

# FIREARMS REGISTRY



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## INFORMATION ON RENEWING A FIREARMS LICENCE

This fact sheet provides information for customers renewing their firearms licence online.

### Completing your Online Firearm Licence Renewal

You can apply to renew your firearms licence online via the [NSW Police Force Community Portal](#).

To complete this online licence application, you will need:

- \* A MyServiceNSW Account
- \* Proof of identity documents (e.g. Driver licence and Birth Certificate) - Note: the name on your proof of identity documents must be exactly the same as the name on your Service NSW account.
- \* Your firearms licence number
- \* Supporting documents for your Genuine Reason/s, if requested
- \* A current credit card (Visa or Mastercard) for payment, if applicable

It is important you submit your renewal online prior to the expiry of your current licence to allow the authority of your licence to continue while your renewal is being processed.

Once your licence expires, you will be unable to submit your renewal 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.

### Do I need to supply supporting documentation with my online renewal?

Depending on the category/categories and/or genuine reason/s for your firearms licence you may not have to supply supporting documentation in the online renewal.

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.

The declaration section includes a certification that there has been no changes to the information previously provided as evidence to support your genuine reason/s and category/categories. If there has been a change, you can nominate this within the online renewal and provide the necessary evidence of your genuine reason/s and category/categories. See the following sections for further information.

### What if I need to update my personal details?

If you need to update your name, contact details, residential or postal address, you can do this within the online renewal application. If updating your name, you will need to attach copies of the legal documents for your change of name in your online renewal. Refer to the [Change of Personal Details fact sheet](#) available on the Firearms Registry website for details of the documents accepted.

You can update your firearm safe keeping address in the [NSW Police Force Community Portal](#) at any time.

#### 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)

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

You can apply to add a genuine reason and/or category to your existing licence when submitting your online renewal.

Within the declaration section of the online renewal, nominate that there has been a change to the information previously provided as evidence to support your genuine reason and category. You can then enter details of the genuine reason and/or category you wish to add to your existing licence within the section provided.

Ensure you upload the relevant supporting documentation for the genuine reason and/or category you are applying to add to your licence.

The information supplied will be reviewed along with your licence renewal.

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

You can delete a genuine reason and/or category from your existing licence when submitting your online renewal.

Within the declaration section of the online renewal, nominate that there has been a change to the information previously provided as evidence to support your genuine reason and category. You can then enter details of the genuine reason and/or category you wish to delete from your licence within the section provided.

The information supplied will be reviewed along with your licence renewal.

## 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 the firearms licence concerned.

A copy of the general legislative requirements applicable to all licence holders can be viewed on the [Legislative Requirements and 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 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.

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## Licence Fees

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

Firearm licence renewal - categories A, B, C, D or H

- \* 5 year licence - \$200
- \* 2 year licence - \$100
- \* Firearms collection licence—5 years—\$40

A fee exemption will automatically be applied to:

- \* Primary producers with the sole genuine reason of primary production
- \* Holders of the following current concession cards who are applying for a Category A, B or H firearms licence:
  - \* Centrelink pensioner concession card
  - \* Disability Support Pension card
  - \* Department of Veterans' Affairs health care card (including concession and health care cards)

You will need to upload a copy of your current concession card during the online renewal.

If you were not previously eligible for a fee exemption, however, have since been issued a concession card as noted above, you will be able to add this fee exemption and upload a copy of your concession card during the online renewal.

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

## Further information / related information

Firearms Registry website: [www.police.nsw.gov.au/firearms](http://www.police.nsw.gov.au/firearms)

NSW Police Force Community Portal: [portal.police.nsw.gov.au/s/online-firearm-applications](http://portal.police.nsw.gov.au/s/online-firearm-applications)

See fact sheets:

- ['Safe Storage Level One - Category A and B Requirements'](#)
- ['Safe Storage Level Two - Category C, D and H Requirements'](#)

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