

## List of Instructions Applicable for a Permit to Acquire a Handgun Application

The information contained in your application is treated as Strictly Confidential.

### General Instructions for the Completion of your Application for a Permit to Acquire a Handgun

- This form is only to be used by current Firearm Licence holders who wish to acquire a handgun. If you do not possess a current Firearm Licence that permits you to possess a handgun, you may submit your Firearms Licence application together with this *Application for a Permit to Acquire a Handgun*, however, the Permit to Acquire cannot be issued until you have received and paid (if a fee is payable) your Firearms Licence.
- There are **7** parts in this Permit to Acquire Application; you must complete **all 7 parts**.
- You may pass over individual questions **ONLY IF** you are directed to do so via a "Go to" instruction.
- Each part in the application has a corresponding instruction page section. Please refer to the relevant instruction page section for assistance in completing the application form.
- Staple copies of supporting documents **securely** to the back of your application.
- Once completed, forward application to:
  - Licensing & Regulation Division
  - GPO Box 2807
  - MELBOURNE VIC 3001
- For clarification/enquires, please contact Licensing & Regulation Division (LRD) on telephone number 1300 651 645 or email us at: [Ird@police.vic.gov.au](mailto:Ird@police.vic.gov.au) or alternatively contact your local Divisional Firearms Officer for assistance. A list of Divisional Firearms Officer is available via <http://www.police.vic.gov.au>.

#### Documents

- **Do not send** original identification documents, cash, cheques or money orders.
- High quality copies of documents must be provided. If documents are not clear your application will be returned.

#### Acquisitions of Firearms

This application form may be used to acquire more than one handgun under one licence. A Permit to Acquire will be issued for each handgun proposed to be acquired, a separate fee is payable for each permit issued.

Separate permit applications are to be submitted if you want to acquire more than one handgun under different licence types.

This permit to acquire application is only applicable to those who wish to acquire a handgun(s).

#### Interstate Acquisition of Firearms

A person may use a Permit to Acquire issued in Victoria to acquire a firearm from, or through, a Licensed Firearms Dealer in New South Wales or South Australia.

#### Waiting periods for Permit to Acquire

If this application is to acquire your **first firearm**, the Permit to Acquire cannot be issued until 28 days has lapsed from the receipt of your application. Applications can take up to 28 days to process therefore LRD may not respond to a request if your application is within the 28 days. If receipt of your permit application exceeds 28 days, do not hesitate to email or contact LRD. If you already possess other registered firearms, the Permit to Acquire will be issued as soon as possible.

## Part 1 – Licence Details

#### How to complete Part 1

Specify the Victorian Firearms Licence Number that the handgun(s) will be registered under.

**Note:** A Junior and Provisional Handgun licence holder cannot own firearms but may use firearms under supervision by an appropriate general category handgun licence holder. Application for possession of a handgun to be used by a junior must be made by the adult who has a handgun licence with the genuine need of *'possession on behalf of a Junior'*. A Junior and Provisional Handgun licence holder is not permitted to have firearms registered under their licence.

## Part 2 – Personal Information

#### How to complete Part 2

Provide your current personal details in the boxes provided. Make sure to leave a space between words.

If this is an application for a Business/Organisation or Government Department, the Nominated Responsible Person's name **must** be specified under Section A – Current Name and the Business/Organisation/Department name **must** be specified under Section C – Business/Organisation Name.

- If you have changed your name officially since your last application to Licensing & Regulation Division, you must staple to the back of this application a **certified** copy of your **change of name certificate** or **full birth certificate** that includes the schedule of any name changes, or **marriage certificate**. A person who has changed their name through marriage may revert to the name recorded on their birth certificate or to a previous married name at any time. You will need to produce your birth certificate and marriage certificate to show you are the same person.
- If you are known by any other name, but have not changed your name officially, staple a list of your other names to the back of this application.

It is requested that you provide your email address and contact telephone details to enable Licensing & Regulation Division to contact you if a problem is encountered in the processing of your application. When providing your email address, make sure you indicate exact case, punctuation marks and the location of the '@' symbol

### Part 3 – Firearm Storage

The *Firearms Act 1996* (Schedule 4) prescribes storage standards for firearms and ammunition. The following is a brief summary of the storage requirements that you must be able to satisfy.

