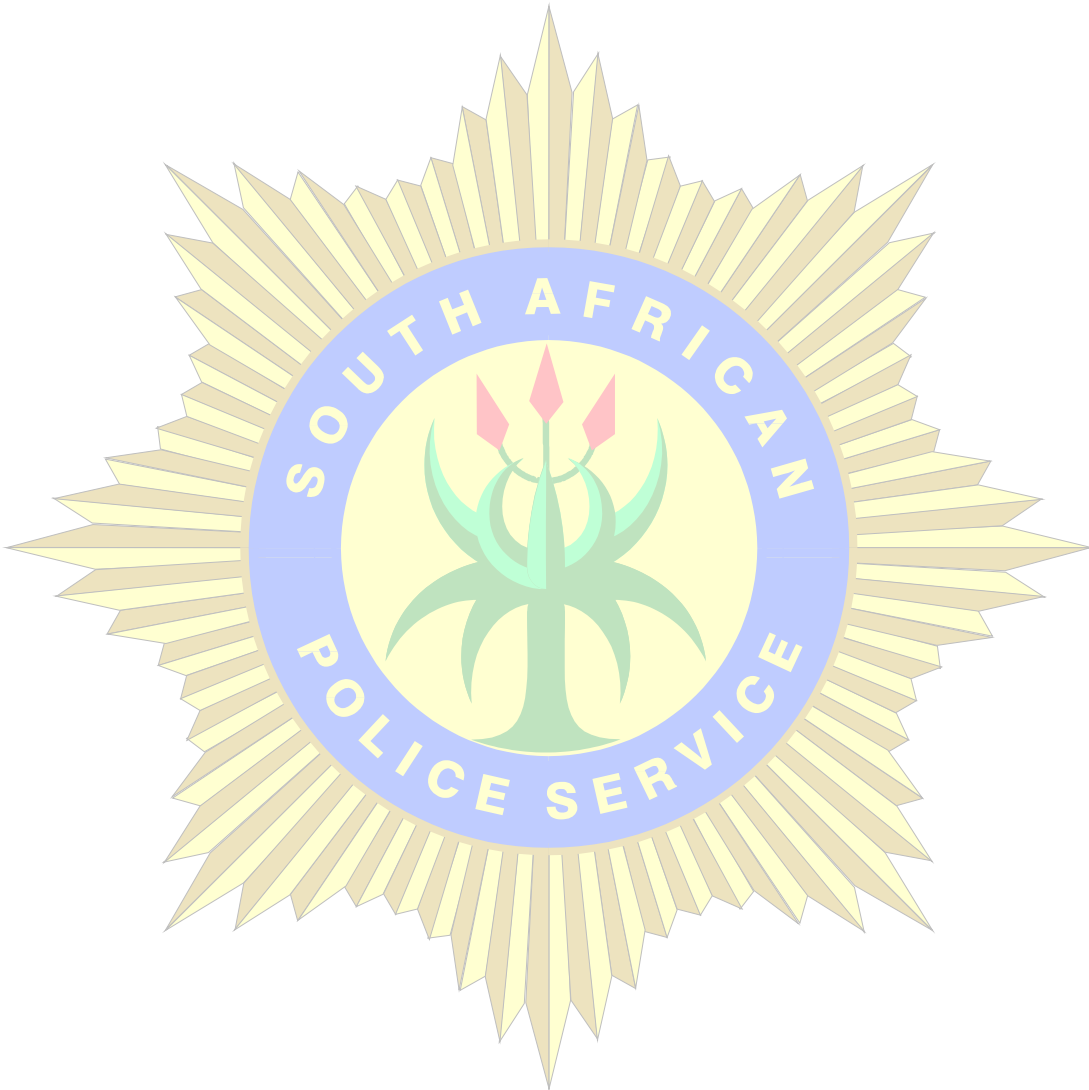


# SOUTH AFRICAN POLICE SERVICE



Surrendering of firearm item(s)

