



## New South Wales '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 complete and sign your NSW Pistol Safe Handling Course Completion Certificate.
  - b. Once you have been given your certificate, you can then apply for your 'Probationary Pistol Licence' via Service NSW webpage: <https://www.service.nsw.gov.au>

### PISTOL SAFE HANDLING COURSE COMPLETION CERTIFICATE

PISTOL CLUB NAME	
PISTOL CLUB APPROVAL NUMBER	

This certificate is to accompany an application for a probationary pistol licence or a minors pistol training permit.

**TYPE OF APPLICATION - Select one box only**

Probationary Pistol Licence (PPL)    
  Minors Pistol Training Permit    
  Firearm Collector Category H Only

**PERSONAL DETAILS OF CLUB MEMBER**

Full Name:

Residential Address:

Suburb / Town:  Postcode:

Date of Birth (DD/MM/YYYY):    NSW Driver's Licence No.:

Cat. A/B Firearm licence number (if applicable):  Expiry Date (DD/MM/YYYY):

**PISTOL CLUB MEMBERSHIP DETAILS**

Member Number:  Joining Date (DD/MM/YYYY):    Expiry Date (DD/MM/YYYY):

**PISTOL CLUB CERTIFICATION**

I hereby certify that the person whose details appear on this certificate is a current member of the above pistol club and the member has completed a pistol safe handling course to the satisfaction of the pistol club, as required by section 11(3)(b) of the Firearms Act 1996 and as prescribed by clause 144 of the Firearms Regulation 2017.

**Club Accredited Training Officer**

Signature:  Date (DD/MM/YYYY):

Full Name:  Category H Licence No.:

It is an offence under the Firearms Act 1996 and associated regulation to dishonestly issue this certificate.

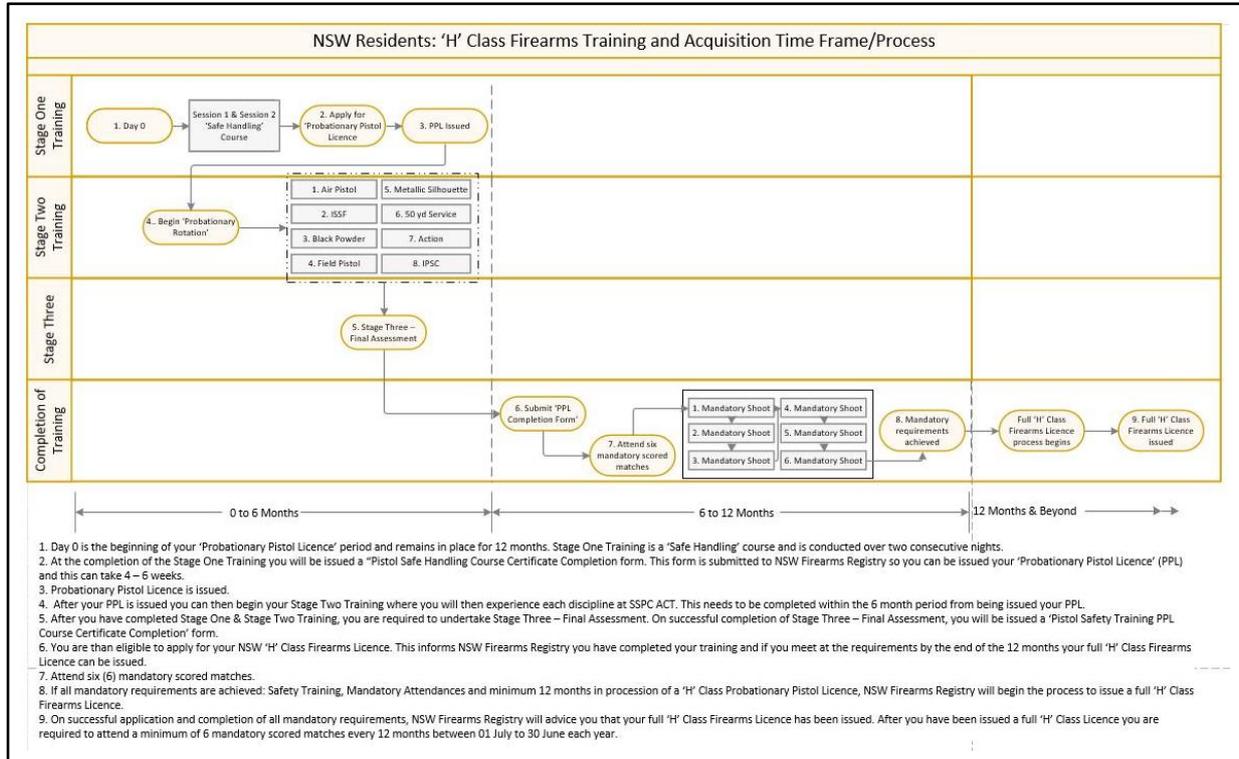
For further information or assistance with completing this certificate, please call the Firearms Registry Customer Service line on 1300 367 562 and ask to speak to the Clubs Unit.

