



VICTORIA POLICE

## Victorian Junior Firearm Licence Application

### Part 1 - Type of Application (All applicants must complete this part)

This is an application for.... (Cross the relevant box(es) below)

	Licence Type	Duration
<input type="checkbox"/>	Junior Licence Supervised Longarms (Category A and B)	(3 Years*)
<input type="checkbox"/>	Junior Licence Supervised Longarms (Category C – Shotgun)**	(3 Years*)

\* **Note:** Duration of the licence is for 3 years, or until 18<sup>th</sup> birthday, whichever comes first.

\*\* Must be a member of approved club

### Part 2 - Personal Information (All applicants must complete this part)

#### Current Name

Family Name

First Given Name

Second Given Name  Sex:  Male  Female

Third Given Name  Date of Birth:  /  /

#### Previous Name

Have you changed your name?  Yes  No

If you cross "yes", you **MUST** supply a **certified** copy of your change of name certificate or full birth certificate that includes the schedule of any name changes or marriage certificate.

#### Residential Address

Property name (if applicable)

Flat / Lot etc...  / Street Number  / Lot Number

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

Town / Suburb  State  Postcode

#### Postal Address (only complete this section if you want your licence forwarded to an address different to your residential address)

GPO Box  PO Box  Locked Bag  Private Bag  RSD  RMB

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

Town / Suburb  State  Postcode



Attach Medical Report here if applicable

Part 2 - Personal Information (continued) (All applicants must complete this part)

Contact details (All applicants must complete, if applicable)

Telephone

Home telephone number grid

(Home)

Mobile telephone number grid

(Mobile)

Work telephone number grid

(Work - Optional)

Victorian Learner's Permit Number grid

Victorian Learner's Permit Number

E-mail Address (indicate exact case)

E-mail address grid

Part 3 - Medical History (All applicants must complete this part)

Have you in the past 5 years been treated for:

Psychiatric, depression, stress or emotional problems?

Yes checkbox

Yes

No checkbox

No

Alcohol or drug related problems?

Yes checkbox

Yes

No checkbox

No

Stroke or head injuries?

Yes checkbox

Yes

No checkbox

No

Any other medical condition which could preclude you from obtaining a Firearm Licence and possessing firearms?

Yes checkbox

Yes

No checkbox

No

Do you have any Physical Disability which may preclude you from obtaining a Firearm Licence and possessing firearms?

Yes checkbox

Yes

No checkbox

No

If you answer "yes" to any of the above, you must obtain a medical report from a doctor who treated you, or is familiar with your condition, outlining your suitability to hold a Firearm Licence and possess these firearms. (refer to instruction pages)

Part 4 - Previous History (All applicants must complete the first three sections for this part)

Section 1: Offences

Have you ever been found guilty of any offence in Australia or Overseas?

Yes checkbox

Yes

No checkbox

No

If you answered "yes", which State and Country?

State

State grid

Country

Country grid

Do you have any charges pending for any offence in Australia or Overseas?

Yes checkbox

Yes

No checkbox

No

If you answered "yes", which State and Country?

State

State grid

Country

Country grid

Section 2: Licence Refusal/Cancellations

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

Yes checkbox

Yes

No checkbox

No

If "yes" indicate the year

Year grid

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

Yes checkbox

Yes

No checkbox

No

If "yes" indicate the year

Year grid

Section 3: Domestic Violence Intervention Order

Have you ever been subject to a full Intervention Order?

Yes checkbox

Yes

No checkbox

No

If you answered "no" go to Part 5

If you answered "yes" have you applied successfully to a court to be deemed not to be a Prohibited Person?

Yes checkbox

Yes

No checkbox

No

Section 4: Application to be deemed not to be a Prohibited Person

If you have made an application to be deemed not to be a Prohibited Person in either Section 1 or 3, indicate the court and date of your application.

Court

Court name grid

Date

Date grid



## Attach: 100 points of certified identification documents

(unless you hold a current Victorian Firearms Licence)

## Longarm Safety Course Certificate

(All new applicants must attend the appropriate longarm safety course)

### Part 5 - Firearms Safety Course (All new applicants must attend a Firearms Safety Course)

Have you attended the appropriate longarm safety course?

Yes

No

See instruction pages Part 5 to determine if you are required to attend a firearms safety course.

### Part 6 - Identification Reference

Have you previously held an Interstate Firearms Licence?

Yes

No

If you answered "yes", please indicate: State

Licence Number

Have you previously held a Victorian Firearms Licence or CCP Weapons approval?

