

SOUTH AFRICAN POLICE SERVICE



Notification of requirement to deactivate a firearm

INSTRUCTIONS: NOTIFICATION OF REQUIREMENT TO DEACTIVATE A FIREARM
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GENERAL INSTRUCTIONS

- A notification of requirement to deactivate a firearm must be completed in black ink that cannot be erased.
- The notification must be stamped with the official date stamp of the police station where it is received.
- A person is guilty of an offence in terms of the Firearms Control Act 2000 (Act No 60 of 2000), if he/she provides information which he/she knows is false on this form.

SECTION A: FOR OFFICIAL USE BY THE POLICE STATION WHERE THE NOTIFICATION IS CAPTURED**1. Notification reference number**

The reference number of the notification that the system generates for the notification after it was captured must be recorded in paragraph A 1.

SECTION B: FOR OFFICIAL USE BY THE POLICE STATION WHERE THE NOTIFICATION IS RECEIVED**1. Province**

The name of the province where the police station is situated (for example, Gauteng) must be recorded in paragraph B 1.

2. Area

The name of the area where the police station is situated (for example, Pretoria) must be recorded in paragraph B 2.

3. Police station

The name of the police station where the notification was received (for example, Brooklyn) must be recorded in paragraph B 3.

4. Component code

The component code of the police station where the notification was received (for example, 47) must be recorded in paragraph B 4.

5. General firearm transactions register number

The annual serial number in the general firearm transactions register allocated to the notification (for example, 135/2002) must be recorded in paragraph B 5.

SECTION C: FOR OFFICIAL USE BY THE CENTRAL FIREARMS REGISTER (CFR)**1. Outstanding/Additional information required**

When the police official at the CFR requests outstanding or additional information from the police station or applicant, the required information must be recorded in paragraph C 1.

2. Persal number

The SAPS Persal number of the police official at the CFR who requested the outstanding or additional information must be recorded in paragraph C 2.

3. Date

The date on which the police official at the CFR requested the outstanding or additional information must be recorded in paragraph C 3.

4. Signature of police official

The signature of the police official at the CFR who requested the outstanding or additional information must be recorded in paragraph C 4.

5. Name in block letters

The initials and surname (in block letters) of the police official at the CFR who requested the outstanding or additional information must be recorded in paragraph C 5.

6. Firearm referred for ballistic testing (Indicate with an X)

The applicable answer must be indicated with an X in paragraph C 6.

7. Result

The results of the ballistic tests must be recorded in paragraph C 7.

8. Persal number

The SAPS Persal number of the police official who referred the firearm for ballistic testing must be recorded in paragraph C 8.

9. Date

The date on which the firearm is referred for ballistic testing must be recorded in paragraph C 9.

10. Signature of police official

The signature of the police official who referred the firearm for ballistic testing must be recorded in paragraph C 10.

11. Name in block letters

The initials and surname (in block letters) of the police official who referred the firearm for ballistic testing must be recorded in paragraph C 11.

12. Deactivation approved (Indicate with an X)

If the deactivation is approved, the officer at the CFR who approved the deactivation must mark paragraph C 12 with an X.

13. Persal number

The SAPS Persal number of the officer at the CFR who approved the deactivation must be recorded in paragraph C 13.

14. Date

The date on which the deactivation was approved by the officer at the CFR must be recorded in paragraph C 14.

15. Signature of CFR officer

The signature of the officer at the CFR who approved the deactivation must be recorded in paragraph C 15.

16. Officer code

The officer code is a code allocated to each officer at the CFR who considers the deactivation of a firearm. The code of the officer at the CFR who approved the deactivation must be recorded in paragraph C 16.

17. Name in block letters

The initials and surname (in block letters) of the officer at the CFR who approved the deactivation must be recorded in paragraph C 17.

18. Deactivation refused (Indicate with an X)

If the deactivation is refused, the officer at the CFR who refused the notification must mark paragraph C 18 with an X.

19. Reason(s) for refusal

If the deactivation is refused, the officer at the CFR who refused the deactivation must record the reason(s) for refusal in paragraph C 19.

