

# SOUTH AFRICAN POLICE SERVICE



Notification of change of circumstances

<b>INSTRUCTIONS: NOTIFICATION OF CHANGE OF CIRCUMSTANCES</b>
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**GENERAL INSTRUCTIONS**

- A notification of change of circumstances 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 was 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 notification 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 transaction register number**

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

**SECTION C: PARTICULARS OF THE HOLDER OF THE LICENCE, PERMIT, CERTIFICATE OR AUTHORIZATION****1. NATURAL PERSON'S DETAILS****1.1 SA ID/Passport number**

The licence, permit, certificate or authorization holder's type of identity/passport number must be indicated with an X in paragraph C 1.1.

**2. Identity number of natural person**

The identity number of the holder of the licence, permit, certificate or authorization must be recorded in paragraph C 2.

**3. Passport number of natural person**

The passport number of the holder of the licence, permit, certificate or authorization must be recorded in paragraph C 3.

**4. Surname**

The surname of the holder of the licence, permit, certificate or authorization must be recorded in paragraph C 4.

**5. Initials**

The initials of the holder of the licence, permit, certificate or authorization must be recorded in paragraph C 5.

**6. Residential address**

The physical address where the holder of the licence, permit, certificate or authorization resides must be recorded in paragraph C 6.

**7. Postal code**

The postal code licence, permit, certificate or authorization holder's residential address must be recorded in paragraph C 7.

**8. Postal address**

The postal address of the holder of the licence, permit, certificate or authorization must be recorded in paragraph C 8.

**9. Postal code**

The postal code of the licence, permit, certificate or authorization holder's postal address must be recorded in paragraph C 9.

**10. Telephone number**

**10.1 Home:** The licence, permit, certificate or authorization holder's home telephone number, including the dialling code, (for example, (012) 667 1923) must be recorded in paragraph C 10.1.

**10.2 Work:** The licence, permit, certificate or authorization holder's work telephone number, including the dialling code, (for example, (011) 577 5913) must be recorded in paragraph C 10.2.

**10.3 Cellphone number**

The cellphone number (if applicable) of the holder of the licence, permit, certificate or authorization must be recorded in paragraph C 10.3.

**11. Fax**

The fax number, including the area dialling code, of the holder of the licence, permit, certificate or authorization must be recorded in paragraph C 11.

**12. E-mail address**

The e-mail address (if applicable) of the holder of the licence, permit, certificate or authorization must be recorded in paragraph C 12.

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

The registered company name of the holder of the licence, permit, certificate or authorization must be recorded in paragraph C 15.

**16. Trading as name**

The trading as name of the holder of the licence, permit, certificate or authorization must be recorded in paragraph C 16.

**17. FAR number**

The registration number of the holder of the licence, permit, certificate or authorization must be recorded in paragraph C 17.

**18. Postal address**

The postal address of the holder of the licence, permit, certificate or authorization must be recorded in paragraph C 18.

**19. Postal code**

The postal code holder of the licence, permit, certificate or authorization holder's postal address must be recorded in paragraph C 19.

**20. Business address**

The physical address where the holder of the licence, permit, certificate or authorization conducts business must be recorded in paragraph C 20.

**21. Postal code**

The postal code licence, permit, certificate or authorization holder's business address must be recorded in paragraph C 21.

**22. Business telephone number**

**22.1 Work:** The licence, permit, certificate or authorization holder's work telephone number, including the dialling code, (for example, (011) 577 5913) must be recorded in paragraph C 22.1.

**22.2 Fax**

The fax number, including the dialling code, of the holder of the licence, permit, certificate or authorization (for example, (012) 667 1923) must be recorded in paragraph C 22.2.

**23. E-mail address**

The e-mail address (if applicable) of the holder of the licence, permit, certificate or authorization must be recorded in paragraph C 23.

**24. RESPONSIBLE PERSON'S DETAILS****25. Responsible person (Name and surname)**

The responsible person's name and surname must be recorded in paragraph C 25.

