

Post your completed form to:

Licensing & Regulation Division  
GPO Box 2807  
MELBOURNE 3001  
Phone: 1300 651 645

Email: [lrld@police.vic.gov.au](mailto:lrld@police.vic.gov.au)  
Web: [www.police.vic.gov.au](http://www.police.vic.gov.au)



VP Form 0321B

VICTORIA POLICE

# Victorian Firearm Licence Application Form

*Licence Category: Category 1 and 2 Firearm Collectors, Antique Handgun Collectors and Ammunition Collectors Licence*

### IMPORTANT INFORMATION

- This application must be completed in black or blue pen only.
- Correction fluid or correction tape must not be used anywhere on this application; if you make a mistake, draw a line through it, leaving the writing legible, make your correction and then initial and date it.
- Refer to the instruction pages at the back of this application for assistance in completing the form.
- When offered a choice, select your option with a cross, e.g. Yes . Do NOT use ticks to select, i.e. .

**If you currently own firearms, please see Part 9 of the instruction pages before continuing.**

## Part 1 - Type of Application

Category 1 Firearm Collectors Licence (duration 5 years)       Antique Handgun Collectors Licence (duration 5 years)   
 Category 2 Firearm Collectors Licence (duration 5 years)       Ammunition Collectors Licence (duration 5 years)   
 (Please refer to Part 1 of the instruction pages to determine the scope and requirements of each licence.)

Have you previously had a licence issued by Licensing & Regulation Division?      Yes       No       Previous Licence Number (if known)

## Part 2 - Personal Information

### Section A – Current Name

Family Name

First Given Name

Second Given Name       Sex:  Male       Female

Third Given Name       Date of Birth:  /  /   
(Day)      (Month)      (Year)

### Section B – Previous Name(s)

Have you ever changed your name in an official capacity?      Yes       No       Staple a **certified** copy of your change of name certificate to the back of this application. Refer to Part 2 in the instruction pages.

Have you ever been known by another name (not including official name changes)?      Yes       No       Please attach a list of names you have been known by to the back of this application.

Continue to the next question.

Continue to **Section C – Contact details and Driver Licence.**

### Section C – Contact details and Driver Licence

Telephone

(Home)     

(Work – if available during work hours)

(Mobile)      Victorian Driver Licence Number

By providing Driver Licence information I hereby authorise Victoria Police to obtain from the Roads Corporation information that relates to my identity that is kept by the Roads Corporation.

### Section D – Email Address (indicate exact case)

**Section E – Residential Address**

Property Name (if applicable)

Flat/Unit 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 address?

Yes

Go to **Part 3**.

No

Go to **Section F - Postal Address**.

**Section F – Postal Address**

Cross appropriate box then enter the number below

GPO Box

PO Box

Locked Bag

Private Bag

RSD

RMB

Street No.

Rural Road No.

Number

Street Name

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

Town/Suburb

State

Postcode

**Part 3 - Storage Address**

a) Do you own or store firearms and/or ammunition?

Yes

Go to b)

No

Go to **Part 4**.

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

**Refer to Part 3 of the instruction pages for further information.**

b) Do you store firearms at the residential address detailed above?

Yes

Go to c)

No

Complete Storage Address

c) Are your firearms ordinarily stored at the residential address

Yes

Go to **Part 4**.

No

Complete Storage Address

specified above? If your answer is "no", please specify the ordinary storage address below.

**Note:** If you have multiple firearms with multiple ordinary storage addresses, you must specify the ordinary storage address for each firearm and attach the information to this application.

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

Name of Property owner/occupier

Property Name (if applicable)

Flat/Unit Number

Street Number

Lot Number

Street Name

Street Type

Town/Suburb

State

Postcode

## Part 4 - Medical History

Do you currently have any medical or psychiatric conditions or impairments that may directly impact your ability to hold a licence, registration or approval for the reasons or activities being applied for or renewed?

Yes  No

**Have you in the last 5 years been treated for any of the following:**

Mental health conditions including, but not limited to, depression or stress?

Yes  No

Alcohol or drug related problems?

Yes  No

A physical disability or any other medical condition (e.g. neurological, stroke or brain injury) which could impact your ability to hold a licence, registration, or approval?

Yes  No

If you have answered "No" to every question go to **Part 5**.

If you answered "Yes" to any of the above, you must include a medical report from a doctor or psychologist who treated you, or is familiar with your condition, outlining your suitability to hold a firearm licence and possess firearms.

Your doctor must refer to LRD's Quick Guide (Firearms) regarding the Role of the Health Professional in the Firearm Licensing Process, available within the Forms and Reference Information section at [www.police.vic.gov.au/firearms](http://www.police.vic.gov.au/firearms).

## Part 5 - Previous History

### Section A – Offences

Have you ever been convicted of an offence in Australia or overseas?

Yes  No

Have you ever been found guilty of any offence without a conviction being recorded in Australia or overseas?

Yes  No

Do you have any charges outstanding against you in Australia or overseas?

Yes  No

If you have answered "No" to every question go to **Section B**.

Refer to Part 5 of the instruction pages for further information and definitions.

If you answered "Yes" to one or more of the above questions please provide the location.

State

Country



If there is insufficient space, please staple a list of locations of offences or charges to the back of this application.

### Section B – Licence Refusal/Cancellation

Have you ever been refused a licence or permit for a firearm?

Yes  No

If "Yes"

(Year)

(State)

Have you ever had a licence or permit for a firearm cancelled?

