SOUTH AFRICAN POLICE SERVICE

Forfeiture of firearm item(s)
INSTRUCTIONS: FORFEITURE OF FIREARM ITEM(S)

GENERAL INSTRUCTIONS

• A forfeiture of firearm item(s) form must be completed in black ink that cannot be erased.
• The forfeiture form must be stamped with the official date stamp of the police station where it is received.
• The police station where the firearm item is kept must complete Section A to D.
• 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 forfeiture form.

SECTION A: FOR OFFICIAL USE BY THE POLICE STATION WHERE FIREARM ITEM IS KEPT

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 forfeiture of firearm item(s) form was received (for example, Brooklyn) must be recorded in paragraph A 3.

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

5. Property (SAPS 13) register reference number
The annual serial number in the property register allocated to the firearm item(s) (for example, 135/2002) must be recorded in paragraph A 5.

SECTION B: PARTICULARS OF HOLDER OF THE LICENCE, PERMIT OR AUTHORIZATION

1. NATURAL PERSON’S DETAILS

2. SA ID/Passport
The type of identification of the holder of the licence, permit or authorization must be indicated with an X in paragraph B 2.

3. Identity number of natural person
The identity number of the holder of the licence, permit or authorization must be recorded in paragraph B 3.

4. Passport number of natural person
The passport number of the holder of the licence, permit or authorization must be recorded in paragraph B 4.

5. Surname
The surname of the holder of the licence, permit or authorization must be recorded in paragraph B 5.

6. Initials
The initials of the holder of the licence, permit or authorization must be recorded in paragraph B 6.

7. Residential address
The physical address where the holder of the licence, permit or authorization resides must be recorded in paragraph B 7.

8. Postal code
The postal code of the licence, permit or authorization holder’s residential address must be recorded in paragraph B 8.

9. Postal address
The postal address of the holder of the licence, permit or authorization must be recorded in paragraph B 9.

10. Postal code
The postal code of the licence, permit or authorization holder’s postal address must be recorded in paragraph B 10.

11. Telephone number

11.1 Home: The holder of the licence, permit or authorization’s home telephone number, including the dialling code, (for example, (012) 667 1923) must be recorded in paragraph B 11.1.

11.2 Work: The holder of the licence, permit or authorization’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 cellphone number (if applicable) of the holder of the licence, permit or authorization must be recorded in paragraph B 11.3.

12. Fax
The fax number, including the area dialling code, of the holder of the licence, permit or authorization must be recorded in paragraph B 12.

13. E-mail address
The e-mail address (if applicable) of the holder of the licence, permit or authorization 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 holder of the licence, permit or authorization must be recorded in paragraph B 16.

17. Trading as name
The trading as name of the holder of the licence, permit or authorization must be recorded in paragraph B 17.

18. FAR number
The registration number of the holder of the licence, permit or authorization must be recorded in paragraph B 18.

19. Postal address
The postal address of the holder of the licence, permit or authorization must be recorded in paragraph B 19.

20. Postal code
The postal code of the licence, permit or authorization holder’s postal address must be recorded in paragraph B 20.

21. Business address
The physical address where of the holder of the licence, permit or authorization conducts business must be recorded in paragraph B 21.
22. Postal code
The postal code of the licence, permit or authorization holder’s business address must be recorded in paragraph B 22.

23. Business telephone number

23.1 Work: The licence, permit or authorization holder’s work telephone number, including the dialling code, (for example, (011) 577 5913) must be recorded in paragraph B 23.1.

23.2 Fax
The licence, permit or authorization holder’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 e-mail address (if applicable) of the holder of the licence, permit or authorization 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 identity number of the responsible person must be recorded in paragraph B 28.

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

30. Cellphone number
The cellphone number (if applicable) of the responsible person 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 postal address of the responsible person 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: PARTICULARS OF FIREARM ITEM(S) FORFEITED

1. DETAILS OF FIREARM

2. Type
The type of the firearm must be recorded in paragraph C 2.

3. Calibre
The calibre of the firearm must be recorded in paragraph C 3.

4. Make
The make of the firearm must be recorded in paragraph C 4.

5. Model
The model of the firearm must be recorded in paragraph C 5.

6. Barrel serial number
The barrel serial number of the firearm must be recorded in paragraph C 6.

6.1 Make
The make of the barrel must be recorded in paragraph C 6.1.

7. Frame serial number
The frame serial number of the firearm must be recorded in paragraph C 7.

7.1 Make
The make of the frame must be recorded in paragraph C 7.1.

8. Receiver serial number
The receiver serial number of the firearm must be recorded in paragraph C 8.

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

9. DETAILS OF PARTS

10. Description of part
A description of the part of the firearm must be recorded in paragraph C 10.

11. Associated firearm make
The make of the firearm associated with the forfeited part must be recorded in paragraph C 11.

12. Associated firearm model
The model of the firearm associated with the forfeited part must be recorded in paragraph C 12.

13. DETAILS OF AMMUNITION

14. Calibre
The calibre of the ammunition must be recorded in paragraph C 14.

15. Quantity
The quantity of the ammunition must be recorded in paragraph C 15.

16. Reason(s) for forfeiture
The reason(s) for forfeiture must be recorded in paragraph C 16.

17. Disposal instruction
The disposal instruction must be recorded in paragraph C 17.

18. Forfeiture date
The date on which the item was forfeited must be recorded in paragraph C 18.
SECTION D: FOR OFFICIAL USE BY THE POLICE STATION

1. **Name of police official in block letters**
   
   The initials and surname (in block letters) of the police official who receives the forfeiture of firearm item form must be recorded in paragraph D 1.

2. **Date**
   
   The date on which the police official receives the forfeiture of firearm item form must be recorded in paragraph D 2.

3. **Rank of police official in block letters**
   
   The rank (in block letters) of the police official who receives the forfeiture of firearm item form must be recorded in paragraph D 3.

4. **Place**
   
   The city/town where the police official receives the forfeiture firearm item must be recorded in paragraph D 4.

5. **Signature of police official**
   
   The signature of the police official who receives the forfeiture of firearm item form must be recorded in paragraph D 5.

6. **Persal number of the police official**
   
   The SAPS Persal number of police official who receives the forfeiture of firearm item form must be recorded in paragraph D 6.