

Part 4 - Medical History

Have you in the last 5 years been treated for any of the following:

Psychiatric or psychological conditions?

Yes

No

Alcohol or drug dependence problems?

Yes

No

Stroke, or head injuries?

Yes

No

Serious impairment of eyesight?

Yes

No

Fits, dizziness or blackouts?

Yes

No

Do you have any physical disability that could affect your ability to hold a Firearm Licence and/or possess firearms?

Yes

No

Do you have any other medical condition or regularly use prescribed drugs that could reasonably be perceived to affect your ability to hold a Firearms Licence and/or possess firearms?

Yes

No

If you have answered "No" to every question go to **Part 5**.

If you answered "Yes" to one or more of the above questions you must obtain a medical report from a doctor who treated you for, or is familiar with, your condition(s). **This medical report must comply with the requirements as specified in Part 4 of the instruction pages.** Staple the medical report to the back of this application.



Staple Medical Report to the back of this application if applicable

Part 5 - Previous History

Section A – Offences

Have you ever been convicted of an offence in Australia or overseas?

Yes

No

Have you ever been found guilty of any offence without a conviction being recorded in Australia or overseas?

Yes

No

Do you have any charges outstanding against you in Australia or overseas?

Yes

No

If you have answered "No" to every question go to **Section B**.

If you answered "Yes" to one or more of the above questions please provide the location.

Refer to Part 5 of the instruction pages for further information and definitions.

State

Country

If there is insufficient space, please staple a list of locations of offences or charges to the back of this application.

Section B – Licence Refusal/Cancellation

Have you ever been refused a licence or permit for a firearm?

Yes

No

If "Yes"

(Year)

(State)

Have you ever had a licence or permit for a firearm cancelled or suspended?

Yes

No

If "Yes"

(Year)

(State)

Section C – Intervention Order

Have you ever been subject to an Intervention Order?

Yes

State the details of the court and year below.

Refer to Part 5 of the instruction pages for further information.

No

Go to **Section D**.

Court

Year

Section D – Application to be deemed not to be a Prohibited Person

Some offences and Intervention Orders can result in you being deemed a Prohibited Person for the purposes of the *Firearms Act 1996*. In some of these circumstances you may apply to a court to be deemed not to be a Prohibited Person.

Refer to Part 5 of the instruction pages for further information.

Have you applied to a court to be deemed **not** to be a Prohibited Person?

Yes

Continue with this section.

No

Go to **Part 6**.

Has your application to be deemed **not** to be a Prohibited Person been heard in a court yet?

Yes

Staple the copy of Court Extract to the back of this application.

No

State the court and date of your application in the boxes below.

Court

Date

(Day)

(Month)

(Year)



Staple a copy of the Court Extract to the back of this application if applicable

Part 9 - Genuine Reasons

The *Firearms Act 1996* requires that you demonstrate that you have a genuine reason for obtaining a firearm licence.

Section 1 – General Category Handguns

Cross the box(es) in the left column for the reason, or reasons, that you are applying for, and provide the documents listed in the right column for each reason selected.

Genuine Reason	Information and documents you must provide
<p><input type="checkbox"/> 1. Target Shooting On approved handgun target shooting ranges only</p> <ul style="list-style-type: none"> You must be a member of a Handgun Target Club approved by the Chief Commissioner. If you do not currently hold a handgun target shooting licence from interstate, you must have been a member of this Approved Handgun Target Club for at least 6 months. You must be able to satisfy the requirements to which your club needs to attest (see statement of endorsement in the column to the right). <p>Refer to Part 9 of the instruction pages for further information.</p>	<div style="display: flex; justify-content: space-between;"> <div style="border: 1px solid black; width: 28%; height: 25px; margin-bottom: 5px;"></div> <div style="border: 1px solid black; width: 15%; height: 25px; margin-bottom: 5px;"></div> <div style="border: 1px solid black; width: 10%; text-align: center; margin-bottom: 5px;">/ /</div> </div> <p style="text-align: center; font-size: small;">(Name of principal club/organisation) (Branch) (Date joined)</p> <p style="text-align: center; font-size: small;">(Day) (Month) (Year)</p> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="width: 45%;"> <p>Membership Number (if known)</p> <div style="border: 1px solid black; width: 100%; height: 25px; margin-top: 5px;"></div> </div> <div style="width: 10%; text-align: center;"> <p>Expiry Date</p> <div style="border: 1px solid black; width: 100%; height: 25px; margin-top: 5px; text-align: center;">/ /</div> </div> <div style="width: 40%; text-align: center; font-size: small;"> <p>(Day) (Month) (Year)</p> </div> </div> <p>(If you have not been a member of an Approved Handgun Target Club in Victoria for at least 6 months and you hold a current handgun target shooting licence from interstate, staple a copy of your interstate licence to the back of this application.)</p> <p style="text-align: center;">AND</p> <p>A copy of your current membership card of principal Approved Handgun Target Club.</p> <p style="text-align: center;">AND</p> <p>Have your principal club or organisation complete a statement of endorsement, as below.</p> <div style="border: 1px solid black; padding: 5px; margin-top: 5px;"> <p>I, _____, nominated officer of the above club, endorse this application, being satisfied that the applicant has completed a handgun safety course; has a sound knowledge of firearms and related laws; has participated in at least 5 approved handgun shooting matches; and can (i.e. is able to) comply with storage requirements.</p> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="width: 60%; border-top: 1px solid black; text-align: center; font-size: small;">Signature</div> <div style="width: 35%; border-top: 1px solid black; text-align: center; font-size: small;">Date</div> </div> </div> <p style="text-align: center;">AND</p> <p>Provide membership details of any other handgun clubs that you are a member of (other than your nominated principal club). Write "N/A" if you are not a member of any other clubs. If you are a member of more than three clubs, please staple a list to the back of this application and write "See Attached" in the box below.</p> <div style="border: 1px solid black; height: 40px; margin-top: 5px;"></div>

Participation Requirements for Target Shooting

Handgun target shooting licence holders must satisfy the following participation requirements unless the licence holder does not possess a handgun or is a body corporate.

