

SOUTH AFRICAN POLICE SERVICE



Application for the renewal of a firearm licence,
permit, certificate or authorization

INSTRUCTIONS: APPLICATION FOR THE RENEWAL OF A FIREARM LICENCE, PERMIT, CERTIFICATE OR AUTHORIZATION

GENERAL INSTRUCTIONS

- An application for the renewal of a firearm licence, permit, certificate or authorization 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 applicant must complete Sections C, D and E.
- If an interpreter was used, he/she must complete Section F.
- If a nominee/authorized person was used, he/she must complete Section G.
The Designated Firearms Officer/Station Commissioner must complete Section H.
- 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 has been captured (for example, 12945) 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 application register reference number

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

**SECTION C: PARTICULARS OF LICENCE, PERMIT,
CERTIFICATE OR AUTHORIZATION**

Type of licence, permit, certificate or authorization
(Indicate with an X)

The applicable type of licence, permit, certificate or authorization must be indicated with an X in paragraph C 1 to 3, for example:

Import permit	X
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**4. DETAILS OF ORIGINAL LICENCE, PERMIT,
CERTIFICATE OR AUTHORIZATION**

5. The applicable details of the licence such as the date issued and the expiry date must be recorded in paragraph C 5.

SECTION D: PARTICULARS OF THE APPLICANT

1. NATURAL PERSON'S DETAILS

2. Type of identification (Indicate with an X)

2.1 SA ID/Passport/Non-SA citizen with permanent residence*

The type of identification of the applicant must be indicated with an X in paragraph D 2.1.

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

3. Identity number of natural person

The identity number of the natural person must be recorded in paragraph D 3.

4. Passport number of natural person

The passport number of the natural person must be recorded in paragraph D 4.

5. Surname

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

6. Initials

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

7. Full name

The full name of the applicant must be recorded in paragraph D 7.

8. Residential address

The physical address where the applicant resides must be recorded in paragraph D 8.

9. Postal code

The postal code of the applicant's residential address must be recorded in paragraph D 9.

10. Postal address

The postal address of the applicant must be recorded in paragraph D 10.

11. Postal code

The postal code of the applicant's postal address must be recorded in paragraph D 11.

12. Telephone number

12.1 Home: The applicant's home telephone number, including the area dialling code, (for example, (012) 667 1923) must be recorded in paragraph D 12.1.

12.2 Work: The applicant's work telephone number, including the dialling code, (for example, (011) 577 5913) must be recorded in paragraph D 12.2.

12.3 Cellphone number

The applicant's cellphone number (if applicable) must be recorded in paragraph D 12.3

13. Fax

The applicant's fax number, including the area dialling code, must be recorded in paragraph D 13.

14. E-mail address

The e-mail address (if applicable) of the applicant must be recorded in paragraph D 14.

15. JURISTIC PERSON'S DETAILS**16. OTHER BODIES****17. Registered company name**

The registered company name of the applicant must be recorded in paragraph D 17.

18. Trading as name

The trading as name of the applicant must be recorded in paragraph D 18.

19. FAR number

The registration number of the applicant must be recorded in paragraph D 19.

20. Postal address

The postal address of the applicant must be recorded in paragraph D 20.

21. Postal code

The postal code of the applicant must be recorded in paragraph D 21.

22. Business address

The physical address where the applicant conducts business must be recorded in paragraph D 22.

23. Postal code

The postal code of the applicant's business address must be recorded in paragraph D 23.

24. Business telephone number

24.1 Work: The applicant's work telephone number, including the dialling code, (for example, (011) 577 5913) must be recorded in paragraph D 24.1.

24.2 Fax

The applicant's fax number, including the dialling code, (for example, (012) 667 1923) must be recorded in paragraph D 24.2.

25. E-mail address

The e-mail address (if applicable) of the applicant must be recorded in paragraph D 25.

26. RESPONSIBLE PERSON'S DETAILS**27. Responsible person (Name and surname)**

The name and surname of the responsible person must be recorded in paragraph D 27.

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

The responsible persons's type of identity/passport number must be indicated with an X in paragraph D 28.

29. Identity number of responsible person

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

30. Passport number of responsible person

The responsible person's passport number must be recorded in paragraph D 30.

31. Cellphone number

The cellphone number (if applicable) of the responsible person must be recorded in paragraph D 31.

32. Physical address

The physical address where the responsible person resides must be recorded in paragraph D 32.

