

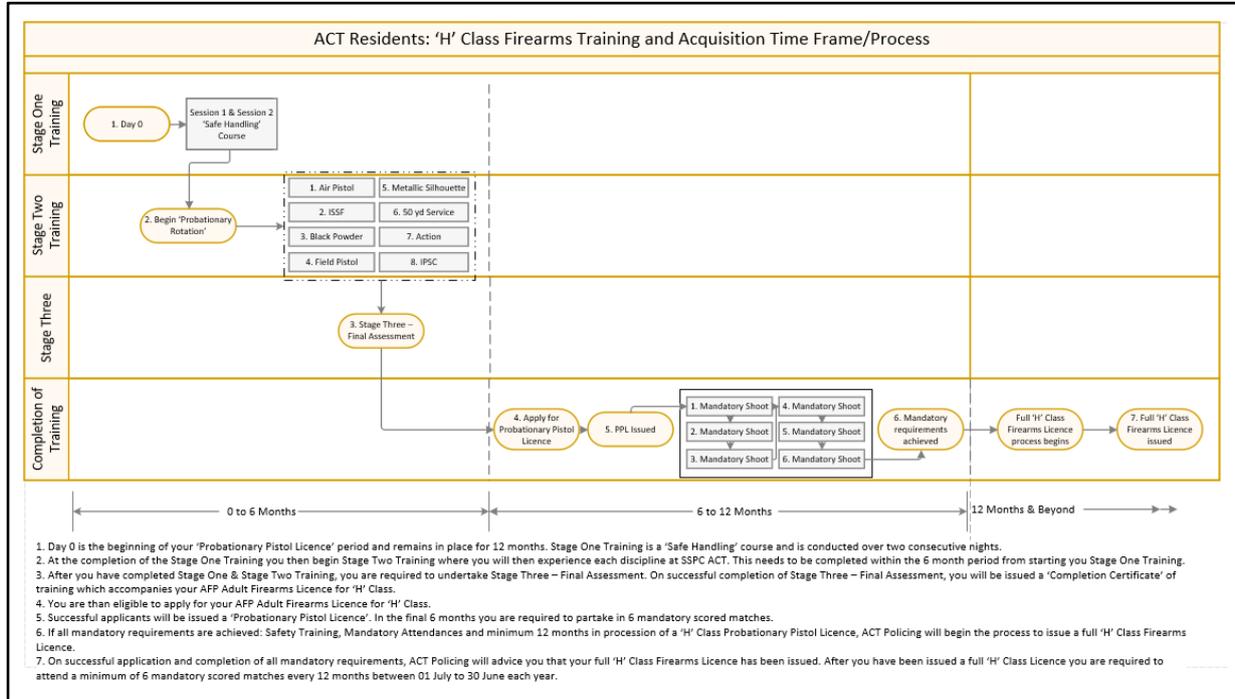


## **Australian Capital Territory 'H' Class Firearms Application steps and process for new SSPC ACT members**

1. Become a member of Sporting Shooters Pistol Club (SSPC ACT).
2. Undertake Phase 1 – Safe Handling Course.
  - a. This is done over 2 consecutive nights. On successful completion the Chief Instructor or Accredited Training Officer will sign your 'Safe Handling Course' paperwork. With this completed you will move into Phase 3 of the ACT Probationary Shooters requirements.
3. Phase 3 – Probation Rotation.
  - a. You will undertake what is known as 'Probation Rotation'. On this rotation you will visit each discipline that is conducted at SSPC ACT and gain a understanding and be able to ask questions of the members who shoot that discipline, and figure out if you would like to compete in that discipline.
  - b. This rotation is an ACT Regulation requirement and must be completed within six months. If not completed within 6 months as part of the ACT Probationary Pistol Licence you will need to begin the whole process again from the start.
4. Phase 4 – Final Assessment.
  - a. On completion of Phase 3 you will be required before 6 months is contract the Chief Instructor or Accredited Training Officer to do your final examination.
  - b. On being deemed compliant and undertaken all the ACT Policing – Firearms Training requirements as a Probationary Shooter, you will be issued with:
    - i. Safety Handling Course – signed by the Instructor.
    - ii. Record of shooting experience during your time as a Probationary Shooter.
    - iii. Chief Instructor or Accredited Instructor signature and he club 'Approved & Authority' stamp on your 'Firearms Licence Application' form.
    - iv. Payment receipt from 'Access Canberra'.