If you possess only one specified class of handgun -

- Every full calendar year you must –
 - participate in at least six approved target shooting matches on at least six separate days; and
 - participate in at least four handgun target shoots or approved target shooting matches on at least four separate days. These days cannot be the same days as the six compulsory match days detailed in the point above. See table below.

If you possess more than one specified class of handgun -

- Every full calendar year -
 - you must participate in at least six approved target shooting matches on at least six separate days; and
 - for each class** of handgun you possess, you must participate in at least four handgun target shoots or approved target shooting matches on at least four separate days. Four of these days cannot be the same days as the six compulsory match days detailed in the point above. See table below.

Regardless of how many classes of handguns you possess, you must participate in a minimum of six of the required matches and shoots as a competitor; however, participation in a match or shoot as a supervisor, competition judge or range officer can be counted towards your participation requirements for the remainder of the matches and shoots. In addition, a person who conducts a handgun safety course of a class approved by the Chief Commissioner is deemed to have competed in an approved handgun target shooting match.

Classes of handgun	Required number of target shooting matches	Required number of handgun target shoots or matches	Total participation in matches and shoots combined	Minimum separate days
1	6	4	10	10
2	6	8	14	10
3	6	12	18	10
4	6	16	22	10

SPECIAL NOTES

- If, in any calendar year, you hold a licence or own a class of handgun for less than the calendar year, your participation requirements will apply proportionately.
- If any one of your approved handgun target shooting matches or approved handgun target shoots takes place on more than one day, you are deemed to have participated in a separate match/shoot for each day on which it takes place.
- Application may be made to the Chief Commissioner for the modification of participation conditions under certain circumstances. Please contact Licensing Services Division for further information.

Part 9 - Genuine Reasons (continued)

The *Firearms Act 1996* requires that you demonstrate that you have a genuine reason for obtaining a firearm licence.

Section 1 – General Category Handguns

Cross the box(es) in the left column for the reason, or reasons, that you are applying for, and provide the documents listed in the right column for each reason selected.

Genuine Reason	Information and documents you must provide
<p><input type="checkbox"/> 2. Security Guard This licence is not permitted to have a handgun registered against it for security guard duties.</p>	<p style="text-align: center;">Required Evidence</p> <p>Individual Operator Only</p> <p>Note: You may only possess one handgun while on duty and this handgun must be registered to your employer.</p> <p>Refer to Part 9 of the instruction pages for further information.</p> <p>1. Private Security Individual Operator Licence Number <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/></p> <p>Expiry Date <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/></p> <p style="text-align: center;">(Day) (Month) (Year)</p> <p>AND</p> <p>2. A copy of your Security Industry Firearms Safety Training Qualification (dated within the last 12 months). Refer to Part 9 of the instruction pages.</p> <p>AND</p> <p>3. A letter of endorsement is required from your employer on company letterhead (including name and address of employer) confirming that you are employed as a security guard. The letter must detail the duties to be performed; the requirement for the guard to be armed; the hours worked per week; and be signed and dated by the Nominee (dated within the last 12 months).</p> <p>If you are employed by more than one security firm –</p> <ul style="list-style-type: none"> provide a letter of endorsement as detailed above from your primary employer; and provide a list of all other security firms for which you work and the duties you are employed to perform with each employer. <p>Is your licence required for cash in transit duties? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Is your licence required for armed guard duties? Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<p><input type="checkbox"/> 3. Prison Guard</p>	<p>1. Provide a letter of endorsement from your employer. The letter must be on company letterhead (must include name and address of employer); state the hours you work per week; detail the duties you perform; state that the duties you perform require you to be armed; and be signed and dated by the Nominee.</p> <p style="text-align: center;">AND</p> <p>2. A copy of your Prison Industry Firearms Safety Training Qualification (dated within the last 12 months).</p> <p>Refer to Part 9 of the instruction pages for further information.</p>
<p><input type="checkbox"/> 4. Possession or carriage on behalf of a Junior Target Shooting Handgun Licence Holder</p> <p>Note: when applying for a General Category Handgun Licence for this reason ONLY, you are not required to fulfil participation requirements</p>	<p><input type="text"/> (Name of Junior licence holder)</p> <p><input type="text"/> (Junior's licence number)</p> <p>Licence Expiry Date <input type="text"/> / <input type="text"/> / <input type="text"/> (Day) (Month) (Year)</p> <p><input type="text"/> (Name of Junior's target club or organisation)</p> <p><input type="text"/> (Junior's member number)</p> <p style="text-align: center;">AND</p> <p>a copy of the junior's current membership card OR club endorsement.</p> <p>Refer to Part 9 of the instruction pages for further information.</p>

 **Staple required evidence/documents for the licence you select to the back of the form**

Part 9 - Genuine Reasons (continued)

The *Firearms Act 1996* requires that you demonstrate that you have a genuine reason for obtaining a firearm licence.