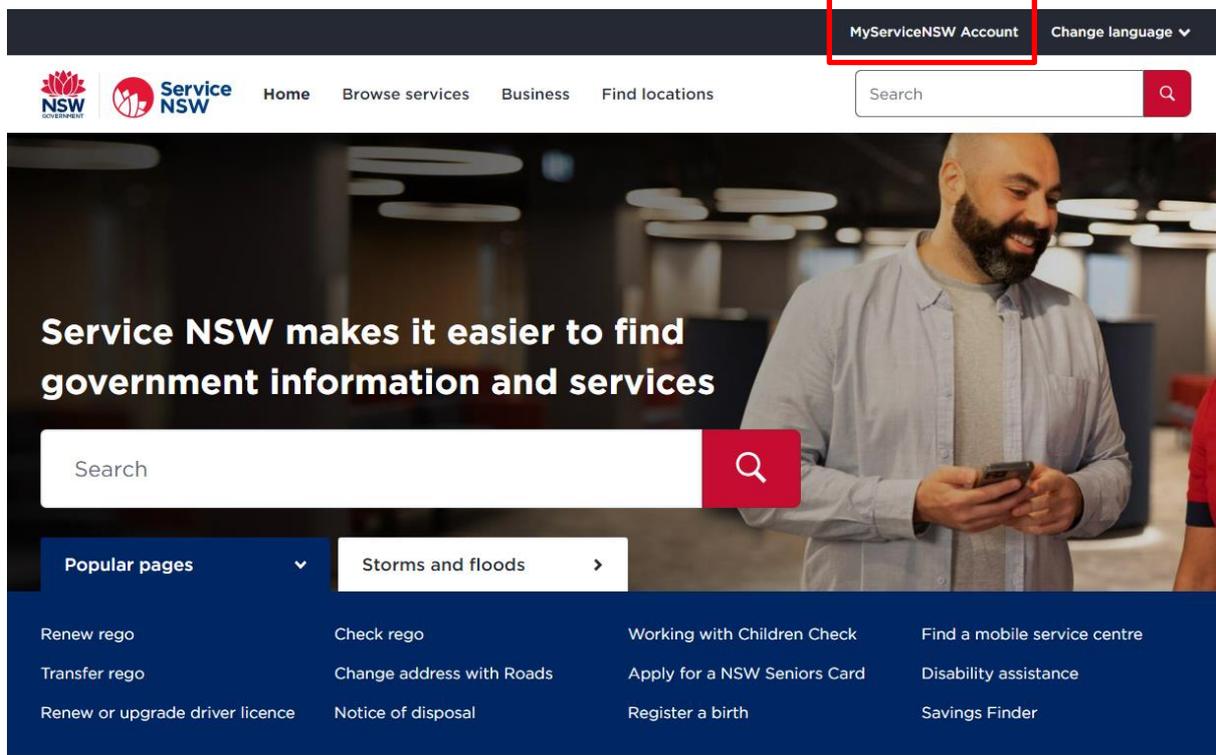
Form 124 July 2022

- If you have not created an account, you will need to and follow the steps below. If you already have an account log in and follow the steps below.