**Note:** You may have more than one storage address and any of your storage arrangements may be inspected at any reasonable time to ensure compliance with the *Firearms Act 1996*.

### Part 4 – Handguns to be Acquired from a Deceased Estate

If handgun(s) are being acquired from a deceased estate, a letter from the Executor of the Will is required specifying:

- name, address and firearms licence number of deceased person;
- date of death of deceased person;
- name and firearm licence number of the firearm licence holder for whom the handgun(s) have been left to as specified in the deceased's Will;
- details of all the handgun(s) to be acquired by the firearm licence holder as specified in the deceased's Will; and
- contact details (phone numbers and address) of the Executor of the Will.

**Note:** Making a false declaration/statement is an offence against Section 140A(1) of the *Firearms Act 1996*. Maximum penalty 240 penalty units or 4 years imprisonment

### Part 5 – Handgun Details: Handgun(s) to be acquired

You must provide details of the handgun(s) you want to acquire.

- You can apply for more than one handgun of the same category.
- The licence holder may only use the Permit to Acquire a handgun of that Type, Action and Calibre specified.
- **You can not** acquire a firearm with a calibre less than or greater than that specified on the permit. Amendments to the permit by Licensed Firearm Dealers **WILL NOT BE ACCEPTED**.
- If you are wishing to acquire more than two handguns on the one handgun licence, please photocopy Part 5 and attach additional pages to this application.
- You must complete all firearm details to assist Licensing & Regulation Division to correctly identify the handgun.
- Information on **How to Measure the Barrel Length of a Handgun** is available via. [www.police.vic.gov.au](http://www.police.vic.gov.au)

Example of correctly completed firearm details:

Firearm Category **G H** Firearm Type **H P** Firearm Action **S A** Firearm Configuration   Magazine/ Firearm Capacity **0 5**

Make **W A L T H E R**

Model **O S P**

You must indicate **full calibre** details eg. 9mmLUGER, 45ACP

Calibre 1 **2 2 R I M F I R E** Calibre 2

Police Reference Number (if known)           Serial Number **A B C 1 2 3 4**

Barrel Length (mm) **1 2 5**

**Year of Manufacture:**

Year of Manufacture is required for all handguns. If you do not know the Year of Manufacture, at a minimum, you must indicate whether the handgun was manufactured prior to 1900, between 1900 and 1947, or post 1947.

Pre 1900  Between 1900 -1947  Post 1947

Year of Manufacture **1 9 6 9**

## Part 5 – Handgun Details: Handgun(s) to be acquired (continued)

**Events:**

**Handgun Target Shooting or Possession on behalf of a Junior:** Provide details of events you wish to utilise this handgun in.

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**Handgun Collectors:** What is the Theme of your collection?

Commemorative     
  Historical     
  Thematic     
  Investment (*Antique Handgun Collectors Licence ONLY*)

**Identify the Category of Handgun(s) you propose to acquire from the list below.**

Firearm Categories	
Firearm Categories	Descriptions
Category E Handgun	a machine gun that is a handgun; any handgun prescribed for the purposes of this category;
Paintball Marker (Category P)	any firearm that is designed to discharge a paintball
Antique Handgun (Category Q)	a handgun (that is not a single shot antique handgun) – <ul style="list-style-type: none"> <li>➤ that was manufactured before 1 January 1900; and</li> <li>➤ that uses percussion as a means of ignition; and</li> <li>➤ that does not take commercially available cartridge ammunition;</li> </ul>
General Category Handguns (Category H)	a rimfire handgun; a centre fire handgun that is not a E Handgun; a muzzle loading handgun; a air pistol; that does not exceed 65 centimetres in length

**Category E Handgun:** Any application for an additional (more than one) Category E Handgun must provide documentation to demonstrate a compelling reason to possess, carry or use the handgun. If the handgun is required under a Collector's Licence the handgun must be rendered permanently inoperable and you must provide a Certificate of Deactivation after approval of the licence application.