Section 1 – General Category Handguns

Cross the box(es) in the left column for the reason, or reasons, that you are applying for, and provide the documents listed in the right column for each reason selected.

Genuine Reason	Information and documents you must provide
<input type="checkbox"/> 5. Official, commercial or prescribed purpose or for a purpose authorised by an Act or regulations Note: This category includes the purpose of Firearms Safety Instructor.	<div style="border: 1px solid black; height: 40px; width: 100%;"></div> <p style="text-align: center;"><i>(Describe purpose)</i></p> <p>Provide sufficient information and documentation to support the genuine official, commercial or prescribed purpose relating to your application.</p> <p>Refer to Part 9 of the instruction pages for further information.</p>

Section 2 – Category E Handguns

Genuine Reason	Information and documents you must provide
Cat E Handgun <input type="checkbox"/> 1. Official, commercial or prescribed purpose or for a purpose authorised by an Act or regulations	<div style="border: 1px solid black; height: 40px; width: 100%;"></div> <p style="text-align: center;"><i>(Describe purpose)</i></p> <p>Provide sufficient information and documentation to support the genuine official, commercial or prescribed purpose or purpose authorised by an Act or Regulations relating to your application.</p> <p>Refer to Part 9 of the instruction pages for further information.</p>

Note: If you require possession of more than one Category E Handgun, you must demonstrate a **compelling** reason for more than one such handgun to be possessed, carried or used under the licence.

Part 10 – Confirmation of Currently Owned Firearms

Do you currently own any registrable firearms (registered or unregistered in Victoria)?	Yes <input type="checkbox"/>	Continue to the next question.
	No <input type="checkbox"/>	Go to Part 11 .
Refer to Part 10 of the instruction pages.		
Are any of these firearms already registered with Victoria Police Licensing Services Division?	Yes <input type="checkbox"/>	You must submit a copy of your Firearm Registration Certificate (i.e. Firearm List) with this application. Confirm your currently owned firearms via this Certificate. The Certificate must then be signed, dated and attached to the back of this application.
	No <input type="checkbox"/>	Refer to Part 10 of the instruction pages.

Part 11 - Acknowledgement

Privacy Statement: The information collected in this application is being collected by Victoria Police. It will be used in accordance with the provisions of the *Firearms Act 1996*, *Private Security Act 2004*, *Control of Weapons Act 1990* and the *Information Privacy Act 2000*. Your information may be disclosed to employers, approved bodies and other statutory authorities by Victoria Police for the purpose of law enforcement and the administration of justice. Applicants may gain access to their information through application to the Victoria Police Freedom of Information Unit. Failure to provide information requested in this application may result in this application being returned.

ALL APPLICANTS MUST ENSURE THAT THEY COMPLETE THE ACKNOWLEDGEMENT ON THE NEXT PAGE

(This acknowledgement must be signed and dated or your application will be returned)

Health Privacy Statement: The health information collected in this application is being collected by the Licensing Services Division, Victoria Police. Contact details can be found on the front of this form. The health information collected will be used in accordance with the provisions of the *Firearms Act 1996*, *Private Security Act 2004*, *Control of Weapons Act 1990* and the *Health Records Act 2001*, and is required to be collected under the *Firearms Act 1996*. Your health information may be disclosed to approved bodies and/or statutory authorities for purposes related to the administration of the above Acts, for the purpose of law enforcement or, if necessary, for the establishment, exercise or defence of a legal or equitable claim. Applicants are able to gain access to their health information through application to the Victoria Police Freedom of Information Unit. Failure to provide the health information requested in this application may result in this application being refused or delayed.

I acknowledge that the particulars in this application and any attachments are true and correct and I make this acknowledgment knowing that it is an offence against section 140A(1) of the *Firearms Act 1996* to wilfully supply details that are false or misleading (maximum penalty 240 penalty units or 4 years imprisonment).

Signature

Date

IMPORTANT CHECKLIST

IF YOU DO NOT COMPLETE ALL THE RELEVANT PARTS OF THIS FORM OR YOU FAIL TO PROVIDE THE APPROPRIATE EVIDENCE TO SUPPORT YOUR APPLICATION FOR A FIREARM LICENCE, YOUR APPLICATION WILL BE RETURNED TO YOU.

THIS WILL DELAY THE PROCESSING OF YOUR APPLICATION.

Before you mail this application to Licensing Services Division **MAKE SURE THAT YOU:**

- READ** all of the explanatory notes.
- Answer **ALL** of the sections. Only skip questions or move onto the next section if you are directed to do so by a "Go to".
- You must ensure that you have your **fingerprints** taken (Part 7).
- STAPLE** certified copies of your identification documents to the back of this application and make sure that your referee has signed Part 8 unless you currently hold one of the licences specified and have provided the relevant details.
- DO NOT** send original identification documents, cash, cheques or money orders.
- Answer **ALL** of the questions and include **ALL** documentary evidence for the licence you are applying for (Part 9).
- Staple **ALL** supporting documentation to the back of the application.
- List **ALL** of your currently owned firearms (Part 10).
- Complete Part 11 - Acknowledgment.

Send your application to: Licensing Services Division, GPO Box 2807, MELBOURNE VIC 3001.

If you do not complete all the above steps, this may result in your application being returned for correction.

