

## APPLICANT CHECKLIST

1. Identify your Genuine Reason and Genuine Need for specific firearm.
2. Obtain 'Serviceability Certificate' from licensed firearm dealer, manufacturer, repairer or participating club/association.
3. Complete Firearm application online at [www.police.wa.gov.au](http://www.police.wa.gov.au) or obtain handwritten form from Police Station or Police Licensing Services
4. Gather sufficient ID to accumulate 100 points (eg Birth Cert, Drivers Licence)
5. Obtain Club Support Letter if applicable (one for each firearm)
6. Obtain Property Letter/Primary Producer Advice if applicable (one for each firearm)
7. Complete Safety Course at participating club/association and obtain Firearm Awareness Certificate ('Original' Firearm Licence application)
8. Validate and print completed online application or complete handwritten application and take to Australia Post office with all relevant supporting documentation, as set out below.
  - Printout of SMART online or handwritten application
  - Firearm Serviceability Certificate
  - Firearm Awareness Certificate (if applicable)
  - Property Letter/Primary Producer Advice (if applicable)
  - Original Club Support Letter (if applicable)
  - Occupational Requirement Disclosure (if applicable)
  - Agents Nominee Letter (if applicable)
  - Identification Exemption Certificate (if applicable)
  - Proof of identity (100 POINTS)

**Further requirements by Police Licensing Services at later stage may include:**

- Form 22 Statutory Declaration (if applicable)
- Firearm Storage Installers Statement (if applicable)
- Firearm Storage Statement (or photos of existing cabinet).
- Signed Conditional Letter (where applicable) sighted by firearm dealer.
- Firearm requisition (collection) slip upon issuance of licence.

## ADDITIONAL NOTES

Where this involves a private sale, the seller is responsible for sourcing a Serviceability Certificate from a participating club/association or a dealer, repairer or manufacturer.

Further information can be obtained by visiting the Western Australia Police website on [www.police.wa.gov.au](http://www.police.wa.gov.au) or by calling the Firearms Information Helpline on **1300 171 011**.