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

The responsible person's type of identity/passport number must be indicated with an X in paragraph C 26.

**27. Identity number of responsible person**

The responsible person's identity number must be recorded in paragraph C 27.

**28. Passport number of responsible person**

The responsible person's passport number must be recorded in paragraph C 28.

**29. Cellphone number**

The responsible person's cellphone number (if applicable) must be recorded in paragraph C 29.

**30. Physical address**

The physical address where the responsible person resides must be recorded in paragraph C 30.

**31. Postal code**

The postal code of the responsible person's physical address must be recorded in paragraph C 31.

**32. Postal address**

The postal address of the responsible person must be recorded in paragraph C 32.

**33. Postal code**

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

**34. DETAILS OF LICENCE, PERMIT, CERTIFICATE OR AUTHORIZATION**

**35.** The type, number and the date of issue of the licence, permit, certificate or authorization must be recorded in paragraph C 35.

**36. OTHER INFORMATION****37. Description of change of circumstances**

A description of the change of circumstances must be recorded in paragraph C 37.

**38. DECLARATION OF REPORTING PERSON**

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.

**SECTION D: SIGNATURE OF REPORTING PERSON**

(Sign only if applicable)

**1. Name of reporting person in block letters**

The initials and surname (in block letters) of the reporting person who submit the notification must be recorded in paragraph D 1.

**2. Date**

The date on which the reporting person submit the notification must be recorded in paragraph D 2.

**3. Signature of applicant**

The signature of the reporting person must be recorded in paragraph D 3, in the presence of the police official.

**4. Place**

The city/town where the reporting person submit the notification must be recorded in paragraph D 4.

**SECTION E:** (This section must be completed only if the reporting person cannot read or write.)

**1. The right index fingerprint of reporting person**

The index fingerprint of the reporting person's right hand must be taken by the police official in paragraph E 1, in the presence of a witness and may not exceed the border. If the reporting 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 E 2.

**3. Date**

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

**4. Name of reporting person in block letters**

The initials and surname (in block letters) of the reporting person whose fingerprint was taken must be recorded in paragraph E 4.

**5. Place**

The city/town where the reporting person's fingerprint was taken must be recorded in paragraph E 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 E 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 E 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 E 6.3.

### 6.4 Signature of police official

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

## 7. PARTICULARS OF WITNESS

### 7.1 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 7.1.

### 7.2 Persal number of witness

The SAPS Persal number of the police official who acts as the witness must be recorded in paragraph E 7.2.

### 7.3 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 7.3.

### 7.4 Signature of witness

The signature of the police official who acts as the witness must be recorded in paragraph E. 7.4.

## SECTION F: PARTICULARS OF INTERPRETER

(This section must be completed only if the reporting 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 reporting person must be recorded in paragraph F 1.

### 2. Identity/Passport number of interpreter

The interpreter's identity/passport number must be recorded in paragraph F 2.

### 3. Residential address

The physical address where the the interpreter resides 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 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 notification form was interpreted and the language to which it was interpreted and which is understandable to the reporting person (for example, English to Zulu) must be recorded in paragraph F 11.

## 12. Date

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

## 13. Signature of interpreter

The signature of the interpreter who assists the reporting person who 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 reporting person 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 applicalbe)

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. 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 notification must be recorded in paragraph G 1.

### 2. Date

The date on which the Designated Firearms Officer/Station Commissioner signs the notification must be recorded in paragraph G 2.

### 3. 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 notification must be recorded in paragraph G 3.

**4. Place**

The city/town where the Designated Firearms Officer/Station Commissioner signs the notification must be recorded in paragraph G 4.

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

The signature of the Designated Firearms Officer/Station Commissioner who signs the notification must be recorded in paragraph G 5.

**6. Persal number of the Designated Firearms Officer/Station Commissioner**

The SAPS Persal number of the Designated Firearms Officer/ Station Commissioner who signs the notification must be recorded in paragraph G 6.