If you need information on any aspect of this application form, visit <http://www.police.vic.gov.au> or contact Licensing Services Division on 1300 651 645 or by email at licensing@police.vic.gov.au

General information and assistance regarding Freedom of Information can be accessed via the Department of Justice Freedom of Information website at <http://www.foi.vic.gov.au>

PLEASE NOTE the *Firearms Act 1996* states that any changes to your address or information detailed on your licence must be notified **in writing** to Licensing Services Division **within 7 days** (maximum penalty 30 penalty units).

Instruction Pages for Firearm Licence Application

Licence Category: General Category Handguns and Category E Handguns

The information contained in your application is treated as Strictly Confidential.

General Instructions for the Completion of your Firearm Licence Application Form

- This form is only to be used for individual adult Handgun Licence applicants.
- There are **11** parts in the Firearms Licence Application; you must complete **all 11 parts**.
- You may pass over individual questions **ONLY IF** you are directed to do so via a "Go to" instruction.
- Each part in the application has a corresponding instruction page section. Please refer to the relevant instruction page section for assistance in completing the application form.

Documents

- **Do not send** original identification documents, cash, cheques or money orders.
- You must provide legible, high quality copies of documents as these are imaged and recorded. Failure to provide documents of satisfactory quality will result in your application being returned for your attention to the requirements.

Waiting periods for Licences

New firearms licences have a mandatory legislated 28 day waiting period from date of receipt of your application to the issue of the licence in accordance with section 33 of the *Firearms Act 1996*.

Part 1 - Type of Application

How to complete Part 1

The Licence Category you are applying for is dependent on the type of firearms that you own or propose to acquire. Cross the box applicable to the type of licence you require based on the descriptions below. **Licence Categories**

General Category Handgun Licences allow you to possess, carry or use a handgun being a firearm that is reasonably capable of being carried or concealed about the person; or is reasonably capable of being raised and fired by one hand; or does not exceed 65 cm in length measured parallel to the barrel and is not a Category E Handgun.

A **Category E Handgun** licence allows you to possess, carry or use a handgun that is a machine gun that is a handgun or any handgun prescribed for the purposes of this category.

Cross the box(es) relating to the Licence Category that you want to apply for.

Part 2 – Personal Information

How to complete Part 2

Provide your current personal details in the boxes provided. Make sure to leave a space between words.

- If you have ever changed your name officially, you must staple to the back of this application a **certified** copy of your **change of name certificate** or **full birth certificate** that includes the schedule of any name changes, or **marriage certificate**.
- If you are known by any other name, but have not changed your name officially, staple a list of your other names to the back of this application.

It is requested that you provide your email address and contact telephone details to enable Licensing Services Division to contact you if a problem is encountered in the processing of your application. When providing your email address, make sure you indicate exact case, punctuation marks and the location of the '@' symbol.

Part 3 – Firearm Storage

The *Firearms Act 1996* (Schedule 4) prescribes storage standards for firearms and ammunition. The following is a brief summary of the storage requirements that you must be able to satisfy.

Handgun Storage requirements

Handguns must be stored -

- In a steel safe:
 - that is not easy to penetrate;
 - which, if it weighs less than 150kgs when empty, is bolted to the structure of the premises;
 - that is locked when firearms are inside it.
- On premises which have an effective alarm system if more than 15 firearms are stored on the premises.

The key to the safe must be carried by the licence holder or kept securely in a separate room from the safe.

Cartridge ammunition must be stored in a separate locked container (not with the firearm) unless the receptacle is purpose built to store ammunition separately from the firearms. In this case the ammunition section must have an entirely separate key.

NOTE: You may have more than one storage address and any of your storage arrangements may be inspected at any reasonable time to ensure compliance with the *Firearms Act 1996*.

Part 4 – Medical History

How to complete Part 4

Cross “Yes” or “No” in response to **every** question.

If you answer “Yes” to any question, you must staple a current medical report to the back of this application.

The report must

- **be on** a registered medical doctor’s letterhead;
- **be current, legible and written by** a medical doctor who has treated you for the relevant condition(s), or is familiar with your condition(s);
- **outline** the medical condition(s) for which you are being, or have been, treated;
- **state that**, in his/her professional opinion, your medical condition(s) do(es) or do(es) not prevent you from being a fit and proper person to be in possession of firearms and/or a firearm licence;
- **state that**, in his/her professional opinion, your medical condition(s) do(es) or do(es) not cause you to be a danger to public safety or peace in holding a firearm licence or possessing firearms; and
- **be signed and dated within the last 12 months.**

Failure to include all of this information in the report will result in your application being returned with the request for a medical report that does contain all of the required information.

Part 5 – Previous History

How to complete Part 5

Cross “Yes” or “No” in response to every question.

If you answer “Yes” to any question, supply additional information as requested.

Section A – Offences

- Definitions**
- **Convicted** means that charge has been proven, and a formal record of conviction has been made. It does not matter how long ago you were convicted or what penalty was imposed.
 - **Found guilty without a conviction being recorded** means that a charge has been proven but no formal record of a conviction was made (e.g. your court result could read “Without Conviction”). It does not matter how long ago you were found guilty or what penalty was imposed.
 - **Charges outstanding** means that you have been formally charged with an offence that has not yet been heard in a court of law. If this is applicable, you will have been served with a summons or charged and notified of a court date.

