

# SOUTH AFRICAN POLICE SERVICE



Transfer of firearm ownership

<b>INSTRUCTIONS: TRANSFER OF FIREARM OWNERSHIP</b>
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**GENERAL INSTRUCTIONS**

- A transfer of firearm ownership form must be completed in black ink that cannot be erased.
- The transfer form 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 current owner must complete Sections C, D, F and G.
- The dealer/gunsmith must complete Sections E and F.
- If an interpreter was used, he/she must complete Section H.
- The police official 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 which he/she knows is false on this transfer form.

**SECTION A: FOR OFFICIAL USE BY THE POLICE STATION WHERE THE REQUEST IS CAPTURED****1. Transfer 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 was 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. SAPS 13 register reference number**

The SAPS 13 register reference number allocated to the firearm must be recorded in paragraph B 5 if the firearm is in possession of the South African Police Service.

**6. General firearm transactions register reference number**

The annual serial number allocated to the request to transfer ownership (for example, 135/2002) must be recorded in paragraph B 6.

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

The type of identification of the current owner of the firearm must be indicated with an X in paragraph C 2.

**3. Identity number of natural person**

The identity number of the current owner of the firearm must be recorded in paragraph C 3.

**4. Passport number of natural person**

The passport number of the current owner of the firearm must be

recorded in paragraph C 4.

**5. Surname**

The surname of the current owner of the firearm must be recorded in paragraph C 5.

**6. Initials**

The initials of the current owner of the firearm must be recorded in paragraph C 6.

**7. Residential address**

The physical address where the current owner of the firearm resides must be recorded in paragraph C 7.

**8. Postal code**

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

**9. Postal address**

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

**10. Postal code**

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

**11. Telephone number**

**11.1 Home:** The current owner'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 current owner'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 current owner of the firearm must be recorded in paragraph C 11.3.

**12. Fax**

The fax number, including the area dialling code, of the current owner of the firearm must be recorded in paragraph C 12.

**13. E-mail address**

The e-mail address (if applicable) of the current owner of the firearm 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 current owner of the firearm must be recorded in paragraph C 16.

**17. Trading as name**

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

**18. FAR number**

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

in paragraph C 33.

#### 19. Postal address

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

#### 20. Postal code

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

#### 21. Business address

The physical address where the current owner of the firearm conducts business must be recorded in paragraph C 21.

#### 22. Postal code

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

#### 23. Business telephone number

**23.1 Work:** The current owner'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 current owner's fax number, including the dialling code, (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 current owner of the firearm must be recorded in paragraph C 24.

#### 25. RESPONSIBLE PERSON'S DETAILS

##### 26. Responsible person (Name and surname)

The responsible person's name and surname 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 of 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

#### 34. Postal code

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

#### 35. Reason(s) for transfer of firearm

The reason(s) for the transfer of the firearm must be recorded in paragraph C 35.

### SECTION D: DETAILS OF FIREARM(S) THAT IS TO BE TRANSFERRED

#### 1. DETAILS OF FIREARM

##### 2. Type

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

##### 3. Calibre

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

##### 4. Make

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

##### 5. Model

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

##### 6. Barrel serial number

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

##### 6.1 Make

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

##### 7. Frame serial number

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

##### 7.1 Make

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

##### 8. Receiver serial number

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

##### 8.1 Make

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

### SECTION E: PARTICULARS OF DEALER/GUNSMITH TO WHOM THE FIREARM IS TRANSFERRED

#### 1. Registered company name

The registered company name of the dealer/gunsmith to whom the firearm is transferred must be recorded in paragraph E 1.

#### 2. Trading as name

The trading as name of the dealer/gunsmith to whom the firearm is transferred must be recorded in paragraph E 2.

#### 3. FAR number

The registration number of the dealer/gunsmith to whom the firearm is transferred must be recorded in paragraph E 3.

**4. Postal address**

The postal address of the dealer/gunsmith to whom the firearm is transferred must be recorded in paragraph E 4.

**5. Postal code**

The postal code of the dealer/gunsmith's postal address must be recorded in paragraph E 5.

