

FIREARMS REGISTRY



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CHANGE OF PERSONAL DETAILS

All persons holding a firearms licence or permit in NSW must notify the Commissioner of Police, in writing or in such other manner as may be approved, within 14 days of any change of details which may affect their licence or permit.

This fact sheet provides information on how to notify a change of personal details on a licence or permit.

Why is it important to notify a change in your details?

You have a legal obligation as a licence or permit holder to notify any change of details on your licence or permit as prescribed by the *Firearms Act 1996* (the Act) and the *Firearms Regulation 2017* (the Regulation). It is vitally important that the Firearms Registry has information on your current contact details so that any correspondence, including renewals, are sent to the correct address.

It is also a matter of public safety that operational police have current details on licence and permit holders, including safe storage locations for firearms.

NOTE: Change of details including change of address must be advised directly to the Firearms Registry to comply with your obligations under section 69 of the Act or clause 17 and 120 of the Regulation. Notifications to Service NSW / RMS do not update Firearms Registry records except at the time of completing your Online Firearm Licence Renewal.

How do I update my safe storage address?

You can update your safe storage address of your firearms via the [NSW Police Force Community Portal](#).

To update online, you will need the following:

- A MyServiceNSW Account
- Proof of identity documents (e.g. Driver licence and Birth Certificate) - the name of your proof of identity documents must be exactly the same as the name on your Service NSW account. Note: If you have previously completed this process and saved your identity documents, this step will not be required
- Your firearms licence number
- The full address details of your new safe storage address

If your safe storage address requires inspection, police will contact you to arrange a time for the inspection.

Your safe storage facilities must meet the level of storage required by the Act for the type of firearms authorised by your firearms licence or permit and you must certify that those arrangements comply with the requirements of the Act and clause 17 of the Regulation. See fact sheets for Level 1 and Level 2 safe storage available on the [Safe Storage page](#) on the Firearms Registry website.

Section 42 of the Act authorises a police officer to seize firearms or ammunition which is not being kept in accordance with the safe storage requirements prescribed by the Act.

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.

Locked Bag 5102, Parramatta NSW 2124

Tel: 1300 362 562

Interstate: 02 6670 8590

Email: firearms@police.nsw.gov.au

Website: www.police.nsw.gov.au/firearms

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How do I update my change of name, residential or postal address?

To update other details (excluding your safe storage address), you can complete the [Firearms Registry Online Change of Personal Details form](#).

Simply complete the online form to advise a change of personal details and press the 'Submit' button on the form. A summary of the information you provided will display after you press the 'Submit' button. You will also receive an automated response confirming receipt of your information.

What supporting documentation do I need to provide for a change of name?

Scanned copies of legal documents for change of name must be supplied. Copies must be certified by a Justice of the Peace (JP), a serving police officer or a practicing NSW or interstate Solicitor or Barrister as being a true and correct copy of the original.

The JP must insert their identification number, the legal practitioner their Practising Certificate number and a police officer must include their name, rank and station.

Legal documentation to support a change of name includes copies of: marriage certificate; change of name certificate; birth certificate; birth certificate extract or divorce certificate.

Note: If the change of details requires the issue of a new licence or permit, you will be advised of the duplicate licence or permit fee to be paid.

What if I am moving interstate?

To hold a firearms licence in NSW, you must be a resident of this State. If you move interstate, complete the [Notification of Move Interstate & Request to Cancel NSW Firearms Licence form](#) available on the 'Interstate' page of the Firearms Registry website.

You will need to apply for a firearms licence in your new State of residence and register all your firearms to that interstate licence. You must provide the NSW Firearms Registry with details of your new interstate firearms licence, location or disposal of firearms, new contact phone numbers and address and you should also request cancellation of your NSW firearms licence.

Relevant legislation:

- Requirement to notify change of address - [section 69 of the Act](#)
- Requirement to notify change of details other than address - [clause 16 of the Regulation](#)
- Requirement to notify the Commissioner of address where firearms are kept - [clause 17 of the Regulation](#)
- Requirement to notify the Commissioner when moving interstate - [clause 120 of the Regulation](#)