If you answer “Yes” to any question in this section, write the state and/or country where this occurred in the boxes provided. If there is insufficient space, please attach a list to the back of the application.

Section B – Licence Refusal/Cancellation

You must cross the appropriate box to indicate if you have **ever** been refused a licence or permit for a firearm **AND** you must cross the appropriate box to indicate if you have **ever** had a licence or permit for a firearm cancelled or suspended.

If you answer “Yes” to either question, you must write the year in the boxes provided.

Please note that previous licence refusal or cancellation does not necessarily preclude you from obtaining approval for this application.

Section C – Intervention Order

An **Intervention Order** is an Intervention Order, whether a Full Intervention Order made under section 4 of the *Crimes (Family Violence) Act 1987* or an interim Intervention Order (i.e. an Intervention Order made as a temporary measure until a date specified in the order or until a further order is made by the Court). Issued in Victoria or an order of a corresponding nature made in another State or a Territory. You must select “Yes” in this section if you have been subject to **any type** of Intervention Order.

Section D – Application to be deemed not to be a Prohibited Person

If a person is defined as a “prohibited person” under the *Firearms Act 1996* then they cannot be approved to hold a firearms licence. However, the Act allows certain “prohibited persons” to apply to a Court to be deemed to **not** be a prohibited person.

Detail as to which offences and Intervention Orders can make you a “prohibited person” can be found in section 3 of the *Firearms Act 1996*. The circumstances under which you may apply to be deemed not to be a prohibited person can be found in section 189 of the same Act. The *Firearms Act 1996* can be found at <http://www.dms.dpc.vic.gov.au/>

Part 6 – Firearms Safety Course

- You must have completed a Firearm Safety Course for handguns in Victoria within the last 12 months in order to be licensed.
- A copy of the Firearms Safety Course Certificate must be attached to the back of your application.

Exceptions - The only exceptions to the above requirements are if you have held a handgun licence that has expired within the last 12 months. In this case you **do not need** to complete another Firearms Safety Course for handguns.

If your licence was cancelled, you **will need** to complete another Firearm Safety Course for handguns.

Completion of a Firearm Safety Course for longarms or paintball is not sufficient for you to be approved for a handgun licence.

If you have any queries about Firearm Safety Courses please contact your local Approved Handgun Target Shooting Club.

Part 7 - Fingerprints

All handgun licence applicants must provide fingerprints to Victoria Police before they can be licensed.

If you have not yet had a full set of fingerprints taken, contact your local police station or Licensing Services Division to arrange an appointment for them to be taken.

If your fingerprints are taken at a police station; the station will organise for your prints to be forwarded to the Fingerprint Unit, DX 210071. **You do not take the fingerprints with you.**

Your fingerprints will be included on the National Automated Fingerprint Identification System (NAFIS) and regularly checked to satisfy the Chief Commissioner that you are a fit and proper person to hold a licence. Should your licence be cancelled or you do not apply for another Licence which requires fingerprints to be recorded; you may make application in writing to the Victoria Police Fingerprint Unit to have your fingerprint record destroyed.

Part 8 – Identification Reference

How to complete Part 8

If you do not currently hold a Victorian Firearm Licence, Private Security Licence or Chief Commissioner of Police Weapon Approval you must provide proof of your identification.

To prove your identity you are required to provide 140 points of identification (see list below). This must be in the form of

- **one** primary identification document (certified copy) **and**
- secondary identification documents (certified copies).

(An example of a **certified** document can be seen below.)

One of the identification documents must include your current residential address. Copies of identification documents/photographs must be legible and of high quality.

Document	Points
Primary Identification – Only one allowed	
Primary identification must include your name and date of birth	
A full birth certificate (LSD cannot accept copies of birth extracts). The Certificate must be in English, or have an English translation.	70
Citizenship certificate	70
Current Passport	70
Expired Passport that was current in the last 2 years and was not cancelled	70
Secondary Identification	
This list of secondary identification must at least include your name	
Public service identification card that has either a photograph or signature	40
Any licence/permit issued under law with a photograph or signature (e.g. Driver Licence)	40
An identification card issued to entitle you to financial benefit (e.g. Health Care Card) that has either a photograph or signature	40
An identification card issued by a tertiary education institution that has either a photograph or signature	40
This list of secondary identification must at least include your name (only one each of any type)	
A written reference from a financial body* that states that you have held an account for at least 12 months and has your signature and a signature from an agent/employee of the financial body*	40
A written reference from an Acceptable Referee that states that they have known you for at least 12 months and contains both your signature and the Acceptable Referee's signature	40
This list of secondary identification must include your name and address (only one each of any type)	
Records from an employer who has employed you within the last 2 years.	35
A rates notice (relating to land ownership or occupation)	35
A document from a financial body* detailing security over a property	35
A document from a financial body* relating to a mortgage or other instrument of security	35
Documentation from the Credit Reference Association of Australia	35
A land title document	35
Official electoral roll information as compiled by the Australian Electoral Office	25
A letter from a person who would be an Acceptable Referee except that they have known you for less than 12 months	25
A document from a landlord or real estate agent managing a property that you rent	25
A document (e.g. account) from a public utility (e.g. gas, electricity, water)	25
A record from a financial body* that you have had an account with for more than 12 months (e.g. a bank statement)	25
A record held under a law (that is not a land title)	25
This list of secondary identification must include your name and date of birth (only one of either type)	
School records from a primary, secondary or tertiary education institution that you have attended within the last 10 years	25
Membership records from a professional or trade association	25
This list of secondary identification must include your name (only one from any institution)	
Other forms of secondary identification that verify your name (e.g. Medicare Card, Credit Card)	25

* A financial body is a bank, credit union, building society etc.

