

# SOUTH AFRICAN POLICE SERVICE



Application for a competency certificate

<b>INSTRUCTIONS: APPLICATION FOR A COMPETENCY CERTIFICATE</b>
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**GENERAL INSTRUCTIONS**

- An application for a competency certificate must be completed in black ink that cannot be erased.
- The application must be stamped with the official date stamp of the police station where it is received.
- The police station where the application is captured must complete Section A.
- The police station where the application is received must complete Section B.
- The Central Firearms Control Register (CFR) must complete Section C.
- The applicant must complete Sections D,E,F,G,H and I.
- If an interpreter was used, he/she must complete Section J.
- A parent or guardian of an applicant who is below 18 years of age must complete Section K.
- The police official who conducts the interviews must complete Section L.
- The Designated Firearms Officer/Station Commissioner must complete Section M.
- 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 application form.

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

The reference number that the system generates for the application after it was captured (for example, C12945) must be recorded in paragraph A 1.

**SECTION B: FOR OFFICIAL USE BY THE POLICE STATION WHERE THE APPLICATION 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 application was received (for example, Brooklyn) must be recorded in paragraph B 3.

**4. Component code**

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

**5. Firearm applications register reference number**

The annual serial number from the firearm applications register allocated to the application (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 the 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 outstanding or additional information are requested by the police official at the CFR 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. Application for a competency certificate approved**  
(Indicate with an X)

If the application for a competency certificate is approved, the officer at the CFR who approved the application must mark paragraph C 6 with an X.

**7. Persal number**

The SAPS Persal number of the officer at the CFR who approved the application must be recorded in paragraph C 7.

**8. Date**

The date on which the application was approved by the officer at the CFR must be recorded in paragraph C 8.

**9. Signature of CFR officer**

The signature of the officer at the CFR who approved the application must be recorded in paragraph C 9.

**10. Officer code**

The officer code is a code allocated to each officer at the CFR who considers the application for a competency certificate. The code of the officer at the CFR who approved the application must be recorded in paragraph C 10.

**11. Name in block letters**

The initials and surname (in block letters) of the officer at the CFR who approved the application must be recorded in paragraph C 11.

**12. Application for a competency certificate refused**  
(Indicate with an X)

If the application for a competency certificate is refused, the officer at the CFR who refused the application must mark paragraph C 12 with an X.

**13. Reason(s) for refusal**

When an application was refused, the officer at the CFR must record the reason(s) for refusal in paragraph C 13.

**14. Persal number**

The SAPS Persal number of the officer at the CFR who refused the application must be recorded in paragraph C 14.

**15. Date**

The date on which the application is refused by the officer at the CFR must be recorded in paragraph C 15.

**16. Signature of CFR officer**

The signature of the officer at the CFR who refused the application must be recorded in paragraph C 16.

**17. Officer code**

The officer code is a code allocated to each officer at the CFR who considers the application for a competency certificate. The code of the officer at the CFR who refused the application must be recorded in paragraph C 17.

**18. Name in block letters**

The initials and surname (in block letters) of the officer at the CFR who refused the application must be recorded in paragraph C 18.

**SECTION D: TYPE OF COMPETENCY CERTIFICATE**

(Indicate with an X)

The applicable type of competency certificate must be indicated with an X in paragraph D.1,2,3,or 4, for example:

C	To conduct business as a gunsmith	X
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**SECTION E: PARTICULARS OF APPLICANT****1. Type of citizenship** (Indicate with an X)**1.1 SA citizen/Non-SA citizen with permanent residence\***

The citizenship of the applicant must be indicated with an X in paragraph E 1.1.

\* In case of a non-SA citizen proof of permanent residence must be submitted.

**2. Identity number**

The applicant's identity number must be recorded in paragraph E 2.

**3. Surname**

The applicant's surname must be recorded in paragraph E 3.

**4. Initials**

The applicant's initials must be recorded in paragraph E 4.

**5. Full names**

The applicant's full names must be recorded in paragraph E 5.

**6. Age**

The applicant's age must be recorded in paragraph E 6.

**7. Gender**

The applicant's gender must be indicated with an X in paragraph E 7.