20. Persal number

The SAPS Persal number of the officer at the CFR who refused the deactivation must be recorded in paragraph C 20.

21. Date

The date on which the deactivation is refused by the officer at the CFR must be recorded in paragraph C 21.

22. Signature of deciding officer

The signature of the officer at the CFR who refused the deactivation must be recorded in paragraph C 22.

23. Officer code

The officer code is a code allocated to each officer at the CFR who considers the deactivation of a firearm. The code of the officer at the CFR who refused the deactivation must be recorded in paragraph C 23.

24. Name in block letters

The initials and surname (in block letters) of the officer at the CFR who refused the deactivation must be recorded in paragraph C 24.

SECTION D: PARTICULARS OF THE HOLDER OF THE LICENCE**1. NATURAL PERSON'S DETAILS****2. Identity/Passport number** (Indicate with an X)**3. Identity number of natural person**

The licence holder's identity number must be recorded in paragraph D 3.

4. Passport number of natural person

The licence holder's passport number must be recorded in paragraph D 4.

5. Surname

The licence holder's surname must be recorded in paragraph D 5.

6. Initials

The licence holder's initials must be recorded in paragraph D 6.

7. Residential address

The physical address where the holder of the licence resides must be recorded in paragraph D 7.

8. Postal code

The postal code of the licence holder's residential address must be recorded in paragraph D 8.

9. Postal address

The licence holder's postal address must be recorded in paragraph D 9.

10. Postal code

The postal code of the licence holder's postal address must be recorded in paragraph D 10.

11. Telephone number

11.1 Home: The licence holder's home telephone number, including the dialling code, (for example, (012) 667 1923) must be recorded in paragraph D 11.1.

11.2 Work: The licence holder's work telephone number, including the dialling code, (for example, (011) 577 5913) must be recorded in paragraph D 11.2.

11.3 Cellphone number

The licence holder's cellphone number (if applicable) must be recorded in paragraph D 11.3.

12. Fax

The licence holder's fax number, including the area dialling code, must be recorded in paragraph D 12.

13. E-mail address

The licence holder's e-mail address (if applicable) must be recorded in paragraph D 13.

14. JURISTIC PERSON'S DETAILS**15. OTHER BODIES****16. Registered company name**

The registered company name of the holder of the licence must be recorded in paragraph D 16.

17. Trading as name

The licence holder's trading as name must be recorded in paragraph D 17.

18. FAR number

The licence holder's registration number must be recorded in paragraph D 18.

19. Postal address

The postal address of the holder of the licence must be recorded in paragraph D 19.

20. Postal code

The postal code of the licence holder's postal address must be recorded in paragraph D 20.

21. Business address

The physical address where the holder of the licence conducts business must be recorded in paragraph D 21.

22. Postal code

The postal code of the licence holder's business address must be recorded in paragraph D 22.

23. Business telephone number

23.1 Work: The licence holder's work telephone number, including the dialling code, (for example, (011) 577 913) must be recorded in paragraph D 23.1.

23.2 Fax

The licence holder's fax number, including the dialling code, must be recorded in paragraph D 23.2 (for example, (012) 667 1923).

24. E-mail address

The licence holder's e-mail address (if applicable) must be recorded in paragraph D 24.

The barrel serial number of the firearm must be recorded in paragraph E 7.

25. RESPONSIBLE PERSON'S DETAILS

26. Responsible person (Name and surname)

The responsible person's name and surname must be recorded in paragraph D 26.

27. Type of identification (Indicate with an X) SA ID/Passport number

The responsible person's type of identification must be indicated with an X in paragraph D 27.

28. Identity number responsible person

The responsible person's identity number must be recorded in paragraph D 28.

29. Passport number of responsible person

The responsible person's passport number must be recorded in paragraph D 29.

30. Cellphone number

The responsible person's cellphone number (if applicable) must be recorded in paragraph D 30.

31. Physical address

The physical address where the responsible person resides must be recorded in paragraph D 31.

