

SOUTH AFRICAN POLICE SERVICE



Request to suspend a firearm licence, permit
certificate or authorization

INSTRUCTIONS: REQUEST TO SUSPEND A FIREARM LICENCE, PERMIT, CERTIFICATE OR AUTHORIZATION

GENERAL INSTRUCTIONS

- A request to suspend a firearm licence, permit, certificate or authorization 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 and F.
- The Designated Firearms Officer/Station Commissioner must complete Section G.
- 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 was 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. Suspension of firearm licence, permit, certificate or authorization approved (Indicate with an X)

If the request to suspend a firearm licence, permit, certificate or authorization is approved, the officer at the CFR who approved the request must mark paragraph C 6 with an X.

7. Reason(s) for suspension

The officer at the CFR must record the reason(s) for suspension in paragraph C 7.

8. Period of suspension

The officer at the CFR must record the period for which the suspension is granted in paragraph C 8.

9. Persal number

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

10. Date

The date on which the request was approved by the officer at the CFR must be recorded in paragraph C 10.

11. Signature of CFR officer

The signature of the officer at the CFR who approved the request must be recorded in paragraph C 11.

12. Officer code

The officer code is a code allocated to each officer at the CFR who considers the request to suspend a firearm licence, permit, certificate or authorization. The code of the officer at the CFR who approved the request must be recorded in paragraph C 12.

13. 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 13.

14. Suspension of firearm licence, permit, certificate or authorization refused (Indicate with an X)

If the request to suspend a firearm licence, permit, certificate or authorization is refused, the officer at the CFR who refused the request must mark paragraph C 14 with an X.

15. Reason(s) why suspension is unnecessary

If a request is refused, the officer at the CFR who refused the request must record the reason(s) for refusal in paragraph C 15.

16. Persal number

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

17. Date

The date on which the request is refused by the officer at the CFR must be recorded in paragraph C 17.

18. Signature of CFR officer

The signature of the officer at the CFR who refused the request must be recorded in paragraph C 18.

19. Officer code

The officer code is a code allocated to each officer at the CFR who considers request to suspend a firearm licence, permit, certificate or authorization. The code of the officer at the CFR who refused the request must be recorded in paragraph C 19.

20. 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 20.

SECTION D: PARTICULARS OF THE REQUESTER**1. NATURAL PERSON'S DETAILS****1.1. SA ID/Passport/Persal number**

The type of identification of the requester must be indicated with an X in paragraph D 1.1.

2. Identity number of the requester

The identity number of the requester must be recorded in paragraph D 2.

3. Passport number of the requester

The passport number of the requester must be recorded in paragraph D 3.

4. Persal number

If the requester is a police official, the SAPS Persal number of the requester must be recorded in paragraph D 4.

5. Rank

If the requester is a police official, the rank of the requester must be recorded in paragraph D 5.

6. Surname

The surname of the requester must be recorded in paragraph D 6.

7. Initials

The initials of the requester must be recorded in paragraph D 7.

8. Residential address

The physical address where the requester resides must be recorded in paragraph D 8.

9. Postal code

The postal code of the requester's residential address must be recorded in paragraph D 9.

10. Postal address

The postal address of the requester must be recorded in paragraph D 10.

11. Postal code

The postal code of the requester's postal address must be recorded in paragraph D 11.

12. Telephone number

12.1 Home: The requester's home telephone number, including the dialling code, (for example, (012) 667 1923) must be recorded in paragraph D 12.1.

12.2 Work: The requester's work telephone number, including the dialling code, (for example, (011) 577 5913) must be recorded in paragraph D 12.2.

12.3 Cellphone number

The cellphone number (if applicable) of the requester must be recorded in paragraph D 12.3.

13. Fax

The fax number, including the area dialling code, of the requester must be recorded in paragraph D 13.

14. E-mail address

The e-mail address (if applicable) of the requester must be recorded in paragraph D 14.

15. JURISTIC PERSON'S DETAILS**16. OTHER BODIES****17. Registered company name**

The registered company name of the requester must be recorded in paragraph D 17.

18. Trading as name

The trading as name of the requester must be recorded in paragraph D 18.

19. FAR number

The registration number of the requester must be recorded in paragraph D 19.

20. Postal address

The postal address of the requester must be recorded in paragraph D 20.

