

# SOUTH AFRICAN POLICE SERVICE



Application for a temporary authorization to trade in firearms and ammunition, to conduct business as a gunsmith or to display firearms and ammunition on premises other than those specified in the dealers', manufacturers' or gunsmiths' licence

**INSTRUCTIONS: APPLICATION FOR A TEMPORARY AUTHORIZATION TO TRADE IN FIREARMS AND AMMUNITION, TO CONDUCT BUSINESS AS A GUNSMITH OR TO DISPLAY FIREARMS AND AMMUNITION ON PREMISES OTHER THAN THOSE SPECIFIED IN THE DEALERS', MANUFACTURERS' AND GUNSMITHS' LICENCE**

**GENERAL INSTRUCTIONS**

- An application for a temporary authorization to trade in firearms and ammunition, to conduct business as a gunsmith or to display firearms and ammunition on premises other than those specified in the dealers', manufacturers' and gunsmiths' licence 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 Register (CFR) must complete Section C.
- The applicant must complete Sections 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 false 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 generated 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 application register reference number**

The annual serial number of 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 temporary authorization approved (Indicate with an X)**

If the application for a temporary authorization 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 temporary authorization. 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 temporary authorization refused (Indicate with an X)**

If the application for a temporary authorization 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 who refused the application 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 temporary authorization. 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 11.

**SECTION D: PARTICULARS OF APPLICANT**

Specify the type of temporary authorization is being applied for (Indicate with an X)

1. The applicable answer must be indicated with an X in paragraph D 1,2,3,4 and 5, for example:

To trade in firearms and ammunition	X
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**6. JURISTIC PERSON'S DETAILS****7. Registered company name**

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

**8. Trading as name**

The trading as name of the applicant must be recorded in paragraph D 8.

**9. FAR number**

The registration number of the applicant 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. Business address**

The physical address where the applicant conducts business (for example, 123 West Street, Sandton) must be recorded in paragraph D 12.

**13. Postal code**

The postal code of the applicant's business address must be recorded in paragraph D 13.

**14. Business telephone number**

- 14.1 Work:** The applicant's work telephone number, including the dialling code, (for example, (011) 577 5913) must be recorded in paragraph D 14.1.

**14.2 Fax**

The applicant's fax number, including the dialling code, (for example, (012) 667 1923) must be recorded in paragraph D 14.2.

**15. E-mail address**

The applicant's e-mail address (if applicable) must be

recorded in paragraph D 15.

**16. Responsible person (Name and surname)**

The responsible person's name and surname must be recorded in paragraph D 16.

**17. Type of identification (Indicate with an X)****SA citizen/Non-SA citizen with permanent residence\***

The applicable type of citizenship of the responsible person must be indicated with an X in paragraph D 17.

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

**18. Identity number responsible person**

The responsible person's identity number must be recorded in paragraph D 18.

**19. Cellphone number**

The cellphone number (if applicable) of the responsible person must be recorded in paragraph D 19.

**20. Physical address**

The physical address where the responsible person resides, must be recorded in paragraph D 20.

**21. Postal code**

The postal code of the responsible person's physical address must be recorded in paragraph D 21.

**22. Postal address**

The postal address of the responsible person must be recorded in paragraph D 22.

**23. Postal code**

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

- 24.** A short motivation for the application for a temporary authorization must be recorded in paragraph D 24.

- 25.** The applicable existing licence must be indicated with an X in paragraph D 25, for example:

To manufacture firearms	X
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**26. Licence number**

The licence number of the existing licence must be recorded in paragraph D 26.

**27. Date issued**

The issue date of the existing licence must be recorded in paragraph D 27.

**28. Expiry date**

The expiry date of the existing licence must be recorded in paragraph D 28.

**29. PHYSICAL ADDRESS OF THE PROPOSED PREMISES ON WHICH BUSINESS WILL BE CONDUCTED****30. Address**

The physical address of the proposed premises on which business will be conducted must be recorded in paragraph D 30.

**31. Postal code**

The postal code of the physical address of the proposed

premises on which business will be conducted must be recorded in paragraph D 31.

32. The short classification of the proposed premises (for example, house) must be recorded in paragraph D 32.
33. A short description of the premises, with reference to the situation and surrounding buildings, must be recorded in paragraph D 33.
34. A short description of the alarm system must be recorded in paragraph D 34.
35. A short description of the location and particulars of the safe or strongroom in which the stocks of firearms and ammunition will be kept must be recorded in paragraph D 35.
36. A short description of the burglar proofing must be recorded in paragraph D 36.
37. A short description of other security features must be recorded in paragraph D 37.
38. The date from which and the date to which the temporary authorization will be required must be recorded in paragraph D 38.
39. **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 on the application form

##### **2. Signature**

The signature of 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 person who applies for temporary authorization must be recorded in paragraph E 5.

##### **6. Date**

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

##### **7. Place**

The city/town where the applicant applies for the temporary authorization must be recorded in paragraph E 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 E 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 E 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 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 of the interpreter must be recorded in paragraph F 3.

##### **4. Postal code**

The postal code of the interpreter's residential address 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 that cannot read or write or does not understand the document must be recorded in paragraph F 13.
- 14. Place**  
The place where the interpreter assists the applicant must be recorded in paragraph F 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 F 15.
- 16. Persal number of police official**  
If the interpreter is a police official, his/her SAPS Persal number must be recorded in paragraph F 16.

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

**1. RECOMMENDATION REGARDING THE APPLICATION**

The recommendation regarding the application must be indicated with an X in paragraph G 1, for example:

Recommended	X	Not recommended	
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- 1.1 Report of inspection on premises**  
A report of an inspection on the premises must be recorded in paragraph G 1.1.
- 1.2 Additional conditions recommended**  
Additional conditions that are recommended must be recorded in paragraph G 1.2.
- 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 G 2.
- 3. Date**  
The date on which the Designated Firearms Officer/Station Commissioner made the recommendation must be recorded in paragraph G 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 G 4.
- 5. Place**  
The city/town where the Designated Firearms Officer/Station Commissioner made the recommendation must be recorded in paragraph G 5.
- 6. Signature of Designated Firearms Officer/Station Commissioner**  
The signature of the Designated Firearms Officer/Station Commissioner who made the recommendation must be recorded in paragraph G 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 G 7.