**Send your completed form to:** Licensing & Regulation Division GPO Box 2807

MELBOURNE 3001

Phone: 1300 651 645

E-mail: licensingregulation@police.vic.gov.au Web: [www.police.vic.gov.au](http://www.police.vic.gov.au/)

**VP Form 0337B**

**.**

**When offered a choice, select your option with a cross, e.g.** Yes . **Do NOT use ticks to select, i.e.**

**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 front of this application for assistance in completing the form.**

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**IMPORTANT INFORMATION**

**Application for a Permit to Acquire a Handgun**

## Part 1 – Licence Details INSERT YOUR LICENSE NUMBER

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**Part 2 - Personal Information INSERT YOUR CORRECT DETAILS AS REQUIRED**

#### Section A – Current Name

Specify the Victorian Firearms Licence that the handgun(s) will be acquired and registered under:

Family Name First Given Name

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Second Given Name Third Given Name

Date of Birth:

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Female

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*(Year)*

#### Section B – Previous Name(s)

Have you changed your name since your last Yes Staple a **certified** copy of your change of name certificate to the Licence application/renewal? back of this application. – Refer to Part 2 Instructions

##### No X Go to Section C – Business/Organisation Name

**Section C – Business/Organisation Name** AS AN INDIVIDUAL, PUT ‘X’ IN THE NO BOX

Are you making application as part of a Business/ Organisation? Yes Specify Business/Organisation name below

##### No Go to Section D – Telephone Contact Details

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**Section D – Telephone Contact details**

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*(Home) (Work – if available during work hours)*

 **INSERTYOURCONTACTNUMBER**

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**Section E – Email Address** (indicate exact case)

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**Revised 08/08**

**Page 7**

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**Part 3 - Storage Address PLACE AN ‘X’ IN CORRECT BOXES**

**Section F – Residential or Business Address**

Property Name (if applicable)

Flat/Unit/Suite 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/business address? Yes Go to **Part 3**. No Go to **Section G - Postal Address**

**Section G – Postal Address**

**Cross** appropriate box **then** enter the number below

GPO Box PO Box Locked Bag Private Bag RSD RMB Unit No. Rural Road No.

Street Number

Number

Street Name

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

Town/Suburb

State

Postcode

##### Storage facilities must comply with the *Firearms Act 1996* Schedule 4 requirements. Refer to Part 3 of the instruction pages for further information.

1. Do you store or intend to store firearms at the residential address detailed above?
2. Will the firearm/s you propose to purchase be ordinarily stored at the residential address specified above? If your answer is “no” please specify the ordinary storage address below.

Yes Yes

Go to b) No Go to **Part 4** No

Complete Storage Address Complete Storage Address

**Please note:** If you are applying for multiple firearms and these firearms are to be stored at multiple locations, you must specify the ordinary storage address for each firearm and attach the information to this application.

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

Name of Property owner/occupier

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Property Name (if applicable)

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Street Name

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

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Town/Suburb State Postcode

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**Page 8**

## Part 4 – Handgun to be acquired from a Deceased Estate PLACE ‘X’ IN BOX AS NEEDED

#### Deceased Estate:

Is/are the handgun(s) being acquired from a Deceased Estate? Yes

Attach a letter from the executor of the Will of the estate stating that the handgun(s) are being acquired as advised in the deceased’s Will. (*Refer to Part 4 of Instruction pages for details of letter content*)

No Go to **Part 5 – Handgun Details – Handgun(s) to be acquired**

**Staple letter from the executor of the Will to the back of this application if applicable**

## Part 5 – Handgun Details: Handgun(s) to be acquired

**Firearm 1**

**G H**

**S A**

**S A**

**1 0**

Are you applying for one handgun Permit? Yes

##### Complete the details

**below and follow the Go** No

**To instructions**

**Complete details for Firearm 1 and Firearm 2 and the relevant Go To instructions.**

P

H

Firearm Category

Firearm Type

Firearm Action

Firearm Configuration

Magazine/ Firearm Capacity

Make

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| **C** | **O** | **N** | **F** | **I** | **G** | **U** | **R** | **A** | **T** | **I** | **O** | **N**  |  | **IS**  |  | **D** | **I** | **F** | **F** | **E** | **R** | **E** | **N** | **T** |  |

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Model

You must indicate full **calibre** details eg. 9mmLUGER, 45ACP

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Calibre 1

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Police Reference Number (optional)

Calibre 2 Serial Number

Barrel Length (mm) **ENTER DETAILS AS REQUIRED**

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| **N** | **O** | **T** |  | **M** | **AN** | **DA** | **TO** | **RY** |  |  |

Year of Manufacture:

Year of Manufacture is required for all handguns. If you do not know the Year of Manufacture, at a minimum, you must indicate whether the handgun was manufactured prior to 1900, between 1900 and 1947, or post 1947.

|  |  |  |  |
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Pre 1900

Between 1900 -1947

Post 1947

Year of Manufacture

 **COMPLETE AS REQUIRED**

* 1. Are you importing the abovementioned handgun from overseas? Yes No **Go to b)**

You must attach a B709D Import Permit Application to this application. **Refer to Instruction pages Part 5.**

##### Go to Part 6

* 1. Are you acquiring this handgun to participate in target shooting? Yes
	2. Are you acquiring this handgun for the purpose of collecting? Yes

**Section A** No

##### Go to Part 6 Section B No

**Go to c)**

**Go to d)**

* 1. Are you acquiring this handgun to be registered under an Heirloom’s Licence?