32. Postal code

The postal code of the responsible person's physical address must be recorded in paragraph D 32.

33. Postal address

The responsible person's postal address must be recorded in paragraph D 33.

34. Postal code

The postal code of the responsible person's postal address must be recorded in paragraph D 34.

SECTION E: PARTICULARS OF FIREARM

1. Licence number

The number of the licence issued to the firearm must be recorded in paragraph E 1.

2. TYPE OF FIREARM

3. The applicable type of firearm must be indicated with an X in paragraph E 3, for example:

Rifle	X
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4. Calibre

The calibre of the firearm must be recorded in paragraph E 4.

5. Make

The make of the firearm must be recorded in paragraph E 5.

6. Model

The model of the firearm must be recorded in paragraph E 6.

7. Barrel serial number

7.1 Make

The make of the barrel must be recorded in paragraph E 7.1.

8. Frame serial number

The frame serial number must be recorded in paragraph E 8.

8.1 Make

The make of the frame must be recorded in paragraph E 8.1.

9. Receiver serial number

The receiver serial number must be recorded in paragraph E 9.

9.1 Make

The make of the receiver must be recorded in paragraph E 9.1.

10. GUNSMITH'S DETAILS

11. Gunsmith's trading as name

The gunsmith's trading as name must be recorded in paragraph E 11.

12. FAR number

The registration number of the gunsmith must be recorded in paragraph E 12.

13. Licence number of gunsmith

The licence number of the gunsmith must be recorded in paragraph E 13.

14. Reason for deactivation

The reason(s) for deactivation must be recorded in paragraph E 14.

15. Name of gunsmith in block letters

The name of the gunsmith (in block letters) must be recorded in paragraph E 15.

16. Date

The date on which the gunsmith signs the notification must be recorded in paragraph E 16.

17. Signature of gunsmith

The signature of the gunsmith must be recorded in paragraph E 17.

18. Place

The place where the gunsmith signs the notification must be recorded in paragraph E 18.

19. DECLARATION BY THE HOLDER OF THE LICENCE

I am aware that it is an offence in terms of the Firearms Control Act, 2000 (Act No 60 of 2000), to make a false statement in this notification.

20. PARTICULARS OF THE HOLDER OF THE LICENCE

21. Name of the holder of the licence in block letters

The name (in block letters) of the holder of the licence must be recorded in paragraph E 21.

22. Date

The date on which the holder of the licence signs the notification must be recorded in paragraph E 22.

23. Signature of the holder of the licence

The licence holder's signature must be recorded in paragraph E 23.

24. Place

The place where the holder of the licence signs the notification must be recorded in paragraph E 24.

SECTION F: (This section must be completed only if the surrendering person cannot read or write.)

1. The right index fingerprint of surrendering person

The index fingerprint of the surrendering person's right hand must be taken by the police official in paragraph F 1, in the presence of a witness and may not exceed the border. If the surrendering person does not have a right index fingerprint, the index fingerprint of the left hand must be taken.

2. Fingerprint designation

The designation of the fingerprint (for example, right index fingerprint) must be recorded in paragraph F 2.

3. Date

The date on which the surrendering person's fingerprint was taken must be recorded in paragraph F 3.

4. Name of surrendering person in block letters

The initials and surname (in block letters) of the surrendering person who submit the notification must be recorded in paragraph F 4.

5. Place

The city/town where the surrendering person's fingerprint is taken must be recorded in paragraph F 5.

6. PARTICULARS OF POLICE OFFICIAL DEALING WITH NOTIFICATION**6.1 Name of police official in block letters**

The initials and surname (in block letters) of the police official who deals with the notification must be recorded in paragraph F 6.1.

6.2 Persal number of police official

The SAPS Persal number of the police official who deals with the notification must be recorded in paragraph F 6.2.

6.3 Rank of police official in block letters

The rank (in block letters) of the police official who deals with the notification must be recorded in paragraph F 6.3.

6.4 Signature of police official

The signature of the police official who deals with the notification must be recorded in paragraph F 6.4.

