

# List of Instructions Applicable for a Permit to Acquire a Handgun Application

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

## General Instructions for the Completion of your Application for a Permit to Acquire a Handgun

- This form is only to be used by current Firearm Licence holders who wish to acquire a handgun. If you do not possess a current Firearm Licence that permits you to possess a handgun, you may submit your Firearms Licence application together with this *Application for a Permit to Acquire a Handgun*, however, the Permit to Acquire cannot be issued until you have received and paid (if a fee is payable) your Firearms Licence.
- There are **7** parts in this Permit to Acquire Application; you must complete **all 7 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.
- Staple copies of supporting documents **securely** to the back of your application.
- Once completed, forward application to:
  - Licensing Services Division
  - GPO Box 2807
  - MELBOURNE VIC 3001
- For clarification/enquires, please contact Licensing Services Division on telephone number 1300 651 645 or email us at: [licensingervices@police.vic.gov.au](mailto:licensingervices@police.vic.gov.au) or alternatively contact your local Regional Firearms Officer for assistance. A list of Regional Firearms Officers is available via <http://www.police.vic.gov.au>.

### 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.

### Acquisitions of Firearms

This application form may be used to acquire more than one handgun under one licence. A Permit to Acquire will be issued for each handgun proposed to be acquired, a separate fee is payable for each permit issued.

Separate permit applications are to be submitted if you want to acquire more than one handgun under different licence types.

This permit to acquire application is only applicable to those who wish to acquire a handgun(s).

### Interstate Acquisition of Firearms

A person may use a Permit to Acquire issued in Victoria to acquire a firearm from, or through, a Licensed Firearms Dealer in New South Wales or South Australia.

### Waiting periods for Permit to Acquire

If this application is to acquire your **first firearm**, the Permit to Acquire cannot be issued until 28 days has elapsed from the receipt of your application. If you already possess other registered firearms, the Permit to Acquire will be issued as soon as possible.

## Part 1 – Licence Details

### How to complete Part 1

Specify the Victorian Firearms Licence Number that the handgun(s) will be registered under.

**NOTE:** A Junior Licence holder cannot own firearms, but may use firearms under supervision by an appropriate general category handgun licence holder. Application for possession of a handgun to be used by a junior must be made by the adult who has a handgun licence with the genuine need of "*possession on behalf of a junior*". A junior is not permitted to have firearms registered under their licence.

## 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 this is an application for a Business/Organisation or Government Department, the Nominated Responsible Person's name **must** be specified under Section A – Current Name and the Business/Organisation/Department name **must** be specified under Section C – Business/Organisation Name.

- If you have changed your name officially since your last application to Licensing Services Division, 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**. A person who has changed their name through marriage may revert to the name recorded on their birth certificate or to a previous married name at any time. You will need to produce your birth certificate and marriage certificate to show you are the same person.
- 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.

### General Category Handgun & Category E Handgun 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.

### Category 1 & 2 Collectors/Antique Handgun Collectors requirements (All categories of firearms)

Firearms must be stored -

- On premises, or part of premises, which is a permanent building and which has secure locks on all openings.
- In a room where:
  - the walls of which are solid enough to be a substantial physical barrier to entry; and
  - the windows must be covered by security bars.
- Any doors:
  - must be a solid material or covered by a steel sheet or reinforced by firmly fixed steel mesh;
  - must be filled with a lock of a dead latch type or an extra hasp and barrel bolt padlock which is of such a nature as to reduce the possibility of the door being sprung from the jamb; and
  - must be hinged with concealed hinge pins or with hinge pins that are welded to prevent the pins from being removed.
- In a container:
  - made of steel or another robust material;
  - fixed to the wall or floor of the room;
  - with doors that are attached with concealed or welded hinges; and
  - when firearms are in the container, it must be locked, with a lock which is so constructed as to prevent the doors of the container being easily sprung.
- The premises must be fitted with an effective alarm system if **more than 15 antique handguns** are stored on the premises, or, in any other case, **if more than 5 firearms** are stored on the premises.
  - An **effective alarm** is defined as an intruder alarm system, the installation, maintenance and operation of which complies with the Australian Standard AS 2201.1-1998 'Intruder Alarm Systems-Part 1: Systems Installed in Client's Premises'
    - In the event of an intrusion the alarm should –
      - activate an audible warning device; **and**
      - activate an external visible alarm warning light.
- Firearms can only be removed from the container by the licence holder.
- The key to the container in which the firearms are stored must be carried by the licence holder or kept securely in a separate room from the container, not accessible to persons who do not hold the appropriate licence.
- Any bolt or firing pin which is required to be stored separately from the firearm it is part of, must be stored in the same manner as is required for the storage of a firearm under a licence for Category A or B Longarm.