**8. Date of birth**

The applicant's date of birth (for example, 1960-01-01) must be recorded in paragraph E 8.

**9. Residential address**

The physical address where the applicant resides, must be recorded in paragraph E 9.

**10. Postal code**

The postal code of the applicant's residential address must be recorded in paragraph E 10.

**11. Postal address**

The postal address of the applicant must be recorded in paragraph E 11.

**12. Postal code**

The postal code of the applicant's postal address must be recorded in paragraph E 12.

**13. Description of type of residence** (eg shack, flat, caravan, cottage, house, hostel or homeless)

The type of residence of the applicant must be recorded in paragraph E 13.

**14. Trade or profession**

The applicant's trade or profession (for example, motor mechanic) must be recorded in paragraph E 14.

**15. If self-employed, specify**

If the applicant is self-employed, (for example, hair dresser - work from home) it must be specified in paragraph E 15.

**16. Name of employer/company**

The name of the applicant's employer or company (for example, The Auto Shop) must be recorded in paragraph E 16.

**17. Business address**

The business address where the applicant's conducts business (for example, 123 West street, Sandton) must be recorded in paragraph E 17.

**18. Postal code**

The postal code of the applicant's business address must be recorded in paragraph E 18.

**19. Telephone numbers**

**19.1 Home:** The applicant's home telephone number, including the dialling code, (for example, (012) 667 1923) must be recorded in paragraph E 19.1.

**19.2 Work:** The applicant's work telephone number, including the dialling code, (for example, (011) 577 5913) must be recorded in paragraph E 19.2.

**19.3 Cellphone number**

The applicant's cellphone number (if applicable) must be recorded in paragraph E 19.3.

**20. Fax**

The applicant's fax number, including the area dialling code must be recorded in paragraph E 20.

**21. E-mail address**

The applicant's e-mail address (if applicable) must be recorded in paragraph E 21.

**22. MARITAL STATUS** (Indicate with an X)

**22.1** The applicant's applicable status must be indicated with an X in paragraph E 22.1, for example:

Single	X
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**23. PARTICULARS OF SPOUSE/PARTNER** (If applicable)**23.1 Type of identification** (Indicate with an X)**23.1.1 SA ID/Passport**

The type of identification of the applicant's spouse/partner

must be indicated with an X in paragraph E 23.1.1.

**23.2 Identity number of spouse/partner**

The identity number of applicant's spouse/partner must be recorded in paragraph E 23.2.

**23.3 Passport number of spouse/partner**

The passport number (if applicable) of the applicant's spouse/partner must be recorded in paragraph E 23.3.

**SECTION F: APPLICATION FOR A COMPETENCY CERTIFICATE TO TRADE IN FIREARMS AND/OR AMMUNITION, OR TO CONDUCT BUSINESS AS A GUNSMITH**  
(This applies to firearm dealers, manufacturers and gunsmiths only.)

**1. Have you successfully completed the prescribed test on this Act?**

Indicate your answer with an X in paragraph F 1, for example:

YES	X	NO	
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**2. Have you successfully completed the prescribed training and practical test for firearm dealers, manufacturers or gunsmiths?**

Indicate your answer with an X in paragraph F 2, for example:

YES	X	NO	
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**3. Details of relevant qualifications/experience must be recorded in paragraph F 3.**

**SECTION G: APPLICATION FOR A COMPETENCY CERTIFICATE TO POSSESS A FIREARM**  
(This applies to private person only.)

**1. Have you successfully completed the prescribed test on this Act?**

Indicate your answer with an X in paragraph G 1, for example:

YES	X	NO	
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**2. Have you successfully completed the prescribed training and practical tests on the safe and efficient handling of a firearm?**

Indicate your answer with an X in paragraph G 2, for example:

YES	X	NO	
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**3. For which firearm(s) did you receive the prescribed training?**

Indicate training with an X in paragraph G 3, for example:

Pistol	X
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**SECTION H: OTHER INFORMATION**

**1. Do you have a training certificate issued by an accredited training institution?**

Indicate your answer with an X in paragraph H 1, for example:

YES	X	NO	
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**2. Write the name of the accredited training institution where you received training in paragraph H 2.**

**3. Write the serial number indicated on the training certificate issued by the accredited training institution in paragraph H 3.**

**4. Write the date on which the accredited training institution issued the training certificate in paragraph H 4.**

**5. Have you ever been convicted of an offence, committed inside or outside the borders of the RSA?**

Indicate your answer with an X in paragraph H 5. If you answer yes, please supply the following information:

**5.1 Police station (1)**

The name of the police station where the case was registered (for example, Sunnyside) must be recorded in paragraph H 5.1.