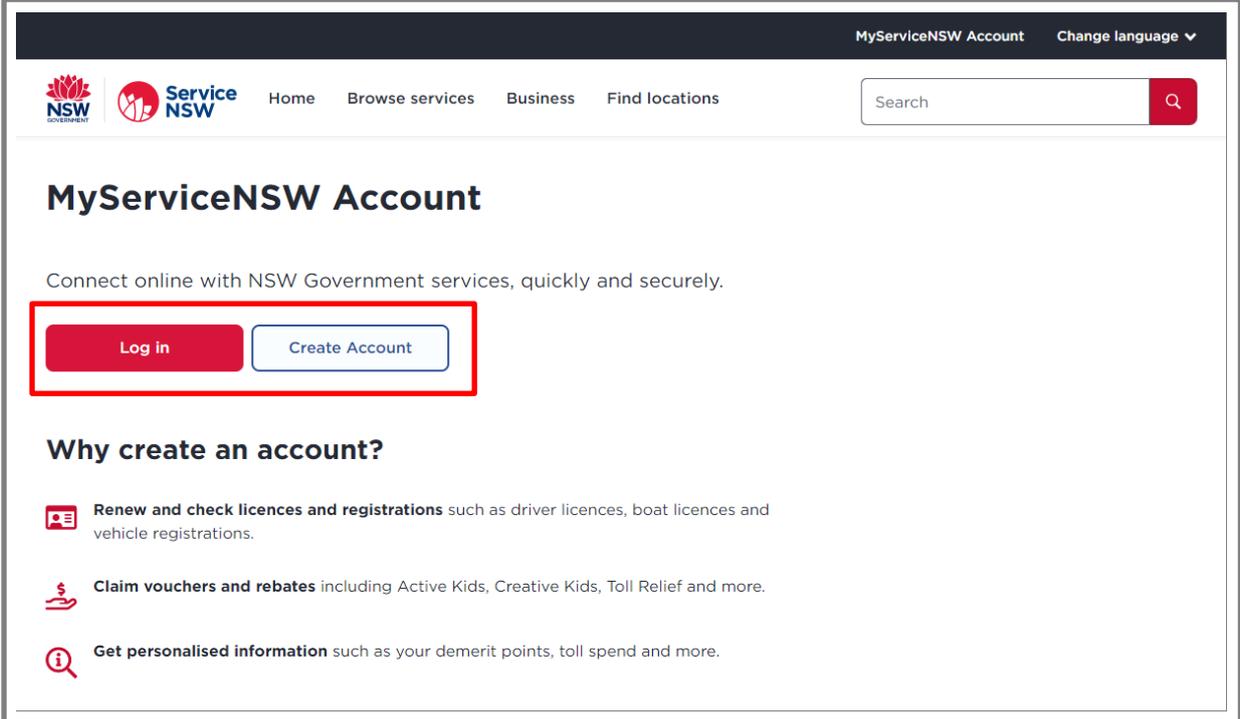
### NSW Training Process & Licence Issue – Flow Chart