**6. Business address**

The physical address where the dealer/gunsmith to whom the firearm is transferred conducts business must be recorded in paragraph E 6.

**7. Postal code**

The postal code of the dealer/gunsmith's business address must be recorded in paragraph E 7.

**8. Business telephone number**

**8.1 Work:** The work telephone number of the dealer/gunsmith to whom the firearm is transferred, including the dialling code, (for example, (011) 577 5913) must be recorded in paragraph E 8.1.

**8.2 Fax**

The fax number dealer/gunsmith to whom the firearm is transferred, including the dialling code, (for example, (012) 667 1923) must be recorded in paragraph E 8.2 .

**9. E-mail address**

The e-mail address (if applicable) of the dealer/gunsmith to whom the firearm is transferred must be recorded in paragraph E 9.

**10. DECLARATION BY PERSON WHO IS THE LAWFUL OWNER OF THE FIREARM(S)**

I hereby declare that I am the lawful owner of the firearm(s) and that I intend to sell it once the necessary authorization(s) has/have been obtained and that the details of the firearm(s) are correct and accurate.

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 transfer of firearm ownership form.

**SECTION F: SIGNATURE OF CURRENT OWNER**

(Sign only if applicable)

**1. SIGNATURE OF CURRENT OWNER****2. Name of current owner in block letters**

The initials and surname (in block letters) of the current owner of the firearm must be recorded in paragraph F 2.

**3. Date**

The date on which the current owner signs the request must be recorded in paragraph F 3.

**4. Signature of current owner**

The signature of the current owner must be recorded in paragraph F 4.

**5. Place**

The place where the current owner signs the request must be recorded in paragraph F 5.

**6. SIGNATURE OF DEALER/GUNSMITH****7. Name of current owner in block letters**

The initials and surname (in block letters) of the current owner must be recorded in paragraph F 7.

**8. Date**

The date on which the current owner signs the request must be recorded in paragraph F 8.

**9. Signature of current owner**

The signature of the current owner must be recorded in paragraph F 9.

**10. Place**

The place where the current owner signs the request must be recorded in paragraph F 10.

**SECTION G:** (This section must only be completed if the current owner cannot read or write.)

**1. The right index fingerprint of current owner**

The index fingerprint of the current owner's right hand must be taken by the police official in paragraph G 1, in the presence of a witness and may not exceed the border. If the current owner 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 current owner's fingerprint was taken must be recorded in paragraph G 3.

**4. Name of current owner in block letters**

The initials and surname (in block letters) of the current owner must be recorded in paragraph G 4.

**5. Place**

The city/town where the current owner's fingerprint was taken must be recorded in paragraph G 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 G 6.1.

**6.2 Persal number of police official**

The SAPS Persal number of police official who deals with the request 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 request must be recorded in paragraph G 6.3.

**6.4 Signature of police official**

The signature of police official who deals with the request 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 Persal number of witness**

The SAPS Persal 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 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 transfer of firearm ownership form for the requester must be recorded in paragraph H 1.

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

The interpreter's identity/passport number 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 transfer of firearm ownership form was interpreted and the language to which it was interpreted and which is understandable to the current owner (for example, English to Zulu) must be recorded in paragraph H 11.

**12. Date**

The date on which the interpreter assists the current owner must be recorded in paragraph H 12.

**13. Signature of interpreter**

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

**14. Place**

The place where the interpreter assists the current owner 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: PARTICULARS OF POLICE OFFICIAL****1. Name of police official in block letters**

The initials and surname (in block letters) of the police official who receives the request must be recorded in paragraph I 1.

**2. Date**

The date on which the police official receives the request must be recorded in paragraph I 2.

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

The rank (in block letters) of the police official who receives the request must be recorded in paragraph I 3.

**4. Place**

The city/town where the police official receives the request must be recorded in paragraph I 4.

**5. Signature of police station**

The signature of the police official who receives the request must be recorded in paragraph I 5.

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

The SAPS Persal number of the police official who receives the request must be recorded in paragraph I 6.