

SOUTH AFRICAN POLICE SERVICE



Request to alter firearm by gunsmith

INSTRUCTIONS: REQUEST TO ALTER FIREARM BY GUNSMITH

GENERAL INSTRUCTIONS

- A request to alter a firearm by gunsmith form must be completed in black ink that cannot be erased.
- The request must be stamped with the official date stamp of the police station where it is received.
- The police station where the request is captured must complete Section A.
- The police station where the request is received must complete Section B.
- The Central Firearms Register (CFR) must complete Section C.
- The requester must complete Sections D, E, G and H.
- The gunsmith must complete Sections F and G.
- If an interpreter was used, he/she must complete Section I.
- If a nominee/authorized person was used, he/she must complete Section J.
- The Designated Firearms Officer/Station Commissioner must complete Section K.
- 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 request form.

SECTION A: FOR OFFICIAL USE BY THE POLICE STATION WHERE THE REQUEST IS CAPTURED**1. Request reference number**

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

SECTION B: FOR OFFICIAL USE BY THE POLICE STATION WHERE THE REQUEST 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 request is received (for example, Brooklyn) must be recorded in paragraph B 3.

4. Component code

The component code of the police station where the request is received (for example, 47) must be recorded in paragraph B 4.

5. General firearm transactions register number

The annual serial number of the general firearm transaction register allocated to the request must be recorded in paragraph B 5.

SECTION C: FOR OFFICIAL USE BY THE CENTRAL FIREARMS REGISTER (CFR)**1. Outstanding/Additional information required**

When the police official at the CFR requests outstanding or additional information from the police station or requester, the required information must be recorded in paragraph C 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 C 2.

3. Date

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

6. Alteration approved (Indicate with an X)

If the request to alter firearm by a gunsmith is approved, the officer at the CFR who approved the request must mark paragraph C 6 with an X.

7. Persal number

The SAPS Persal number of the officer at the CFR who approved the request must be recorded in paragraph C 7.

8. Date

The date on which the request was approved by the officer at the CFR must be recorded in paragraph C 8.

9. Signature of CFR officer

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

10. Officer code

The officer code is a code allocated to each officer at the CFR who considers the request to alter firearm by a gunsmith. The code of the officer at the CFR who approved the request must be recorded in paragraph C 10.

11. Name in block letters

The initials and surname (in block letters) of the officer at the CFR who approved the request must be recorded in paragraph C 11.

12. Alteration refused (Indicate with an X)

If the request to alter firearm by a gunsmith is refused, the officer at the CFR who refused the request must mark paragraph C 12 with an X.

13. Reason(s) for refusal

If a request is refused, the officer at the CFR who refused the request must record the reason(s) for refusal in paragraph C 13.

14. Persal number

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

15. Date

The date on which the request is refused by the officer at the CFR must be recorded in paragraph C 15.

16. Signature of CFR officer

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

17. Officer code

The officer code is a code allocated to each officer at the CFR who considers request to alter firearm by a gunsmith. The code of the officer at the CFR who refused the request must be recorded in paragraph C 17.

18. Name in block letters

The initials and surname (in block letters) of the officer at the CFR who refused the request must be recorded in paragraph C 18.

SECTION D: TYPE OF REQUEST TO ALTER FIREARM

(Indicate with an X)

The applicable type of request must be indicated with an X in paragraph D 1, 2, 3, or 5, for example:

Alter the calibre of a firearm	X
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6. Reason(s) for the request to alter firearm by a gunsmith

The reason(s) for the request to alter firearm by a gunsmith must be recorded in paragraph D 6.

7. Date of request

The date on which the alteration is requested must be recorded in paragraph D 7.

8. DESCRIPTION OF FIREARM(S) THAT MUST BE ALTERED**9. Type of licence**

The type of licence for the applicable firearm must be recorded in paragraph D 9.

10. Licence number

The licence number for the applicable firearm must be recorded in paragraph D 10.

11. Expiry date

The date on which the licence for the applicable firearm expires must be recorded in paragraph D 11.

12. Calibre

The calibre of the applicable firearm must be recorded in paragraph D 12.

13. Make

The make of the applicable firearm must be recorded in paragraph D 13.

14. Model

The model of the applicable firearm must be recorded in paragraph D 14.

