

QUICK REFERENCE GUIDE

New Dealer Enquiry



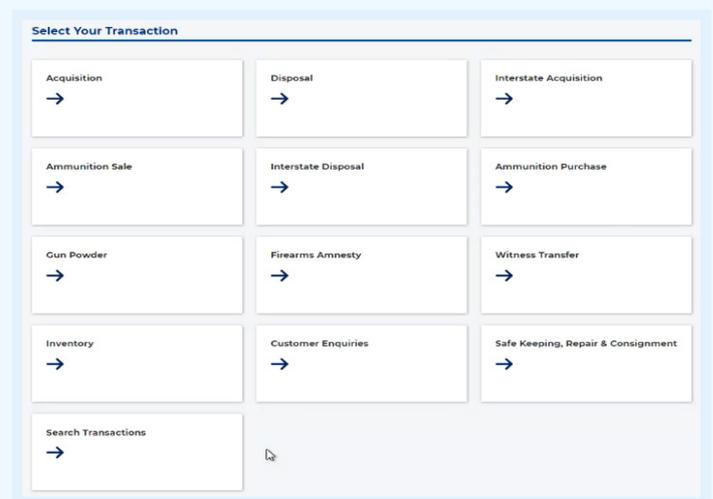
If you have a Firearms Dealer Portal account or wish to create one, you can submit an enquiry through your Firearms Dealers Portal account.

You will need the following:

- A Firearms Dealers Portal account.
- Your firearms Dealer licence/permit number.
- Any supporting documentation that you would like to include with your enquiry.

Step 1

1. Log in to your Firearms Dealer Portal
2. Click on **'Customer Enquiries'**

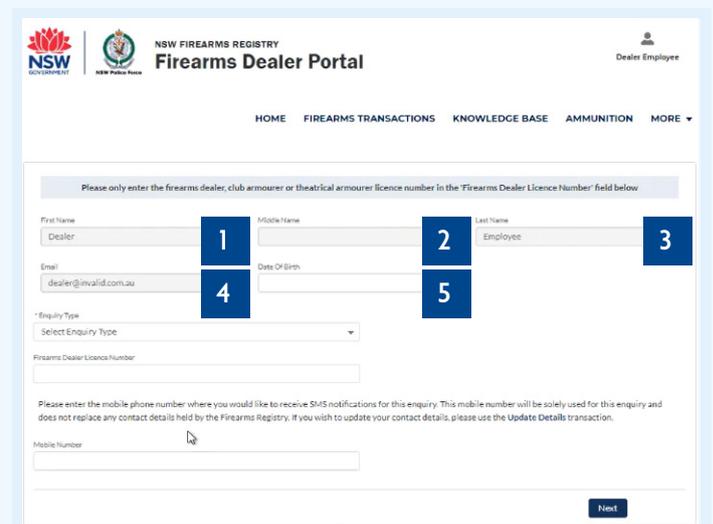


Step 2

The information displayed are based on your Firearms Dealers Portal credentials.

The following sections are automatically pre-filled based on your Firearms Dealers Portal credentials.

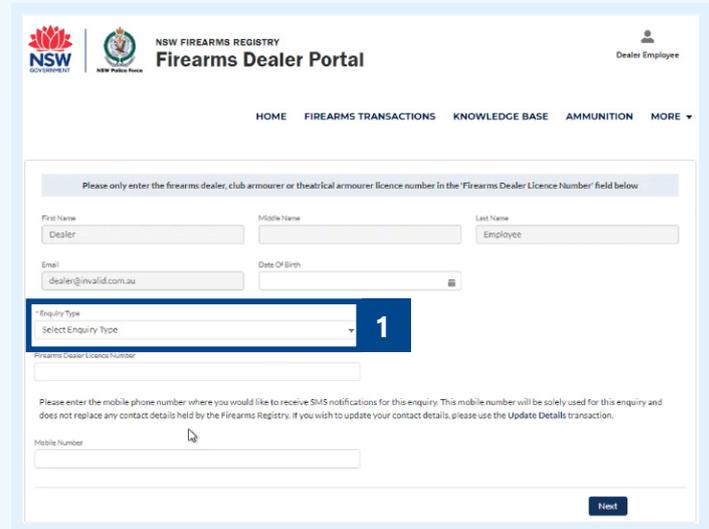
1. First Name
2. Middle Name
3. Last Name
4. Email Address (As held by Service NSW)
5. Date of Birth - Default to blank