33. Postal code

The postal code of the responsible person's physical address must be recorded in paragraph D 33.

34. Postal address

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

35. Postal code

The postal code of the responsible person's postal address must be recorded in paragraph D 35.

36. OTHER INFORMATION (Indicate with an X)**37. Was your application handed in 90 days before expiry of the existing licence? If no, submit the reason.**

The applicable answer must be indicated with an X. If you answer no, please supply the reason(s) for your answer, for example:

NO	X	Reason: I was in the hospital for an operation. See the medical certificate attached to the application
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38. Was your application handed in after the due date, but before expiry of existing licence. If yes, submit the reason.

The applicable answer must be indicated with an X. If you answer yes, please supply the reason(s) for your answer, for example:

YES	X	Reason: I was in the hospital for an operation. See the medical certificate attached to the application
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39. Was your application handed in after the expiry of existing licence. If yes, submit the reason.

The applicable answer must be indicated with an X. If you answer yes, please supply the reason(s) for your answer, for example:

YES	X	Reason: I was in the hospital for an operation. See the medical certificate attached to the application
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40. 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 E: SIGNATURE OF APPLICANT

(Sign only if applicable)

1. Photo

A recent colour passport photo of the applicant must be pasted in paragraph E 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 to the application form

2. Signature

The signature of the applicant must be recorded in paragraph E 2, in the presence of the police official and may not exceed the border.

3. Fingerprint

The index fingerprint of the applicant's right hand must be taken by the police official in paragraph E 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 E 4.

5. Name of applicant in block letters

The initials and surname (in block letters) of the applicant who applies for the renewal must be recorded in paragraph E 5.

6. Date

The date on which the applicant applies for the renewal must be recorded in paragraph E 6.

7. Place

The city/town where the applicant applies for the renewal must be recorded in paragraph E 7.

8. PARTICULARS 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 E 8.1.

8.2 Persal number of police official

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

8.3 Rank of police official in block letters

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

8.4 Signature of police official

The signature of the police official who deals with the application must be recorded in paragraph E 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 E 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 E 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 E 9.3.

9.4 Signature of witness

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

SECTION F: PARTICULARS OF INTERPRETER

(This section must only be completed 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 F 1.

2. Identity/Passport number of interpreter

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

3. Residential address

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

4. Postal code

The postal code of the residential address of the interpreter must be recorded in paragraph F 4.

5. Postal address

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

6. Postal code

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

8. Cellphone number

The cellphone number (if applicable) of the interpreter must be recorded in paragraph F 8.

9. Fax

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

10. E-mail address

The e-mail address (if applicable) of the interpreter must be recorded in paragraph F 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 F 11.

12. Date

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

13. Signature of interpreter

The signature of the interpreter who assists the applicant must be recorded in paragraph F 13.

14. Place

The city/town where the interpreter assists the applicant must be recorded in paragraph F 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 F 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 F 16.

SECTION G: IN CASE OF NOMINEE/AUTHORIZED PERSON

1. Name and surname of nominee/authorized person

The name and surname of the nominee/authorized person must be recorded in paragraph G 1.

2. Identity/Passport number of nominee/authorized person

The identity/passport number of the nominee/authorized person must be recorded in paragraph G 2.

3. Date

The date on which the nominee/authorized person signs the application for a renewal must be recorded in paragraph G 3.

4. Signature of nominee/authorized person

The nominee/authorized person must sign in paragraph G 4.

5. Place

The city/town where the nominee/authorized person signs the application for a renewal must be recorded in paragraph G 5.

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

1. RECOMMENDATION REGARDING THE APPLICATION

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

Recommended	X	Not recommended	
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2.1 Motivation regarding the application

A motivation regarding the application must be recorded in paragraph H 2.1. The motivation must be based on actual facts, and not mere hearsay.

2.2 Report regarding the physical inspection of the applicant's safeguarding facilities

The report regarding the physical inspection of the applicant's firearm safe(s) must be recorded in paragraph H 2.2.

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 signs the application must be recorded in paragraph H 3.

4. Date

The date on which the Designated Firearms Officer/Station Commissioner signs the application 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 signs the application must be recorded in paragraph H 5.

6. Place

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

7. Signature of Designated Firearms Officer/Station Commissioner

The Designated Firearms Officer/Station Commissioner who signs the application 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 signs the application must be recorded in paragraph H 8.