**NOTE:** *If less than 15 Category A or B firearms are owned under a Category 1 Firearms Collectors Licence and no other firearms are stored at the premises, the following storage requirements may be adhered to:*

Firearms must be stored in a receptacle-

- Made of hardwood or steel that is not easy to penetrate;
- Which, if the container weighs less than 150kg when empty, must be securely fixed to the floor or wall of the premises in such a manner that it is not easily removable; and
- Which, when any firearm is stored in it, is locked with a lock of sturdy construction.

### Ammunition Collector and Heirlooms Licence requirements:

- Ammunition or firearms are to be stored in a container made of hardwood or steel that can not be easily penetrated.
- If the container weighs less than 150kg empty, it must be securely fixed to the floor or a wall frame in such a manner that it is not easily removable.
- When the firearm is in the container, it **MUST** be locked with a lock of sturdy construction.
- A firearm under an Heirlooms Licence may be displayed by being fixed to the wall in a manner that makes it unable to be readily removed.

**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 – Handguns to be Acquired from a Deceased Estate

If handgun(s) are being acquired from a deceased estate, a letter from the Executor of the Will is required specifying:

- name, address and firearms licence number of deceased person;
- date of death of deceased person;
- name and firearm licence number of the firearm licence holder for whom the handgun(s) have been left to as specified in the deceased's Will;
- details of all the handgun(s) to be acquired by the firearm licence holder as specified in the deceased's Will; and
- contact details (phone numbers and address) of the Executor of the Will.

**NOTE:** Making a false declaration/statement is an offence against Section 140A(1) of the Firearms Act 1996. Maximum penalty 240 penalty units or 4 years imprisonment

## Part 5 – Handgun Details: Handgun(s) to be acquired

You must provide details of the handgun(s) you want to acquire.

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>

- You can apply for more than one handgun of the same category.
- The licence holder may only use the Permit to Acquire a handgun of that Type, Action and Calibre specified.
- **You can not** acquire a firearm with a calibre less than or greater than that specified on the permit. Amendments to the permit by Licensed Firearms Dealers **WILL NOT BE ACCEPTED.**
- If you are wishing to acquire more than two handguns on the one handgun licence, please photocopy Part 5 and attach additional pages to this application.
- You must complete all firearm details to assist Licensing Services Division to correctly identify the handgun.
- Information on How to Measure the Barrel Length of a Handgun is available via. [www.police.vic.gov.au](http://www.police.vic.gov.au)

Example of correctly completed firearm details:

Firearm Category **GH** Firearm Type **HP** Firearm Action **SA** Firearm Configuration  Magazine/Firearm Capacity **05**

Make **WALTHER**

Model **OSP**

You must indicate **full calibre** details eg. 9mmLUGER, 45ACP

Calibre 1 **22RIMFIRE** Calibre 2

Police Reference Number (if known)  Serial Number **ABC1234**

Barrel Length (mm) **125**

**Year of Manufacture:**

Year of Manufacture is required for all handguns. If you do not know the Year of Manufacture, at a minimum, you must indicate whether the handgun was manufactured prior to 1900, between 1900 and 1947, or post 1947.