7. PARTICULARS OF WITNESS**7.1 Name of witness in block letters**

The initials and surname (in block letters) of the witnessing police official must be recorded in paragraph F 7.1.

7.2 Persal number of witness

The SAPS Persal number of the witnessing police official must be recorded in paragraph F 7.2.

7.3 Rank of witness in block letters

The rank (in block letters) of the witnessing police official must be recorded in paragraph F 7.3.

7.4 Signature of witness

The signature of the witnessing police official must be recorded in paragraph F 7.4.

SECTION G: PARTICULARS OF INTERPRETER

(This section must only be completed if the surrendering person cannot read or write or does not understand the contents of this form.)

1. Name and surname of interpreter

The name and surname of the person who interprets the contents of the notification form to the surrendering person must be recorded in paragraph G 1.

2. Identity/Passport number of interpreter

The identity/passport number of the interpreter must be recorded in paragraph G 2.

3. Residential address

The physical address where the interpreter resides must be recorded in paragraph G 3.

4. Postal code

The postal code of the interpreter's residential address must be recorded in paragraph G 4.

5. Postal address

The postal address of the interpreter must be recorded in paragraph G 5.

6. Postal code

The postal code of the interpreter's postal address must be recorded in paragraph G 6.

7. Telephone number

7.1 Home: The interpreter's home telephone number, including the dialling code, (for example, (012) 667 1923) must be recorded in paragraph G 7.1.

7.2 Work: The interpreter's work telephone number, including the dialling code, (for example, (011) 577 5913) must be recorded in paragraph G 7.2.

8. Cellphone number

The interpreter's cellphone number (if applicable) must be recorded in paragraph G 8.

9. Fax

The interpreter's fax number, including the area dialling code, must be recorded in paragraph G 9.

10. E-mail address

The interpreter's e-mail address (if applicable) must be recorded in paragraph G 10.

11. Interpreted from (language)

The language from which the notification form was interpreted and the language to which it was interpreted and which understandable to the surrendering person (for example, English to Zulu) must be recorded in paragraph G 11.

12. Date

The date on which the interpreter assists the surrendering person must be recorded in paragraph G 12.

13. Signature of interpreter

The signature of the interpreter who assists the surrendering person who cannot read or write or does not understand this form must be recorded in paragraph G 13.

14. Place

The place where the interpreter assists the surrendering person must be recorded in paragraph G 14.

15. Rank of police official in block letters (if applicable)

If the interpreter is a police official, his/her rank (in block letters) must be recorded in paragraph G 15.

16. Persal number of police official (if applicable)

If the interpreter is a police official, his/her SAPS Persal number must be recorded in paragraph G 16.

**SECTION H: FOR OFFICIAL USE BY THE DESIGNATED
FIREARMS OFFICER/STATION COMMISSIONER**

1. RECOMMENDATION REGARDING THE NOTIFICATION**2. Motivation regarding the notification**

The reason(s) for the recommendation must be recorded in paragraph H 2. The reason(s) must be based on actual facts, and not mere hearsay.

3. Name of Designated Firearms Officer/Station Commissioner in block letters

The initials and surname (in block letters) of the Designated Firearms Officer/Station Commissioner who made the recommendation must be recorded in paragraph H 3.

4. Date

The date on which the Designated Firearm Officer/Station Commissioner made the recommendation must be recorded in paragraph H 4.

5. Rank of Designated Firearms Officer/Station Commissioner in block letters

The rank (in block letters) of the Designated Firearms Officer/Station Commissioner who made the recommendation must be recorded in paragraph H 5.

6. Place

The city/town where the Designated Firearms Officer/Station Commissioner made the recommendation must be recorded in paragraph H 6.

7. Signature of Designated Firearms Officer/Station Commissioner

The Designated Firearms Officer/Station Commissioner who made the recommendation must sign in paragraph H 7.

8. Persal number of the Designated Firearms Officer/Station Commissioner

The SAPS Persal number of the Designated Firearms Officer/Station Commissioner who made the recommendation must be recorded in paragraph H 8.