

SOUTH AFRICAN POLICE SERVICE



Notification of lost/stolen/found firearms

INSTRUCTIONS: NOTIFICATION OF LOST/STOLEN/FOUND FIREARMS

GENERAL INSTRUCTIONS

- A notification of lost/stolen/found firearms 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 the notification is received.
- A person is guilty of an offence in terms of the Firearms Control Act, 2000 (Act No 60 of 2000), if he/she fails to report the loss or theft of a firearm within 24 hours.

SECTION A: FOR OFFICIAL USE BY THE POLICE STATION WHERE THE INCIDENT IS REPORTED**1. Province**

The name of the province where the police station is situated (for example, Gauteng) must be recorded in paragraph A 1.

2. Area

The name of the area where the police station is situated (for example, Pretoria) must be recorded in paragraph A 2.

3. Police station

The name of the police station where the incident was reported (for example, Brooklyn) must be recorded in paragraph A 3.

4. Component code

The component code of the police station where the incident was reported (for example, 47) must be recorded in paragraph A 4.

5. Case reference number (CAS No/CR No/Enq No)

The CAS, crime register or enquiry reference No of the case that was registered (for example, 19/10/2002) must be recorded in paragraph A 5.

6. SAPS 13 register reference number

The SAPS 13 register reference number allocated to the firearm that was reported lost or stolen (for example, 69/2002) must be recorded in paragraph A 6.

7. Description of case (robbery/theft etc)

A description of the case (for example, robbery) must be recorded in paragraph A 7.

SECTION B: PARTICULARS OF CURRENT OWNER OF THE FIREARM**1. NATURAL PERSON'S DETAILS****2. SA ID/Passport number**

The current owner's type of identity document must be indicated with an X in paragraph B 2.

3. Identity number of natural person

The current owner's identity number must be recorded in paragraph B 3.

4. Passport number of natural person

The current owner's passport number must be recorded in paragraph B 4.

5. Surname

The current owner's surname must be recorded in paragraph B 5.

6. Initials

The current owner's initials must be recorded in paragraph B 6.

7. Residential address

The physical address where the current owner resides, must be recorded in paragraph B 7.

8. Postal code

The postal code of the current owner's residential address must be recorded in paragraph B 8.

9. Postal address

The postal address of the current owner must be recorded in paragraph B 9.

10. Postal code

The postal code of the current owner's postal address must be recorded in paragraph B 10.

11. Telephone number

11.1 Home: The current owner's home telephone number, including dialling code, (for example, (012) 667 1923) must be recorded in paragraph B 11.1.

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

11.3 Cellphone number

The current owner's cellphone number (if applicable) must be recorded in paragraph B 11.3.

12. Fax

The current owner's fax number, including the area dialling code, must be recorded in paragraph B 12.

13. E-mail address

The current owner's e-mail address (if applicable) must be recorded in paragraph B 13.

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

The registered company name of the current owner must be recorded in paragraph B 16.

17. Trading as name

The trading as name of the current owner must be recorded in paragraph B 17.

18. FAR number

The registration number of the current owner must be recorded in paragraph B 18.

19. Postal address

The postal address of the current owner must be recorded in paragraph B 19.

20. Postal code

The postal code of the current owner's postal address must be recorded in paragraph B 20.

21. Business address

The physical business address from where the current owner conducts business must be recorded in paragraph B 21.

22. Postal code

The postal code of the current owner's business address must be recorded in paragraph B 22.

23. Business telephone number

23.1 Work: The current owner's work telephone number, including dialling code, (for example, (011) 577 5913) must be recorded in paragraph B 23.1.

23.2 Fax

The current owner's fax number, including the dialling code, (for example, (012) 667 1923) must be recorded in paragraph B 23.2.

24. E-mail address

The current owner's e-mail address (if applicable) must be recorded in paragraph B 24.

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

The responsible person's name and surname must be recorded in paragraph B 26.

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

The responsible person's type of identification must be indicated with an X in paragraph B 27.

28. Identity number of responsible person

The responsible person's identity number must be recorded in paragraph B 28.

29. Passport number of responsible person

The responsible person's passport number must be recorded in paragraph B 29.

30. Cellphone number

The responsible person's cellphone number (if applicable) must be recorded in paragraph B 30.

31. Physical address

The physical address where the responsible person resides must be recorded in paragraph B 31.

32. Postal code

The postal code of the responsible person's physical address must be recorded in paragraph B 32.

33. Postal address

The responsible person's postal address must be recorded in paragraph B 33.

34. Postal code

The postal code of the responsible person's postal address must be recorded in paragraph B 34.