<b>INSTRUCTIONS: SURRENDERING OF FIREARM ITEM(S)</b>
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**GENERAL INSTRUCTIONS**

- A surrendering of firearm item(s) form must be completed in black ink that cannot be erased.
- The surrendering form must be stamped with the official date stamp of the police station where it is received.
- The police station where the surrendering form is captured must complete Section A.
- The police station where the surrendering form is received must complete Section B.
- The surrendering person must complete Sections C, D, E, F and G.
- If an interpreter was used, he/she must complete Section H.
- The police station must complete Section I.
- 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 that he/she knows is false on this surrendering of firearm item(s) form.

**SECTION A: FOR OFFICIAL USE BY THE POLICE STATION WHERE THE SURRENDERING FORM IS CAPTURED****1. Transaction reference number**

The reference number that the system generates for the surrender form after it has been captured must be recorded in paragraph A 1.

**SECTION B: FOR OFFICIAL USE BY THE POLICE STATION WHERE THE SURRENDERING FORM 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 form for surrendering firearm item(s) was received (for example: Brooklyn) must be recorded in paragraph B 3.

**4. Component code**

The component code of the police station where the form for surrendering firearm item(s) was received (for example, 47) must be recorded in paragraph B 4.

**5. SAPS 13 reference number**

The SAPS 13 reference number of the form for surrendering firearm item(s) (for example: 1234/2003) must be recorded in paragraph B 5.

**6. General firearm transactions register number**

The annual serial number of the general firearm transaction register allocated to the surrender form must be recorded in paragraph B 6.

**SECTION C: PARTICULARS OF SURRENDERING PERSON****1. NATURAL PERSON'S DETAILS****2. SA ID/Passport number**

The surrendering person's type of identification must be indicated with an X in paragraph C 2.

**3. Identity number of natural person**

The identity number of the surrendering person must be recorded in paragraph C 3.

**4. Passport number of natural person**

The passport number of the surrendering person must be recorded in paragraph C 4.

**5. Surname**

The surname of the surrendering person must be recorded in paragraph C 5.

**6. Initials**

The initials of the surrendering person must be recorded in paragraph C 6.

**7. Residential address**

The physical address where the surrendering person resides must be recorded in paragraph C 7.

**8. Postal code**

The postal code of the surrendering person's residential address must be recorded in paragraph C 8.

**9. Postal address**

The postal address of the surrendering person must be recorded in paragraph C 9.

**10. Postal code**

The postal code of the surrendering person's postal address must be recorded in paragraph C 10.

**11. Telephone number**

**11.1 Home:** The surrendering person's home telephone number, including the dialling code, (for example, (012) 667 1923) must be recorded in paragraph C 11.1.

**11.2 Work:** The surrendering person's work telephone number, including the dialling code, (for example, (011) 577 5913) must be recorded in paragraph C 11.2.

**11.3 Cellphone number**

The cellphone number (if applicable) of the surrendering person must be recorded in paragraph C 11.3.

**12. Fax**

The fax number, including the area dialling code, of the surrendering person must be recorded in paragraph C 12.

**13. E-mail address**

The e-mail address (if applicable) of the surrendering person must be recorded in paragraph C 13.

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

The registered company name of the surrendering person must be recorded in paragraph C 16.

**17. Trading as name**

The trading as name of the surrendering person must be recorded in paragraph C 17.

**18. FAR number**

The registration number of the surrendering person must be recorded in paragraph C 18.

**19. Postal address**

The postal address of the surrendering person must be recorded in paragraph C 19.

**20. Postal code**

The postal code of the surrendering person's postal address must be recorded in paragraph C 20.

**21. Business address**

The physical address where the surrendering person conducts business must be recorded in paragraph C 21.

**22. Postal code**

The postal code of the surrendering person's business address must be recorded in paragraph C 22.

**23. Business telephone number**

**23.1 Work:** The surrendering person's work telephone number, including the dialling code, (for example, (011) 577 5913) must be recorded in paragraph C 23.1.