**5.2 CAS/Case number**

The CAS/Case number(s) of the offence (for example, 79/10/2002) must be recorded in paragraph H 5.2.

**5.3 Charge**

A description of the offence (for example, assault) must be provided in paragraph H 5.3.

**5.4 Outcome**

The outcome of the case (for example, R200 or 12 months' imprisonment) must be provided in paragraph H 5.4.

**5.5 Police station (2)**

The name of the police station where the case was registered (for example, Pretoria North) must be recorded in paragraph H 5.5.

**5.6 CAS/Case number**

The CAS/Case number(s) of the offence (for example, 101/05/1976) must be recorded in paragraph H 5.6.

**5.7 Charge**

A description of the offence (for example, reckless and negligent driving) must be provided in paragraph H 5.7.

**5.8 Outcome**

The outcome of the case (for example, paid R1000 admission of guilt fine) must be provided in paragraph H 5.8.

**6. Are there any cases pending against you?**

Indicate your answer with an X in paragraph H 6. If you answer yes, please supply the following information:

**6.1 Police station (1)**

The name of the police (for example, Hillbrow) station where the case was registered must be recorded in paragraph H 6.1.

**6.2 CAS/Case number**

The CAS/Case number of the pending case(s) (for example, 60/01/2003) must be recorded in paragraph H 6.2.

**6.3 Offence**

A description of the offence(s) (for example, possession of dagga) in the pending case(s) must be provided in paragraph H 6.3.

**6.4 Police station (2)**

The name of the police station (for example, Brooklyn) where the case was registered must be recorded in paragraph H 6.4.

**6.5 CAS/Case number**

The CAS/Case number of pending case(s) (for example, 200/06/2002) must be recorded in paragraph H 6.5.

imprisonment) must be recorded in paragraph H 8.4.

## 6.6 Offence

A description of the offence(s) (for example, assault) in the pending case(s) must be provided in paragraph H 6.6.

## 7. Have any of your firearm(s) ever been lost/stolen?

Indicate your answer with an X in paragraph H 7. If you answer yes, please supply the following information:

### 7.1 Police station (1)

The name of the police station (for example, Sunnyside) where the loss/theft of the firearm was reported must be recorded in paragraph H 7.1.

### 7.2 CAS/Case number

The CAS/Case number (for example, 151/10/2002) of the case that was opened when the firearm that was reported lost/stolen must be recorded in paragraph H 7.2.

### 7.3 Circumstances

The circumstances of loss/theft of the firearm (for example, robbery) must be recorded in paragraph H 7.3.

### 7.4 Details of firearm

The details of the lost/stolen firearm (for example, 9mm parabellum, pistol, serial no 1234, CZ) must be recorded in paragraph H 7.4.

### 7.5 Police station (2)

The name of the police station (for example, Pretoria-Central) where loss/theft of the firearm was reported must be recorded in paragraph H 7.5.

### 7.6 CAS/Case number

The CAS/Case number (for example, 95/02/1999) of the case that was opened when the firearm that was reported lost/stolen must be recorded in paragraph H 7.6.

### 7.7 Circumstances

The circumstances of the loss/theft of the firearm (for example, theft of briefcase) must be recorded in paragraph H 7.7.

### 7.8 Details of firearm

The details of the lost/stolen firearm (for example, 9mm parabellum, pistol, serial no A4671, Astra) must be recorded in paragraph H 7.8.

## 8. Was a case of negligence opened and investigated regarding the stolen/lost firearm?

Indicate your answer with an X in paragraph H 8. If you answer yes, please supply the following information:

### 8.1 Police station (1)

The name of the police station (for example, Pretoria-Central) where the case was registered must be recorded in paragraph H 8.1.