Step 3

1. Select the 'Enquiry Type' most relevant to your enquiry

Note: Some 'Enquiry Types' require a mandatory Firearms Dealer Licence Number to be submitted.



NSW FIREARMS REGISTRY
Firearms Dealer Portal

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Please only enter the firearms dealer, club armourer or theatrical armourer licence number in the 'Firearms Dealer Licence Number' field below

First Name: Dealer Middle Name: Last Name: Employee

Email: dealer@invalid.com.au Date Of Birth:

* Enquiry Type: Select Enquiry Type **1**

Firearms Dealer Licence Number:

Please enter the mobile phone number where you would like to receive SMS notifications for this enquiry. This mobile number will be solely used for this enquiry and does not replace any contact details held by the Firearms Registry. If you wish to update your contact details, please use the Update Details transaction.

Mobile Number:

Next

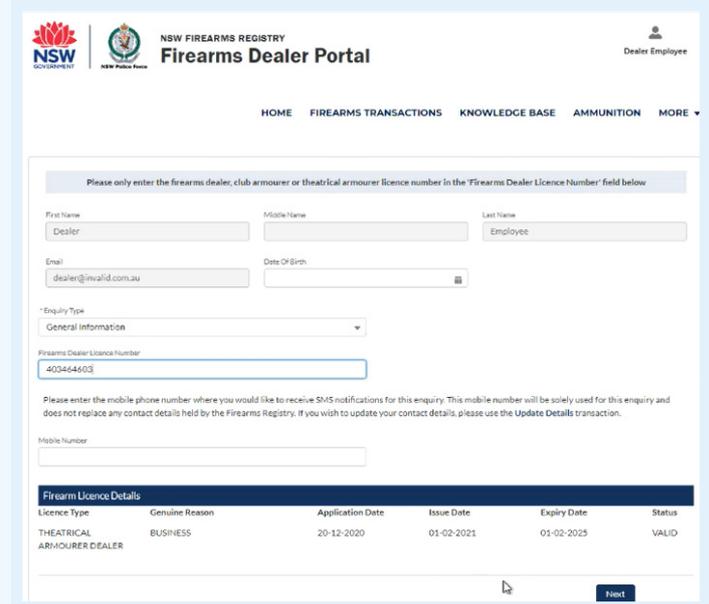
Step 4

1. Enter your Firearms Dealer Licence Number
- If your Firearms Dealer Licence Number is valid, further information will automatically be displayed such as:

- Licence Category
- Genuine Reason
- Application Date
- Issue Date
- Expiry Date
- Status
- Mobile Number – If you have a valid mobile number recorded with the Firearms Registry for the licence holder/nominated person of the dealership

3. A message will be provided if your Firearms Dealer Licence Number is not valid

Note: You can only retrieve licence/permit details that are specifically assigned to the Dealership.



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Firearms Dealer Portal

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Please only enter the firearms dealer, club armourer or theatrical armourer licence number in the 'Firearms Dealer Licence Number' field below

First Name: Dealer Middle Name: Last Name: Employee

Email: dealer@invalid.com.au Date Of Birth:

* Enquiry Type: General information

Firearms Dealer Licence Number: 403464603

Please enter the mobile phone number where you would like to receive SMS notifications for this enquiry. This mobile number will be solely used for this enquiry and does not replace any contact details held by the Firearms Registry. If you wish to update your contact details, please use the Update Details transaction.