SECTION C: DETAILS OF FIREARM LICENCE, PERMIT OR AUTHORIZATION**1. DETAILS OF FIREARM LICENCE, PERMIT OR AUTHORIZATION**

2. The type, number, date issued and expiry date of the firearm licence, permit or authorization must be recorded in paragraph C 2.

3. DETAILS OF FIREARM**4. Type**

The type of the firearm (for example, Rifle) must be recorded in paragraph C 4.

5. Calibre

The calibre of the firearm (for example, .22 Long) must be recorded in paragraph C 5.

6. Make

The make of the firearm (for example, Lee Enfield) must be recorded in paragraph C 6.

7. Model

The model of the firearm must be recorded in paragraph C 7.

8. Barrel serial number

The barrel serial number must be recorded in paragraph C 8.

8.1 Make

The make of the barrel must be recorded in paragraph C 8.1.

9. Frame serial number

The frame serial number must be recorded in paragraph C 9.

9.1 Make

The make of the frame must be recorded in paragraph C 9.1.

10. Receiver serial number

The receiver serial number must be recorded in paragraph C 10.

10.1 Make

The make of the receiver must be recorded in paragraph C 10.1.

SECTION D: CIRCUMSTANCES (Indicate with an X)

1. The type of incident must be indicated with an X in paragraph D 1, 2, 3.1 and 3.2, for example:

Lost	X
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4. Description of incident

A description of the incident must be recorded in paragraph D 4.

5. Complete only in the case of found firearm(s)**5.1. Location where firearm was found**

A description of the location where the firearm was found must be recorded in paragraph D 5.1.

6. Is a case of negligence opened for the loss of theft of the firearm? (Indicate with an X)

The applicable answer must be indicated with an X. If you answer yes, please supply the following information:

6.1 Police station

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

6.2 CAS number

The CAS/Case number of the case (for example, 101/5/1976) must be recorded in paragraph D 6.2.

7. Date on which loss/theft was discovered

The date on which the loss/theft was discovered must be recorded in paragraph D 7.

8. Notification time

The time when the incident was reported must be recorded in paragraph D 8.

9. Notification date

The date on which the incident was reported must be recorded in paragraph D 9.

10. DECLARATION OF REPORTING PERSON

Any holder of a licence, permit or authorization to possess a firearm, and any other person who was in possession of or who had control of a firearm when it was lost, stolen or destroyed and who fails to report the loss, theft or destruction to the police station nearest to the place where it occurred, within 24 hours after having become aware of the loss, theft or destruction of the firearm, is guilty of an offence.

11. Signature of reporting person

The signature of the person reporting the incident must be recorded in paragraph D 11.

12. Name of reporting person in block letters

The name of the person reporting the incident (in block letters) must be recorded in paragraph D 12.

13. Identity number/Passport number of reporting person

The identity number/passport number of the person reporting the incident must be recorded in paragraph D 13.

14. Persal number in case of police official

The SAPS Persal number of the police official reporting the incident must be recorded in paragraph D 14.

15. If you are not the holder of the licence, permit or authorization, in what manner are you related to the holder (eg neighbour, friend, spouse etc.)? The relationship to the current owner of the firearm must be recorded in paragraph D 15.

SECTION E: PARTICULARS OF THE POLICE OFFICIAL WHO COMPLETES THE NOTIFICATION**1. Name of police official in block letters**

The initials and surname (in block letters) of the police official who completes the notification must be recorded in paragraph E 1.

2. Date

The date on which the police official completes the notification must be recorded in paragraph E 2.

3. Rank of police official in block letters

The rank (in block letters) of the police official who completes the notification must be recorded in paragraph E 3.

4. Place

The city/town where the police official completes the notification must be recorded in paragraph E 4.

5. Signature of police station

The signature of the police official who completes the notification must be recorded in paragraph E 5.

6. Persal number of the police official

The SAPS Persal number of the police official who completes the notification must be recorded in paragraph E 6.

SECTION F: PARTICULARS OF THE POLICE OFFICIAL WHO CIRCULATES THE FIREARM ON THE FIREARMS CONTROL SYSTEM**1. Name of police official in block letters**

The initials and surname (in block letters) of the police official who circulates the firearm on the Firearms Control System must be recorded in paragraph F 1.

2. Date

The date on which the police official circulates the firearm on the Firearms Control System must be recorded in paragraph F 2.

3. Rank of police official in block letters

The rank (in block letters) of the police official who circulates the firearm on the Firearms Control System must be recorded in paragraph F 3.

4. Place

The city/town where the police official circulates the firearm on the Firearms Control System must be recorded in paragraph F 4.

5. Signature of police official

The signature of the police official who circulates the firearm on the Firearms Control System must be recorded in paragraph F 5.

6. Persal number of the police official

The SAPS Persal number of the police official who circulates the firearm on the Firearms Control System must be recorded in paragraph F 6.