### 8.2 CAS/Case number

The CAS/Case number of the case/investigation (for example, 44/03/1999) must be recorded in paragraph H 8.2.

### 8.3 Charge

A description of the offence/investigation (for example, negligent loss of firearm) must be recorded in paragraph H 8.3.

### 8.4 Outcome

The outcome of the case (for example, R1200 or 12 months

### 8.5 Police station (2)

The name of the police station (for example, Sunnyside) where the case was registered must be recorded in paragraph H 8.5.

### 8.6 CAS/Case number

The CAS/Case number of the case/investigation (for example, 180/10/2002) must be recorded in paragraph H 8.6.

### 8.7 Charge

A description of the offence/investigation (for example, negligent loss of firearm) must be recorded in paragraph H 8.7.

### 8.8 Outcome

The outcome of the case (for example, not guilty) must be recorded in paragraph H 8.8.

## 9. Have you ever been declared unfit to possess a firearm?

Indicate your answer with an X in paragraph H 9. If you answer yes, please supply the following information:

### 9.1 Police station (1)

The name of the police station (for example, Pretoria Central) where the case was registered must be recorded in paragraph H 9.1.

### 9.2 CAS/Case number

The CAS/Case number of the case/investigation (for example, 44/03/1999) must be recorded in paragraph H 9.2.

### 9.3 Charge

A description of the offence/investigation (for example, negligent loss of firearm) must be recorded in paragraph H 9.3.

### 9.4 Date from

The date (for example, 1999-03-12) on which you were declared unfit to possess a firearm must be recorded in paragraph H 9.4.

### 9.5 Period

The period of unfitness (for example, declared unfit for an indefinite period by the court) must be recorded in paragraph H 9.5.

### 9.6 Police station (2)

The name of the police station (for example, Sunnyside) where the case was registered must be recorded in paragraph H 9.6.

### 9.7 CAS/Case number

The CAS/Case number of the case/investigation (for example, 4/2003) must be recorded in paragraph H 9.7.

### 9.8 Charge

A description of the investigation/offence [for example, domestic violence (final protection order)] must be recorded in paragraph H 9.8.

### 9.9 Date from

The date (for example, 2003-03-12) on which you were declared unfit to possess a firearm must be recorded in paragraph H 9.9.

### 9.10 Period

The period of unfitness (for example, declared unfit for period a of five years by the South African Police Service) must be recorded in paragraph H 9.10.

**10. Has a firearm that was in your possession been confiscated?**

Indicate your answer with an X in paragraph H 10. If you answer yes, please supply the following information:

**10.1 Police station (1)**

The name of the police station that confiscated the firearm (for example, Sunnyside) must be recorded in paragraph H 10.1.

**10.2 CAS/Case number**

The CAS/Case number allocated to the confiscation (for example, 179/10/2002) must be recorded in paragraph H 10.2.

**10.3 Circumstances**

The circumstances surrounding the confiscation (for example, assault) must be recorded in paragraph H 10.3.

**10.4 Outcome**

The outcome of the case (for example, forfeited to the state by court) must be recorded in paragraph H 10.4.

**10.5 Police station (2)**

The name of the police station that confiscated the firearm (for example, Brits) must be recorded in paragraph H 10.5.

**10.6 CAS/Case number**

The CAS/Case number allocated to the confiscation (for example, 120/07/2001) must be recorded in paragraph H 10.6.

**10.7 Circumstances**

The circumstances surrounding the confiscation (for example, poaching) must be recorded in paragraph H 10.7.

**10.8 Outcome**

The outcome of the case (for example, forfeited to the state by court) must be recorded in paragraph H 10.8.

**11. In the past five years have you been served with a protection order, or visited by a police official concerning allegations of violence or other conflict in your home or elsewhere?**

Indicate your answer with an X in paragraph H 11. If you answer yes, please submit details.

**12. In the past five years have you been denied a licence, permit or authorization regarding a firearm?**

Indicate your answer with an X in paragraph H 12. If you answer yes, please submit details.

**13. In the past five years have you been threatened or attempted suicide, suffered from major depression or emotional problems, or engaged in intoxicating or narcotic substance abuse?**

Indicate your answer with an X in paragraph H 13. If you answer yes, please submit details.