**Step 1.**

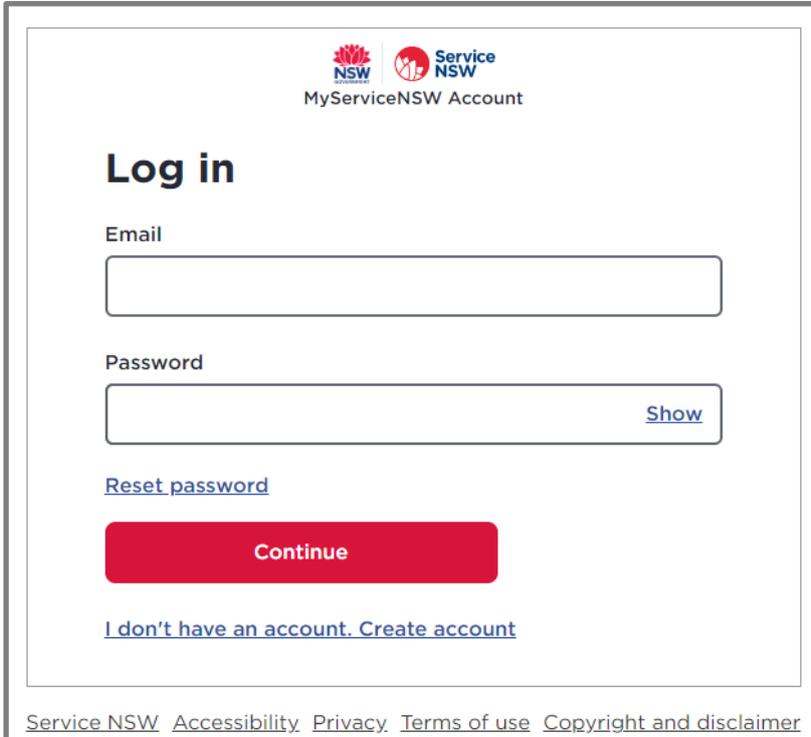


## Step 2:



The screenshot shows the top navigation bar with the NSW Government and Service NSW logos, and links for Home, Browse services, Business, and Find locations. A search bar is located on the right. The main heading is "MyServiceNSW Account". Below the heading is the text "Connect online with NSW Government services, quickly and securely." Two buttons, "Log in" and "Create Account", are highlighted with a red rectangular box. Below this is a section titled "Why create an account?" with three bullet points: "Renew and check licences and registrations", "Claim vouchers and rebates", and "Get personalised information".

## Step 3:



The screenshot shows the "Log in" page for the MyServiceNSW Account. It features the NSW Government and Service NSW logos at the top. The heading "Log in" is prominently displayed. Below the heading are two input fields: "Email" and "Password". The "Password" field has a "Show" link next to it. Below the input fields is a "Reset password" link. A large red "Continue" button is positioned below the links. At the bottom of the form area is a link that says "I don't have an account. Create account". At the very bottom of the page, there is a footer with links for "Service NSW", "Accessibility", "Privacy", "Terms of use", and "Copyright and disclaimer".

**Step 4:**

NSW GOVERNMENT | Service NSW

### Enter the code

We've sent you a text message with a code. Enter the code below.

XXXXXXXX1091

Enter the 6-digit code

|

**Continue**

Didn't receive a code? [Resend](#)

[Service NSW](#) [Accessibility](#) [Privacy](#) [Terms of use](#) [Copyright and disclaimer](#)

**Step 5:**

 **Firearms licences and permits**

Start and track your applications for licences and permits on the NSW Police Force Community Portal.

→

**Step 6:**

**Transactions for EXISTING firearms licence or permit holders:**

- ✔ Apply for a permit to acquire a firearm (PTA).
- ✔ Renewal (firearm licences, permits and other authorities)
- ✔ Add a New Genuine Reason and/or Category.
- ✔ [Update Personal Details \(individual\).](#)
- ✔ Update Business Details (business, club, government agency)

**Transactions for NEW applicants:**

- ✔ Apply for a firearm licence (individual).
- ✔ Apply for a firearm licence (business, club, government agency).

**Step 7:**

account.

Firearms

**CONTINUE TO Gun Safe**

**Step 8:**

**Transactions for NEW applicants**

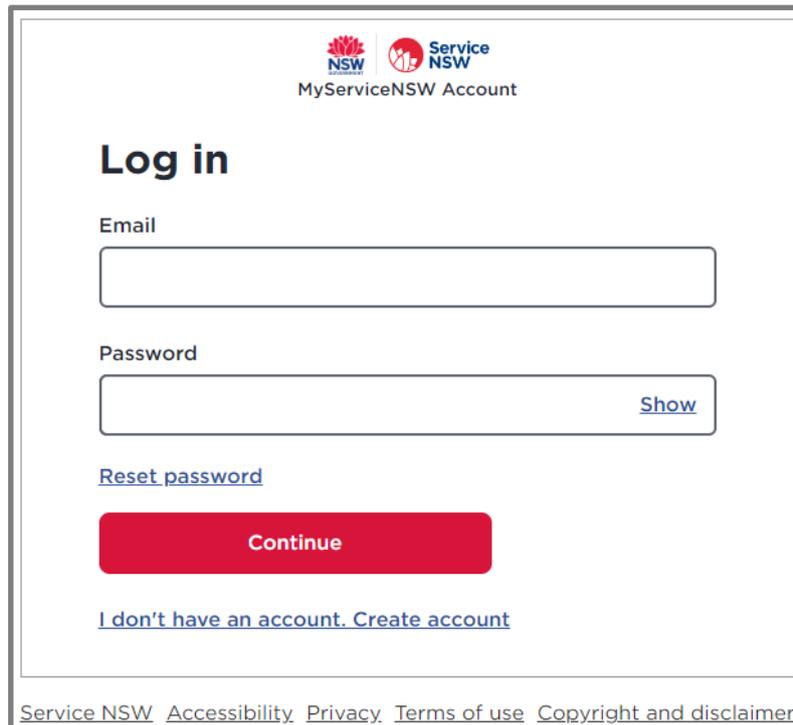
Individual Licence Application →

Business Licence Application →

**Step 9:**



**Step 10:**





## Enter the code

We've sent you a text message with a code. Enter the code below.

