



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

FIREARMS REGISTRY

Information on Firearms Licence Reapplication

This FACT sheet provides information for customers reapplying for a firearms licence online.

FIREARMS LICENCE ONLINE REAPPLICATION

The online platform to renew your firearms licence is provided by Service NSW (www.service.nsw.gov.au).

It is important you submit your reapplication online prior to the expiry of your current licence to allow the authority of your current licence to continue until the issue of your new licence.

Once your licence expires, you will be unable to submit your reapplication online and you will no longer be authorised to possess and use firearms. If you have firearms registered to your licence, police will be advised to seize any firearms in your possession.

Completing your Online Reapplication

To complete your online reapplication you will need:

- * A MyServiceNSW Account linked to the NSW Police Force
- * Your firearms licence number
- * Any supporting documentation (if requested)
- * A current credit card for payment (unless you have a relevant fee exemption recorded with the Firearms Registry).

What if I need to update my personal details?

If you need to update your contact details, residential, postal or firearm safe keeping address, you can do this within the online reapplication form.

If you need to update your name, you must do this prior to completing the online reapplication. You will need to complete the Firearms Registry 'Change of Personal Details' form (available on our website at www.police.nsw.gov.au/firearms) and you will need to attach certified scanned copies of legal documents for change of name. The Firearms Registry will update your details and advise you by email when the online reapplication in your new name is ready to complete.

If you have an existing Services NSW Account, which has been linked to NSW Police Force in your previous name, you will need to unlink your account and relink using an identity document in your new name.

What if I want to add a genuine reason and/or category to my existing licence at reapplication?

To add a genuine reason and/or category to your existing licence during reapplication, you will need to complete the online application 'Apply for a firearm licence' at Service NSW (www.service.nsw.gov.au). See steps below:

- * Log into your MyServiceNSW Account
- * Select 'Apply for a firearm licence'
- * Select from 'New genuine reason', 'New category' or 'New category and new genuine reason'
- * Upload any supporting documentation (if requested)

Note: provided your firearms licence is due for renewal (you have received a letter from the Firearms Registry advising you to reapply online), there is no application fee to add a genuine reason and/or category during reapplication.

Once you have completed your request to add a genuine reason/category, you will need to complete the online reapplication (refer to the 'Completing your Online Reapplication' section above).

What if I want to delete a genuine reason and/or category to my existing licence at reapplication?

To delete a genuine reason and/or category from your existing licence during reapplication, please complete the 'Delete a Firearm Category or Genuine Reason during Reapplication' form prior to completing your online reapplication.

You will find a link to the above form on the 'Reapply for a Firearms Licence' page on Service NSW website or from the [Frequently Asked Questions - Firearm Licences](#) under Licence Renewal on the Firearms Registry website.

The form is emailed to the Firearms Registry (email: fronline@police.nsw.gov.au). The Firearms Registry will action your request and advise via email when you can complete your reapplication online. Please wait until you receive email advice from the Firearms Registry before completing your reapplication online.

Do I need to supply supporting documentation with my online reapplication?

By electronically signing the declaration you are certifying that you can continue to support your genuine reason/s for obtaining your firearms licence and nothing has changed since your previous application. Depending on the genuine reason/s for your firearms licence you may not have to supply supporting documentation.

As a licence holder you have an obligation to maintain your genuine reason/s for possessing and using firearms and to notify the Commissioner in writing within 14 days if your genuine reason ceases to exist.

Instructions for completing the Firearms Licence Online Reapplication

FIREARMS LICENCE ONLINE REAPPLICATION

Licence Holder Obligations and Responsibilities

All firearms licence holders must comply with the general legislative requirements of the *Firearms Act 1996* (the Act) and the *Firearms Regulation 2017* (the Regulation). In addition to these general legislative requirements, there are specific legislative requirements applicable to each licence category and genuine reason.

All applicants and licence holders are encouraged to familiarise themselves with both the general legislative requirements and the specific authority and conditions applicable to the genuine reason and category of your firearms licence.

A copy of the general legislative requirements applicable to all licence holders can be viewed on the Authority and Conditions page of the Firearms Registry website. For information specific to your genuine reason, see the Act and the Regulation.

Safe Keeping and Storage of Firearms

All persons who possess a firearm in NSW must take all reasonable precautions to ensure that a firearm in their possession is kept safe, is not lost or stolen, and does not come into the possession of an unauthorised person - section 39 of the Act.

In addition to this general requirement for the safe keeping of firearms, there are specific requirements for the safe keeping, storage and transportation of firearms. This includes new requirements that we introduced in 2017.

The safe keeping and storage requirements for each type and category of licence are found on the Safe Storage page on our website.

What if I do not want to renew my firearms licence?

If you do not wish to renew your firearms licence you must dispose of any firearms in your possession via a firearms dealer or by surrender to police. If you have no firearms in your possession you can let your licence expire. Once your licence has expired you are no longer authorised to possess and use firearms.

Licence Fees

Payment is made by credit card at the time of completing the online reapplication.

Firearms licence reapplication - categories A, B, C, D or H

5 year licence - \$200 or 2 year licence - \$100

Firearms collection licence - 5 year licence - \$40

Fee exemptions are automatically applied during the online reapplication process to:

- * Primary producers with the **sole** genuine reason of primary production
- * Category A, B or H firearms licence holders who have a pensioner fee exemption recorded with the Firearms Registry (holders of a Centrelink pension concession card, disability card, Veteran's Affairs card (including concession and health care cards).

If your pensioner status has changed and you have been issued one of the above concession cards, you will need to email the Firearms Registry (fronline@police.nsw.gov.au) and attach a copy of the **front and back** of your valid pension card prior to commencing your online reapplication. The Firearms Registry will update your status and respond via email with details regarding the commencement of your online reapplication.

All firearm licence applications include a non-refundable administration fee. Applicants who have had a firearms licence refused will receive a partial refund (the fee paid minus the non-refundable administration fee). The non-refundable administration fee for an individual firearms licence is approximately 30% of the fee of a 1 or 2 year licence. A cheque with the refund amount will be posted to refused applicants once any appeal process or periods are finalised.

RELATED INFORMATION

100 Point Identification FACT Sheet

Safe Storage Level One - Category A and B Requirements FACT Sheet

Safe Storage Level Two - Category C, D and H Requirements FACT Sheet

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.

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



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