

Evidence required to hold a new Victorian Firearm Licence

Category H

Genuine Reason	Evidence required for an Individual
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Security Guard (as Employee)	You must hold a current Private Security Individual Licence for armed guard activities or cash in transit activities and provide the following:
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1. A copy of your Security Industry Firearms Training Qualification (must not be more than 12 months old from the date of issue); and
2. A letter of employment from the Nominee/Responsible Officer of the security firm for which you are employed. The letter must be on official company letterhead, indicate the hours of employment (8 hours or more per week) and duties that you will perform whilst armed with a handgun.

Important: Your employer must hold a current Body Corporate Firearm Licence (General Category Handgun), issued for the Genuine Reason of 'Security Industry'.

Security Guard (Self Employed)	You must hold a current Private Security Licence that includes armed guard activities and/or cash in transit activities and provide the following:
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1. A copy of your Security Industry Firearms Training Qualification (must not be more than 12 months old from the date of issue); and
2. A letter (on official company letterhead) to state your estimated hours of work, detail the duties performed and state the duties that require you to be armed with a handgun; and
3. Copies of current security contracts.

Target Shooting	Choose from one of the following:
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1. A copy of your current membership card of an Approved Handgun Target Shooting Club; or
2. A letter from the Approved Handgun Target Shooting Club of which you are a member. The letter must be on official club letterhead, contain your full name, membership details and be current on the date of the licence assessment (i.e. membership must not be more than 12 months from the date of issue).

Possession on behalf of a junior	A copy of the junior's current membership card or a letter of endorsement (on official club letterhead) from the junior's Approved Target Shooting Club.
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Prison Guard	<ol style="list-style-type: none"> 1. A letter of employment (on official letterhead) that is signed and dated by the Nominee/Responsible Officer, which lists the duties to be performed whilst in possession of the specified class of Handgun; and 2. A copy of your Prison Industry Firearms Safety Training Qualification (must not be more than 12 months old from the date of issue).
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Official, commercial or prescribed purpose or for a purpose authorised by an Act or Regulations	<p>Provide sufficient information and documentation to support the genuine reasons of official, commercial or prescribed purpose, or for a purpose authorised by an Act or Regulations relating to your application.</p> <p>For specific evidence requirements, contact Licensing & Regulation Division (LRD) on 1300 651 645.</p>
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Evidence required to renew a Victorian Firearm Licence

Category H

Genuine Reason Evidence required for an Individual

Security Guard (as Employee)	Evidence required for this genuine reason is the same as a new application.
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Target Shooting	Evidence required for this genuine reason is the same as a new application.
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Possession on behalf of a junior	Evidence required for this genuine reason is the same as a new application.
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Prison Guard	Evidence required for this genuine reason is the same as a new application.
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Official, commercial or prescribed purpose or for a purpose authorised by an Act or Regulations	Evidence required for this genuine reason is the same as a new application.
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