Yes  No

If "Yes"

(Year)

(State)

### Section C – Intervention Order

Have you ever been subject to a full or final Intervention Order?

Yes

State the details of the court and year below.

No

Go to **Section D**.

Refer to Part 5 of the instruction pages for further information.

Court

Year

### Section D – Application to be deemed not to be a Prohibited Person

Some offences and Intervention Orders can result in you being deemed a Prohibited Person for the purposes of the *Firearms Act 1996*. In some of these circumstances you may apply to a court to be deemed not to be a Prohibited Person.

Refer to Part 5 of the instruction pages for further information.

Have you applied to a court to be deemed **not** to be a Prohibited Person?

Yes  Continue with this section.

No  Go to **Part 6**.

Has your application to be deemed **not** to be a Prohibited Person been heard in a court yet?

Yes  Staple the Court Extract to the back of this application.

No  State the court and date of your application in the boxes below.

Court

Date

(Day)

(Month)

(Year)



Staple a copy of the Court Extract to the back of this application if applicable

## Part 6 - Fingerprints

All **Category 1 Firearm Collectors Licence applicants** must have a full set of fingerprints taken before they proceed with this application.

Refer to Part 6 of the instruction pages for details of fingerprint record processes

Category 2 Collectors, Antique Handgun Collectors and Ammunition Collectors **do not** need to provide fingerprints.

Fingerprints not required (i.e. not applying for a Category 1 Licence)  Continue to Part 7.

Category 1 Licence Applicants - Have you had a full set of fingerprints taken? Yes  Continue to Part 7.

No  Refer to Part 6 of the instruction pages.

## Part 7 - Identification Reference

Do you hold a current Victorian Firearm Licence, Private Security Licence or Chief Commissioner of Police Approval for a Prohibited Weapon?

Yes  Complete Licence or Approval number details

Licence Number




Go to **Part 8**.

No  **You must provide 100 points of Certified (signed by the Referee) Identification Documents**, that being one form of primary identification and sufficient additional forms of secondary identification documents and arrange for the below Declaration by Referee to be completed. (Refer to Part 7 of the instruction pages for acceptable identification documents and their respective point values and the list of acceptable referees.)

It is an offence against section 140A(2) of the *Firearms Act 1996* to wilfully supply identification details that are incorrect or misleading (maximum penalty 240 penalty units or 4 years imprisonment).

## Declaration by Referee and Signature by Applicant

*This declaration must be made by an "Acceptable Referee" as listed in the instruction pages.*

*An "Acceptable Referee" must have known the applicant for **at least 12 months**.*

*The applicants' signature must be completed in the presence of the Referee.*

Referee to complete	<p>I, the Referee, <input type="text"/> (Full name of Referee) of <input type="text"/> (Address of Referee)</p> <p>declare that I have known <input type="text"/> (Full name of applicant) for a period of <input type="text"/> years and <input type="text"/> months.</p> <p><b>Type of Acceptable Referee</b> (Refer to Part 7 of instruction pages for list of acceptable referees)</p> <input type="text"/>
Referee to complete	<p>Referee Telephone Contact Details</p> <p>(Home) <input type="text"/> (Work) <input type="text"/> (Mobile) <input type="text"/></p>
Applicant to complete in presence of referee	<p>I, the applicant, am providing the following certified identification documents -</p> <p><b>Identification Documents</b></p> <input type="text"/> <input type="text"/> <p>(Insert document <b>descriptions</b> from Part 7 of the instruction pages.)</p> <p><b>Applicant's signature</b></p> <input type="text"/>
Referee to complete	<p>I, the Referee, also certify that the above details are true and correct, the applicant's signature above was completed in my presence, and the Identification Documents I have signed are a true copy of the original. I am aware that it is an offence under the <i>Firearms Act 1996</i> to knowingly or recklessly make a statement in support of the application of another person under this Act which is false or misleading in any material particular (maximum penalty 240 penalty units or 4 years imprisonment).</p> <p><b>Referee's signature</b> <input type="text"/> <b>Date</b> <input type="text"/> / <input type="text"/> / <input type="text"/></p>

**Certified copies (copies signed by the Referee) of your identification documents must be attached to this application.**

 **Staple 100 points of certified identification documents to the back of this application**

## Part 8 - Evidence

Cross the box in the left column for the licence that you are applying for and provide the documents listed in the right column for licence selected.

