



# BEFORE YOU BEGIN

## Instructions to applicant

The Western Australian Firearms Act 1973 requires the registration of firearms and the licensing of persons to possess them.

The Act requires that the Commissioner not approve a licence or permit:

1. where it is not desirable in the interests of public safety; or
2. the person is not a fit and proper person to hold the approval, permit, or licence.

In particular the Commissioner will take into account:

- circumstances that indicate that a person has a history of, or a tendency towards, violent behaviour;
- fails to meet standards of mental or physical fitness; or
- suspects that the person is a threat to public safety

The act also requires that a person have both a genuine reason and a genuine need to possess a firearm.

**(Note: Persons under the age of 18 years cannot make application for a firearms licence.)**

### How to Apply

To commence an application for a firearms licence you will need to have information about the firearm you wish to license and comply with a number of requirements:

- If your application includes the licensing of a firearm, you will need a firearms serviceability certificate, obtained from a firearms dealer, club or association which contains the details of the firearm you want to licence.

<http://www.police.wa.gov.au/>

- You will require evidence of your genuine reason to possess the firearm such as a firearms club support letter, a property letter or a letter evidencing your occupation that supports possession and use.

<http://www.police.wa.gov.au/>

- You will be required to outline your genuine need to possess the firearm you are seeking to licence. This may require you to explain why a firearm of a different category is unsuitable for your need.

- If you are acting on behalf of a company or primary producer, evidence that you are making application on their behalf.

<http://www.police.wa.gov.au/>

- If you are a first time applicant for a firearm licence, a certificate is required from a firearms club or association showing that you have successfully completed a firearms awareness test.

<http://www.police.wa.gov.au/>

- If you are a first time applicant and you are successful you will need to fit a security firearms cabinet and provide a statutory declaration evidencing the installation.

<http://www.police.wa.gov.au/>

- If you are applying as a corporation or business you will be required to complete the additional information package on the WA Police website.

<http://www.police.wa.gov.au/>

## Completing the Form

Once you have this information you should go to [www.police.wa.gov.au](http://www.police.wa.gov.au) and complete the online form or action this shortcut.

The online application form must be completed and printed before being lodged in person at an approved Australia Post outlet.

### Lodging your Application

Submit your Application for a firearms licence in person at a participating Australia Post outlet. To locate closest participating outlet you may call 13 13 18 or visit [www.auspost.com.au/pol](http://www.auspost.com.au/pol), select Post Office, enter your postcode, select Bank@Post Electronic Banking and then select search.

### What happens next?

The information contained in your application is forwarded to Police Licensing Services (PLS) using a secure format to protect your information. PLS will undertake assessment of your application using their established vetting process. *Australia Post staff will not be involved in this process or have access to the outcomes of this process.*

If you are a successful first time applicant, you will be notified by post, after your 28 day cooling off period that you have a conditional approval for a firearm licence. You will be asked to confirm your intention to complete the application, be required to fit a secure firearms cabinet and provide a statutory declaration evidencing this. <http://www.police.wa.gov.au/>

Once you have provided this information your application will then be formally approved and you will then receive a firearms licence in the post, which will enable you to collect your firearm.

If you are a successful applicant for an additional firearm, you will be notified by post, through the receipt of a supplementary firearms licence, for attachment to your existing licence which will enable you to collect your new firearm.

For repairers and manufacturers you will be asked to complete an additional test before your licence is finalised.

Unsuccessful applicants will be notified by post.

## Completing the Form continued

WA Police Service do not process applications for a firearms licence from people residing interstate unless they intend to reside in WA.

### Information For Visitors To WA

Western Australia does not automatically recognise firearm licences issued in other jurisdictions. Under Sections 17 and 17A of the Firearms Act, visitors from interstate need to apply for a temporary permit in order to lawfully possess firearms registered elsewhere whilst in WA. This can either be done by contacting Police

Licensing Services on 1300 171 011 prior to entering the state or by making application at the first available police station once inside WA.

Note: WA Police Service is not obliged to grant a permit. Some interstate visitors have been refused permission to take certain firearms into Western Australia.

## Proof of Identification

It is a requirement when applying for a firearms licence or an additional firearm that you provide proof of your identification to Australia Post when you lodge your application.

An Australia Post officer will ask you to provide documents of identification that add up to at least 100 points. The combination of documents supplied should, as a minimum, show evidence of your full name and date of birth. All documents must be original. Proof of identity documents must be from the list below.

Primary Documents		Points
You must provide either; • <b>ONE</b> primary document <b>OR</b> • At least <b>ONE</b> secondary document that includes a photograph.	Australian Birth Certificate or Birth Card <small>Issued by the Registrar of Births, Deaths and Marriages (extracts are not acceptable).</small>	70
	Australian Passport <small>Current or expired within the last two years, but not cancelled.</small>	70
	Australian Citizenship Certificate	70
	International Passport <small>Current, not expired or cancelled.</small>	70
Secondary Documents		Points
Your initial document from this group will be awarded 40 points, any additional documents are awarded 25.	Licence or Permit issued under Australia law <small>Includes Australian Drivers Licence, Australian Firearms licences or similar.</small>	40 or 25
	State or Federal Government Employee Identity	40 or 25
	Tertiary Education Institution Identity	40 or 25
	Australian Learner's Permit	40 or 25
	Department of Veterans Affairs Card	40 or 25
	Centrelink or Social Security Card	40 or 25
Secondary Documents cont		Points
All documents in this group attract 25 points. Only one card from each institution may be counted.	Proof of Age Card <small>Issued by Department of Planning and Infrastructure</small>	25
	Medicare Card	25
	Council Rates Notice	25
	Property Lease/Rental Agreement	25
	Property Insurance Papers	25
	Motor Vehicle Registration or Insurance Documents	25
	Professional or Trade Association Card	25
	Utility Bills (e.g. Telephone, Gas, Electricity, Water)	25
	Credit/Account Card	25
Bank Statement/Passbook	25	

### Are you unable to meet the identity requirements?

If you are unable to provide documents that meet the requirements, please contact the WA Police enquiry line on 1300 171 011 for further advice.

### Change of Name

If the name you use to apply for a Firearms Licence is different to your name on your identity documents, you must show proof of name change when lodging your application.

Documents accepted as proof of a change of name include:

- Original marriage certificate or extract (issued by the Registrar of Births, Deaths and Marriages)
- Certificate of marriage (issued by the church or celebrant performing the marriage)
- Certificate of registration of name change
- Decree Nisi as proof of a return to maiden name after a divorce

These documents must be originals and do not count as part of the 100 points of identification.