Mobile Number:

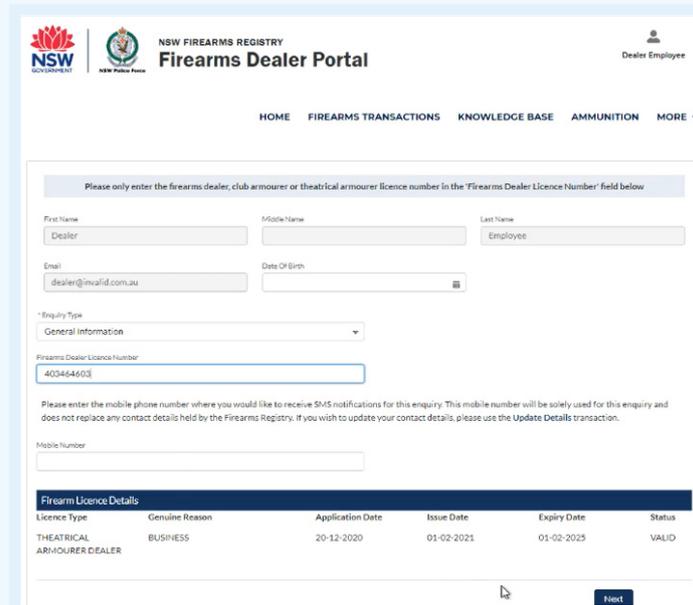
Firearm Licence Details					
Licence Type	Genuine Reason	Application Date	Issue Date	Expiry Date	Status
THEATRICAL ARMOURER DEALER	BUSINESS	20-12-2020	01-02-2021	01-02-2025	VALID

Next

Step 5

Mobile Number – the mobile number will be used to send SMS notifications for your enquiry

1. If you have a valid mobile number recorded with the Firearms Registry for the licence holder/nominated person of the dealership, the mobile number will pre-populate into the **'Mobile Number'** field.
2. If you would like to enter a different mobile phone number that is not recorded with the Firearms Registry, enter the mobile number in the field. To update your mobile number recorded with the Firearms Registry, click on the **'Update Details Transaction'** link.
3. If you have no mobile phone number recorded with the Firearms Registry, you can enter a mobile phone number in this field.
4. If you did not enter a Firearms Dealer Licence Number, you can enter a mobile phone number in this field.



NSW FIREARMS REGISTRY
Firearms Dealer Portal

Dealer Employee

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Please only enter the firearms dealer, club armourer or theatrical armourer licence number in the 'Firearms Dealer Licence Number' field below

First Name: Dealer Middle Name: Last Name: Employee

Email: dealer@invalid.com.au Date Of Birth: [calendar icon]

*Enquiry Type: General information

Firearms Dealer Licence Number: 400464003

Please enter the mobile phone number where you would like to receive SMS notifications for this enquiry. This mobile number will be solely used for this enquiry and does not replace any contact details held by the Firearms Registry. If you wish to update your contact details, please use the Update Details transaction.

Mobile Number: [input field]

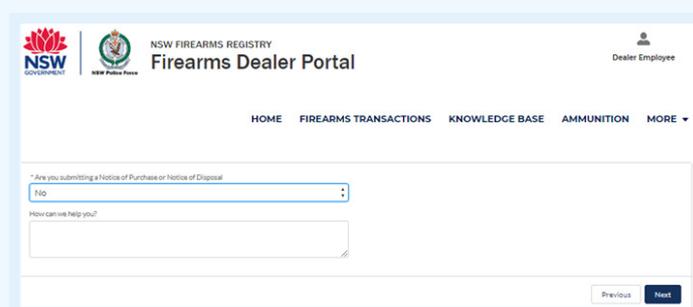
Firearm Licence Details					
Licence Type	Genuine Reason	Application Date	Issue Date	Expiry Date	Status
THEATRICAL ARMOURER DEALER	BUSINESS	20-12-2020	01-02-2021	01-02-2025	VALID

Next

Step 6

1. After selecting the enquiry type and completing the Firearms Dealer Licence Number validation (if applicable), click **'Next'**.