**Please use the codes shown in the tables below to classify your firearm**

Firearm TYPE Codes	
Code	Description
HP	Handgun
HQ	Antique Handgun

Firearm Configuration Codes	
Code	Description
DB	Double Barrel - Side by Side
MB	Multi Barrel
REV	Revolver
SB	Single Barrel
UO	Under and Over

Firearm ACTION Codes	
Code	Description
CH	Combination (Handgun) Category H
MZ	Muzzle Loading
PN	Percussion
RV	Revolver
RX	Rolling Block
SA	Semi-Automatic
SP	Starting Pistol

## Part 6 – Genuine Reason

### How to complete Part 6

Complete the relevant Genuine Reason which applies to your acquisition of handgun(s).

**Failure to provide all necessary information and high quality, legible copies of required documentation will result in your application being returned for your attention to the requirements.**

### Section A – Handgun Target Shooting:

Please ensure that you are able to satisfy the requirements your club needs to attest to before asking for their endorsement, i.e. you must have completed a handgun safety course; have a sound knowledge of firearms and related laws; require this/these handgun(s) to enable you to compete in a particular class of approved matches; and be able to comply with storage requirements.

You must -

- Have the application endorsed by the Nominated Officer of your approved Handgun Target Shooting Club.
- List the name of the approved Handgun Target Shooting Club for which you are a member.
- Provide your membership number if the club has allocated one and provide the expiry date of your membership.
- You **must** specify the event/s the handgun will be used to participate in. Classes of Approved Handgun Target Shooting Matches are available via [www.police.vic.gov.au](http://www.police.vic.gov.au)
- If you have not held a Handgun Target Shooting Licence for a period of at least 6 months you are only permitted to own one .177 inch calibre air handgun; one of either a .22 inch calibre handgun **OR** a centrefire handgun; and one black powder handgun that is muzzle loading.
- **Controlled Handguns** – Pursuant to Section 7A of the *Firearms Act 1996*, authorisation of the Chief Commissioner of Police is required for certain “controlled handguns”. This request will be made by providing the full details of the handgun to be acquired (Part 5) and placing a cross in the box (Part 6 - Section A) that seeks authorisation of the Chief Commissioner of Police.

Controlled handguns are:

- Class 4 – Centrefire handgun with a calibre of more than .38 inch but no more than .45 inch;
- a semi-automatic handgun of barrel length less than 120 mm
- a revolver or single shot handgun with a barrel length less than 100mm;
- a handgun with a calibre of more than .38 inch;
- a handgun that has a magazine capacity of more than 10 rounds.

### Section B - Handgun Collectors

Please ensure that you are able to satisfy the requirements your club needs to attest to before asking for their endorsement, i.e. be entitled to possess this handgun under Category 1 or 2 Firearms Collectors Licence or Antique Handgun Collectors Licence; understand handgun safety; and be able to comply with storage requirements.

You must -

- Have the application endorsed by the Nominated Officer of your approved Firearms Collectors club.
- List the name of the approved Firearms Collectors club for which you are a member.
- Provide your membership number if the club has allocated one and provide the expiry date of your membership.
- Indicate the theme of your collection. Investment can only be selected as a genuine reason theme for the purpose of Antique Handgun Collectors. You must hold an Antique Handgun Collectors Licence to select this option.
- To acquire a handgun(s) manufactured after 1<sup>st</sup> January, 1947 for the purpose of collecting, you must hold a Category 2 Firearms Collectors Licence. You must also possess more than 10 handguns manufactured before 1<sup>st</sup> January, 1947.

### Section C – Heirlooms

Heirlooms can only be acquired in matched pairs or one single firearm. The handgun(s) are only permitted on an Heirloom Licence if the handgun(s) is/are not suited to another licence. Firearms are also required to be deactivated in accordance with the *Firearms Act 1996*, Schedule 2. You must attach a Certificate of Deactivation from a Licensed Firearms Dealer indicating that the proposed handgun(s) have been **rendered permanently inoperable** once the licence application is approved. You are not permitted to keep any cartridge ammunition for the handgun. Proof of heirloom is also required, either via a letter from the executor of a deceased estate, or from the previous owner of the handgun(s) outlining their reasons for passing handgun(s) onto you. A Certificate of Deactivation of a Firearm form may be accessed via <http://www.police.vic.gov.au> or alternatively you may contact Licensing & Regulation Division on 1300 651 645 for an application form to be sent out.