15. Barrel serial number

The barrel serial number of the applicable firearm must be recorded in paragraph D 15.

15.1 Make

The make of the barrel of the applicable firearm must be recorded in paragraph D 15.1.

16. Frame serial number

The frame serial number of the applicable firearm must be recorded in paragraph D 16.

16.1 Make

The make of the frame of the applicable firearm must be recorded in paragraph D 16.1.

17. Receiver serial number

The receiver serial number of the applicable firearm must be recorded in paragraph D 17.

17.1 Make

The make of the receiver of the applicable firearm must be recorded in paragraph D 17.1.

SECTION E: PARTICULARS OF THE REQUESTER**1. NATURAL PERSON'S DETAILS****2. SA ID/Passport**

The type of identification of the requester must be indicated with an X in paragraph E 2.

3. Identity number of the natural person

The identity number of the natural person must be recorded in paragraph E 3.

4. Passport number of the natural person

The passport number of the natural person must be recorded in paragraph E 4.

5. Surname

The surname of the requester must be recorded in paragraph E 5.

6. Initials

The initials of the requester must be recorded in paragraph E 6.

7. Residential address

The physical address where the requester resides must be recorded in paragraph E 7.

8. Postal code

The postal code of the requester's residential address must be recorded in paragraph E 8.

9. Postal address

The postal address of the requester must be recorded in paragraph E 9.

10. Postal code

The postal code of the requester's postal address must be recorded in paragraph E 10.

11. Telephone number

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

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

11.3 Cellphone number

The cellphone number (if applicable) of the requester must be recorded in paragraph E 11.3.

12. Fax

The fax number, including the area dialling code, of the requester must be recorded in paragraph E 12.

13. E-mail address

The e-mail address (if applicable) of the requester must be recorded in paragraph E 13.

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

The registered company name of the requester must be recorded in paragraph E 16.

17. Trading as name

The trading as name of the requester must be recorded in paragraph E 17.

18. FAR number

The registration number of the requester must be recorded in paragraph E 18.

19. Postal address

The postal address of the requester must be recorded in paragraph E 19.

20. Postal code

The postal code of the requester's postal address must be recorded in paragraph E 20.

21. Business address

The physical address where the requester conducts business must be recorded in paragraph E 21.

22. Postal code

The postal code of the requester's business address must be recorded in paragraph E 22.

23. Business telephone number

23.1 Work: The work telephone number, including the dialling code, (for example, (011) 577 5913) of the requester must be recorded in paragraph E 23.1.

23.2 Fax

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

24. E-mail address

The e-mail address (if applicable) of the requester must be recorded in paragraph E 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 E 26.

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

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

28. Identity number responsible person

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

29. Passport number of responsible person

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

30. Cellphone number

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

31. Physical address

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

32. Postal code

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

33. Postal address

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

34. Postal code

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

SECTION F: PARTICULARS OF GUNSMITH**1. Gunsmith's name**

The gunsmith's name must be recorded in paragraph F 1.

2. Gunsmith's FAR number

The registration number of the gunsmith must be recorded in paragraph F 2.

3. Postal address

The postal address of the gunsmith must be recorded in paragraph F 3.

4. Postal code

The postal code of the gunsmith's postal address must be recorded in paragraph F 4.

5. Business address

The physical address where the gunsmith conducts business must be recorded in paragraph F 5.

6. Postal code

The postal code of the gunsmith's business address must be recorded in paragraph F 6.

7. Business telephone number

7.1 Work: The work telephone number, including the dialling code, (for example, (011) 577 5913) of the gunsmith must be recorded in paragraph F 7.1.

7.2 Fax

The fax number, including the dialling code, (for example, (012) 667 1923) of the gunsmith must be recorded in paragraph F 7.2.

8. E-mail address

The e-mail address (if applicable) of the gunsmith must be recorded in paragraph F 8.

9. DECLARATION BY REQUESTER

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 request form.

SECTION G: SIGNATURE OF REQUESTER/GUNSMITH

(Sign only if applicable)

1. Name of requester in block letters

The initials and surname (in block letters) of the requester who request to alter firearm must be recorded in paragraph G 1.

2. Date

The date on which the requester signs the request must be recorded in paragraph G 2.

3. Signature of requester

The requester must sign in paragraph G 3.

4. Place

The city/town where the requester signs the request must be recorded in paragraph G 4.

