Customer Portal. If a customer has not yet created a Gun Safe account, they will continue to receive firearm registration certificates issued via post.

The following information has been prepared to help NSW dealers and customers understand these important changes and what they should expect following the implementation of digital registration certificates.

### How does a customer receive their digital Registration Certificate?

The Firearms Registry will send an SMS alert and an email notifying the customer that their registration certificate has been issued and can be accessed via the Gun Safe Customer Portal under the 'My Documents' tile. If a customer has not yet created a Gun Safe account, they will continue to receive registration certificates issued via post.

Registration certificates issued digitally will be displayed under 'My Documents' sorted by Serial Number followed by Firearm Type.

### Has the format of a Registration Certificate changed?

As part of the review to digitise registration certificates, the format has been updated to a more contemporary style and layout. A sample of the new format can be found on the following pages.

### Is the Firearm Disposal Advice printed on the back of the new look Registration Certificate?

The firearm disposal advice still appears on the back of the new look registration certificate, however, if a Dealer is submitting acquisitions and disposals on Gun Safe the firearm disposal notice is not required. It must continue to be used for documenting the disposal of the firearm if the Dealer is not on Gun Safe.

### Will a customer be issued with new registration certificates for firearms already registered to them?

No, existing Registration Certificates remain valid and should be accepted as proof of ownership.

### How do I obtain a duplicate registration certificate?

If a registration certificate has been lost or destroyed, there is no change to the current process or requirements for requesting a duplicate certificate.

#### 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 associated Regulation, which are available on the NSW Legislation website - [www.legislation.nsw.gov.au](http://www.legislation.nsw.gov.au).

Locked Bag 5102, Parramatta NSW 2124

Tel: 1300 362 562

Interstate: 02 6670 8590

Email: [firearms@police.nsw.gov.au](mailto:firearms@police.nsw.gov.au)

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

# FIREARMS REGISTRY

## What are the benefits of a digital Registration Certificate?

Digital registration certificates eliminate time-consuming delays associated with the printing and posting of paper-based documents and help to further streamline transactions completed via the Gun Safe Dealers Portal.

## How does a customer present a digital Registration Certificate to dispose of a firearm?

If the dealer is using the Gun Safe Dealers Portal (Dealers Portal), the customer can display the issued registration certificate on their mobile or other electronic device by logging into the Gun Safe Customer Portal. Once the registration certificate has been presented, the Dealer can complete the transaction in the Dealers Portal.

If the transaction is not completed using the Dealers Portal, the customer **must** provide a printed version of the registration certificate to the Dealer. The Dealer must also fill out the details on the reverse side of the registration certificate to record the firearm disposal advice and email or post the advice to the Firearms Registry.

## Do Dealers need to provide the Firearms Registry a copy of the firearm disposal advice if they submit the transaction via the Gun Safe Dealers Portal?

No, the mandatory requirements to upload a firearm disposal advice and/or notice of purchase in dealer transactions has been amended to a discretionary upload. Dealers also do **not** need to send these notices to the Firearms Registry via email to or post.

## Do Dealers need to provide the Firearms Registry a copy of the firearm disposal advice if the transaction is not submitted via the Gun Safe Dealers Portal?

If the dealer transaction is not submitted through the Dealers Portal, the customer must provide the dealer a printed version of the firearm registration certificate and disposal advice which must be sent to the Firearms Registry within 7 days via email to [firearms@police.nsw.gov.au](mailto:firearms@police.nsw.gov.au) or post to Locked Bag 5102 Parramatta NSW 2124.

## Can a police officer complete the paperwork to transfer ownership of a firearm?

A police officer is authorised by the Commissioner to witness the disposal and supply of a firearm where a licensed firearms dealer is not reasonably available. The customer must provide police a printed version of the issued registration certificate and the firearms disposal advice.