## ACT Training Process & Licence Issue - Flow Chart



**What to do after you completed all your 'Training'.**

- 5. Ensure that you have completed the AFP Adult Firearms Licence Application form. This form is located on the [ACT Policing - Firearms](https://www.police.act.gov.au/safety-and-security/firearms) website.  
<https://www.police.act.gov.au/safety-and-security/firearms>

The image shows the 'ADULT FIREARM LICENCE APPLICATION' form from the Australian Federal Police (AFP). The form is titled 'ADULT FIREARM LICENCE APPLICATION' and 'ACT Firearms Act 1996 - Part 7'. It includes a box for 'ACT Firearms Registry Use Only Licence Number:'. The form is divided into two main sections: '1. APPLICANT DETAILS' and '2. LICENCE CLASS'. Section 1 includes sub-sections for '1.1 APPLICANT DETAILS', '1.2 Have you been known by any other names?', '1.3 RESIDENTIAL DETAILS', '1.4 POSTAL ADDRESS', and '1.5 CONTACT DETAILS'. Section 2 includes '2.1 Select the category of firearm(s) you are applying to be licenced to use and possess?' and '2.2 What is your Genuine Reason for having a firearm licence?'. The form contains various input fields for names, addresses, contact information, and reasons for applying.



# ADULT FIREARM LICENCE APPLICATION

ACT Firearms Act 1996 - Part 7

## 2. LICENCE CLASS (continued)

**The applicant to complete.**

**Genuine Reasons (Continued)**

- Primary Production,
- Vertebrate Pest Animal Control,
- Business or Employment,
- Occupational Requirements relating to rural purposes,
- Animal Welfare.

If there is insufficient space to complete a question, please provide additional details at the end of this application.

**2.4** Have you ever held a firearms licence in the ACT or another state or territory in Australia? Yes  No   
If no, move to 2.5.

If yes, what was your previous firearms licence Number?

What category of firearm(s) were you licenced for?  A  B  C  D  H

What state was this licence issued in?  
ACT  NSW  VIC  TAS  QLD  NT  SA  WA

**2.5** Have you ever been refused a firearms licence? Yes  No

**2.6** Have you ever had a firearms licence cancelled or suspended? Yes  No

**2.7** If you answered yes to either 2.5 or 2.6, please provide the reason(s) why.

**2.8** Have you completed the relevant firearms safety training? Yes  No   
(All applicants that have not held a previous ACT Firearms Licence)

**You must provide proof of the successful completion of an approved firearms safety training**

## 3. CLUB ASSOCIATIONS

**The applicant to complete.**

**For applicants applying for a Category H firearms licence with a genuine reason of Sport or Target Shooting**

**For applicants applying for a Category A,B firearms licence with a genuine reason of Sport or Target Shooting or Recreational Hunting/Vermin Control**

It is the responsibility of the applicant to provide evidence each year of participation in club shooting competitions, if your genuine reason is Sport or Target Shooting. Failure to do so may result in the refusal of your application.

If there is insufficient space to complete a question, please provide additional details at the end of this application.

**3.1** Are you a member of an approved shooting club that conducts competitions or activities requiring the use of a firearm for which the licence is sought? Yes  No  If no, go to 3.2

If yes please provide the following details and complete 3.3, 3.4 & 3.5:

Membership number

Club Name

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**3.2** Are you an active member of an approved shooting or hunting club that conducts competitions or activities requiring the use of a firearm for which the licence is sought? Yes  No  If no, go to 3.1

If yes please provide the following details and complete 3.3, 3.4 & 3.5:

Membership number

Club Name

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**3.3** How often do you attend the club?

**3.4** Have you participated in any approved club competitions or hunting activities since your last application? Yes  No

If yes please provide name, location and date of the competitions and/or hunting activities you participated in during the previous year.

**AFP**  
ACT FIREARM LICENCE APPLICATION  
ACT Firearms Act 1996 - Part 7

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**3. CLUB ASSOCIATIONS (Continued)**  
**Club official to complete**  
 In completing this section the club official certifies that the club information given by the applicant is true and correct as recorded in the appropriate club records.