Pre 1900  Between 1900 -1947  Post 1947  Year of Manufacture **1969**

Identify the Category of Handgun(s) you propose to acquire from the list below.

Handgun Category	Code	Handgun Types Applicable to this Application Form
General Category Handgun	<b>GH</b>	A handgun that is not a Category E Handgun
Category E Handgun	<b>EH</b>	A machine gun that is a handgun; any handgun prescribed for the purpose of this category.

**Category E Handgun:** Any application for an additional (more than one) Category E Handgun must provide documentation to demonstrate a compelling reason to possess, carry or use the handgun. If the handgun is required under a Collector's Licence the handgun must be rendered permanently inoperable and you must provide a Certificate of Deactivation after approval of the licence application.

## Part 5 – Handgun Details: Handgun(s) to be acquired (continued)

Please use the codes shown in the tables below to classify your handgun(s)

### Firearm **Action** Codes

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

### Firearm **Configuration** Codes

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

### Imported Handgun(s)

You must indicate if the handgun(s) are being imported from overseas. If so, a B709D Import Permit Application is required to be completed by either the Firearm Licence holder or the Licensed Firearms Dealer acting as an agent in order for handgun(s) to be released from the Australian Customs Service. If the handgun(s) have not previously been registered in the State of Victoria, then a Licensed Firearms Dealer **must** act as an agent. Access to the B709D Import Permit Application is available via <http://www.police.vic.gov.au> or alternatively you may contact Licensing Services Division on 1300 651 645 for an application form to be sent out.

## Part 6 – Genuine Reason

### How to complete Part 6

Complete the relevant Genuine Reason which applies to your acquisition of handgun(s).

**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.**

### Section A – Handgun 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; require this/these handgun(s) to enable you to compete in a particular class of approved matches; and be able to comply with storage requirements.

You must -

- Have the application endorsed by the Nominated Officer of your approved Handgun Target Shooting Club.
- List the name of the approved Handgun Target Shooting Club for which you are a member.
- Provide your membership number if the club has allocated one and provide the expiry date of your membership.
- You **must** specify the event/s the handgun will be used to participate in. Classes of Approved Handgun Target Shooting Matches are available via. [www.police.vic.gov.au](http://www.police.vic.gov.au)
- If you have not held a Handgun Target Shooting Licence for a period of at least 6 months you are only permitted to own one .177 inch calibre air handgun; one of either a .22 inch calibre handgun **OR** a centrefire handgun; and one black powder handgun that is muzzle loading.
- **Controlled Handguns** – Pursuant to Section 7A of the Firearms Act 1996, authorisation of the Chief Commissioner of Police is required for certain “controlled handguns”. This request will be made by providing the full details of the handgun to be acquired (Part 5) and placing a cross in the box (Part 6 - Section A) that seeks authorisation of the Chief Commissioner of Police.

Controlled handguns are:

- Class 4 – Centrefire handgun with a calibre of more than .38 inch but no more than .45 inch;
- a semi-automatic handgun of barrel length less than 120 mm
- a revolver or single shot handgun with a barrel length less than 100mm;
- a handgun with a calibre of more than .38 inch;
- a handgun that has a magazine capacity of more than 10 rounds.

### Section B - Handgun Collectors

Please ensure that you are able to satisfy the requirements your club needs to attest to before asking for their endorsement, i.e. be entitled to possess this handgun under Category 1 or 2 Firearms Collectors Licence or Antique Handgun Collectors Licence; understand handgun safety; and be able to comply with storage requirements.

You must -

- Have the application endorsed by the Nominated Officer of your approved Firearms Collectors club.
- List the name of the approved Firearms Collectors club for which you are a member.
- Provide your membership number if the club has allocated one and provide the expiry date of your membership.
- Indicate the theme of your collection. Investment can only be selected as a genuine reason theme for the purpose of Antique Handgun Collectors. You must hold an Antique Handgun Collectors Licence to select this option.
- To acquire a handgun(s) manufactured after 1<sup>st</sup> January, 1947 for the purpose of collecting, you must hold a Category 2 Firearms Collectors Licence. You must also possess more than 10 handguns manufactured before 1<sup>st</sup> January, 1947.