5. DETAILS OF GUNSMITH

6. Name of gunsmith in block letters

The initials and surname (in block letters) of the gunsmith who will perform the alteration on the firearm must be recorded in paragraph G 6.

7. Date

The date on which the gunsmith signs the request must be recorded in paragraph G 7.

8. Signature of gunsmith

The gunsmith must sign in paragraph G 8.

9. Place

The city/town where the gunsmith signs the request must be recorded in paragraph G 9.

SECTION H: (This section must only be completed if the requester cannot read or write.)

1. The right index fingerprint of requester

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

3. Date

The date on which the requester's fingerprint was taken must be recorded in paragraph H 3.

4. Name of requester in block letters

The initials and surname (in block letters) of the requester must be recorded in paragraph H 4.

5. Place

The city/town where the requester's fingerprint was taken must be recorded in paragraph H 5.

6. PARTICULARS OF POLICE OFFICIAL DEALING WITH REQUEST

6.1 Name of police official in block letters

The initials and surname (in block letters) of the police official who deals with the request must be recorded in paragraph H 6.1.

6.2 Persal number of police official

The SAPS Persal number of the police official who deals with the request must be recorded in paragraph H 6.2.

6.3 Rank of police official in block letters

The rank (in block letters) of the police official who deals with the request must be recorded in paragraph H 6.3.

6.4 Signature of police official

The signature of the police official who deals with the request must be recorded in paragraph H 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 H 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 H 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 H 7.3.

7.4 Signature of witness

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

SECTION I: PARTICULARS OF INTERPRETER

(This section must only be completed if the requester 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 request form for the requester must be recorded in paragraph I 1.

2. Identity/Passport number of interpreter

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

3. Residential address

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

4. Postal code

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

5. Postal address

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

6. Postal code

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

8. Cellphone number

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

9. Fax

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

10. E-mail address

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

11. Interpreted from (language)

The language from which the request form was interpreted and the language to which it was interpreted and which is understandable to the requester (for example, English to Zulu) must be recorded in paragraph I 11.

12. Date

The date on which the interpreter assists the requester must be recorded in paragraph I 12.

13. Signature of interpreter

The signature of the interpreter who assists the requester who cannot read or write or does not understand this form must be recorded in paragraph I 13.

14. Place

The place where the interpreter assists the requester must be recorded in paragraph I 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 I 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 I 16.

SECTION J: SIGNATURE OF NOMINEE/AUTHORIZED PERSON

1. Name and surname of nominee/authorized person

The name and surname of the nominee/authorized person must be recorded in paragraph J 1.

2. Designation

The title of the person who represents the requester (for example, attorney) must be recorded in paragraph J 2.

3. Date

The date on which the nominee/authorized person signs the request must be recorded in paragraph J 3.

4. Signature of nominee/authorized person

The signature of the nominee/authorized person must be recorded in paragraph J 4.

5. Place

The city/town where the nominee/authorized person signed the request must be recorded in paragraph J 5.

SECTION K: FOR OFFICIAL USE BY THE DESIGNATED FIREARMS OFFICER/STATION COMMISSIONER

1. RECOMMENDATION REGARDING THE REQUEST

The required recommendation must be indicated with an X in paragraph K 1, for example:

Recommended	X	Not recommended	
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2. Motivation

A motivation for the recommendation must be recorded in paragraph K 2. The motivation must be based on actual facts, and not mere hearsay.

3. 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 made the recommendation must be recorded in paragraph K 3.

4. Date

The date on which the Designated Firearms Officer/Station Commissioner made the recommendation must be recorded in paragraph K 4.

5. Rank of Designated Firearms Officer/Station Commissioner in block letters

The rank (in block letters) of the Designated Firearms Officer/Station Commissioner who made the recommendation must be recorded in paragraph K 5.

6. Place

The place where the Designated Firearms Officer/Station Commissioner made the recommendation must be recorded in paragraph K 6.

7. Signature of Designated Firearms Officer/Station Commissioner

The Designated Firearms Officer/Station Commissioner who made the recommendation must sign in paragraph K 7.

8. Persal number of the Designated Firearms Officer/Station Commissioner

The SAPS Persal number of the Designated Firearms Officer/Station Commissioner who made the recommendation must be recorded in paragraph K 8.