**3.5 Club Official Details**

Surname: [Grid]  
 Given Name(s): [Grid]  
 Position held with in the club: [Grid]

Signature of Club Official: [Red Box]  
 Date: [Grid] dd mm yyyy

Club Stamp: [Red Box]

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**4. PERSONAL HISTORY**  
**The applicant to complete**  
 This information is used to assess your suitability for a firearms licence.

4.1 Do you have any physical and/or mental disability which may render you unfit to use or be in possession of a firearm? Yes  No

If yes, please provide details:

Mental and/or emotional illness? Yes  No   
 Excessive alcohol consumption? Yes  No   
 Illicit drug use or dependence? Yes  No   
 Fits, blackouts or dizziness? Yes  No   
 Serious head injuries? Yes  No   
 Any other condition not previously mentioned? Yes  No

If you answered yes to any of 4.2 please provide details:  
 [Text Box]

4.3 Have you in the last 10 years been found guilty of an offence? If yes please provide details: Yes  No   
 [Text Box]

4.4 Have you in the last 10 years entered into a recognisance to keep the peace or to be of good behaviour or been subject to a domestic violence or restraining order? Yes  No   
 If yes please provide details:  
 [Text Box]

AFP 3001 (1/09) AF2009-1 Approved form under ACT Firearms Act 1996 4271 Pg 3 of 6

If you do not have a signature from the Instructor and the 'Approved & Authorised' stamp your application will be rejected & not processed by the Registry until it is obtained.

**Note:** Ensure that you have both the Accredited Instructors signature and Club stamp before departing.



## ADULT FIREARM LICENCE APPLICATION

ACT Firearms Act 1996 - Part 7

### 4. PERSONAL HISTORY (Continued)

The applicant to complete

This information is used to assess your suitability for a firearms licence.

If there is insufficient space to complete a question, please provide additional details at the end of this application.

4.5 Are you an Australian citizen? Yes  No  If yes, go to 5.1

4.6 If no, when did you arrive in Australia?        
dd mm yyyy

4.7 What is your country of birth?

4.8 Are you a permanent resident of Australia? Yes  No

4.9 Are you in Australia on a Visa? Yes  No  If no, go to 4.13

4.10 What type of Visa do you hold?

4.11 What is the expiry date of your Visa?        
dd mm yyyy

4.12 Have you ever been refused a Visa? Yes  No   
If yes please provide details:

4.13 Have you ever been refused entry into or deported from Australia? Yes  No   
If yes please provide details:

4.14 Do you have a passport? Yes  No  If no, go to 4.15  
If yes, what is the passport number?   
What is the country of issue?

4.15 Do you have a firearms licence issued by another country? Yes  No  If no, go to 5.1  
If yes, what is the firearms licence number?   
What is the country of issue?





**ADULT FIREARM LICENCE APPLICATION**  
ACT Firearms Act 1996 - Part 7

**ACT Firearms Registry Use Only.**

Receipt Number  Amount \$  Receipt Date   
Date of Application   
ID Verification ID Type ACT Firearms Licence  Drivers Licence  Passport   
Primary ID Number  Secondary ID   
Licence Conditions   
Signature of Approving Officer  APPROVED  NOT APPROVED   
Printed Name and Badge Number  Approval Date  Licence Issue Date -- No earlier than 28 days from the day after the application date.   
Licence Issuer Signature of Issuing Officer  Printed Name and Badge Number   
Licence Receiver Signature of Receiver  Printed Name   
Collect  Mail

AFP 2001 (1/09) AF2009-1 Approved form under ACT Firearms Act 1996 s271 Pg 6 of 6

6. Take the following documents to the ACT Firearms Registry:
  - a. AFP Adult Firearms Licence Application
  - b. Safety Handling Course Certificate.
  - c. Probationary Shooters experience logged shoots. This is the 'Probation Rotation' form that is provided to you at the completion of the Stage 1 and before beginning Stage 2 Training.
  - d. Payment receipt from Access ACT.

7. You must have all the above documentation with you when you appear at the ACT Firearms Registry. If any part of the above paperwork is missing the registry will not progress or process your application until it is submitted together.

If you have any questions or concerns please ask the Chief Instructor, an Accredited Training Officer and/or the New Members Coordinator. Also the ACT Policing Firearms Registry and their website will be able to assist you with your enquires.

ACT Probationary Pistol Licence Process remains the sole property and rights of SSPC ACT.