Licence	Information and documents you must provide
<p><input type="checkbox"/> <b>1. Category 1 Collectors Licence</b></p> <p>Type of Collection (Cross applicable box(es))</p> <p><input type="checkbox"/> Commemorative <input type="checkbox"/> Historical <input type="checkbox"/> Thematic</p> <p><b>Note:</b> For the purpose of collecting firearms, this licence will allow you to possess or carry –</p> <ul style="list-style-type: none"> <li>• Longarms; and</li> <li>• Handguns that have been manufactured after the 1<sup>st</sup> January 1900 but no later than 31<sup>st</sup> December 1946; and</li> <li>• Handguns that have been manufactured before 1900, that use percussion as a means of ignition and that take cartridge ammunition that is commercially available; and</li> <li>• Antique handguns (that are not single shot antique handguns).</li> </ul> <p>A firearms collection held under this licence must be stored in accordance with the requirements detailed in Schedule 4 of the <i>Firearms Act 1996</i>.</p>	<div style="display: flex; justify-content: space-between;"> <div style="width: 70%; border: 1px solid black; height: 25px; margin-bottom: 5px;"></div> <div style="width: 25%; border: 1px solid black; text-align: center; margin-bottom: 5px;">/ /</div> </div> <p style="text-align: center; font-size: small;">(Name of firearm collectors organisation) (Date joined) (Day) (Month) (Year)</p> <div style="display: flex; justify-content: space-between;"> <div style="width: 30%;">Membership Number</div> <div style="width: 35%; border: 1px solid black; height: 25px; margin-bottom: 5px;"></div> <div style="width: 20%;">Expiry Date</div> <div style="width: 15%; border: 1px solid black; text-align: center; margin-bottom: 5px;">/ /</div> </div> <p style="text-align: center; font-size: small;">(Day) (Month) (Year)</p> <p><b>Note:</b> You need to be, and must have been for at least 6 months, a member of an organisation of Firearms Collectors that has been approved by the Chief Commissioner. This organisation must deal with the class of firearms you propose to collect. You must remain a member of an appropriate approved firearms collectors' organisation for the duration of your licence.</p> <p style="text-align: center;"><b>AND</b></p> <p>A copy of your current membership card.</p> <p style="text-align: center;"><b>AND</b></p> <p>Your organisation's statement of endorsement by a Nominated Officer, as below.</p> <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;"> <p>I, _____, nominated officer of the above club, endorse this application on behalf of the club, being satisfied that the applicant has a sound knowledge of firearms and related laws and can (i.e. is able to) comply with storage requirements.</p> </div> <div style="display: flex; justify-content: space-between; margin-bottom: 5px;"> <div style="width: 60%; border-top: 1px solid black; text-align: center; font-size: small;">Signature</div> <div style="width: 35%; border-top: 1px solid black; text-align: center; font-size: small;">Date</div> </div>

Explain the nature of the firearms you intend to collect for the type of your collection (commemorative, historical, or thematic). For example, this could be any particular range, era, type or manufacture of firearms, e.g. WWI firearms, or Smith and Wesson revolvers. Please be aware that you may be required to demonstrate that your collection is, or will be, of obvious and significant commemorative, historical or thematic value.

<p><input type="checkbox"/> <b>2. Category 2 Collectors Licence</b></p> <p>Type of Collection (Cross applicable box(es))</p> <p><input type="checkbox"/> Commemorative <input type="checkbox"/> Historical <input type="checkbox"/> Thematic</p> <p><b>Note:</b> Handguns collected under this licence must be of obvious and significant commemorative, historical or thematic value. Any additional handguns manufactured on or after 1<sup>st</sup> January 1947 added to your collection must increase the historical value and significance of the collection.</p> <p>A firearms collection held under this licence must be stored in accordance with the requirements detailed in Schedule 4 of the <i>Firearms Act 1996</i>. Further, you may be asked to demonstrate that the proposed increase in your collection will be safe.</p>	<div style="display: flex; justify-content: space-between;"> <div style="width: 70%; border: 1px solid black; height: 25px; margin-bottom: 5px;"></div> <div style="width: 25%; border: 1px solid black; text-align: center; margin-bottom: 5px;">/ /</div> </div> <p style="text-align: center; font-size: small;">(Name of firearm collectors organisation) (Date joined) (Day) (Month) (Year)</p> <div style="display: flex; justify-content: space-between;"> <div style="width: 30%;">Membership Number</div> <div style="width: 35%; border: 1px solid black; height: 25px; margin-bottom: 5px;"></div> <div style="width: 20%;">Expiry Date</div> <div style="width: 15%; border: 1px solid black; text-align: center; margin-bottom: 5px;">/ /</div> </div> <p style="text-align: center; font-size: small;">(Day) (Month) (Year)</p> <p><b>Note:</b> To be eligible for this licence you need to have held a Category 1 Firearm Collectors Licence for at least 2 years. You must also possess more than 10 handguns manufactured before 1<sup>st</sup> January 1947. You must remain a member of an appropriate approved firearms collectors' organisation for the duration of your licence.</p> <p style="text-align: center;"><b>AND</b></p> <p>A copy of your current membership card.</p> <p style="text-align: center;"><b>AND</b></p> <p>Your organisation's statement of endorsement by a Nominated Officer, as below.</p> <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;"> <p>I, _____, nominated officer of the above club, endorse this application on behalf of the club, being satisfied that the applicant has a sound knowledge of firearms and related laws and can (i.e. is able to) comply with storage requirements.</p> </div> <div style="display: flex; justify-content: space-between; margin-bottom: 5px;"> <div style="width: 60%; border-top: 1px solid black; text-align: center; font-size: small;">Signature</div> <div style="width: 35%; border-top: 1px solid black; text-align: center; font-size: small;">Date</div> </div>
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**Part 8 - Evidence - continued**

Cross the box in the left column for the licence that you are applying for and provide the documents listed in the right column for licence selected.