**23.2 Fax**

The fax number, including the dialling code of the surrendering person (for example, (012) 667 1923) must be recorded in paragraph C 23.2.

**24. E-mail address**

The e-mail address (if applicable) of the surrendering person must be recorded in paragraph C 24.

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

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

**28. Identity number responsible person**

The identity number of the responsible person must be recorded in paragraph C 28.

**29. Passport number of responsible person**

The passport number of the responsible person must be recorded in paragraph C 29.

**30. Cellphone number**

The cellphone number (if applicable) of the responsible person must be recorded in paragraph C 30.

**31. Physical address**

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

**32. Postal code**

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

**33. Postal address**

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

**34. Postal code**

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

**35.** Describe the relationship of the surrendering person with the holder of the licence, permit, certificate or authorization if the firearm is not being surrendered by the holder of the licence, permit, certificate or authorization.

**36. TYPE OF SURRENDER (Indicate with an X)**

**37.** The applicable type of surrender must be indicated with an X in paragraph C 37, for example:

Surrendering of firearm item	<input checked="" type="checkbox"/>
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**38.** The date on which the firearm licence, permit, certificate, authorization or item(s) is/are handed over to the SAPS must be recorded in paragraph C 38.

**39.** The reason(s) for surrendering of the firearm licence, permit, certificate, authorization or item(s) must be recorded in paragraph C 39.

**SECTION D: DETAILS OF LICENCE, PERMIT, CERTIFICATE OR AUTHORIZATION THAT IS TO BE SURRENDERED****1. Type of licence**

The type of licence, permit, certificate or authorization that is to be surrendered must be recorded in paragraph D 1.

**2. Licence number**

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

**3. Date issued**

The date on which the licence, permit, certificate or authorization was issued must be recorded in paragraph D 3.

**4. Expiry date**

The date on which the licence, permit, certificate or authorization expires must be recorded in paragraph D 4.

**SECTION E: DETAILS OF FIREARM ITEM THAT IS TO BE SURRENDERED****DETAILS OF FIREARM****1. Type**

The type of the firearm must be recorded in paragraph E 1.

**2. Calibre**

The calibre of the firearm must be recorded in paragraph E 2.

**3. Make**

The make of the firearm must be recorded in paragraph E 3.

**4. Model**

The model of the firearm must be recorded in paragraph E 4.

**5. Barrel serial number**

The barrel serial number of the firearm must be recorded in paragraph E 5.

**6. Frame serial number**

The frame serial number of the firearm must be recorded in paragraph E 6.

**7. Receiver serial number**

The receiver serial number of the firearm must be recorded in paragraph E 7.

**8. DETAILS OF PARTS****9. Description of part**

The description of the part of the firearm must be recorded in paragraph E 9.

**10. Associated firearm make**

The associated firearm make of the firearm part must be recorded in paragraph E 10.

**11. Associated firearm model**

The associated firearm model of the firearm part must be recorded in paragraph E 11.

**12. DETAILS OF AMMUNITION****13. Calibre**

The calibre of the ammunition must be recorded in paragraph E 13.

**14. Quantity**

The quantity of the ammunition must be recorded in paragraph E 14.

**SECTION F: SIGNATURE OF THE PERSON SURRENDERING THE ITEM(S)** (Sign only if applicable)**1. Name of person surrendering in block letters**

The initials and surname (in block letters) of the person who surrendered the firearm licence, permit, certificate, authorization or item(s) must be recorded in paragraph F1.

**2. Date**

The date on which the person who surrendered the firearm licence, permit, certificate, authorization or item(s) signs the form must be recorded in paragraph F 2.

**3. Signature of person surrendering**

The signature of person surrendering the item(s) must be recorded in paragraph F 3.

**4. Place**

The city/town where the person surrendered the firearm licence, permit, certificate, authorization or item(s) must be recorded in paragraph F 4.

**5. DECLARATION OF PERSON SURRENDERING**

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 on this surrendering form.