Note: Each enquiry type will present various questions that must be answered to progress with the enquiry



NSW FIREARMS REGISTRY
Firearms Dealer Portal

Dealer Employee

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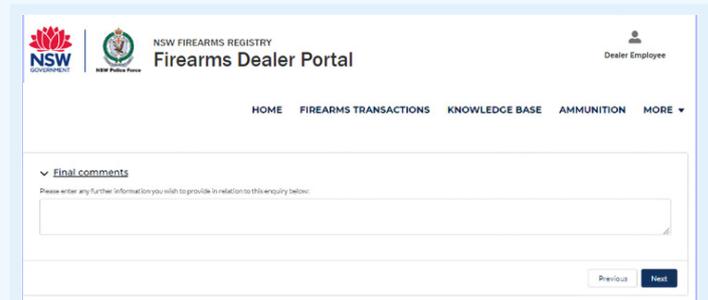
* Are you submitting a Notice of Purchase or Notice of Disposal: No

How can we help you?: [text area]

Previous Next

Step 7

1. You can add any 'Final Comments' in this section. This section is not mandatory. Click **'Next'**



Step 8

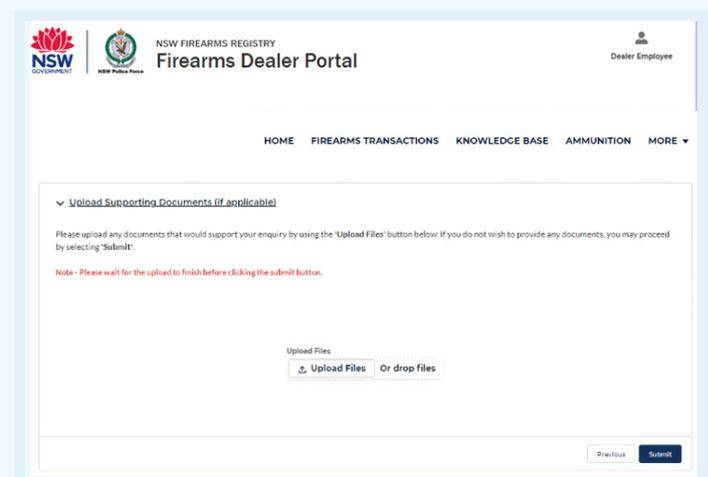
Upload Supporting Documents

1. Click **'Upload Files'** or **'Drag and Drop Files'** in this section.
2. A maximum of 8 files can be uploaded.

The following file types can be submitted:

bmp	Doc
Docx	Jpg
Raw	Xls
Xlsx	Pdf
Tif	png

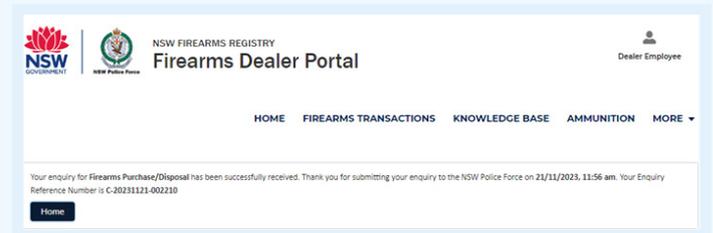
3. Click **'Submit'**



Step 9

Once you have submitted the enquiry, you will receive a Enquiry Reference Number.

An acknowledgement email will also be sent shortly after submission.



SMS Notification

An SMS will be sent to the Licence Holder / Nominated Person of the Dealership when a response is sent by the Firearms Registry.

An SMS will only be received if a mobile number is submitted with the enquiry.

The sender details of the SMS will be: 'NSWFirearms'

You can view the response sent by the Firearms Registry via your email or the Firearms Dealer Portal.