**14. In the past five years have you been diagnosed or treated by a medical practitioner for depression, drug intoxicating or narcotic substance abuse, behavioural problems or emotional problems?**

Indicate your answer with an X in paragraph H 14. If you answer yes, please submit details.

**15. In the past two years have you experienced a divorce or separation from an intimate partner with whom you have been resided where there were written allegations of violence?**

Indicate your answer with an X in paragraph H 15. If you answer yes, please submit details.

**16. In the past two years have you experienced any forced job loss?**

Indicate your answer with an X in paragraph H 16. If you answer yes, please submit details.

**17. If you are under the age of 21 years, compelling reasons which require you to obtain a competency certificate must be submitted.**

**17.1** Indicate the applicable compelling reasons with an X in paragraph H 16.1.

**17.2** Full details of the compelling reasons must be recorded in paragraph H 16.2.

**18. DECLARATION BY APPLICANT**

I am aware that it is an offence in terms of section 120 (9)(f) of the Firearms Control Act, 2000 (Act No 60 of 2000), to make a false statement in this application.

**SECTION I: SIGNATURE OF APPLICANT**

(Sign only if applicable)

**1. Photo**

A recent colour passport photo of the applicant must be pasted in paragraph I 1, and may not exceed the border.

The requirements of the photo:

- The photo must be the size of a standard passport photograph
- The photo must be a full front view of the head and shoulders of the applicant
- The background of the photo must be plain
- The applicant may not be wearing a hat or sunglasses on the photograph
- The applicant's name and identification number must be written on the back of the photograph before it is affixed on the application form

**2. Signature**

The applicant must sign in paragraph I 2. The signature may not exceed the border in the presence of the police official.

**3. Fingerprint**

The index fingerprint of the applicant's right hand must be taken by the police official in paragraph I 3, in the presence of a witness and may not exceed the border. If the applicant does not have a right index fingerprint, the index fingerprint of the left hand must be taken.

**4. Fingerprint designation**

The designation of the fingerprint (for example, right index fingerprint) must be recorded in paragraph I 4.

**5. Name of applicant in block letters**

The initials and surname (in block letters) of the applicant who applies for a competency certificate must be recorded in paragraph I 5.

**6. Date**

The date on which the applicant applies for the competency certificate must be recorded in paragraph I 6.

**7. Place**

The city/town where the applicant applies for the competency certificate must be recorded in paragraph I 7.

**8. DETAILS OF POLICE OFFICIAL DEALING WITH APPLICATION**

**8.1 Name of police official in block letters**

The initials and surname (in block letters) of the police official who deals with the application must be recorded in paragraph I 8.1.

**8.2 Persal number of police official**

The SAPS Persal number of the police official who deals with application must be recorded in paragraph I 8.2.

**8.3 Rank of police official in block letters**

The rank (in block letters) of the police official who deals with application must be recorded in paragraph I 8.3.

**8.4 Signature of police official**

The signature of the police official who deals with the application must be recorded in paragraph I 8.4.

**9. PARTICULARS OF WITNESS****9.1 Name of witness in block letters**

The initials and surname (in block letters) of the police official who acts as the witness must be recorded in paragraph I 9.1.

**9.2 Persal number of witness**

The SAPS Persal number of the police official who acts as the witness must be recorded in paragraph I 9.2.

**9.3 Rank of witness in block letters**

The rank (in block letters) of the police official who acts as the witness must be recorded in paragraph I 9.3.

**9.4 Signature of witness**

The signature of the police official who acts as the witness must be recorded in paragraph I 9.4.

**SECTION J: PARTICULARS OF INTERPRETER**

(This section must be completed only if the applicant 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 application form for the applicant must be recorded in paragraph J 1.

**2. Identity/Passport number of interpreter**

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

**3. Residential address**

The residential address of the interpreter must be recorded in paragraph J 3.

**4. Postal code**

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

**5. Postal address**

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

**6. Postal code**

The postal code of the interpreter's postal address must be recorded in paragraph J 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 J 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 J 7.2.

**8. Cellphone number**

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

**9. Fax**

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

**10. E-mail address**

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

**11. Interpreted from (language)**

The language from which the application form was interpreted and the language to which it was interpreted and which is understandable to the applicant (for example, English to Zulu) must be recorded in paragraph J 11.