XXXXXXXX1091

Enter the 6-digit code  
|

**Continue**

Didn't receive a code? [Resend](#)

[Service NSW](#) [Accessibility](#) [Privacy](#) [Terms of use](#) [Copyright and disclaimer](#)

**Step 12:**

## Verify yourself with saved documents

To verify faster, you can use previously saved documents:

- Australian passport
- Medicare card

if you can't use these, you can  
[Use other documents](#) →

**i Please note**  
The names must match on your documents.

**Continue**

[< Back](#)

**Step 13:**

## Let us verify your details

We need to check your document details to make sure they're valid and prove who you are.

Our [privacy collection notice](#) explains how your information will be handled.

Our [Terms and Conditions](#) explains our account terms of use.



**Your security is our priority**

Our encryption and fraud tracking protects your information.

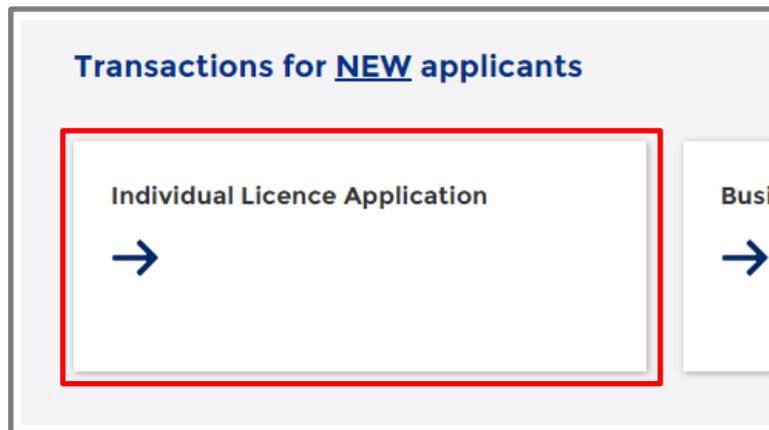


I agree that Service NSW can verify the details from my identity documents with the document issuer or official record holder.

**Continue**

[< Back](#)

**Step 14:**



4. Once you have successfully logged in via NSW Services and/or NSW Police Force Gun Safe, and clicked on the 'Individual Licence Application' tile you will be required to fill form out online and upload the following:
- a. SSPC ACT Membership.
  - b. Pistol Safe Handling Course Completion Certificate.
  - c. SSAA Membership.
  - d. Anything else that is required.