This is an example of a secondary identification document that has been certified.



I certify that the document presented for certification is a true copy of the original. The document was sighted by me on

21 / 08 / 06

Signature: J. Mason
 Print Name: John Mason
 Type of Referee: Accountant

Identifying referee

You must have an Acceptable Referee certify your documents and sign the Declaration in Part 8. See the list on the following page for Acceptable Referees.

Part 8– Identification Reference *continued* – List of Acceptable Referees

The following people can act as referees for Part 8

The Referee **must** have known you for at least 12 months.

<p>A member of</p> <ul style="list-style-type: none"> the Institute of Chartered Accountants in Australia, the Australian Society of Certified Practising Accountants, or the National Institute of Accountants. 	<p>A member of a municipal, city, town, district or shire council of a State or Territory.</p>	<p>An employee of a financial institution who is authorised by the financial institution to open accounts with the institution.</p>
<p>An agent of a financial institution who is authorised by the financial institution to open accounts with the institution.</p>	<p>A full time employee of</p> <ul style="list-style-type: none"> a financial institution; or a corporation that is a registered corporation within the meaning of the <i>Financial Corporation Act 1974</i>; <p>who has been employed continuously for at least 5 years by one or more financial bodies.</p>	<p>An employee of a bank carrying on a business outside Australia</p> <ul style="list-style-type: none"> that does not have an authority under Section 9 of the <i>Banking Act 1959</i>; and that is engaged in a transaction with a cash dealer; <p>who is authorised by the bank to open accounts with the bank.</p>
<p>A full-time employee of a company carrying on insurance business who has been employed continuously for at least 5 years by one or more companies of that type.</p>	<p>A legal practitioner of a Federal, State or Territory Court.</p>	<p>A registrar, clerk, sheriff or bailiff of a Federal, State or Territory Court</p>
<p>An officer within the meaning of the <i>Defence Act 1903</i>.</p>	<p>An individual registered or licensed as</p> <ul style="list-style-type: none"> a dentist, a medical practitioner, a pharmacist, or a veterinary surgeon, <p>under a law of a State or Territory providing for that registration or licensing.</p>	<p>An individual who is employed and registered as a nurse under the law of a State or Territory providing for that registration.</p>
<p>A diplomatic or consular officer of an Australian Embassy, High Commission or Consulate, in Australia or overseas.</p>	<p>A holder of an office established by a law of the Commonwealth, a State or Territory in respect of which annual salary is payable.</p>	<p>A judge or master of a Federal, State or Territory Court.</p>
<p>A stipendiary magistrate of the Commonwealth or of a State or Territory.</p>	<p>A justice of the peace of a State or Territory.</p>	<p>A member of the Federal Parliament or a State Parliament.</p>
<p>A member of the Legislative Assembly of the Australian Capital Territory, the Northern Territory or Norfolk Island.</p>	<p>A minister of religion who is registered as a marriage celebrant.</p>	<p>A notary public.</p>
<p>A member of the Australian Federal Police, or of the police force of a State or Territory, who in the normal course of his or her duties, is in charge of a police station.</p>	<p>A member of the Australian Federal Police, or of the police of a State or Territory, of or above the rank of sergeant.</p>	<p>A manager of a post office.</p>
<p>An individual employed as an officer or employee by one or more of the following:</p> <ul style="list-style-type: none"> the Commonwealth, a State or Territory; an authority of the Commonwealth, a State or Territory; or a local government body of a State or Territory; <p>who has been so employed continuously for a period of at least 5 years, whether or not the individual was employed for part of that period as an officer and for part as an employee.</p>	<p>An individual employed as a full-time teacher or as a principal at one or more of the following educational institutions:</p> <ul style="list-style-type: none"> a primary or secondary school forming part of the education system in a State or Territory; or an institution listed in section 4 or paragraphs 34(4)(b)-(j) (inclusive) of the <i>Higher Education Funding Act 1988</i>; <p>who has been so employed continuously for a period of at least 5 years.</p>	<p>An individual who, in relation to an Aboriginal community</p> <ul style="list-style-type: none"> is recognised by the members of the community to be a community elder; or if there is an elected Aboriginal council that represents the community – is an elected member of the council.
<p>An individual who is an agent of a totalisator agency board if</p> <ul style="list-style-type: none"> the individual conducts an agency of the totalisator agency board at particular premises; and the agency is not ancillary to any other business conducted at those premises. 	<p>A Commissioner for oaths of a State or Territory.</p>	<p>An individual who is registered as a tax agent under part VIIA of the <i>Income Tax Assessment Act 1936</i>.</p>
<p>A member of the Chartered Institute of Company Secretaries in Australia Limited.</p>	<p>A member or fellow of the Association of Taxation and Management Accountants.</p>	<p>A member of the Institution of Engineers Australia, other than a member with the grade of student.</p>
<p>A fellow member of the National Tax and Accountants' Association Limited.</p>		

You must ask the Acceptable Referee to

- sign the copy of the identification documents that you are providing in order to indicate that it is a true copy of the original as demonstrated on the previous page; and
- complete all required parts of the "Declaration by Referee" section in Part 8 of the application form as instructed on the form. Please note that this includes witnessing you (the applicant) signing the application in their presence.