### **Section C – Heirlooms**

Heirlooms can only be acquired in matched pairs or one single firearm. The handgun(s) are only permitted on an Heirloom Licence if the handgun(s) is/are not suited to another licence. Firearms are also required to be deactivated in accordance with the *Firearms Act 1996*, Schedule 2. You must attach a Certificate of Deactivation from a Licensed Firearms Dealer indicating that the proposed handgun(s) have been **rendered permanently inoperable** once the licence application is approved. You are not permitted to keep any cartridge ammunition for the handgun. Proof of heirloom is also required, either via a letter from the executor of a deceased estate, or from the previous owner of the handgun(s) outlining their reasons for passing handgun(s) onto you. A Certificate of Deactivation of a Firearm form may be accessed via. <http://www.police.vic.gov.au> or alternatively you may contact Licensing Services Division on 1300 651 645 for an application form to be sent out.

### **Section D - Security (Employers ONLY)**

- You must be the Nominated Responsible Person of the Business/Organisation
- You must employ security guards for the purpose of “cash in transit “ or “armed guard”
- You must be able to provide a Genuine Reason for the requirement to acquire a new/additional handgun(s) based on a business requirement in relation to employees completing their daily duties.

### **Section D - 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 the Handgun Target Shooting Club that the junior is a member of, the membership number (if provided by the club) and the expiry date of the membership.
- You **must** specify the event/s the handgun will be used to participate in. Classes of Approved Handgun Target Shooting Matches are available via. [www.police.vic.gov.au](http://www.police.vic.gov.au)
- If the junior has not held a Handgun Target Shooting Licence for a period of at least 6 months you are only permitted to own one .177 inch calibre air handgun; one of either a .22 inch calibre handgun **OR** a centrefire handgun; and one black powder handgun that is muzzle loading.

## **Part 7 – Acknowledgement**

**You must read the Privacy Statement, sign and date the Acknowledgement.**

Indicate whether the application is being completed on behalf of an Individual or Business/Organisation and then follow the ‘Go to Section’ instructions.

If the application is being completed on behalf of a Business/Organisation, the Nominated Responsible Person **must** complete the acknowledgement, stating their name in b).






## Part 4 – Handgun to be acquired from a Deceased Estate

### Deceased Estate:

Is/are the handgun(s) being acquired from a Deceased Estate? Yes  No

Attach a letter from the executor of the Will of the estate stating that the handgun(s) are being acquired as advised in the deceased's Will. (Refer to Part 4 of Instruction pages for details of letter content)

Go to **Part 5 – Handgun Details – Handgun(s) to be acquired**

 Staple letter from the executor of the Will to the back of this application if applicable

## Part 5 – Handgun Details: Handgun(s) to be acquired

### Firearm 1

Are you applying for one handgun Permit? Yes

Complete the details below and follow the **Go To instructions**

No

Complete details for **Firearm 1 and Firearm 2** and the relevant **Go To instructions**.

Firearm Category   Firearm Type **H P** Firearm Action   Firearm Configuration   Magazine/Firearm Capacity

Make

Model

You must indicate full **calibre** details eg. 9mmLUGER, 45ACP

Calibre 1

Calibre 2

Police Reference Number (optional)

Serial Number

Barrel Length (mm)

### Year of Manufacture:

Year of Manufacture is required for all handguns. If you do not know the Year of Manufacture, at a minimum, you must indicate whether the handgun was manufactured prior to 1900, between 1900 and 1947, or post 1947.