21. Postal code

The postal code of the requester's postal address must be recorded in paragraph D 21.

22. Business address

The physical address where the requester conducts business must be recorded in paragraph D 22.

23. Postal code

The postal code of the requester's business address must be recorded in paragraph D 23.

24. Business telephone number

24.1 Work: The work telephone number, including the dialling code, (for example, (011) 577 5913) of the requester must be recorded in paragraph D 24.1.

24.2 Fax

The fax number, including the dialling code, (for example, (012) 667 1923) of the requester must be recorded in paragraph D 24.2.

25. E-mail address

The e-mail address (if applicable) of the requester must be recorded in paragraph D 25.

26. RESPONSIBLE PERSON'S DETAILS

27. Responsible person (Name and surname)

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

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

The responsible persons's type of identity must be indicated with an X in paragraph D 28.

29. Identity number responsible person

The responsible person's identity number must be recorded in paragraph D 29.

30. Passport number of responsible person

The responsible person's passport number must be recorded in paragraph D 30.

31. Cellphone number

The cellphone number (if applicable) of the responsible person must be recorded in paragraph D 31.

32. Physical address

The physical address where the responsible person resides must be recorded in paragraph D 32.

33. Postal code

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

34. Postal address

The postal address of the responsible person must be recorded in paragraph D 34.

35. Postal code

The postal code of the responsible person's postal address must be recorded in paragraph D 35.

SECTION E: PARTICULARS OF FIREARM LICENCE, PERMIT, CERTIFICATE OR AUTHORIZATION TO BE SUSPENDED

1. Licence, permit, certificate or authorization type

The type of the licence, permit, certificate or authorization must be recorded in paragraph E 1.

2. Licence, permit, certificate or authorization number

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

3. Date issued

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

4. Expiry date

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

5. Reason

The reason must be indicated with an X in paragraph E 5, for example:

Alleged offence	X	Firearm lost/stolen	
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5.1 Alleged offence

5.1.1 Police station

The name of the police station (for example, Hillbrow) where the suspected offence was registered must be recorded in paragraph E 5.1.1.

5.1.2 Reference number

The reference number of the suspected offence (for example, 60/01/2003) must be recorded in paragraph E 5.1.2.

5.1.3 Offence

A description of the offence(s) (for example, possession of dagga) in the suspected offence must be provided in paragraph E 5.1.3.

5.2 Firearm lost/stolen

5.2.1 Police station

The name of the police station (for example, Hillbrow) where the lost/stolen firearm was reported must be recorded in paragraph E 5.2.1.

5.2.2 Reference number

The Case reference number of the reported firearm (for example, 60/01/2003) must be recorded in paragraph E 5.2.2.

5.2.3 Offence

A description of the circumstances (for example, lost or stolen) in the must be provided in paragraph E 5.2.3.

6. Date on which suspension is requested

The date on which the suspension of the licence, permit, certificate or authorization is requested must be recorded in paragraph E 6.

7. DECLARATION BY APPLICANT

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 F: SIGNATURE OF REQUESTER

1. Name of requester in block letters

The initials and surname (in block letters) of the requester who requests to suspend a firearm licence, permit, certificate or authorization must be recorded in paragraph F 1.

2. Date

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

3. Rank of requester in block letters

If the requester is a police official, the rank (in block letters) of the requester who requests to suspend a firearm licence, permit, certificate or authorization must be recorded in paragraph F 3.

4. Place

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

5. Signature of requester

The requester must sign in paragraph F 5.

6. Persal number of the requester

If the requester is a police official, the SAPS Persal number of

the requester who signs the request must be recorded in paragraph

F 6.

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

1. RECOMMENDATION REGARDING THE SUSPENSION OF THE FIREARM LICENCE, PERMIT, CERTIFICATE OR AUTHORIZATION

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

Recommended	X	Not recommended	
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2. Motivation regarding the request for suspension

A motivation for the recommendation must be recorded in paragraph G 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 G 3.

4. Date

The date on which the Designated Firearms Officer/Station Commissioner made the recommendation must be recorded in paragraph G 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 G 5.

6. Place

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

7. Signature of Designated Firearms Officer/Station Commissioner

The Designated Firearms Officer/Station Commissioner who made the recommendation must sign in paragraph G 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 G 8.