Make sure you include the signed identification documents with your application by stapling them to the back of the application.

Part 9 – Genuine Reasons

How to complete Part 9

1. Cross the box in the left hand column for the licence you are applying for.
2. Provide the evidence listed in the right hand column for the licence you are applying for.

Failure to provide all necessary information and high quality, legible copies of required documentation will result in your application being returned for your attention to the requirements.

General Category Handgun Licence

Target Shooting:

Please ensure that you are able to satisfy the requirements your club needs to attest to before asking for their endorsement, i.e. you must have completed a handgun safety course; have a sound knowledge of firearms and related laws; have participated in at least 5 approved handgun shooting matches; and be able to comply with storage requirements.

You must -

- prove you are a member of a Handgun Target Shooting Club approved by the Chief Commissioner by providing the evidence specified;
- prove that you have been a member thereof for at least 6 months if you are not, at the time of the application, the holder of a handgun licence from another State or Territory.
- have the application endorsed by the nominated officer of your approved Handgun Target Shooting club.

If you hold more than one membership to a Handgun Target Shooting Club, you must nominate one as your principal club and then list the others.

Security Guard

- To use a handgun under a security handgun licence you must be licensed to perform armed guard or cash in transit activities.
- Armed security guards must use handguns that are registered to their employer; as such Private Security Business Licence holders (including sole traders) may register handguns to their handgun licences for the use of the relevantly licensed employees of the business; however people who hold Private Security Individual Operator Licences only are not permitted to register handguns to their handgun licence for the purpose of security guard duties.
- Please note that if you hold a Private Security Business Licence as an individual person (e.g. you are a sole trader), although you may acquire and register handguns to a security handgun licence that you hold by virtue of the Business Licence, you must also hold a Private Security Individual Operator Licence (endorsed with appropriate sub-activities) in order to use a handgun for security duties.
- Security businesses with handgun licences are responsible for the safe-keeping, storage and tracking of handguns used by its employees.
- If you are a sole trader involved in a partnership, you must apply for a handgun licence as an Individual Operator if you are going to use handguns which are registered to another partner.
- Sole Traders, Partnerships, Body Corporate and Government Departments wishing to make application for a handgun licence must make application on VP Form 0305A "Victorian Firearm Business/Organisation Licence Application Form".
- You may not use handguns that are registered to your licence for any other reason (e.g. target shooting) than the purpose of engaging in security activities.

To apply for a handgun licence for the reason of security you must provide the following information:

- your Private Security Individual Operator licence number and expiry date; and
- a copy of your Security Industry Firearms Safety Training Qualification (no more than 12 months old); The training module required are accessed via <http://www.police.vic.gov.au>
- a letter of endorsement from your employer, on company letterhead, containing all information set out in Part 9 of this form. This letter must be dated within the last 12 months. Provide details of any other employers if you are employed by more than one security firm.

Prison Guard

You must provide a letter of endorsement from your employer which contains all information set out in Part 9 of this form and a copy of your Prison Industry Firearms Safety Training Qualification, which is no more than 12 months old.

Possession or carriage on behalf of a Junior Target Shooting Handgun Licence Holder

You must provide the following details of the junior on whose behalf you will possess or carry the handgun:

- junior's name, licence number and licence expiry date;
- name of junior's target club or organisation and his/her membership number; and
- a copy of the junior's membership card **OR** a letter of endorsement from the junior's target club/organisation.

You may only hold a handgun licence for this reason for the duration of the junior's handgun licence.

Official, commercial or prescribed purpose or for a purpose authorised by an Act or regulations

You must explain what the official, commercial or prescribed purpose is and provide **sufficient documentary evidence** of this purpose. Included in this category of genuine reason are:

- Firearms Safety Instructors;
- Historical re-enactments by an historical re-enactment group;
- Public ceremonial events;
- Starting/finishing sporting events; or
- For the training and trialling of dogs registered with a club or association which undertakes the training and trialling of dogs and which has been incorporated under the Associations Incorporation Act 1981

Category E Handgun

You must provide an official/commercial/prescribed purpose, or a purpose authorised by an Act or regulations as a genuine reason for obtaining a Category E Handgun licence. This must be supported by sufficient documentary evidence. Should you require more than one Category E Handgun, you must supply a compelling reason for the possession, carriage or use of more than one such handgun.

Part 10 – Confirmation of Currently Owned Firearms

How to complete Part 10

You must indicate if you currently own any registrable firearms, whether they are unregistered or registered to **any** current Victorian Firearms Licence. Only select “No” to the first question if you **do not own any** firearms that should be registered.

ALL firearms are registrable EXCEPT –

- longarms manufactured before 1900 that do not take commercially available cartridge ammunition;
- handguns manufactured before 1900 that do not use percussion in any form as a means of ignition (i.e. pre-1900 handguns that do not use percussion or ignition methods developed during or after the development of percussion); and
- single shot antique handguns (pre-1900, black powder, muzzle loading handguns that are only capable of firing one shot before requiring reloading).

If you own **any** registrable firearms, you must provide a list of these in the appropriate method detailed below.

Only in the circumstance that you **do not own** any registrable firearms may you submit your application without one of the attachments detailed below.