Pre 1900  Between 1900 -1947  Post 1947

Year of Manufacture

a) Are you importing the abovementioned handgun from overseas? Yes  No  **Go to b)**

You must attach a B709D Import Permit Application to this application. Refer to Instruction pages Part 5.

b) Are you acquiring this handgun to participate in target shooting? Yes  **Go to Part 6 Section A** No  **Go to c)**


c) Are you acquiring this handgun for the purpose of collecting? Yes  **Go to Part 6 Section B** No  **Go to d)**

d) Are you acquiring this handgun to be registered under an Heirloom's Licence? Yes  **Go to Part 6 Section C** No  **Go to e)**

e) Are you acquiring this handgun for use within the security industry? Yes  **Go to Part 6 Section D** No  **Go to f)**

**Handguns for security purposes must be registered to an employer who has a Private Security Business Licence with the genuine need of security.**

f) Are you acquiring this handgun for possession or carriage on behalf of a Junior Target Shooting Handgun Licence Holder? Yes  **Go to Part 6 Section E**

 Staple B709D Import Permit Application if the handgun is being imported from overseas to the back of this application.

## Part 5 – Handgun Details: Handgun(s) to be acquired (continued)

### Firearm 2

Firearm Category   Firearm Type **HP** Firearm Action   Firearm Configuration   Magazine/Firearm Capacity

Make

Model

You must indicate full **calibre** details eg. 9mmLUGER, 45ACP

Calibre 1

Calibre 2

Police Reference Number (optional)

Serial Number

Barrel Length (mm)

#### Year of Manufacture:

Year of Manufacture is required for all handguns. If you do not know the Year of Manufacture, at a minimum, you must indicate whether the handgun was manufactured prior to 1900, between 1900 and 1947, or post 1947.

Pre 1900  Between 1900 -1947  Post 1947

Year of Manufacture

a) Are you importing the abovementioned handgun from overseas? Yes  No  **Go to b)**

You must attach a B709D Import Permit Application to this application. **Refer to Instruction pages Part 5.**

b) Are you acquiring this handgun to participate in target shooting? Yes  **Go to Part 6 Section A** No  **Go to c)**

c) Are you acquiring this handgun for the purpose of collecting? Yes  **Go to Part 6 Section B** No  **Go to d)**

d) Are you acquiring this handgun to be registered under an Heirloom's Licence? Yes  **Go to Part 6 Section C** No  **Go to e)**

e) Are you acquiring this handgun for use within the security industry? Yes  **Go to Part 6 Section D** No  **Go to f)**

**Handguns for security purposes must be registered to an employer who has a Private Security Business Licence with the genuine need of security.**

f) Are you acquiring this handgun for possession or carriage on behalf of a Junior Target Shooting Handgun Licence Holder? Yes  **Go to Part 6 Section E**

**Staple B709D Import Permit Application if the handgun is being imported from overseas to the back of this application.**

**If you are wishing to acquire more than two handguns on the one licence, please photocopy Part 5 and attach additional pages to this application.**

### Part 6 - Genuine Reason

The *Firearms Act 1996* requires that you demonstrate that you have a genuine reason for acquiring the handgun(s).

#### Section A - Handgun Target Shooting:

If you require the General Category Handgun for target shooting, you must provide your membership details below and have this permit application endorsed by the nominated officer of your Approved Handgun Target Shooting Club.

#### Handgun Target Shooting ONLY

I, \_\_\_\_\_, nominated officer of the applicant's Approved Handgun Target Shooting Club, on behalf of the club, endorse this application to acquire a handgun, being satisfied that the applicant: has completed a handgun safety course; has a sound knowledge of firearms and related laws; requires this/these handgun(s) to enable them to compete in a particular class of approved match conducted by the club or another approved handgun target shooting club; and can comply with storage requirements.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

(Name of Handgun Target Shooting Club)

(Membership Number – if applicable)

/  /

(Expiry Date)

Provide details of the event/s you wish to utilise this/these handguns in

Are you seeking authorisation to possess, carry or use an under barrel or over calibre handgun for the purpose of target shooting? Yes  **Refer to Instruction Pages then go to Part 7** No  **Go to Part 7**

