



SSPC ACT Discipline Coordinator Endorsement for Handgun Purchase Instructions Guide

Welcome,

SSPC ACT is moving to wholly paperless transactions using editable PDF documents. This instruction pack will assist you complete the 'SSPC ACT Discipline Coordinator Endorsement for Handgun Purchase Form', what to do after you have completed the form, other relative information depending on whether you leave in NSW or the ACT and submit your 'Permit to Acquire' ('PTA').

Filling Out the 'SSPC ACT Discipline Coordinator Endorsement for Handgun Purchase Form'

1. Save a PDF version of the 'SSPC ACT Discipline Coordinator Endorsement for Handgun Purchase Form' to your computer.
2. Place the mouse pointer on the 'SSPC ACT Discipline Coordinator Endorsement for Handgun Purchase Form' and right click on it.
3. Scroll down and select 'Open with' – the window will expand to provide further options. Select the option to open the form with Adobe Acrobat. The form will open the editable PDF.
4. The SSPC ACT member who is requesting endorsement to purchase a handgun must complete the following sections of the form:
 - a. Section 1. SSPC ACT Members Details.
 - b. Section 2. Firearm Details.
 - c. Section 3. Proposed Use (Discipline/Match).
 - d. Section 4. Applicant's Declaration (last action) – using a digital signature, as this locks the form.
5. The Discipline Coordinator will complete section 5.
 - a. **ACT residents** - Discipline Coordinator will complete and forward the SSPC ACT Discipline Coordinator Endorsement for Purchase of Handgun form to the SSPC ACT Registrar/Armourer and CC the applicant in on the email.

- b. **NSW residents** – Discipline Coordinator will complete section 5 and email to the SSPC ACT Registrar/Armourer and CC the applicant in on the email. SSPC ACT Registrar/Armourer will inform SSPC ACT Secretary that SSPC ACT Discipline Coordinator has Endorsed the Handgun.

6. **ACT residents**

- a. You will need to fill out two additional forms:
 - i. The '[AFP Approved Club Endorsement to Purchase a Firearm \(Handgun\) Form](#)' which must be completed. Organise to meet with the SSPC ACT Club Armourer/Registrar to sign, stamp and certify application, after the SSPC ACT Discipline Coordinator Endorsement of Handgun Purchase Form has been completed.
 - ii. ACT residents must also complete the '[AFP Firearms Permit Application](#)'. Note this does not need to be approved by the SSPC ACT.
 - iii. Before taking the 2 completed forms mentioned above to the ACT Policing Firearms Registry in Mitchell, you will need to pay the PTA application fee online via '[Access Canberra – Firearms Payments](#)', print off a receipt of payment and take it with you as proof of payment to ACT Policing Firearms Registry in Mitchell. Visit '[ACT Policing Exchange, fees and renewals](#)' for current pricing. There is a fee for each PTA.
- b. Take the two completed forms (mentioned below) and payment receipt in person to ACT Policing Firearms Registry in Mitchell:
 - i. 'AFP Approved Club Endorsement to Purchase a Firearm (Handgun) Form'.
 - ii. 'AFP Firearms Permit Application'.
 - iii. PTA payment receipt.
- c. **NOTE:** All AFP Policing forms must be physically filled out and have original signatures and club endorsement stamp on them. AFP Policing at this stage does not accept electronically filled out forms or digital signatures or digital club endorsement stamp.

7. **NSW residents**

- a. SSPC ACT Approved Club Number is **407550004**. You will need this to be able to submit your PTA.
- b. Log into '[NSW Police Force Gun Safe](#)' and complete the online 'PTA'.
- c. When asked for the approved/accredited club number listed above.
- d. Payment is completed at the end of the online application process – application will not be submitted until the payment is finalised.