**SECTION G:** (This section must only be completed if the person surrendering the item(s) cannot read or write.)

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

The police official must take the right index fingerprint of the person who surrenders the item(s) in paragraph G 1, in the presence of a witness and may not exceed the border. If the person surrendering 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 G 2.

**3. Date**

The date on which the fingerprint of the person who surrenders the item(s) was taken must be recorded in paragraph G 3.

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

The initials and surname (in block letters) of the person who surrenders the firearm licence, permit, certificate, authorization or item(s) must be recorded in paragraph G 4.

**5. Place**

The city/town where the person surrenders the firearm licence, permit, certificate, authorization or item(s) must be recorded in paragraph G 5.

**6. PARTICULARS OF POLICE OFFICIAL DEALING WITH THE SURRENDERING****6.1 Name of police official in block letters**

The initials and surname (in block letters) of the police official who deals with the surrendering of the firearm licence, permit, certificate, authorization or item(s) must be recorded in paragraph G 6.1.

**6.2 Peral number of police official**

The SAPS Peral number of police official who deals with the surrendering licence, permit, certificate, authorization or item(s) must be recorded in paragraph G 6.2.

**6.3 Rank of police official in block letters**

The rank (in block letters) of police official who deals with the surrendering licence, permit, certificate, authorization or item(s) must be recorded in paragraph G 6.3.

**6.4 Signature of police official**

The signature of police official who deals with the surrendering licence, permit, certificate, authorization or item(s) must be recorded in paragraph G 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 G 7.1.

**7.2 Peral number of witness**

The SAPS Peral number of the police official who acts as the witness must be recorded in paragraph G 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 G 7.3.

**7.4 Signature of witness**

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

**SECTION H: PARTICULARS OF INTERPRETER**

(This section must be completed only if the person surrendering 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 surrender form for the person surrendering the item(s) must be recorded in paragraph H 1.

**2. Identity/Passport number of interpreter**

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

**3. Residential address**

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

**4. Postal code**

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

**5. Postal address**

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

**6. Postal code**

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

**8. Cellphone number**

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

**9. Fax**

The fax number, including the area dialling code, of the interpreter must be recorded in paragraph H 9.

**10. E-mail address**

The e-mail address (if applicable) of the interpreter must be recorded in paragraph H 10.

**11. Interpreted from (language)**

The language from which the surrender form was interpreted and the language to which it was interpreted and which the person surrendering the item(s) understands (for example, English to Zulu) must be recorded in paragraph H 11.

**12. Date**

The date on which the interpreter assists the person surrendering must be recorded in paragraph H 12.

**13. Signature of interpreter**

The signature of the interpreter who assists the person surrendering the item(s) who cannot read or write or does not understand the document must be recorded in paragraph H 13.

**14. Place**

The place where the interpreter assists the person surrendering the item(s) must be recorded in paragraph H 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 H 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 H 16.

**SECTION I: FOR OFFICIAL USE BY THE POLICE STATION**

Particulars of police official who received the firearm licence, permit, certificate, authorization or item(s)

**1. Name of police official in block letters**

The initials and surname (in block letters) of the police official who receives the firearm licence, permit, certificate, authorization or item(s) must be recorded in paragraph I 1.

**2. Date**

The date on which the police official receives the firearm licence, permit, certificate, authorization or item(s) must be recorded in paragraph I 2.

**3. Rank of police official in block letters**

The rank (in block letters) of police official who receives the firearm licence, permit, certificate, authorization or item(s) must be recorded in paragraph I 3.

**4. Place**

The city/town where the police official receives the firearm licence, permit, certificate, authorization or item(s) must be recorded in paragraph I 4.

**5. Signature of police official**

The signature of police official who receives the firearm licence, permit, certificate, authorization or item(s) must be recorded in paragraph I 5.

**6. Persal number of the police official**

The SAPS Persal number of police official who receives the firearm licence, permit, certificate, authorization or item(s) must be recorded in paragraph I 6.