**Section B - Handgun Collectors:**

**Handgun Collectors ONLY**

If you are acquiring a handgun(s) for the purpose of collecting, you must provide your membership details below.  
If you are acquiring a handgun(s) for collecting, you must have this permit application endorsed by the nominated officer of your Approved Firearms Collectors Club:

I, \_\_\_\_\_, nominated officer of the applicant's Approved Firearms Collectors Club, on behalf of the club, endorse this application to acquire a handgun, being satisfied that the applicant: is entitled to possess this handgun under Category 1 or 2 Firearms Collectors Licence or Antique Handgun Collectors Licence; understands handgun safety; and can comply with storage requirements.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

What is the Theme of your collection?

Commemorative     Historical     Thematic

Investment (*Antique Handgun Collectors Licence ONLY*)

(Name of Firearm Collectors Club)

(Membership Number – if applicable)

(Expiry Date)

Provide details of the theme for your collection. An example is that the theme could be any particular range, era, type or manufacture of firearms, e.g. WW1 firearms, or Smith and Wesson revolvers.

Go to Part 7

**Section C - Heirlooms Licence:**

Have you provided a Certificate of Deactivation from a Licensed Firearms Dealer    Yes  **Go to Part 7** No  **Refer Below**

A Certificate of Deactivation must be provided from a Licensed Firearms Dealer indicating that the proposed handgun(s) has/have been **rendered permanently inoperable** in accordance with the *Firearms Act 1996*, Schedule 2. This Certificate of Deactivation must be provided to Licensing Services Division immediately after the Heirloom Licence application has been approved.  
**Refer to Part 6 instruction pages.**

**Go To Part 7**

**Section D – Security (Employer ONLY):**

Handguns for security purposes must be registered to an employer who has a Private Security Business Licence with the genuine need of security. This handgun may only be used by appropriately licensed employees of your business who have an Individual Private Security Licence for the purpose of either cash in transit or armed guard activities.

Provide details of your Private Security Business Licence Number

Go to Part 7

**Section E - Possession or carriage on behalf of a Junior Target Shooting Handgun Licence Holder:**

(Name of Junior Licence Holder)

(Junior Licence Number)

(Expiry Date)

(Name of Handgun Target Shooting Club)

(Membership Number – if applicable)

(Expiry Date)

Provide details of the event/s the junior licence holder wishes to utilise this/these handguns in

Go to Part 7

 Staple Certificate of Deactivation to the back of this application if applicable

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

## Part 7 – Acknowledgement

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

**(Ensure that you read the Privacy Statement before signing the 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.

### Acknowledgement:

a) Under what type of licence are you acquiring handgun(s)  Individual **Go to c)** and Sign Acknowledgement  
 Business/Organisation **Go to b)**

b) The Acknowledgement must be signed by the Nominated Responsible Person of the business/organisation. The details on the front of this application must also reflect this person's details. **Go to c)**

c) 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

(Day)

(Month)

(Year)

## 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 PERMIT TO ACQUIRE A HANDGUN, 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".

Answer **ALL** of the questions and include **ALL** documentary evidence

Staple **ALL** supporting documentation to the back of the application.

- Completed Part 1 – Category of Licence that Handgun(s) to be acquired under
- Completed Part 2 – Personal Information
- Completed Part 3 – Storage Address
- Completed Part 4 – Handgun(s) acquired from Deceased Estate – **Staple supporting documents**
- Completed Part 5 – Handgun Details: Handgun(s) to be acquired – **Staple supporting documents**
- Completed Part 6 – Genuine Reason – **Staple supporting documents**
- Completed Part 7 – Acknowledgement

**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/completion.**

If you need information on any aspect of this application form, please access the Victoria Police website via <http://www.police.vic.gov.au> or contact Licensing Services Division on 1300 651 645 or by email at [licensing@police.vic.gov.au](mailto:licensing@police.vic.gov.au). Alternatively, you may contact your Regional Firearms Officer (RFO) for assistance. The locations of the RFOs are also accessed via the Victoria Police website.

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).