- e. The NSW Firearms Registry will request club confirmation from the SSPC ACT (Authorised Club Official) who will provide this only if the SSPC ACT Discipline Coordinator Endorsement for Handgun Purchase form has been endorsed by the Discipline Coordinator and informed by SSPC ACT Registrar/Armourer.
8. Once all the above has been completed the wait begins.
 - a. **ACT residents**: The minimum wait time is 28 days.
 - i. If the 'PTA' is approved you will receive an email/notification from the ACT Policing Firearms Registry where you can pick up the approved PTA, take it to the local gun store and finalise your handgun purchase or the SSPC ACT Club Armourer if undertaking a transfer of ownership from another SSPC ACT member (see Armourer section below). This is to be completed within 30 days of receiving your approved 'PTA'.
 - ii. Your Firearms Registration Certificate will be posted out to you after you have finalised your handgun purchase.
 - iii. You are required to return the Dealer/Club Armourer signed 'Permit to Acquire a Firearm' form back to the ACT Policing Registry within seven (7) calendar days of the purchase.
 - b. **NSW residents**: The minimum wait time is 28 days for your first handgun. Each subsequent handgun 'PTA' wait period is reduced to around 10 days (noting this is an estimate only).
 - i. If the 'PTA' is approved you will receive an email from the NSW Policing Firearms Registry with instructions to log in to ['NSW Police Force Gun Safe'](#) and download your approved 'PTA'.
 - ii. Once you have downloaded and printed the 'PTA', take it to your local gun store and finalise your handgun purchase or the SSPC ACT Club Armourer (see Armourer section below) if undertaking a transfer of ownership from another SSPC ACT member. The 'PTA' is only valid for 90 days from date of approval. Dealer or Club Armourer is responsible for returning the completed PTA to the NSW Policing Firearms Branch within five (5) working days.
 - iii. You will receive an email notification that your NSW Firearms Registration Certificate is ready to be downloaded from ['NSW Police Force Gun Safe'](#).

If you have questions, concerns or issues contact or visit your relevant Territory/State Firearms Registry:

- [ACT Policing - Firearms](#)
- [NSW Police Force - Firearms Registry](#)

SSPC ACT Armourer

The Club Armourer is an appointed position within SSPC ACT. Armourers are endorsed and governed by ACT Firearms Legislation and Regulations via the ACT Firearms Registry. The role is more restrictive than a Dealer's licence, and the granting of an Armourer Licence is a privilege - not all clubs have an Armourer. SSPC ACT currently has two Armourers supporting over 500 members.

Armourer Operating Criteria

- **Armourers are volunteers.** No costs are to be charged to members for Armourer services.
- **Transactions facilitated are strictly between SSPC ACT members.** (For clarity: SSPC ACT is the club; SSAA ACT is not.)
- **All transactions must be recorded in the Armourer's Book,** similar in function to a Dealer Book.
- **Standard PTA approvals and endorsements apply.**
- **Armourers are endorsed only for the categories applicable to their licence,** including the purpose (store, test, modify, or transfer).
- **Armourers must submit monthly returns** to the ACT Firearms Registry.

SSPC ACT Armourer Operating Procedure

- Armourers are volunteers who hold multiple roles that benefit the membership. **Members are expected to work within the Armourers' availability and capacity.**
- Storage availability is limited. **Up to 30 days of storage** is generally within the scope of the ACT 28-day PTA process. **Extended storage may be arranged for NSW members,** subject to capacity.
- Club Armourers **are not gunsmiths.**
- Club Armourers **are not the Firearms Registry help desk.**
- Armourers **must sight the firearm** to verify details before completing a transfer.
- Armourers **must sight all the relevant documents including Firearms Licence, Driver Licence, Discipline Coordinator Endorsement, proof of membership.**
- Armourers **do not participate in the financial aspects** of any purchase or transfer; this remains strictly between the two members.
- Bookings may be made via the **[Armourer Calendar](https://outlook.office.com/book/SSPCRegistrar@sspcact.org.au/?ismsaljsauthenabled)**: (<https://outlook.office.com/book/SSPCRegistrar@sspcact.org.au/?ismsaljsauthenabled>)
- Transactions may occur outside the booking system **at the Armourer's discretion,** but the calendar is the default method.
- **Firearms stored beyond 30 days** will be transferred to a Firearms Dealer, and any dealer fees will be payable by the member.
- Members are encouraged to **check storage availability** with an Armourer before entering into a transaction to avoid disappointment.
- Armourers will **not engage in any unlawful process.**
- NSW residents should use the Approved Club's number **407550004.**

Contact

Contact for the Armourers is Armourers@sspcact.org.au