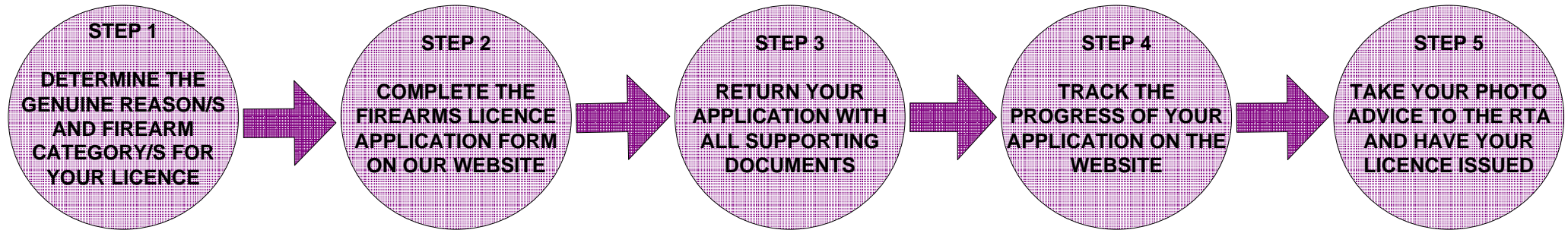


# HOW TO APPLY FOR A FIREARMS LICENCE

TO BE ELIGIBLE FOR A NSW FIREARMS LICENCE YOU MUST BE 18 YEARS OR OVER AND A NSW RESIDENT OR ABOUT TO BECOME A NSW RESIDENT



- ✓ You must have a genuine reason to have a firearms licence
- ✓ You may have more than one genuine reason on your firearms licence
- ✓ Your genuine reason will determine the category of firearms you will be allowed to possess and use
- ✓ View the available Genuine Reasons on the Licence page to help you select the type of firearms licence that is right for your needs
- ✓ The Fact Sheet for each Genuine Reason lists the information or documents you need to send with your application

- ✓ Fill out the online form to request a Firearms Licence Application
  - ✓ Licence application forms will be mailed to you, along with an Instruction Sheet which explains what information and/or documents need to be included with your application
  - ✓ New applicants for a firearms licence may be required to complete firearms safety training -
    - \* Firearms Safety Awareness Course for longarms, or
    - \* Pistol Safety Training for handguns
- You should contact your local firearms club or accredited trainer to book your course.

- ✓ Please check the pre-printed details on the forms and mark any changes in black pen
- ✓ Complete all details on the licence application and genuine reason forms including Personal History
- ✓ Sign and date the form in front of a witness who is aged 18 years or over and have the witness sign and date the form
- ✓ Attach copies of all supporting documents, eg. your safety training course certificate, club membership card or letter, etc
- ✓ Mail your application forms to -  
Firearms Registry  
Locked Bag 1  
Murwillumbah NSW 2484

- ✓ Your application forms will be date stamped when received at the Firearms Registry and loaded to our system for processing
- ✓ An acknowledgement letter will be mailed to you confirming receipt of your application, advising the 35 day minimum processing time and providing your allocated firearms licence number
- ✓ The letter also provides details of how you can use your allocated firearms licence number to track the progress of your application using the Register of Firearms Licences on the Firearms Registry website

- ✓ If your application for a firearms licence is approved, you will be sent a Photograph Advice Letter
- ✓ You must personally attend an RTA office with the Photograph Advice Letter and your proof of ID documents before the Final Date of Acceptance printed on the advice
- ✓ The RTA will take your photo and issue your firearms licence card
- ✓ You pay the firearms licence fee specified on your Photograph Advice Letter at the RTA when your licence card is issued