### Section D - Security (Employers ONLY)

- You must be the Nominated Responsible Person of the Business/Organisation
- You must employ security guards for the purpose of “cash in transit “ or “armed guard”
- You must be able to provide a Genuine Reason for the requirement to acquire a new/additional handgun(s) based on a business requirement in relation to employees completing their daily duties.

### Section D - Possession or carriage on behalf of a Junior Target Shooting Handgun Licence Holder

You must provide the following details of the junior on whose behalf you will possess or carry the handgun:

- Junior’s name, licence number and licence expiry date.
- Name of the Handgun Target Shooting Club that the junior is a member of, the membership number (if provided by the club) and the expiry date of the membership.
- You **must** specify the event/s the handgun will be used to participate in. Classes of Approved Handgun Target Shooting Matches are available via [www.police.vic.gov.au](http://www.police.vic.gov.au)
- If the junior has not held a Handgun Target Shooting Licence for a period of at least 6 months you are only permitted to own one .177 inch calibre air handgun; one of either a .22 inch calibre handgun **OR** a centrefire handgun **OR** a black powder handgun that is muzzle loading.

## Part 7 – Acknowledgement

### **You must read the Privacy Statement, sign and date the Acknowledgement.**

Indicate whether the application is being completed on behalf of an Individual or Business/Organisation and then follow the ‘Go to Section’ instructions.

If the application is being completed on behalf of a Business/Organisation, the Nominated Responsible Person **must** complete the acknowledgement, stating their name in b).





**Section F – Residential or Business Address**

Property Name (if applicable)

Flat/Unit/Suite Number

Street Number

Lot Number

Street Name

Street Type (RD, ST, AVE, etc.)

Town/Suburb

State

Postcode

Is your postal address the same as your residential/business address? Yes  Go to **Part 3**. No  Go to **Section G - Postal Address**

**Section G – Postal Address**

**Cross** appropriate box **then** enter the number below

GPO Box

PO Box

Locked Bag

Private Bag

RSD

RMB

Unit No.

Rural Road No.

Number

Street Number

Street Name

Street Type (RD, ST, AVE, etc.)

Town/Suburb

State

Postcode

**Part 3 - Storage Address**

**Storage facilities must comply with the *Firearms Act 1996* Schedule 4 requirements.**

- a) Do you store or intend to store firearms at the residential address detailed above? Yes  Go to b) No  Complete Storage Address
- b) Will the firearm/s you propose to purchase be ordinarily stored at the residential address specified above? If your answer is "no" please specify the ordinary storage address below. Yes  Go to **Part 4** No  Complete Storage Address

**Note:** If you are applying for multiple firearms and these firearms are to be stored at multiple locations, you must specify the ordinary storage address for each firearm and attach the information to this application.

**Storage Address (Please staple additional storage details to the back of this application if applicable.)**

Name of Property owner/occupier

Property Name (if applicable)

Flat/Unit/Suite Number

Street Number

Lot Number

Street Name

Street Type (RD, ST, AVE, etc.)

Town/Suburb

State

Postcode





## Part 5 – Handgun Details: Handgun(s) to be acquired (continued)

### Firearm 2

Firearm Category	<input type="text"/>	Firearm Type	<input type="text" value="H"/> <input type="text" value="P"/>	Firearm Action	<input type="text"/>	Firearm Configuration	<input type="text"/>	Magazine/ Firearm Capacity	<input type="text"/>
Make	<input type="text"/>								
Model	<input type="text"/>								

You must indicate full **calibre** details eg. 9mmLUGER, 45AC

Calibre 1	<input type="text"/>	Calibre 2	<input type="text"/>
Police Reference Number (optional)	<input type="text"/>	Serial Number	<input type="text"/>
Barrel Length (mm)	<input type="text"/>		

#### Events:

**Handgun Target Shooting or Possession on behalf of a Junior:** Provide details of events you wish to utilise this handgun in.

**Handgun Collectors:** What is the Theme of your collection?

- Commemorative   
  Historical   
  Thematic   
  Investment (*Antique Handgun Collectors Licence ONLY*)

#### Year of Manufacture:

Year of Manufacture is required for all handguns. If you do not know the Year of Manufacture, at a minimum, you must indicate whether the handgun was manufactured prior to 1900, between 1900 and 1947, or post 1947.