Yes

##### Go to Part 6 Section C No

**Go to Part 6**

**Go to e)**

* 1. Are you acquiring this handgun for use within the security industry? Yes

**Section D** No

##### Go to f)

**Handguns for security purposes must be registered to an employer who has a Private Security Business Licence with the genuine need of security.**

f ) Are you acquiring this handgun for possession or carriage on behalf of a Junior Target Shooting Handgun Licence Holder?

Yes

##### Go to Part 6 Section E

**Staple B709D Import Permit Application if the handgun is being imported from overseas to the back of this application.**

**Page 9**

**Part 5 – Handgun Details: Handgun(s) to be acquired (continued)**

**Firearm 2**

P

H

Firearm Category

Firearm Type

Firearm Action

Firearm Configuration

Magazine/ Firearm Capacity

Make

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Model

### You must indicate full **calibre** details eg. 9mmLUGER, 45AC

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Calibre 1

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Police Reference Number (optional)

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Serial Number

Calibre 2

Barrel Length (mm) **COMPLETE AS REQUIRED AS PER PREVIOUS PAGE**

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##### Year of Manufacture:

Year of Manufacture is required for all handguns. If you do not know the Year of Manufacture, at a minimum, you must indicate whether the handgun was manufactured prior to 1900, between 1900 and 1947, or post 1947.

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Pre 1900

Between 1900 -1947

Post 1947

Year of Manufacture

1. Are you importing the abovementioned handgun from overseas? Yes No **Go to b)**

You must attach a B709D Import Permit Application to this application. **Refer to Instruction pages Part 5.**

1. Are you acquiring this handgun to participate in target shooting? Yes
2. Are you acquiring this handgun for the purpose of collecting? Yes

##### Go to Part 6 Section A

**Go to Part 6 Section B** No

No

No

**Go to c) Go to d)**

1. Are you acquiring this handgun to be registered under an Heirloom’s Licence?

Yes

##### Go to Part 6 Section C

**Go to e)**

1. Are you acquiring this handgun for use within the security industry? Yes

##### Go to Part 6 Section D

**Go to f)**

**Handguns for security purposes must be registered to an employer who has a Private Security Business Licence with the genuine need of security.**

No

f ) Are you acquiring this handgun for possession or carriage on behalf of a Junior Target Shooting Handgun Licence Holder?

Yes

##### Go to Part 6 Section E

**Part 6 – Genuine Reason (continued)**

/ /

**Page 10**

**Staple B709D Import Permit Application if the handgun is being imported from overseas to the back of this application.**

**If you are wishing to acquire more than two handguns on the one licence, please photocopy Part 5 and attach additional pages to this application.**

**Part 6 - Genuine Reason**

The *Firearms Act 1996* requires that you demonstrate that you have a genuine reason for acquiring the handgun(s).

**PRACTICAL PISTOL LEAGUE OF AUST**

**YOUR PPLA NUMBER**

**30/6/ EACH YEAR**

**IPSC COMPETITION/PRACTICE AND THE MATCH NUMBER AS PER THE POLICE LIST**

**Go to Part 7**

No

**Refer to Instruction Pages then go to Part 7**

Are you seeking authorisation to possess, carry or use an under

barrel or over calibre handgun for the purpose of target shooting? Yes

Provide details of the event/s you wish to utilise this/these handguns in

(Expiry Date)

(Membership Number of Applicant)

(Name of Handgun Target Shooting Club)

If you require the General Category Handgun for target shooting, you must provide your membership details below and have this permit application endorsed by the nominated officer of your Approved Handgun Target Shooting Club.

**Handgun Target Shooting ONLY**

**Section A - Handgun Target Shooting:**

I, **DO NOT FILL THIS IN** , nominated officer of the

applicant’s Approved Handgun Target Shooting Club, on behalf of the club, endorse this application to acquire a handgun, being satisfied that the applicant: has completed a handgun safety course; has a sound knowledge of firearms and related laws; requires this/these handgun(s) to enable them to compete in a particular class of approved match conducted by the club or another approved handgun target shooting club; and can comply with storage requirements.

Signature: **DO NOT SIGN HERE** Date: \_ \_

**Section B - Handgun Collectors:**

If you are acquiring a handgun(s) for the purpose of collecting, you must provide your membership details below.

If you are acquiring a handgun(s) for collecting, you must have this permit application endorsed by the nominated officer of your Approved Firearms Collectors Club:

**Handgun Collectors ONLY**

Commemorative

Historical

Thematic

Investment (*Antique Handgun Collectors Licence ONLY*)

Provide details of the theme for your collection. An example is that the theme could be any particular range, era, type or manufacture of firearms, e.g. WW1 firearms, or Smith and Wesson revolvers.