**12. Date**

The date on which the interpreter assists the applicant must be recorded in paragraph J 12.

**13. Signature of interpreter**

The signature of the interpreter who assists the applicant that cannot read or write or does not understand this form must be recorded in paragraph J 13.

**14. Place**

The place where the interpreter assists the applicant must be recorded in paragraph J 14.

**15. Rank of police official in block letters**

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

**16. Persal number of police official**

If the interpreter is a police official, the SAPS Persal number must be recorded in paragraph J 16.

**SECTION K: PARENTAL CONSENT IN CASE OF A MINOR**

1. The applicable recommendation must be indicated with an X in paragraph K 1, for example:

Recommended	X	Not recommended	
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**2. Name and surname of parent/guardian**

The name and surname of the applicant's parent/guardian who gives permission or denies permission for him/her to apply for a competency certificate must be recorded in paragraph K 2.

**3. Identity/Passport number of parent/guardian**

The identity/passport number (if applicable) of the applicant's parent/guardian must be recorded in paragraph K 3.

**4. Comments of parent/guardian**

Any comments of the applicant's parent/guardian must be recorded in paragraph K 4.

**5. Date**

The date on which the applicant's parent/guardian gave or denied permission must be recorded in paragraph K 5.

**6. Signature of parent/guardian**

The signature of the applicant's parent/guardian must be recorded in paragraph K 6.

**7. Place**

The city/town where the applicant's parent/guardian gave or denied permission must be recorded in paragraph K 7.

**SECTION L: FOR OFFICIAL USE BY THE POLICE OFFICIAL WHO CONDUCTS THE INTERVIEWS (INTERVIEW REPORT)****1. INTERVIEW 1** (With a person other than the applicant's spouse or partner)**1.1 SA ID/Passport number** (Indicate with an X)

The interviewee's type of identity document must be indicated with an X in paragraph L 1.1.

**2. Identity number**

The interviewee's identity number must be recorded in paragraph L 2.

**3. Passport number**

The interviewee's passport number (if applicable) must be recorded in paragraph L 3.

**4. Surname**

The interviewee's surname must be recorded in paragraph L 4.

**5. Initials**

The interviewee's initials must be recorded in paragraph L 5.

**6. Full names**

The interviewee's full names must be recorded in paragraph L 6.

**7. Age**

The interviewee's age must be recorded in paragraph L 7.

**8. Gender**

The interviewee's gender must be indicated with an X in paragraph L 8.

**9. Address**

The interviewee's residential address must be recorded in paragraph L 9.

**10. Postal code**

The postal code of the interviewee's residential address must be recorded in paragraph L 10.

**11. Telephone numbers**

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

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

**11.3 Cellphone number**

The interviewee's cellphone number (if applicable) must be

recorded in paragraph L 11.3.

**12. Fax**

The interviewee's fax number, including the area dialling code, must be recorded in paragraph L 12.

**13.** The interviewee's relation to the applicant must be recorded in paragraph L 13.

**14. Comments of the interviewee**

The interviewee's comments must be recorded in paragraph L 14 following the interview.

**15. Date**

The date on which the interview was conducted must be recorded in paragraph L 15.

**16. Time**

The time of the interview must be recorded in paragraph L 16.

**17. Comments of the police official who conducted the interview**

The comments of the police official who conducted the interview must be recorded in paragraph L 17.

**18.** The manner in which the interview was conducted (for example, in person) must be recorded in paragraph L 18.

**19. Date**

The date on which the police official conducted the interview must be recorded in paragraph L 19.

**20. Time**

The time when the police official conducted the interview must be recorded in paragraph L 20.

**21. Name of police official in block letters**

The initials and surname (in block letters) of the police official who conducted the interview must be recorded in paragraph L 21.

**22. Persal number of police official**

The SAPS Persal number of the police official who conducted the interview must be recorded in paragraph L 22.

**23. Rank of police official in block letters**

The rank (in block letters) of the police official who conducted the interview must be recorded in paragraph L 23.

**24. Signature of police official**

The police official who conducted the interview must sign paragraph L 24.