Pre 1900  Between 1900 -1947  Post 1947

Year of Manufacture

- a) Are you acquiring this handgun to participate in target shooting? Yes  **Go to Part 6 Section A** No  **Go to c)**
- b) Are you acquiring this handgun for the purpose of collecting? Yes  **Go to Part 6 Section B** No  **Go to d)**
- c) Are you acquiring this handgun to be registered under an Heirloom's Licence? Yes  **Go to Part 6 Section C** No  **Go to e)**
- d) Are you acquiring this handgun for use within the security industry? Yes  **Go to Part 6 Section D** No  **Go to f)**
- Handguns for security purposes must be registered to an employer who has a Private Security Business Licence with the genuine need of security.**
- e) Are you acquiring this handgun for possession or carriage on behalf of a Junior Target Shooting Handgun Licence Holder? Yes  **Go to Part 6 Section E**

**If you wish to acquire more than two handguns on one licence, please photocopy Part 5 and attach additional pages to this application.**

### Part 6 - Genuine Reason

The *Firearms Act 1996* requires that you demonstrate that you have a genuine reason for acquiring the handgun(s).

#### Section A - Handgun Target Shooting:

If you require the General Category Handgun for target shooting, you must provide your membership details below and have this permit application endorsed by the nominated officer of your Approved Handgun Target Shooting Club.

#### Handgun Target Shooting ONLY

I, \_\_\_\_\_, nominated officer of the applicant's Approved Handgun Target Shooting Club, on behalf of the club, endorse this application to acquire a handgun, being satisfied that the applicant: has completed a handgun safety course; has a sound knowledge of firearms and related laws; requires this/these handgun(s) to enable them to compete in a particular class of approved match conducted by the club or another approved handgun target shooting club; and can comply with storage requirements.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

(Name of Handgun Target Shooting Club)

(Membership Number of Applicant)

(Expiry Date)

Are you seeking authorisation to possess, carry or use an under barrel or over calibre handgun for the purpose of target shooting? Yes  **Refer to Instruction Pages then go to Part 7** No  **Go to Part 7**

**Section B - Handgun Collectors:**

If you are acquiring a handgun(s) for the purpose of collecting, you must provide your membership details below.  
If you are acquiring a handgun(s) for collecting, you must have this permit application endorsed by the nominated officer of your Approved Firearms Collectors Club:

**Handgun Collectors ONLY**

I, \_\_\_\_\_, nominated officer of the applicant's Approved Firearms Collectors Club, on behalf of the club, endorse this application to acquire a handgun, being satisfied that the applicant: is entitled to possess this handgun under Category 1 or 2 Firearms Collectors Licence or Antique Handgun Collectors Licence; understands handgun safety; and can comply with storage requirements.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

(Name of Firearm Collectors Club)

(Membership Number of Applicant)

(Expiry Date)

Provide details of the theme for your collection. An example is that the theme could be any particular range, era, type or manufacture of firearms, e.g. WW1 firearms, or Smith and Wesson revolvers.

  

Go to Part 7

**Section C - Heirlooms Licence:**

Have you provided a Certificate of Deactivation from a Licensed Firearms Dealer Yes  Go to Part 7 No  Refer Below

A Certificate of Deactivation must be provided from a Licensed Firearms Dealer indicating that the proposed handgun(s) has/have been **rendered permanently inoperable** in accordance with the *Firearms Act 1996*, Schedule 2. This Certificate of Deactivation must be provided to Licensing Services Division immediately after the Heirloom Licence application has been approved.

Refer to Part 6 instruction pages.

Go To Part 7

**Section D – Security (Employer ONLY):**

Handguns for security purposes must be registered to an employer who has a Private Security Business Licence with the genuine need of security. This handgun may only be used by appropriately licensed employees of your business who have an Individual Private Security Licence for the purpose of either cash in transit or armed guard activities.