Licence	Information and documents you must provide
<p><input type="checkbox"/> <b>3. Antique Handgun Collectors Licence</b></p> <p>Type of Collection (Cross applicable box(es))</p> <p><input type="checkbox"/> Commemorative</p> <p><input type="checkbox"/> Historical</p> <p><input type="checkbox"/> Investment</p> <p><input type="checkbox"/> Thematic</p> <p><b>Note:</b> Antique handguns are defined as handguns that were manufactured before 1<sup>st</sup> January 1900, use percussion as a means of ignition and <b>do not</b> take cartridge ammunition that is commercially available.</p> <p>A firearms collection held under this licence must be stored in accordance with the requirements detailed in Schedule 4 of the <i>Firearms Act 1996</i>.</p>	<div style="display: flex; justify-content: space-between;"> <div style="width: 65%; border: 1px solid black; height: 25px; margin-bottom: 5px;"></div> <div style="width: 30%; border: 1px solid black; text-align: center; margin-bottom: 5px;">/ /</div> </div> <p style="text-align: center;"><i>(Name of firearm collectors organisation)</i></p> <p style="text-align: center;"><i>(Date joined)</i> <i>(Day) (Month) (Year)</i></p> <div style="display: flex; justify-content: space-between;"> <div style="width: 30%;">Membership Number</div> <div style="width: 35%; border: 1px solid black; height: 25px;"></div> <div style="width: 30%;">Expiry Date</div> </div> <div style="display: flex; justify-content: flex-end; margin-top: 5px;"> <div style="border: 1px solid black; text-align: center; margin-right: 10px;">/ /</div> <div style="border: 1px solid black; text-align: center;">/ /</div> </div> <p style="text-align: center;"><i>(Day) (Month) (Year)</i></p> <p><b>Note:</b> You need to be a current member of an approved Firearms Collectors Club or organisation that deals with the classes of firearms you propose to collect. You must remain a member of an appropriate approved firearms collectors' organisation for the duration of your licence.</p> <p style="text-align: center;"><b>AND</b></p> <p>A copy of your current membership card.</p> <p style="text-align: center;"><b>AND</b></p> <p>Your organisation's statement of endorsement by a Nominated Officer, as below.</p> <div style="border: 1px solid black; padding: 10px; margin-top: 10px;"> <p>I, _____, nominated officer of the above club, endorse this application on behalf of the club, being satisfied that the applicant has a sound knowledge of firearms and related laws and can (i.e. is able to) comply with storage requirements.</p> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="width: 60%; border-top: 1px solid black; text-align: center;"><i>Signature</i></div> <div style="width: 35%; border-top: 1px solid black; text-align: center;"><i>Date</i></div> </div> </div>
<p>Explain the nature of the handguns you intend to collect for the type of your collection (commemorative, historical, investment or thematic). For example, this could be any particular range, era, type or manufacture of firearms, e.g. Boer War handguns, or a full range of Colt handguns. Please be aware that you may be required to demonstrate that your collection is, or will be, of obvious and significant commemorative, historical, investment or thematic value.</p> <div style="border: 1px solid black; height: 80px; margin-top: 10px;"></div>	

<p><input type="checkbox"/> <b>4. Ammunition Collectors Licence</b></p> <p>An ammunition collection held under this licence must be stored in accordance with the requirements detailed in Schedule 4 of the <i>Firearms Act 1996</i>.</p>	<div style="display: flex; justify-content: space-between;"> <div style="width: 65%; border: 1px solid black; height: 25px; margin-bottom: 5px;"></div> <div style="width: 30%; border: 1px solid black; text-align: center; margin-bottom: 5px;">/ /</div> </div> <p style="text-align: center;"><i>(Name of firearm collectors organisation)</i></p> <p style="text-align: center;"><i>(Date joined)</i> <i>(Day) (Month) (Year)</i></p> <div style="display: flex; justify-content: space-between;"> <div style="width: 30%;">Membership Number</div> <div style="width: 35%; border: 1px solid black; height: 25px;"></div> <div style="width: 30%;">Expiry Date</div> </div> <div style="display: flex; justify-content: flex-end; margin-top: 5px;"> <div style="border: 1px solid black; text-align: center; margin-right: 10px;">/ /</div> <div style="border: 1px solid black; text-align: center;">/ /</div> </div> <p style="text-align: center;"><i>(Day) (Month) (Year)</i></p> <p style="text-align: center;"><b>AND</b></p> <p>A copy of your current membership card.</p> <p><b>Note:</b> You must remain a member of an appropriate approved firearms collectors' organisation for the duration of your licence.</p>
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## Part 9 - Confirmation of Currently Owned Firearms

Do you currently own **any** firearms (registered or unregistered in Victoria)?

Yes

Continue to the next question.

No

Go to **Part 10**.

Are any of these firearms already registered with Victoria Police Licensing & Regulation Division?

Yes

You must submit a copy of your Firearm Registration Certificate (i.e. firearm list) with this application. Confirm your currently owned firearms via this Certificate. The Certificate must then be signed, dated and attached to the back of this application. **Refer to Part 9 of the instruction pages.**

No

**Refer to Part 9 of the instruction pages.**

## Part 10 - Acknowledgement

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)

**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).

## 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 FIREARM LICENCE, 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".
- If you are applying for a Category 1 Collectors Licence, ensure you have your **fingerprints** taken (Part 6).
- STAPLE** certified copies of your identification documents to the back of this application and make sure that your referee has signed Part 7 unless you currently hold one of the licences specified and have provided the relevant details.
- DO NOT** send original identification.
- Answer **ALL** of the questions and include **ALL** documentary evidence for the licence you are applying for (Part 8). Staple
- ALL** supporting documentation to the back of the application.
- List **ALL** of your currently owned firearms (Part 9).
- Complete Part 10 - Acknowledgment.

**Mail 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.

If you need information on any aspect of this application form, please access the Licensing & Regulation Division website [www.police.vic.gov.au](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)

General information and assistance regarding Freedom of Information can be accessed via the Department of Justice, Freedom of Information website.