**25. INTERVIEW 2** (With a person other than the applicant's spouse or partner)

**25.1 SA ID/Passport number** (Indicate with an X)

The interviewee's type of identity must be indicated with an X in paragraph L 25.1.

**26. Identity number**

The interviewee's identity number must be recorded in paragraph L 26.

**27. Passport number**

The interviewee's passport number (if applicable) must be recorded in paragraph L 27.



**28. Surname**

The interviewee's surname must be recorded in paragraph L 28.

**29. Initials**

The interviewee's initials must be recorded in paragraph L 29.

**30. Full names**

The interviewee's full names must be recorded in paragraph L 30.

**31. Age**

The interviewee's age must be recorded in paragraph L 31.

**32. Gender**

The interviewee's gender must be indicated with "X" in paragraph L 32.

**33. Address**

The interviewee's residential address must be recorded in paragraph L 33.

**34. Postal code**

The postal code of the interviewee's residential address must be recorded in paragraph L 34.

**35. Telephone numbers**

**35.1 Home:** The interviewee's home telephone number, including the dialling code, (for example, (012) 667 1923) must be recorded in paragraph L 35.1.

**35.2 Work:** The interviewee's work telephone number, including the dialling code, (for example, (011) 577 5913) must be recorded in paragraph L 35.2.

**35.3 Cellphone number**

The interviewee's cellphone number (if applicable) must be recorded in paragraph L 35.3.

**36. Fax**

The interviewee's fax number, including the area dialling code, must be recorded in paragraph L 36.

**37.** The interviewee's relation to the applicant must be recorded in paragraph L 37.

**38. Comments of the interviewee**

The comments of the interviewee following the interview must be recorded in paragraph L 38.

**39. Date**

The date on which the interview was conducted must be recorded in paragraph L 39.

**40. Time**

The time of the interview must be recorded in paragraph L 40.

**41. Comments of the police official who conducted the interview**

The comments of the police official who conducted the interview must be recorded in paragraph L 41.

**42.** The manner in which the interview was conducted (for example, in person) must be recorded in paragraph L 42.

**43. Date**

The date on which the police official conducted the interview must be recorded in paragraph L 43.

**44. Time**

The time of the interview must be recorded in paragraph L 44.

**45. Name of police official in block letters**

The initials and surname (in block letters) of the police official who conducted the interview must be recorded in paragraph L 45.

**46. Persal number of police official**

The SAPS Persal number of the police official who conducted the interview must be recorded in paragraph L 46.

**47. Rank of police official in block letters**

The rank (in block letters) of the police official who conducted the interview must be recorded in paragraph L 47.

**48. Signature of police official**

The police official who conducted the interview must sign in paragraph L 48.

**49. INTERVIEW WITH APPLICANT'S SPOUSE/PARTNER (If applicable)****49.1 SA ID/Passport number (Indicate with an X)**

The type of identity of the spouse/partner must be indicated with an X in paragraph L 49.1.

**50. Identity number**

The identity number of the spouse/partner who is interviewed must be recorded in paragraph L 50.

**51. Passport number**

The passport number (if applicable) of the spouse/partner who is interviewed must be recorded in paragraph L 51.

**52. Surname**

The surname of the spouse/partner who is interviewed must be recorded in paragraph L 52.

**53. Initials**

The initials of the spouse/partner who is interviewed must be recorded in paragraph L 53.

**54. Full names**

The full names of the spouse/partner who is interviewed must be recorded in paragraph L 54.

**55. Age**

The age of the spouse/partner who is interviewed must be recorded in paragraph L 55.

**56. Gender**

The gender of the spouse/partner who is interviewed must be indicated with an X in paragraph L 56.

**57. Address**

The physical address where the spouse/partner resides, must be recorded in paragraph L 57.

**58. Postal code**

The postal code of the spouse/partner's residential address must be recorded in paragraph L 58.

**59. Telephone numbers**

**59.1 Home:** The home telephone number, including the dialling code, of the spouse/partner (for example, (012) 667 1923) must be recorded in paragraph L 59.1.

**59.2 Work:** The work telephone number, including the dialling code, of the spouse/partner (for example, (011) 577 5913) must be recorded in paragraph L 59.2.