Provide details of your Private Security Business Licence Number

Go to Part 7

**Section E - Possession or carriage on behalf of a Junior Target Shooting Handgun Licence Holder:**

(Name of Junior Licence Holder)

(Junior Licence Number)

(Expiry Date)

(Name of Handgun Target Shooting Club)

(Membership Number of Applicant)

(Expiry Date)

Go to Part 7

 Staple Certificate of Deactivation to the back of this application if applicable

**ALL APPLICANTS MUST ENSURE THAT THEY COMPLETE THE ACKNOWLEDGEMENT ON THE NEXT PAGE**

## Part 7 – Acknowledgement

**(This acknowledgement must be signed and dated or your application will be returned)**

**(Ensure that you read the Privacy Statement before signing the Acknowledgement)**

**Privacy Statement:** The personal and health information requested is being collected and used by Victoria Police for the purposes of assessment of an application for a licence, registration, permit or approval. It will be used in accordance with relevant legislation, including the *Firearms Act 1996*, *Private Security Act 2004*, *Control of Weapons Act 1990*, *Health Records Act 2001* and the *Privacy and Data Protection Act 2014*. The information may be disclosed to employers, approved bodies and other statutory authorities for the purposes of law enforcement and the administration of justice. To gain access to personal and health information held by Victoria Police, you must apply in writing to the Freedom of Information Division of Victoria Police, at [www.police.vic.gov.au](http://www.police.vic.gov.au).

### Acknowledgement:

a) Under what type of licence are you acquiring handgun(s)  Individual **Go to c)** and Sign Acknowledgement  
 Business/Organisation **Go to b)**

b) The Acknowledgement must be signed by the Nominated Responsible Person of the business/organisation. The details on the front of this application must also reflect this person's details. **Go to c)**

c) I acknowledge that the particulars in this application and any attachments are true and correct and I make this acknowledgment knowing that it is an offence against section 140A(1) of the *Firearms Act 1996* to wilfully supply details that are false or misleading (maximum penalty 240 penalty units or 4 years imprisonment).

Signature

Date

(Day)

(Month)

(Year)

### IMPORTANT CHECKLIST

**IF YOU DO NOT COMPLETE ALL THE RELEVANT PARTS OF THIS FORM OR YOU FAIL TO PROVIDE THE APPROPRIATE EVIDENCE TO SUPPORT YOUR APPLICATION FOR A PERMIT TO ACQUIRE A HANDGUN, YOUR APPLICATION WILL BE RETURNED TO YOU.**

**THIS WILL DELAY THE PROCESSING OF YOUR APPLICATION.**

Before you mail this application to Licensing & Regulation Division **MAKE SURE THAT YOU:**

**READ** all of the explanatory notes.

Answer **ALL** of the sections. Only skip questions or move onto the next section if you are directed to do so by a "Go to".

Answer **ALL** of the questions and include **ALL** documentary evidence

Staple **ALL** supporting documentation to the back of the application.

- Completed Part 1 – Category of Licence that Handgun(s) to be acquired under
- Completed Part 2 – Personal Information
- Completed Part 3 – Storage Address
- Completed Part 4 – Handgun(s) acquired from Deceased Estate – **Staple supporting documents**
- Completed Part 5 – Handgun Details: Handgun(s) to be acquired – **Staple supporting documents**
- Completed Part 6 – Genuine Reason – **Staple supporting documents**
- Completed Part 7 – Acknowledgement

**Send your application to: Licensing & Regulation Division, GPO Box 2807, MELBOURNE VIC 3001.**

**If you do not complete all the above steps, this may result in your application being returned for correction/completion.**

If you need information on any aspect of this application form, please access the Victoria Police website via <http://www.police.vic.gov.au> or contact Licensing & Regulation Division on 1300 651 645 or by email at [lrd@police.vic.gov.au](mailto:lrd@police.vic.gov.au). Alternatively, you may contact your Divisional Firearms Officer (DFO) for assistance. The locations of the DFOs are also accessed via the Victoria Police website.

General information and assistance regarding Freedom of Information can be accessed via the Department of Justice Freedom of Information website at <http://www.foi.vic.gov.au>

**Note:** The *Firearms Act 1996* states that any change to your residential, postal or ordinary storage address or information detailed on your licence must be notified in writing to Licensing & Regulation Division within 14 days after the change occurs (maximum penalty 30 penalty units).