**Note:** The *Firearms Act 1996* states that any changes to your 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).



# Instruction Pages for Firearm Licence Application

Licence Category: Category 1 and 2 Firearm Collectors, Antique Handgun Collectors and Ammunition Collectors Licence

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

## General Instructions for the Completion of your Firearm Licence Application Form

- This form is only to be used by Collector Licence applicants.
- There are **10** parts in the Firearms Licence Application; you must complete **all 10 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.

### Documents

- **Do not send** original identification documents.
- High quality copies of documents must be provided. If documents are not clear your application will be returned.

### Waiting periods for Licences

New firearms licences have a mandatory legislated 28 day waiting period from date of application to the issue of the licence in accordance with section 33 of the *Firearms Act 1996*.

## Part 1 - Type of Application

### How to complete Part 1

The Licence Category you are applying for is dependent on the type of firearms that you own or propose to acquire. Cross the box applicable to the type of licence you require based on the descriptions below.

#### Licence Categories

##### Category 1 Firearms Collectors Licence

Category 1 Firearms Collectors Licence allows you to own, **but not use**\*-

- Longarms; and
- Handguns that have been manufactured after the 1st January 1900 but no later than 31st December 1946; and
- Handguns that have been manufactured before 1900, that use percussion as a means of ignition and that take cartridge ammunition that is commercially available; and
- Antique handguns (that are not single shot antique handguns).

All firearms must be consistent with the theme of your collection, i.e. commemorative, historical and/or thematic value. To apply for this licence you must be, and have been for at least 6 months, a member of an approved firearms collectors organisation that deals with the classes of firearms you propose to collect.

##### Category 2 Firearms Collectors Licence

Category 2 Firearms Collectors Licence allows you to own, **but not use**\*-

- Longarms; and
- Handguns that have been manufactured on or after the 1st January 1947; and
- Handguns that have been manufactured after the 1st January 1900 but no later than 31st December 1946; and
- Handguns that have been manufactured before 1900, that use percussion as a means of ignition and that take cartridge ammunition that is commercially available; and
- Antique handguns (that are not single shot antique handguns).

All firearms must be consistent with the theme of your collection, i.e. commemorative, historical and/or thematic value. To apply for this licence you must have held a Category 1 Collectors Licence for at least two years and be a member of an approved firearms collectors organisation. You must also possess more than 10 handguns manufactured before 1<sup>st</sup> January 1947. Any additional handguns you collect that are manufactured after 1<sup>st</sup> January 1947 must increase the historical value and significance of the collection.

##### Antique Handgun Collectors Licence

An Antique Handgun Collectors Licence allows you to own, **but not use**\*-

- Handguns that have been manufactured before 1900, that use percussion as a means of ignition and that **do not** take cartridge ammunition that is commercially available.

All firearms must be consistent with the theme of your collection, i.e. commemorative, historical and/or thematic value. To apply for this licence you must be a current member of an approved Firearms Collectors Club or organisation that deals with the classes of firearms you propose to collect.

\* **Please note** Single shot antique handguns are exempt from the *Firearms Act 1996*.

##### Ammunition Collectors Licence

Ammunition Collectors Licence allows you to own, **but not use**, ammunition that is rendered inert. Sporting or military ammunition up to 20 mm calibre does not need to be rendered inert. To apply for this licence you must be a member of an approved ammunition collectors organisation.

\* **Note** that holders of collectors licences (or approved firearms collectors clubs on behalf of holders of collectors licences) may apply for a permit to carry or use any Category A, B or C longarm or general category handgun held under that licence at a commemorative or historical event. This permit and the relevant event must be approved by the Chief Commissioner with the event sponsored by an approved organisation of firearms collectors and held at an approved range.

## 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 you have ever changed your name officially, 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**.
- 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.

### Firearm Storage requirements (All categories of firearms)

**A person who owns fewer than 15 firearms is to store in accordance with 3A of Schedule 4.**

**If more than 5 firearms are stored on the premises the firearms are to be stored:-**

- (a) The premises must be fitted with an intruder alarm system.
- (b) The installation, maintenance and operation of the alarm system must comply with Australian Standard 2201.1:2007 (as amended from time to time), and
- (c) In the event of an intrusion, activates an audible alarm warning device and an external visible alarm warning light.

**If no more than 15 category A or B longarms with no other firearms possessed under this licence and no other firearms are stored on the same premises, the firearm/s owned or possessed under a firearm collectors licence must be stored in a receptacle:**

- (a) which is constructed of hard wood or steel that is not easily penetrable, and
- (b) which, if it weighs less than 150 kilograms when it is empty, must be fixed to the frame of the floor or the wall of the premises where the firearm is kept in such a manner that it is not easily removable, and
- (c) which, when any firearm is stored in it, is locked with a lock of sturdy construction.

**A person who stores 15 or more firearms on the premises must store in accordance with section 122 of the Act. The firearms must be stored:-**

- (a) on premises or a part of premises which is a permanent building with secure locks on all openings, and
- (b) in a room -
  - (i) the walls of which are solid enough to be a substantial physical barrier to entry and
  - (ii) any window of which is covered by security bars, and
  - (iii) any door to which is -
    - (A) of a solid material, or is covered by steel sheet or reinforced by firmly fixed steel mesh, and
    - (B) fitted with a lock of the dead latch type or an extra hasp or barrel bolt and padlock which is of such a nature as to reduce the possibility of the door being sprung from the jamb, and
    - (C) hinged with concealed hinge pins which are welded to prevent the pins being removed; and
- (c) in a receptacle -
  - (i) which is made of steel or any other robust material, and
  - (ii) which must be firmly fixed to the wall or floor of the room, and
  - (iii) the doors of which are attached with concealed or welded hinges, and
  - (iv) which, when any firearm is stored in it, is locked with a lock which is so constructed as to prevent the doors of the receptacle being easily sprung.