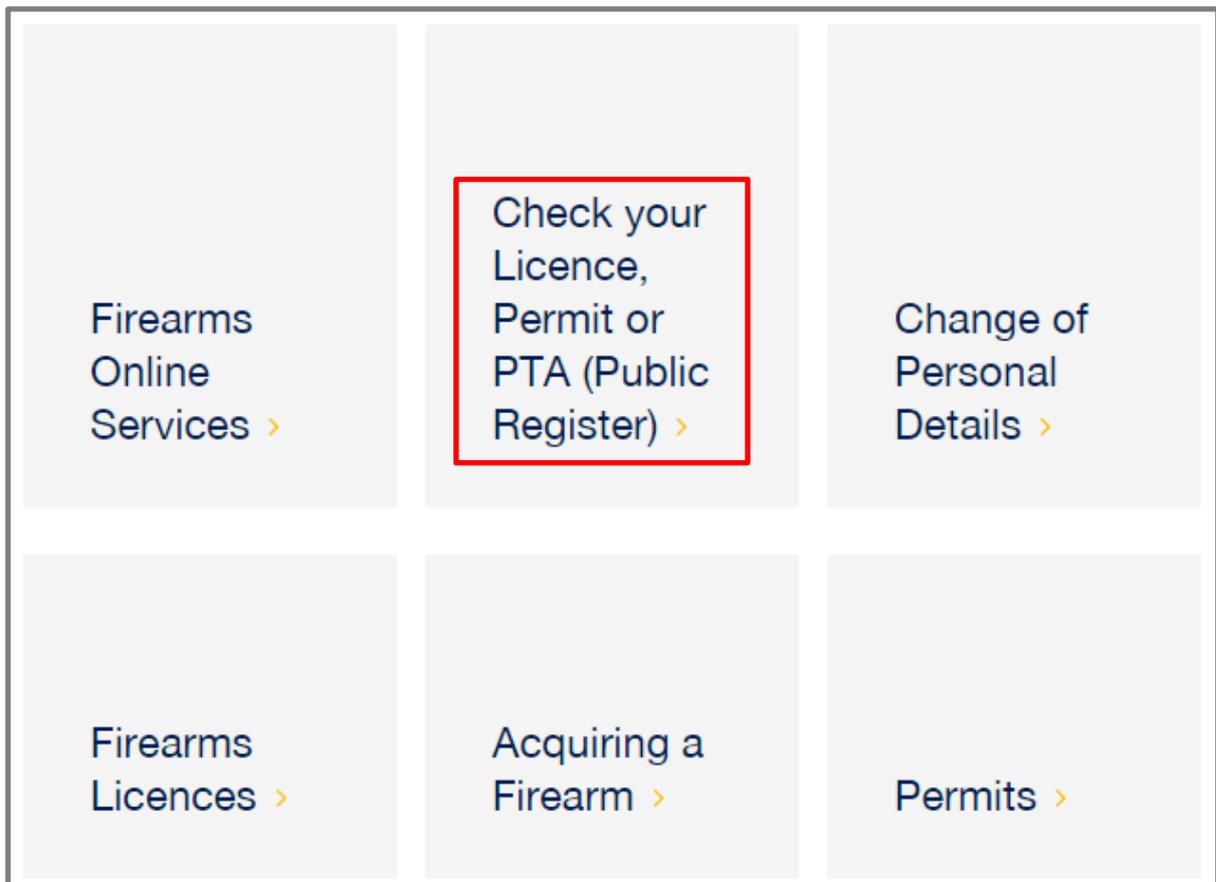
## Checking the progress of your application

1. After you have submitted application, you will receive an email notifying you of your application has for PPL is being processed with your PPL number. Head to the NSW Firearms Branch website:

[https://www.police.nsw.gov.au/online\\_services/firearms](https://www.police.nsw.gov.au/online_services/firearms)

The screenshot shows the NSW Police Force website. At the top, there is a dark blue navigation bar with 'CHOOSE LANGUAGE (EN)' on the left, 'REPORT A CRIME ONLINE' in the center, and 'CONTACT US' on the right. Below this is a white header area with the NSW Police Force and NSW Government logos on the left, a search bar with 'Search our site' and a magnifying glass icon on the right, and a menu of links: NEWS, ONLINE SERVICES, CRIME, COMMUNITY SAFETY, CAN YOU HELP US?, ABOUT US, and RECRUITMENT. A dark blue banner below the header contains four sections: 'ALL EMERGENCIES Triple Zero (000)', 'ONLINE SERVICES Community Portal', 'NON-EMERGENCY 131 444', and 'CRIME STOPPERS 1800 333 000'. The main content area features a large image of a young boy in a police uniform and a woman smiling. A large blue circle is overlaid on the image. The text 'Home >> Online Services' is visible in the top left of the image area, and 'Firearms Registry' is written in large white letters across the bottom of the image.

2. Click on 'Check your Licence, Permit or PTA (Public Register).'



3. Enter your 'PPL Firearms Licence' number, and select 'Search'.

**This system may be used in conjunction with existing practices to authenticate a firearms licence or a permit to acquire.**

Firearm Licence/Permit status descriptors displayed in the Register are as follows:

**Licence/Permit Status**  
New application being processed by Firearms Registry  
Reapplication being processed by Firearms Registry  
New application approved by Firearms Registry and sent to Service NSW to produce the photo advice  
Reapplication approved by Firearms Registry and sent to Service NSW to produce the photo advice  
Issued firearms licence  
Invalid firearms licence or no firearms licence

**PTA Status Table:**

**PTA Status**  
PTA application being processed by Firearms Registry  
PTA issued

Type your Firearms licence number here:

Verification Code:  I'm not a robot

 reCAPTCHA  
Privacy - Terms

4. The progress of your application can be viewed.

Licence Holder Details					
Licence Number: [REDACTED]					
Firearm Licence Details					
Licence Type	Genuine Reason	Application Date	Issue Date	Expiry Date	Status
A	REC HUNT - GAME HUNTING LIC, REC HUNT - PERMISSION SHOOT, TARGET SHOOTING	25-02-2023	18-04-2023	08-06-2028	VALID
B	REC HUNT - GAME HUNTING LIC, REC HUNT - PERMISSION SHOOT, TARGET SHOOTING	25-02-2023	18-04-2023	08-06-2028	VALID
H	TARGET SHOOTING	25-02-2023	18-04-2023	08-06-2028	VALID

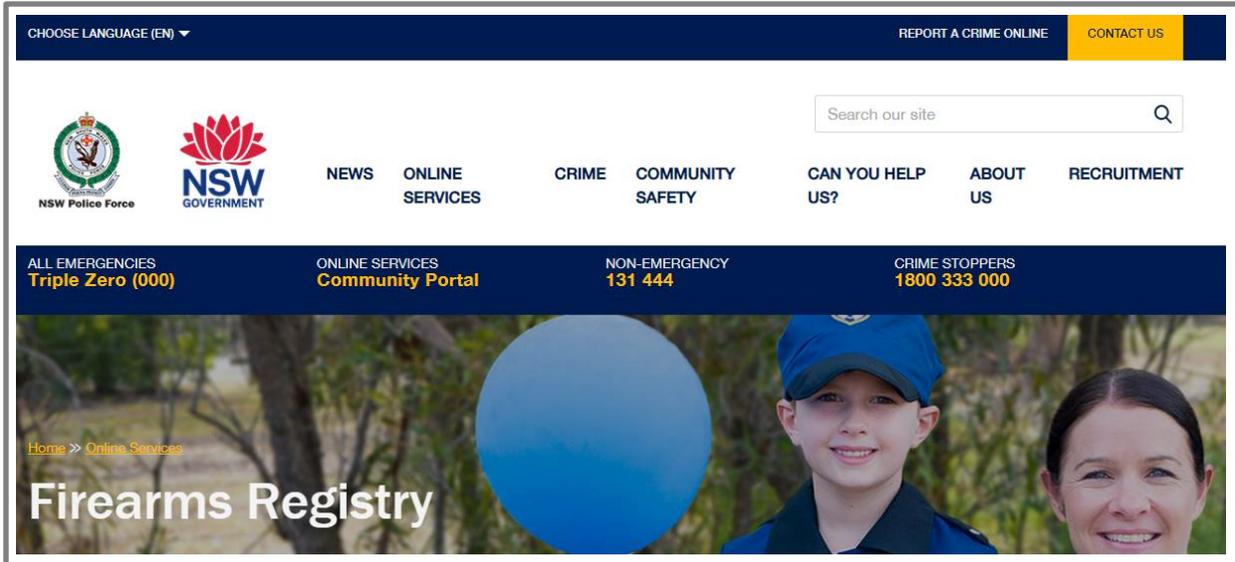
Once your Probationary Pistol Licence is issued you will receive a 'Photography ID' notification letter to head to Services NSW.

Once you receiving your 'PPL Firearms Licence' card in the mail you can then begin the Phase 3 'Probation Rotation' Training.

## Phase 4 'Final Assessment'

1. Before heading onto your Phase 4 'Final Assessment' go to the NSW Police Firearms Branch website and login:

[https://www.police.nsw.gov.au/online\\_services/firearms](https://www.police.nsw.gov.au/online_services/firearms)



2. Enter your 'PPL Firearms Licence' number and select 'Search'.

**This system may be used in conjunction with existing practices to authenticate a firearms licence or a permit to acquire.**

Firearm Licence/Permit status descriptors displayed in the Register are as follows:

**Licence/Permit Status**  
New application being processed by Firearms Registry  
Reapplication being processed by Firearms Registry  
New application approved by Firearms Registry and sent to Service NSW to produce the photo advice  
Reapplication approved by Firearms Registry and sent to Service NSW to produce the photo advice  
Issued firearms licence  
Invalid firearms licence or no firearms licence

**PTA Status Table:**

**PTA Status**  
PTA application being processed by Firearms Registry  
PTA issued

Type your Firearms licence number here:

Verification Code:  I'm not a robot

reCAPTCHA  
Privacy - Terms

- Download or take a 'Screen Image' (of the below) and bring with you to the 'Final Assessment'. This is to ensure that you as a new 'Probationary Pistol Licence' holder; you complete the initial three (3) mandatory club shoots within the first six (6) months of being issued you PPL. This is a requirement under the NSW Firearm Regulations.

