



NSW Police Force  
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# FIREARMS REGISTRY

## Off Duty Possession of Longarm - Government Agency Employees

P 634

This FACT sheet provides information on the requirements for obtaining a permit for Off Duty Possession of Longarms - clause 27 of the *Firearms Regulation 2017* and section 28(g) of the *Firearms Act 1996*.

Government agency employees use firearms registered to their employer for work purposes and return those firearms to the employer's safe storage facility at the end of each day, unless they are authorised by a permit to retain possession of those firearms between periods of duty.

### What does an Off Duty Possession of Longarms Permit authorise?

This permit authorises an employee of a government agency to retain longarm firearms registered to their employer between periods of duty.

This permit does not authorise the purchase of any firearms.

The permit is valid for the nominated employer only and the permit will be revoked when the employee leaves that employment or the employer is no longer authorised to possess firearms.

### What requirements must be met for an Off Duty Possession of Longarm Permit?

The employee must satisfy the Commissioner that it is not practical, in their particular circumstances, to return the firearm to the employer's store. Examples of where it may not be practical to return firearms to the employer's store are: On-going remote location work, distance to storage facilities and end of duty location, etc.

### What is the term of the permit?

This permit will be issued for a maximum term of 5 years.

### How much will my permit cost?

The prescribed fee for this permit is \$75. Your payment must accompany the application.

### What about safe storage?

The employee must satisfy the Commissioner that they can comply with the safe storage provisions of Part 4 of the *Firearms Act 1996*. See FACT Sheet 'Safe Storage Level One - Category A & B Requirements'.

Firearms must be transported directly to and from the safe storage location to the work location, unless other approved arrangements have been made with the government agency concerned.

### What is a government agency?

A Government Agency is defined in Clause 3 of the *Firearms Regulation 2017* as:

A government department or public authority that holds a licence or permit, or in respect of which a licence or permit is held, authorising the possession of firearms by the department or authority.

A public authority is a person or body executing a function in the public interest and for the public benefit.

### Government Agencies include:

Councils, Taronga Park and Western Plains Zoos, Department of Industry, National Parks and Wildlife Service, Wildlife Information and Rescue Service (WIRES), Forests NSW in addition to the prescribed government agencies as listed:

- \* Department of Industry
- \* Office of Environment and Heritage
- \* Local Land Services
- \* Border Fence Maintenance Board

### How do I apply for an Off Duty Possession of Longarm Permit?

You must complete the P634 'Application for a Firearms Permit' form and the 'Off Duty Possession of Longarm Legitimate Reason' form and where applicable provide any supporting documentation.

In addition to the firearms safety training course required for a licence or permit application, any person who is employed in or by a government agency and who is authorised to possess or use a firearm for business or employment purposes, must undertake firearms safety training courses as may be approved annually.

Please see the reverse of this FACT Sheet for instructions on how to complete the P634 form.

# Instructions for completing the Firearms Permit Application Form

## FIREARMS PERMIT APPLICATION FORM (P634)

### NEW APPLICATION / REAPPLICATION

Mark appropriate box (new application or reapplication) and insert any previous or current firearms licence or permit number.

### SECTION A - PERMIT TYPE

From the drop down list select the type of permit relevant to this application. If the permit is not listed in the drop down list, enter the type of permit you require in the space provided.

### SECTION B - NOMINATED PERSON/BUSINESS OR NOMINATED PERMIT HOLDER/INDIVIDUAL

Insert your full name, date of birth, gender, NSW drivers licence (if held), contact phone numbers, email address and supply details if you have been known by any other names.

### SECTION C - RESIDENTIAL ADDRESS

Insert your full residential address in this section.

### SECTION D - POSTAL ADDRESS

If the postal address is the same as the residential address, mark the box. If your postal address is different to your residential address, insert your postal address in this section.

### SECTION E - BUSINESS, CLUB OR GOVERNMENT AGENCY DETAILS

If this application is being made by a Business, Club or Government Agency, provide details in this section and attach supporting documentation.

### SECTION F - SAFEKEEPING ADDRESS OF FIREARMS

If the safekeeping address is the same as the residential address, select 'YES' in the box. If your firearm safekeeping address is different to your residential address, insert the address in this section.

### SECTION G - PERSONAL HISTORY

Answer each question by selecting a 'YES' or 'NO' from the drop down list. If you answer 'YES' to any question, provide details as an attachment.

### SECTION H - DECLARATION

The application must be signed and dated by the applicant.

### SECTION I - FEE

The prescribed fee for this permit is \$75. Your payment must accompany the application.

### RELATED INFORMATION

See FACT Sheets:

'Safe Storage Level One - Category A & B Requirements',

'Transportation of Firearms'.

## Firearms Registry

### Address

Locked Bag 5102  
Parramatta NSW 2124

### Telephone

1300362562

### Interstate

02 66708590

### Fax

02 66708558

### Email

firearmsenq@police.nsw.gov.au

### Website

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

## 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).



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