The key to the receptacle in which the firearm is stored must be carried by the holder of the licence or kept securely in a separate room from the receptacle when the receptacle is not being accessed.

The firearm must not be removed from the receptacle except by the holder of the licence.

Any bolt or firing pin which is required to be stored separately from the firearm it is part of, must be stored in the same manner as is required for the storage of a firearm under a longarm licence for a category A or B longarm.

### Ammunition Collector Requirements

- Ammunition to be stored in a container made of hard wood or steel that can not be easily penetrated.
- If the container weighs less than 150 kg empty, it must be securely fixed to the floor or a wall frame in such a manner that it is not easily removable.
- When ammunition is stored in the container, the container must be locked with a lock of sturdy construction.

**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 Act.**

## Part 4 – Medical History

### How to complete Part 4

Cross “Yes” or “No” in response to **every** question.

**If you answered “Yes”** to any question, please provide the Licensing & Regulation Division a current medical reporting notice as shown at the website: **Firearm forms and reference information**, then the section on **Medical history information for Health Practitioners** will guide you on how the Health Professional is to complete the reporting notice and send it the document directly back to LRD.

Failure to include all of this information in the report will result in your application being returned with the request for a medical report that does contain all of the required information.

## Part 5 – Previous History

### How to complete Part 5

Cross "Yes" or "No" in response to every question.

If you answer "Yes" to any question, supply additional information as requested.

### Section A – Offences

- Definitions**
- **Convicted** means that a charge has been proven, and a formal record of conviction has been made. It does not matter how long ago you were convicted or what penalty was imposed.
  - **Found guilty without a conviction being recorded** means that a charge has been proven but no formal record of a conviction was made (e.g. your court result could read "Without Conviction"). It does not matter how long ago you were found guilty or what penalty was imposed.
  - **Charges outstanding** means that you have been formally charged with an offence that has not yet been heard in a court of law. If this is applicable, you will have been served with a summons or charged and notified of a court date.

If you answer "Yes" to any question in this section, write the State and/or Country where this occurred in the boxes provided. If there is insufficient space, please attach a list to the back of the application.

### Section B – Licence Refusal/Cancellation

You must cross the appropriate box to indicate if you have ever been refused a licence or permit for a firearm and you must cross the appropriate box to indicate if you have ever had a licence or permit for a firearm canceled.

If you answered "Yes" to either question, you must write the year in the boxes provided.

**Note:** Previous licence refusal or cancellation does not necessarily preclude you from obtaining approval for this application.

### Section C – Intervention Order

An Intervention Order is made under the *Family Violence Protection Act 2008*, or the *Personal Safety Intervention Orders Act 2010* or an order of a corresponding nature made in another State or a Territory. You must select "Yes" in this section if you have been subject to any type of intervention order.

### Section D – Application to be deemed not to be a Prohibited Person

If a person is defined as a "prohibited person" under the *Firearms Act 1996* they cannot be approved to hold a firearms licence. However, the Act allows certain "prohibited persons" to apply to Court to be deemed to **not** be a prohibited person.

Details as to which offence and Intervention Orders can make you a "prohibited person" can be found in section 3 of the *Firearms Act 1996*. The circumstances under which you may apply to be deemed not to be a "prohibited person" can be found in section 189 of the same Act. The *Firearms Act 1996* can be found at [www.legislation.vic.gov.au/](http://www.legislation.vic.gov.au/)

## Part 6 – Fingerprints

All **Category 1 Firearms Collectors Licence applicants** must provide fingerprints to Victoria Police before they can be licensed.

Category 2 Firearms Collectors Licence applicants, Antique Handgun Collectors Licence applicants and Ammunition Collector Licence applicants **do not** need to provide fingerprints.

Applicants must have their fingerprints taken prior to completing this application. Victoria Police provides fingerprinting services at various locations throughout Victoria. Visit <https://www.police.vic.gov.au/fingerprinting> for more information.

Your fingerprints will be included on the National Automated Fingerprint Identification System (NAFIS) and regularly checked to satisfy the Chief Commissioner that you are a fit and proper person to hold a licence. Should your licence be canceled or not renewed you may make application in writing to the Victoria Police Fingerprint Section to have your fingerprint record destroyed.

## Part 7 – Identification Reference

### How to complete Part 7

If you do not currently hold a Victorian Firearm Licence, Private Security Licence or Chief Commissioner of Police Weapon Approval you must provide proof of your identification.

To prove your identity you are required to provide 100 points of identification (see list below). This must be in the form of

- **one** primary identification document (certified copy) **and**
- secondary identification documents (certified copies).

(An example of a **certified** document can be seen below.)