Licence Holder Details					
Licence Number: [REDACTED]					
Firearm Licence Details					
Licence Type	Genuine Reason	Application Date	Issue Date	Expiry Date	Status
A	REC HUNT - GAME HUNTING LIC, REC HUNT - PERMISSION SHOOT, TARGET SHOOTING	25-02-2023	18-04-2023	08-06-2028	VALID
B	REC HUNT - GAME HUNTING LIC, REC HUNT - PERMISSION SHOOT, TARGET SHOOTING	25-02-2023	18-04-2023	08-06-2028	VALID
H	TARGET SHOOTING	25-02-2023	18-04-2023	08-06-2028	VALID

- When you have completed the Phase 3 training and returned to complete Stage 4 'Final Assessment', the Chief Instructor and/or Accredited Training Officer will certify that you have completed all requirements IAW NSW Police Firearms Branch requirements.

**PISTOL CLUB CERTIFICATION**

I hereby certify that the above pistol club member has, by the end of the first six months term of their Probationary Pistol Licence, successfully completed a pistol firearm safety training (PPL) course conducted by the pistol shooting club. In addition, this member has completed three (3) recorded club organised competitive shooting matches to the satisfaction of the pistol club executive.

Competitions	Date of Shoot	Club Official Name	Licence Number	Signature
1st Competition Shoot	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2nd Competition Shoot	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
3rd Competition Shoot	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

**Club Accredited Training Officer**

Signature:

Date (DD/MM/YYYY):

Full Name:

Category H Licence No:

*It is an offence under of the Firearms Act 1996 and associated Regulation to dishonestly issue this certificate.*

- Once this is sighted off by the Chief Instructor or an Accredited Training Officer you will need to upload the document against your 'H' Class Firearm Licence application via NSW Police Force Gun Safe website (this is needed for your first PTA and being issued your full 'H' Class Firearms Licence). This informs the NSW Firearms Registry that you have completed your first part of the mandatory training requirements (Phase 1 & 3) and they can begin the process toward your full 'H' Class Firearms Licence. To ensure your full 'H' Class Firearms Licence will be issued you are required to complete a further three (3) mandatory club shoots in

the 2<sup>nd</sup> six (6) months before your PPL expires. If you do not complete this you will have to start over.

6. If you fail to complete the required training IAW NSW Firearms Regulations or SSPC ACT Training and attendance requirements (Phase 1 & 3) within the first 6 months of being issued your PPL; SSPC ACT is obligated by law to submit a 'Failure to Complete Pistol Firearms Safety Training (PPL) Course' form to the NSW Firearms Branch and you will be informed by the NSW Firearms Branch that your Firearms Licence application for a 'H' Class Firearms Licence is cancelled.

**FAILURE TO COMPLETE  
PISTOL FIREARMS SAFETY TRAINING (PPL) COURSE**

PISTOL CLUB NAME	<input style="width: 95%;" type="text"/>
PISTOL CLUB APPROVAL NUMBER	<input style="width: 95%;" type="text"/>

**PERSONAL DETAILS OF CLUB MEMBER**

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Full Name

Residential Address

Suburb / Town  Postcode

Date of Birth (DD/MM/YYYY)    Probationary Pistol Licence Number

**PISTOL CLUB CERTIFICATION**

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I hereby certify that the above pistol club member has FAILED TO COMPLETE, by the end of the first six months term of their Probationary Pistol Licence, a pistol firearm safety training (PPL) course conducted by the pistol shooting club.

The pistol club recommends revocation of the above Probationary Pistol Licence by the Commissioner of Police in accordance with the Firearms Act 1996 and the associated Regulation.

**Club Accredited Training Officer**

Signature  Date (DD/MM/YYYY)

Full Name  Category H Licence No

*It is an offence under the Firearms Act 1996 and associated Regulation to dishonestly issue this certificate.*

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*For further information or assistance with completing this certificate, please call the Firearms Registry Customer Service line on 1300 362 562 and ask to speak to the Clubs Unit.*

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Print Form

Reset Form

If you have further questions or concerns please ask the Chief Instructor, an Accredited Training Officer and/or the New Members Coordinator. Also the NSW Police Firearms Branch and their website will be able to assist you in your enquiries.

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