

SOUTH AFRICAN POLICE SERVICE



Application for accreditation as an official institution

INSTRUCTIONS: APPLICATION FOR ACCREDITATION AS AN OFFICIAL INSTITUTION

GENERAL INSTRUCTIONS

- An application for accreditation as an official institution must be completed in black ink that cannot be erased.
- The application must be stamped with the official date stamp when it is received at the Central Firearms Register (CFR).
- The applicant must complete Section D.
- If an interpreter was used, he/she must complete Section E.
- 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: A12945) must be recorded in paragraph A 1.

SECTION B: FOR OFFICIAL USE BY THE DECIDING OFFICER AT THE CENTRAL FIREARMS CONTROL 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 B 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 B 2.

3. Date

The date on which the police official at the CFR requested the outstanding or additional information must be recorded in paragraph B 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 B 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 B 5.

6. Application for an accreditation approved (Indicate with an X)

If the application for an accreditation is approved, the officer at the CFR who approved the application must mark paragraph B 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 B 7.

8. Date

The date on which the application was approved must be recorded in paragraph B 8.

9. Signature of deciding officer

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

10. Officer code

The officer code is a code allocated to each officer at the CFR who considers the applications for accreditation as an official institution. The code of the officer at the CFR who approved the application must be recorded in paragraph B 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 B 11.

12. Application for an accreditation refused (Indicate with an X)

If the application for an accreditation is refused, the officer at the CFR who refused the application must mark paragraph B 12 with an X.

13. Reason(s) for refusal

If an application is refused, the officer at the CFR who refused the application must record the reason(s) for refusal in paragraph B 13.

14. Persal number

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

15. Date

The date on which the application is refused must be recorded in paragraph B 15.

16. Signature of deciding officer

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

17. Officer code

The officer code is a code allocated to each officer at the CFR who considers the applications for accreditation as an official institution. The code of the officer at the CFR who refused the application must be recorded in paragraph B 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 B 18.

SECTION C: GOVERNMENT INSTITUTION'S DETAILS

(Indicate with an X)

1. Name of Government Institution

The name of the Government Institution (for example, Boshoff printers) must be recorded in paragraph C 1.

2. Physical address

The physical address from where the applicant conducts business from must be recorded in paragraph C 2.

3. Postal code

The postal code of the applicant's physical address must be recorded in paragraph C 3.

4. Postal address

The postal address of the applicant must be recorded in paragraph C 4.

5. Postal code

The postal code of the applicant's postal address must be recorded in paragraph C 5.

6. Contact telephone number

6.1 Work: The applicant's work telephone number, including the dialling code, (for example, (011) 577 5913) must be recorded in paragraph C 6.1.

6.2 Fax

The applicant's fax number, including the dialling code, (for example, (012) 667 1923) must be recorded in paragraph C 6.2.

7. E-mail address

The applicant's e-mail address (if applicable) must be recorded in paragraph C 7.

8. RESPONSIBLE PERSON'S DETAILS**9. Responsible person (Name and surname)**

The name and surname of the responsible person must be recorded in paragraph C 9.

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

The type of identification of the responsible person must be indicated with an X in paragraph C 10.

11. Identity /Passport number of responsible person

The Identity/Passport number of the responsible person must be recorded in paragraph C 11.

12. Cellphone number

The cellphone number (if applicable) of the responsible person must be recorded in paragraph C 12.

13. Physical address

The physical address where the responsible person resides must be recorded in paragraph C 13.

14. Postal code

The postal code of the responsible person's physical address must be recorded in paragraph C 14.

15. Postal address

The postal address of the responsible person must be recorded in paragraph C 15.

16. Postal code

The postal code of the responsible person's postal address must be recorded in paragraph C 16.

17. PROOF SIGNATURES OF RESPONSIBLE PERSON**18. Signature of responsible person**

The first proof signature of the responsible person must be recorded in paragraph C 18.

19. Signature of responsible person

The second proof signature of the responsible person must be recorded in paragraph C 19.

20. OTHER DETAILS

21. A motivation of the purpose for which accreditation is required must be recorded in paragraph C 21.

22. A motivation regarding the need for the official institution to possess firearms must be recorded in paragraph C 22.

23. A description of how registers will be kept regarding the issuing of firearms and the procedure on how firearms will be controlled must be recorded in paragraph C 23.

24. A description of the place where the registers will be kept for inspection by a police official must be recorded in paragraph C 24.

25. A description of the linked workstation that must be maintained must be recorded in paragraph C 25.

26. A description of the purpose for which the firearms are needed must be recorded in paragraph C 26.

27. A description of the details of the type of firearms and the number of ammunition the official institution intends to acquire must be recorded in paragraph C 27.

28. A description of the safety control procedures regarding the safeguarding of firearms and the safekeeping facilities must be recorded in paragraph C 28.

29. 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 D: SIGNATURE OF APPLICANT

(Sign only if applicable)

1. The right index fingerprint of applicant

The index fingerprint of the applicant's right hand must be taken by the police official in paragraph D 1, 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.

2. Fingerprint designation

The designation of the fingerprint (for example: right index fingerprint) must be recorded in paragraph D 2

3. Date

The date on which the applicant applies for the accreditation must be recorded in paragraph D 3.

4. Name of applicant in block letters

The initials and surname (in block letters) of the applicant who applies for accreditation must be recorded in paragraph D 4.

5. Place

The city/town where the applicant applies for the accreditation must be recorded in paragraph D 5.

6. Signature of applicant

The signature of applicant must be recorded in paragraph D 6, in the presence of the police official.

7. PARTICULARS OF POLICE OFFICIAL DEALING WITH THE APPLICATION**7.1 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 D 7.1.

7.2 Persal number of police official

The SAPS Persal number of the police official who deals with the application must be recorded in paragraph D 7.2.

7.3 Rank of police official in block letters

The rank (in block letters) of police official who deals with the application must be recorded in paragraph D 7.3.

7.4 Signature of police official

The signature of the police official who deals with the application must be recorded in paragraph D 7.4.

8. PARTICULARS OF WITNESS

8.1 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 D 8.1.

8.2 Persal number of witness

The SAPS Persal number of the police official who acts as the witness must be recorded in paragraph D 8.2.

8.3 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 D 8.3.

8.4 Signature of witness

The signature of the police official who acts as the witness must be recorded in paragraph D 8.4.

SECTION E: 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 E 1.

2. Identity/Passport number of interpreter

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

3. Residential address

The physical address of the interpreter must be recorded in paragraph E 3.

4. Postal code

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

5. Postal address

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

6. Postal code

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

8. Cellphone number

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

9. Fax

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

10. E-mail address

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

11. Interpreted from (language)

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

12. Date

The date on which the interpreter assists the applicant must be recorded in paragraph E 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 E 13.

14. Place

The place where the interpreter assists the applicant must be recorded in paragraph E 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 E 15.

16. Persal number of police official

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