If you have firearms already registered with Victoria Police Licensing Services Division –

- You should confirm details of your currently owned firearms via a Firearms Registration Certificate.
 - If you do not have a copy of this document you may contact Licensing Services Division either via phone (1300 651 645) or via email (licensing@police.vic.gov.au) to have a current Firearms Registration Certificate sent to you.
- Check that all the firearm details are accurate on the Certificate.
 - Change any inaccuracies in the Firearms Registration Certificate in the manner described in the instructions attached to the Certificate; and
 - Add any firearms that you own that are not currently on the Firearms Registration Certificate in the manner described in the instructions attached to the Certificate. Provide the seller's details and purchase date.
 - Delete any firearms that you have disposed of from the Firearms Registration Certificate and provide details of the purchaser's details and sale date.
- Sign and date the Firearms Registration Certificate as per instructions.
- Staple the Firearms Registration Certificate to the back of this application.

If you have firearms already registered with Victoria Police Licensing Services Division do not submit your application without your completed Firearms Registration Certificate attached. Do not send the two documents separately, as both these actions will result in your application being returned.

If you currently own firearms that are not registered with Victoria Police Licensing Services Division –

- Access Licensing Services Division's website via the Victoria Police website www.police.vic.gov.au, and download the Attachment to Licence Application for the Registration of Firearms form; **OR**
- Contact Licensing Services Division either via phone 1300 651 645 or via email licensing@police.vic.gov.au to have an Attachment to Licence Application for the Registration of Firearms form sent to you.
- If you have more firearms than spaces provided, please photocopy enough copies of a list page to allow the listing of all currently owned firearms.
- Complete the list of currently owned firearms as per the instructions attached to the Attachment to Licence Application for the Registration of Firearms form.
- Staple the Attachment to Licence Application for the Registration of Firearms form to the back of this application.
- Assistance in identifying your firearms may be obtained by accessing The Victoria Police Weapons Identification System (WIDS) via <http://www.police.vic.gov.au/weaponsid>

If you currently own firearms that are not registered with Victoria Police Licensing Services Division do not submit your application without your completed Attachment to Licence Application for the Registration of Firearms form attached. Do not send the two documents separately, as both these actions will result in your application being returned.

Firearm details

- “UNKNOWN” must not be used in any fields. If you are unsure about any firearms details, you must seek assistance from an authorised firearms identifier (most licensed firearms dealers are authorised firearms identifiers). Firearm descriptions using “UNKNOWN” in any fields will result in the form being returned to you for amendment.
- **Calibre** - For combination and multi barrel firearms with more than one calibre, please specify each calibre.
- **Serial Number** - A correct serial number appropriate to the make and model of the firearm must be supplied. Take care to avoid part numbers or product numbers on grips etc. **Invalid numbers will delay your application.** If you are not sure of the serial number, seek assistance from an authorised firearms identifier (most licensed firearms dealers are authorised firearms identifiers).
- **Magazine/Firearm Capacity** - If the firearm has a magazine, record the capacity of the largest magazine in your possession for that firearm. If the firearm is not manufactured with a magazine, record the firearm capacity.
- **Barrel Length** – The barrel length of any handguns you possess must be recorded. This field is only applicable to handguns. For revolvers, the barrel should only be measured from the muzzle to the forcing cone (cylinder measurement is not required). Semi-automatic and single shot pistols should be measured with action shut and measurements should be taken with a rod from the breech face to the muzzle. Ramps, shrouds, muzzle breaks, flash suppressors or similar protrusions are not to be included in the barrel length measurement (unless the forward protrusion is permanently affixed).

NOTE: Licensing Services Division may require you to take your firearms to an authorised firearms identifier if there is concern about any of the details included as descriptors of your firearm.

Please use the codes shown in the tables below to classify your firearm.

Firearm Type Codes					
A	R	Air Rifle	M	O	Mortar
B	L	Breech Loading	M	L	Muzzle Loading
C	A	Cannon	N	F	Needle Fire
C	F	Centre Fire Rifle	P	M	Paintball Marker
C	C	Combination (Centrefire - Cat B)	P	W	Powerhead
C	R	Combination (Rimfire - Cat A)	R	F	Rimfire Rifle
D	R	Drilling (3 Barrel)	R	L	Rocket Launcher
H	P	Handgun	S	H	Shotgun
H	U	Humane Killer	T	R	Tranquilliser Gun
M	A	Machine Gun	V	R	Vierling

Firearms Configuration Codes					
D	B	Double Barrel	U	O	Under & Over
S	B	Single Barrel	R	V	Revolver
I	M	Imitation	M	B	Multi Barrel

Firearm Action Codes					
A	R	Air	M	Z	Muzzle Loading
A	U	Automatic	P	B	Paintball
B	F	Blank Fire	P	N	Percussion
B	A	Bolt Action	P	H	Powerhead
B	O	Break Open	P	A	Pump Action
C	H	Combination	R	V	Revolver
F	B	Falling Block	R	O	Rocket Launcher
F	P	Flare Pistol	R	X	Rolling Block
F	L	Flintlock	R	B	Rolling Breech
H	L	Hammer Lock	S	C	Screw Breech
I	M	Imitation	S	A	Semi-Automatic
L	A	Lever Action	S	B	Sliding Breech
M	H	Martini Henry	S	N	Sneider
M	X	Matchlock	S	P	Starting Pistol
B	M	Modified Break Open	S	W	Swivel Breech
P	M	Modified Pump Action	T	F	Teat Fire
M	O	Mortar	T	D	Trap Door

Part 11 – Acknowledgement

You must read, sign and date the Acknowledgement.