**One of the identification documents must include your current residential address.  
Copies of identification documents/photographs must be legible and of high quality.**

Document	Points
<b>Primary Identification – Only one allowed</b>	
<b>Primary identification must include your name and date of birth</b>	
A full birth certificate (cannot accept copies of birth extracts). The Certificate must be in English, or have an English translation.	70
Citizenship certificate	70
Current Passport	70
Expired Passport that was current in the last 2 years and was not cancelled	70
<b>Secondary Identification</b>	
<b>This list of secondary identification must at least include your name</b>	
Public service identification card that has either a photograph or signature	40
Any licence/permit issued under an Australian law with a photograph or signature (e.g. Driver Licence)	40
An identification card issued to entitle you to financial benefit (e.g. Health Care Card) that has either a photograph or signature	40
An identification card issued by a tertiary education institution that has either a photograph or signature	40
<b>This list of secondary identification must at least include your name (only one each of any type)</b>	
A written reference from a financial body* that states that you have held an account for at least 12 months and has your signature and a signature from an agent/employee of the financial body*	40
A written reference from an Acceptable Referee that states that they have known you for at least 12 months and contains both your signature and the Acceptable Referee's signature	40
<b>This list of secondary identification must include your name and address (only one each of any type)</b>	
Records from an employer who has employed you within the last 2 years.	35
A rates notice (relating to land ownership or occupation)	35
A document from a financial body* detailing security over a property	35
A document from a financial body* relating to a mortgage or other instrument of security	35
Documentation from the Credit Reference Association of Australia	35
A land title document	35
Official electoral roll information as compiled by the Australian Electoral Office	25
A letter from a person who would be an Acceptable Referee except that they have known you for less than 12 months	25
A document from a landlord or real estate agent managing a property that you rent	25
A document (e.g. account) from a public utility (e.g. gas, electricity, water)	25
A record from a financial body* that you have had an account with for more than 12 months (e.g. a bank statement)	25
A record held under a law (that is not a land title)	25
<b>This list of secondary identification must include your name and date of birth (only one of either type)</b>	
School records from a primary, secondary or tertiary education institution that you have attended within the last 10 years	25
Membership records from a professional or trade association	25
<b>This list of secondary identification must include your name (only one from any institution)</b>	
Other forms of secondary identification that verify your name (e.g. Medicare Card, Credit Card)	25

\* A financial body is a bank, credit union, building society etc.

This is an example of a secondary identification document that has been certified.



I certify that the document presented for certification is a true copy of the original. This document was sighted by me on:

21/12/2021

Signature: *J Person*

Print Name: Jane A Person

Type of Referee: Accountant

### Identifying referee

You must have an Acceptable Referee certify your documents and sign the Declaration in Part 7. See the list on the following page for Acceptable Referees.

## Part 7 – Identification Reference *continued* – List of Acceptable Referees

### The following people can act as referees for Part 7

The Referee **must** have known you for at least 12 months.

A member of <ul style="list-style-type: none"> <li>the Chartered Accountants Australia and New Zealand, or</li> <li>the Australian Society of Accountants, or</li> <li>the Institute of Public Accountants.</li> </ul>	A member of a municipal, city, town, district or shire council of a State or Territory.	An employee of a financial institution who is authorised by the financial institution to open accounts with the institution.
An agent of a financial institution who is authorised by the financial institution to open accounts with the institution.	A full time employee of <ul style="list-style-type: none"> <li>a financial institution; or</li> <li>a corporation that is a registered corporation within the meaning of the <i>Financial Sector (Collection of Data) Act 1974</i>; who has been employed continuously for at least 5 years by one or more financial bodies.</li> </ul>	An employee of a bank carrying on a business outside Australia <ul style="list-style-type: none"> <li>that does not have an authority under Section 9 of the <i>Banking Act 1959</i>; and</li> <li>that is engaged in a transaction with a cash dealer;</li> </ul> who is authorised by the bank to open accounts with the bank.
A full-time employee of a company carrying on insurance business who has been employed continuously for at least 5 years by one or more companies of that type.	A legal practitioner of a Federal, State or Territory Court.	A registrar, clerk, sheriff or bailiff of a Federal, State or Territory Court
An officer within the meaning of the <i>Defence Act 1903</i> .	An individual registered or licensed as <ul style="list-style-type: none"> <li>a dentist,</li> <li>a medical practitioner,</li> <li>a pharmacist, or</li> <li>a veterinary surgeon,</li> </ul> under a law of a State or Territory providing for that registration or licensing.	An individual who is employed and registered as a nurse under the law of a State or Territory providing for that registration.
A diplomatic or consular officer of an Australian Embassy, High Commission or Consulate, in Australia or overseas.	A holder of an office established by a law of the Commonwealth, a State or Territory in respect of which annual salary is payable.	A judge or master of a Federal, State or Territory Court.
A stipendiary magistrate of the Commonwealth or of a State or Territory.	A justice of the peace of a State or Territory.	A member of the Federal Parliament or a State Parliament.
A member of the Legislative Assembly of the Australian Capital Territory, the Northern Territory or Norfolk Island.	A minister of religion who is registered as a marriage celebrant.	A notary public.
A member of the Australian Federal Police, or of the police force of a State or Territory, who in the normal course of his or her duties, is in charge of a police station.	A member of the Australian Federal Police, or of the police of a State or Territory, of or above the rank of sergeant.	A manager of a post office.
An individual employed as an officer or employee by one or more of the following: <ul style="list-style-type: none"> <li>the Commonwealth, a State or Territory;</li> <li>an authority of the Commonwealth, a State or Territory; or</li> <li>a local government body of a State or Territory;</li> </ul> who has been so employed continuously for a period of at least 5 years, whether or not the individual was employed for part of that period as an officer and for part as an employee.	An individual employed as a full-time teacher or as a principal at one or more of the following educational institutions: <ul style="list-style-type: none"> <li>a primary or secondary school forming part of the education system in a State or Territory; or</li> <li>an institution listed in section 4 or paragraphs 34(4)(b)-(j) (inclusive) of the <i>Higher Education Funding Act 1988</i>;</li> </ul> who has been so employed continuously for a period of at least 5 years.	An individual who, in relation to an Aboriginal community <ul style="list-style-type: none"> <li>is recognised by the members of the community to be a community elder; or</li> <li>if there is an elected Aboriginal council that represents the community – is an elected member of the council.</li> </ul>
An individual who is an agent of a totalisator agency board if <ul style="list-style-type: none"> <li>the individual conducts an agency of the totalisator agency board at particular premises; and</li> <li>the agency is not ancillary to any other business conducted at those premises.</li> </ul>	A Commissioner for oaths of a State or Territory.	An individual who is registered as a tax agent under part VIIA of the <i>Income Tax Assessment Act 1936</i> .
A member of the Chartered Institute of Company Secretaries in Australia Limited.	A member or fellow of the Association of Taxation and Management Accountants.	A member of the Institution of Engineers Australia, other than a member with the grade of student.
A fellow member of the National Tax and Accountants' Association Limited.		