**59.3 Cellphone number**

The cellphone number (if applicable) of the spouse/partner must be recorded in paragraph L 59.3.

**60. Fax**

The fax number, including the area dialling code, of the spouse/partner must be recorded in paragraph L 60.

**61. Comments of the spouse/partner**

The comments of the spouse/partner after the interview was conducted must be recorded in paragraph L 61.

**62. Date**

The date on which the interview was conducted must be recorded in paragraph L 62.

**63. Time**

The time when the interview was conducted must be recorded in paragraph L 63.

**64. Comments of police official who conducted the interview**

The comments of the police official who conducted the interview must be recorded in paragraph L 64.

**65.** The manner in which the interview was conducted must be recorded in paragraph L 65.

**66. Date**

The date on which the police official conducted the interview must be recorded in paragraph L 66.

**67. Name of police official in block letters**

The initials and surname (in block letters) of the police official who conducted the interview must be recorded in paragraph L 67.

**68. Persal number of police official**

The SAPS Persal number of the police official who conducted the interview must be recorded in paragraph L 68.

**69. Rank of police official in block letters**

The rank (in block letters) of the police official who conducted the interview must be recorded in paragraph L 69.

**70. Signature of police official**

The signature of the police official who conducted the interview must be recorded in paragraph L 70.

**71. OTHER DETAILS**

(To be completed by the Designated Firearms Officer)

**72.** A description of the applicant's health and fitness must be recorded in paragraph L 72. A medical certificate may be required if it is clear that the applicant may be unable to handle a firearm safely because of his/her age or health.

**73.** A description of the applicant's mental condition and whether or not he or she is inclined to act violently must be recorded in paragraph L 73. If necessary, a medical certificate may be required if it is clear that the applicant may be unable to handle a firearm safely because of his or her mental condition. Information about violent behaviour can be obtained from the registers on Domestic Violence.

**74.** A description of the general impression of the applicant's character, including his or her temper and emotional and behavioural stability must be recorded in paragraph L 74.

**75.** If the applicant is dependant of any substance which has an intoxicating or narcotic effect must be recorded in paragraph L 75. If necessary, a medical certificate may be required if it is clear that the dependency could effect the applicant's handling of a firearm.

**76.** Details of anything negative about the applicant that the Designated Firearms Officer is aware of must be recorded in paragraph L 76.

**77.** A description of the applicant's criminal history (if applicable) must be recorded in paragraph L 77.

**78.** A description of the applicant's knowledge of the Act and Regulations as well as his or her knowledge in the safe handling of a firearm must be recorded in paragraph L 78. A detailed explanation of the manner in which the applicant was tested must be provided. If the applicant did not receive prior training in the handling of a firearm, the applicant must first undergo training. Proof of such training must accompany the application.

**79. IF THE APPLICANT IS UNDER THE AGE OF 21 YEARS, CONFIRM IF COMPELLING REASONS EXIST WHICH REQUIRE THE APPLICANT TO OBTAIN A COMPETENCY CERTIFICATE.**

**79.1** The applicable reasons must be indicated with an X in paragraph L 79.1.

**79.2** Confirmation by the Designated Firearms Officer that compelling reasons exist which require the applicant to obtain a competency certificate must be recorded in paragraph L 79.2.

**SECTION M: RECOMMENDATION**

(To be completed by the Designated Firearms Officer/ Station Commissioner)

**1. RECOMMENDATION REGARDING THE APPLICATION**

The required recommendation must be indicated with an X in paragraph M 1, for example:

Recommended	X	Not recommended	
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**1.1 Motivation**

A motivation for the recommendation must be recorded in paragraph M 1.1. The motivation must be based on actual facts, and not mere hearsay.

**2. 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 M 2.

**3. Date**

The date on which the Designated Firearms Officer/Station Commissioner made the recommendation must be recorded in paragraph M 3.

**4. 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 M 4.

**5. Place**

The place where the Designated Firearms Officer/Station Commissioner made the recommendation must be recorded in paragraph M 5.

**6. Signature of Designated Firearms Officer/Station Commissioner**

The Designated Firearms Officer/Station Commissioner who made the recommendation must sign in paragraph M 6.

**7. 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 M 7.