



VICTORIA POLICE

Application to Alter a Firearm

Part 1 – Licence Details of Applicant

Name:	<input type="text"/>	Surname:	<input type="text"/>
Licence Number:	<input type="text"/>	Expiry Date:	<input type="text"/>

Part 2 – Firearm Details (you must use a separate application per firearm)

I am applying for the following firearm to be altered by a Licensed Firearm Dealer.

Make:	<input type="text"/>	<input type="text"/>
Make:	<input type="text"/>	<input type="text"/>
Calibre 1:	<input type="text"/>	Calibre 2: <input type="text"/>
Calibre 3:	<input type="text"/>	
Serial Number:	<input type="text"/>	
Police Reference Number:	<input type="text"/>	
Category:	Type: <input type="text"/>	Action: <input type="text"/>
	Configuration: <input type="text"/>	Magazine/Firearm Capacity: <input type="text"/>
		Barrel Length: <input type="text"/>
Year of Manufacture (Handgun only):	<input type="text"/>	Events (Handgun only): <input type="text"/>

Describe the work you wish to have made to the above firearm:

Part 3 – Acknowledgement (To be completed by the owner of the firearm)

I acknowledge that the information provided in this application is true and correct and that any attachments are true copies of the original. I make this acknowledgment knowing that it is an offence pursuant to section 140A(1) or (2) of the *Firearms Act 1996* to knowingly supply details that are false or misleading (the maximum penalty for a breach of section 140A(1) or (2) is 240 penalty units or 4 years imprisonment (the amount of one penalty unit is subject to change)).

Signature	<input type="text"/>	Date	<input type="text"/>
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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.

Instructions Pages for Application to Alter a Firearm

The information contained in your application is treated as Strictly Confidential
General – Instruction for the completion of your application form

General Principles

Approval of this application authorises a person to alter a firearm as set out in Section 134A of the *Firearms Act 1996*.

How to use these instruction pages.

There are Three Parts in the application form. These instruction pages will assist you in the completion of the form.

- The form is to be completed in black or blue pen only.
- Attach copies of supporting documents securely to your application and forward to:
Licensing Services Division, GPO Box 2807, Melbourne 3001.
- Any queries? Contact the Licensing Services Division on telephone number 1300 651 645 or
e-mail us at: lrd@police.vic.gov.au

There is no fee for this application.

Part 1 – Personal Information of Applicant

How to Complete Part 1 - Provide your current personal details in the boxes provided. Make sure to leave a space between words.

If you have ever changed your name, you must provide a certified copy of your change of name certificate or full certificate that includes the schedule of any changes or marriage certificate.

Provide your licence number in the boxes provided and the expiry date.

Part 2 – Firearm Details

Please provide the details of the firearm that you are seeking to alter.

- For combination and multi barrel firearms with more than one calibre, please specify each calibre and the firearm capacity.
- A correct serial number appropriate to the make and model of the firearm must be supplied. (Take care to avoid part numbers of product numbers on grips etc. INVALID NUMBERS WILL DELAY YOUR APPLICATION. If in doubt, seek assistance from an authorised firearms identifier (most Licensed Firearms Dealers)).
- If the firearm has a magazine this is the capacity of the largest magazine the owner has in their possession. If the firearm has no magazine, this is the firearm capacity.
- Barrel Length and Year of Manufacture of any handguns you possess must be recorded.

Example of correctly completed form:

Make:	G	L	O	C	K															
Model:	1	7																		
Calibre 1:	9	M	M	L	U	G	E	R		Calibre 2:										
Calibre 3:										Serial Number:	A	B	C	1	2	3				
Police Reference Number:	1	4	6	8	3	5	5													
Category:	H	Type:	H	P	Action:	S	A	Configuration:			Magazine/Firearm Capacity:	1	7	Barrel Length (Handguns only):	1	5	3			
Year of Manufacture (Handguns only):	1	9	7	4	Events (Handguns only):															

Part 3 – Acknowledgement (To be completed by the Handgun Owner)

You must sign and date the acknowledgement that all particulars in this application and any attachments are true and correct and make this declaration knowing that if you wilfully supply details which are incorrect or omit to furnish particulars that are required, you shall be guilty of an offence against section 140A of the *Firearms Act 1996*. (Penalty of 240 penalty units or four years imprisonment.)