You must ask the Acceptable Referee to

- sign the copy of the identification documents that you are providing in order to indicate that it is a true copy of the original as demonstrated on the previous page; and
- complete all required parts of the "Declaration by Referee" section in Part 7 of the application form as instructed on the form. Please note that this includes witnessing you (the applicant) signing the application in their presence.

Make sure you include the signed identification documents with your application by stapling them to the back of the application.

## Part 8 – Evidence for Licence

### How to complete Part 8

1. Cross the box in the left hand column for the licence you are applying for.
2. Provide the evidence listed in the right hand column for the licence you are applying for.

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

### Category 1 Firearms Collectors Licence

Please refer to Part 1 of the instruction pages for details of the firearms you may possess under a Category 1 Firearms Collectors Licence.

You must:

- prove you are, and have been for at least 6 months, a member of an organisation of firearm collectors approved by the Chief Commissioner by providing the evidence specified;
- explain how the firearms being collected are of obvious and significant commemorative, historical or thematic value (please be aware that you may be required to further demonstrate this); and
- have the application endorsed by a nominated officer of your club.

### Category 2 Firearms Collectors Licence

Please refer to Part 1 of the instruction pages for details of the firearms you may possess under a Category 2 Firearms Collectors Licence. In order to apply for this licence you **must** have held a Category 1 Firearms Collectors Licence for at least 2 years.

You must:

- be able to demonstrate that the handguns will be of obvious and significant commemorative, historical or thematic value;
- prove you are a member of an approved firearms collectors club by providing the evidence specified;
- have the application endorsed by a nominated officer of that club;
- possess more than 10 handguns manufactured before 1 January 1947 and be able to demonstrate, when required, that the addition of handguns manufactured after this date will increase the historical value and significance of the collection; and
- ensure that the proposed increase of the collection is safe in all the circumstances.

### Antique Handgun Collectors Licence

Please refer to Part 1 of the instruction pages for details of the firearms you may possess under an Antique Handgun Collectors Licence.

You must:

- prove that you are a current member of an approved firearms collectors club that deals with the class of firearm that you propose to collect by providing the evidence specified;
- explain how the firearms being collected are of obvious and significant commemorative, historical, investment or thematic value (please be aware that you may be required to further demonstrate this); and
- have the application endorsed by a nominated officer of your club.

### Ammunition Collectors Licence

You must prove you are a member of an organisation of firearms collectors or an organisation of ammunition collectors approved by the Chief Commissioner by providing the evidence specified.

**Note:** You must remain a member of an approved collector's club or organisation for the duration of your licence.

You must notify Licensing & Regulation Division in writing of any change to the reason for issue of your licence within 7 days of becoming aware of the change.

## Part 9 – Confirmation of Currently Owned Firearms

### How to complete Part 9

You must indicate if you currently own any firearms, whether they are unregistered or registered to **any** current Victorian Firearms Licence.

If you own **any** firearms, you must provide a list of these in the appropriate method detailed below.

You may **only** submit your application **without** one of the attachments detailed below if you **do not own any firearms**.

### If you have any firearms already registered with Victoria Police Licensing & Regulation Division –

- You should confirm details of your currently owned firearms via a *Firearms Registration Certificate* (i.e. a Firearms List).
  - If you do not have a copy of this document you may contact Licensing & Regulation Division either via phone (1300 651 645) or via email ([lrd@police.vic.gov.au](mailto:lrd@police.vic.gov.au)) to have a current *Firearms Registration Certificate* sent to you.
  - Check that all the firearm details are accurate on the Certificate.
  - Change any inaccuracies in the *Firearms Registration Certificate* in the manner described in the instructions attached to the Certificate; and
  - Add any firearms that you own that are not currently on the *Firearms Registration Certificate* by following the instructions attached to the Certificate.
- Sign and date the *Firearms Registration Certificate* as per instructions.
- Staple the *Firearms Registration Certificate* to the back of this application.

**Do not submit your application without your completed *Firearms Registration Certificate* attached or your application will be returned.**

## Part 10 – Acknowledgement

You must read, sign and date the Acknowledgement.