



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

# FIREARMS REGISTRY

## Change of Personal Details

ONLINE

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

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.

### *Why is it important to notify a change of 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 re-applications, 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 notify a change of details?*

Use the Online Services link on the Firearms Registry website home page for notification of a change of name, residential address, postal address or safe storage address on a licence or permit - [www.police.nsw.gov.au/online\\_services/firearms/on-line\\_services](http://www.police.nsw.gov.au/online_services/firearms/on-line_services)

If you are changing your name you must supply supporting documentation which has been certified as a true and correct copy (see section below for acceptable documentation and who may certify the document). You will be able to attach the supporting documentation during the notification process.

### *How do I submit the change of details?*

Complete the online Change of Personal Details form and click the 'Submit' button. After you click 'Submit' a summary page will display listing the information you updated and providing the option to print a copy for your records. You will also receive an automated message confirming receipt of the information by the Firearms Registry.

### *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.

### *If I am changing my safe storage address, do police need to inspect my safe storage facilities?*

If your safe storage 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.

### *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 our 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 the information on 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.

# Instructions for completing the Online Change of Personal Details Form

## CHANGE OF PERSONAL DETAILS ONLINE FORM

### TYPE OF CHANGE

Select one or more of the available options to indicate the type of change.

### LICENCE OR PERMIT NUMBER

Indicate whether you hold a licence, a permit or both and insert the number/s.

### PERSONAL AND CONTACT DETAILS

Complete this section for identification and verification purposes, including name, date of birth, drivers licence, email and day time phone number. If we need to contact you we will use these contact details.

### OLD RESIDENTIAL ADDRESS

Insert your old residential address for identification and verification purposes.

### NEW RESIDENTIAL ADDRESS

Insert your new residential address.

### POSTAL ADDRESS

If your postal address is the same as your new residential address, leave the default 'same', otherwise complete this section.

### SAFEKEEPING ADDRESS OF FIREARMS

If the safekeeping address is the same as the new residential address, leave the default 'same', otherwise complete this section.

### CERTIFY COMPLIANCE OF SAFE KEEPING AND STORAGE

You must certify that your safe keeping facilities comply with the requirements prescribed by the Act.

Nominate whether all your firearms are stored at this safekeeping address. If your firearms are not all stored at this address, please enter the storage location for each of your firearms.

### CHANGE OF NAME DETAILS

Only complete this section if you are changing your name. You must provide evidence to support your name change (as detailed on the front page of this FACT Sheet). Use the 'Browse' button to attach the document to support your name change.

### SUBMIT

Follow the instructions and press the 'Submit' button. By selecting 'Submit' you are certifying that all the information supplied is correct and authorising the Firearms Registry to amend your personal details.

### FEES

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.

### 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.*

### 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).

## Firearms Registry

### Address

Locked Bag 5102  
Parramatta NSW 2124

### Telephone

1300 362 562

### Interstate

02 66708590

### Fax

02 66708558

### Email

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

### Website

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



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