(Expiry Date)

(Membership Number of Applicant)

(Name of Firearm Collectors Club)

 **ONLY COMPLETE SECTIONS ON THIS PAGE IF RELATIVE TO YOUR SITUATION**

 **OTHERWISE LEAVE THE PAGE BLANK**

**Go to Part 7**

**Section C - Heirlooms Licence:**

Have you provided a Certificate of Deactivation from a Licensed Firearms Dealer Yes

**Go to Part 7** No **Refer Below**

A Certificate of Deactivation must be provided from a Licensed Firearms Dealer indicating that the proposed handgun(s) has/have been **rendered permanently inoperable** in accordance with the *Firearms Act 1996*, Schedule 2. This Certificate of Deactivation must be provided to Licensing & Regulation Division immediately after the Heirloom Licence application has been approved.

**Refer to Part 6 instruction pages.**

**Go To Part 7**

#### Section D – Security (Employer ONLY):

Handguns for security purposes must be registered to an employer who has a Private Security Business Licence with the genuine need of security. This handgun may only be used by appropriately licensed employees of your business who have an Individual Private Security Licence for the purpose of either cash in transit or armed guard activities.

Provide details of your Private Security Business Licence Number

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##### Go to Part 7

**Section E - Possession or carriage on behalf of a Junior Target Shooting Handgun Licence Holder:**

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(Name of Junior Licence Holder) (Junior Licence Number) (Expiry Date)

(Name of Handgun Target Shooting Club)

(Membership Number of Applicant)

(Expiry Date)

/ /

Provide details of the event/s the junior licence holder wishes to utilise this/these handguns in

/ /

What is the Theme of your collection?

I, \_\_\_\_\_\_\_ , nominated officer of the

applicant’s Approved Firearms Collectors Club, on behalf of the club, endorse this application to acquire a handgun, being satisfied that the applicant: is entitled to possess this handgun under Category 1 or 2 Firearms Collectors Licence or Antique Handgun Collectors Licence; understands handgun safety; and can comply with storage requirements.

Signature: Date:

ONLY COMPLETE THIS SECTION IF BUYING GUN FOR A JUNIOR

##### Go to Part 7

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**Staple Certificate of Deactivation to the back of this application if applicable**

**ALL APPLICANTS MUST ENSURE THAT THEY COMPLETE THE ACKNOWLEDGEMENT ON THE NEXT PAGE**

**Part 7 – Acknowledgement**

**(This acknowledgement must be signed and dated or your application will be returned)**

**(Ensure that you read the Privacy Statement before signing the Acknowledgement)**

**SIGN YOUR NAME HERE**

**Privacy Statement:** The information collected in this application is being collected by Victoria Police. It will be used in accordance with the provisions of the *Firearms Act 1996, Private Security Act 2004, Control of Weapons Act 1990* and the *Information Privacy Act 2000*. Your information may be disclosed to employers, approved bodies and other statutory authorities by Victoria Police for the purpose of law enforcement and the administration of justice. Applicants may gain access to their information through application to the Victoria Police Freedom of Information Unit. Failure to provide information requested in this application may result in this application being returned.

**Acknowledgement:** PUT AN ‘X’ IN THE CORRECT BOX, SIGN AND DATE THE APPLICATION

1. Under what type of licence are you acquiring handgun(s) Individual **Go to c)** and Sign Acknowledgement

Business/Organisation **Go to b)**

1. The Acknowledgement must be signed by the Nominated Responsible Person of the business/organisation. The details on the front of this application must also reflect this person’s details. **Go to c)**
2. 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)*

**/ /**

***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 PERMIT TO ACQUIRE A HANDGUN, 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”. Answer **ALL** of the questions and include **ALL** documentary evidence

Staple **ALL** supporting documentation to the back of the application.

Completed Part 1 – Category of Licence that Handgun(s) to be acquired under Completed Part 2 – Personal Information

Completed Part 3 – Storage Address

Completed Part 4 – Handgun(s) acquired from Deceased Estate – **Staple supporting documents** Completed Part 5 – Handgun Details: Handgun(s) to be acquired – **Staple supporting documents** Completed Part 6 – Genuine Reason –**Staple supporting documents**

Completed Part 7 – Acknowledgement

 **DOUBLE CHECK THE APPLICATION**

##### Send 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/completion.**

If you need information on any aspect of this application form, please access the Victoria Police website via [http://www.police.vic.gov.au](http://www.police.vic.gov.au/) or contact Licensing & Regulation Division on 1300 651 645 or by email at licensingregulation@police.vic.gov.au. Alternatively, you may contact your District Firearms Officer (DFO) for assistance. The locations of the DFOs are also accessed via the Victoria Police website.

General information and assistance regarding Freedom of Information can be accessed via the Department of Justice Freedom of Information website at [http://www.foi.vic.gov.au](http://www.foi.vic.gov.au/)

**PLEASE 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).

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**SEND THE ORIGINAL OF THE APPLICATION TO THE CLUB FOR APPROVAL.**

**IT IS PREFERABLE NOT TO MAKE THIS APPLICATION ONLINE AS YOU ARE STILL REQUIRED TO GET APPROVAL FROM THE CLUB.**