## NSW POLICE FORCE - FIREARMS REGISTRY P 653

### Firearm Registration Certificate

ABN 43 408 613 180

---

**LICENCE/PERMIT DETAILS**

Licence/Permit Holder  Licence/Permit Number  Category  Acquisition Date

**FRAME DETAILS**

Registration Number  Serial Number

Type  Make

Model  Load Action

Actuation Type  Propellant  Magazine Capacity

**BARREL DETAILS**

| Registration Number    | Serial Number        | Calibre              | Length               |
|------------------------|----------------------|----------------------|----------------------|
| 1 <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| 2 <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| 3 <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| 4 <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| 5 <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |

#### CONDITIONS OF REGISTRATION

The firearm described on this registration certificate may be possessed and used in accordance with the authority conferred by the relevant class of licence or permit.

Relevant provisions of the Firearms Act 1996 are:-

**Section 37 (1). The person in whose name a firearm is registered:**

Note: In accordance with section 37(1)(b) above, only when the supply transaction is not conducted on Gun Safe by the dealer, the Firearm Disposal Advice must be completed and sent via email to [firearms@police.nsw.gov.au](mailto:firearms@police.nsw.gov.au) or by post to Firearms Registry, Locked Bag 5102, Parramatta NSW 2124

- must produce the firearm for inspection by a police officer at any reasonable time when requested to do so by the officer, and
- must, if the firearm is supplied or lost or stolen from that person, immediately notify a police officer of the supply, loss or theft of the firearm and provide the Commissioner, within 7 days after the firearm is supplied, lost or stolen, with particulars of the supply, loss or theft in accordance with the regulations.

Maximum penalty: 50 penalty units.

**Section 38. A person must not alter any particulars set out in a notice of registration issued under section 34 (7).**

Maximum penalty: 50 penalty units or imprisonment for 2 years, or both.

**Section 39 (1). A person who possesses a firearm must take all reasonable precautions to ensure:**

- its safekeeping, and
- that it is not stolen or lost, and
- that it does not come into the possession of a person who is not authorised to possess the firearm.

Maximum penalty: 50 penalty units or imprisonment for 2 years, or both, if it is established beyond reasonable doubt that the firearm concerned was a prohibited firearm or a pistol or 20 penalty units or imprisonment for 2 months, or both, in any other cases.



## NSW POLICE FORCE - FIREARMS REGISTRY P 653

### Firearm Disposal Advice

ABN 43 408 613 180

---

**YOU MUST ADVISE THE FIREARMS REGISTRY, WITHIN 7 DAYS OF THE SUPPLY, LOSS, THEFT OR SURRENDER OF THE FIREARM. IF THE FIREARM IS STOLEN YOU MUST IMMEDIATELY NOTIFY A POLICE OFFICER. PENALTIES APPLY FOR FAILURE TO COMPLY WITH THIS REQUIREMENT.**

If you supply or otherwise dispose of the firearm described overleaf, complete the appropriate section below and send via email to [firearms@police.nsw.gov.au](mailto:firearms@police.nsw.gov.au) or by post to Firearms Registry, Locked Bag 5102, Parramatta NSW 2124

**A. IF SUPPLIED TO A NSW LICENCE/PERMIT HOLDER**

NSW Licence/Permit Number  NSW PTA Number

Business or Family Name

**B. IF SUPPLIED OUTSIDE NSW, THE ACQUIRER'S DETAILS ARE:**

An Individual ☐ A Business/Club/Government Agency ☐ or Overseas Acquirer ☐

Interstate Acquirer's Firearms Licence/Permit Number

Business or Family Name

Given Names if an Individual

Unit Number  Property Name

Street Number  Street Name

Suburb/Town

State  Postcode  Country (if not Australia)  Telephone Number

**C. I HEREBY CERTIFY THAT THE DETAILS OF THE SALE SET OUT ABOVE ARE CORRECT**

Registered Owners Signature  Date of Supply  dd/mm/yyyy

**D. IF THE FIREARM HAS BEEN LOST, STOLEN, DESTROYED or SURRENDERED**

Complete this section and take to a Police Station. (Please mark the appropriate box with an "X")

The firearm was: Lost ☐ Stolen ☐ Destroyed ☐ Surrendered ☐ on  Date  dd/mm/yyyy

Registered Owners Signature  Date  dd/mm/yyyy

**E. POLICE USE ONLY:**

Police Station

COPS Event Number  Date  dd/mm/yyyy

Registered Number  Police Officer's Signature