Yes

No

If you answer "yes" please indicate the licence number:

You do not have to provide any further information for Part 6 – Go to Part 7.

If you answer "no" you must provide 100 points of Certified (Signed by the Referee) Identification Documents, being one form of primary identification and one or more forms of secondary identification documents. (See Instruction Pages Part 6) and arrange for the below Declaration by Referee to be completed.

### Declaration by Referee and Signature by Applicant

I, the Referee, declare that I have known  (insert full name of applicant)

by that name for a period of  (years) and  (months) and vouch for his/her identity.

Applicant to sign in the presence of an Acceptable Referee and indicate the type of Identification Documents being provided.

Applicant's signature

Date

Identification Documents

I am providing the following  
Certified Identification Documents

(insert document description(s) from instruction pages)

### Declaration by Referee and Signature by Applicant (continued)

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 *Firearms Act 1996* 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).

Acceptable Referee's Signature

Date

### Referee's Personal Details

Family name

Given name/s

Address

Type of authority

(insert your Authority - see Instruction Pages)

Telephone:

 (Home) (Business) (Mobile)

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



## Attach Copy of a Club Membership Card

(Category C applicants only)

### Part 7 - Evidence (Membership Details for Clay Target Shooting - Shotguns)

1. All Category C Applicants to Complete:

<input type="text"/>	<input type="text"/>	<input type="text" value="/"/>	<input type="text" value="/"/>	<input type="text"/>	<input type="text" value="/"/>	<input type="text" value="/"/>
(Name of Principal Club/Organisation)	(Branch)	(Date Joined)		(Membership Number)	Expiry Date	

**AND**

Copy of current membership card.

### Part 8 - Junior Verification of Suitability - Statement by Parent or Guardian

This statement is made by a Parent or a Guardian (cross one)

Parent

Guardian

I, (print family name)

(given names)

of (residential address)

Telephone:

(Home)

(Business)

(Mobile)

have no objection to the applicant named in this application holding a Junior Firearms Licence (Longarms).

Parent/Guardian to sign

Date

## Part 9 - Acknowledgement (All applicants must complete this Part)

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

 /  / 

**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.

**Health Privacy Statement:** The health information collected in this application is being collected by the Licensing Services Division, Victoria Police. Contact details can be found on the front of this form. The health information collected will be used in accordance with the provisions of the *Firearms Act 1996*, *Private Security Act 2004*, *Control of Weapons Act 1990* and the *Health Records Act 2001*, and is required to be collected under the *Firearms Act 1996*. Your health information may be disclosed to approved bodies and/or statutory authorities for purposes related to the administration of the above Acts, for the purpose of law enforcement or, if necessary, for the establishment, exercise or defence of a legal or equitable claim. Applicants are able to gain access to their health information through application to the Victoria Police Freedom of Information Unit. Failure to provide the health information requested in this application may result in this application being refused or delayed.

### IMPORTANT CHECKLIST

Before you mail this application to Licensing Services Division **MAKE SURE THAT YOU:**

- READ** all the explanatory notes.
- Answer **ALL** the questions that apply to you.
- If applicable, **PROVIDE** a copy of the safety course certificate (Part 5).
- If applicable, **PROVIDE** a certified copy of your Identification document(s) and make sure that your referee has signed Part 6.
- Include **ALL** Documentary Evidence for your licence application (Part 7).
- Have a Parent/Guardian complete the Verification of Suitability (Part 9).
- Attach **ALL** supporting documentation.
- Complete Part 10 - Acknowledgement - Sign and date the application.

**Send your application to: Licensing Services Division, GPO Box 2807, MELBOURNE, VIC 3001.**

If you do not complete all the above steps, this may **DELAY** the processing of your application.

If you need information on any aspect of this application form, please contact Licensing Services Division on 1300 651 645.

**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 Services Division **within 14 days** after the change occurs (maximum penalty 30 penalty units).

# Instruction Pages for Junior Firearm Licence Application

Licence Categories: Supervised Longarms (Category A and B),  
Supervised Longarms (Category C - Shotgun)

The information contained in your application is treated as Strictly Confidential

## General - Instructions for the Completion of Your Junior Licence Application Form

### How to use these instruction pages

This form is only to be used for New Junior Firearm Licence applicants and those wanting to renew their existing licence in advance of 8 weeks of their licence expiry.

There are **Nine Parts** in the firearms licence application form. **You may not have to complete all parts.** These instruction pages help you decide whether you have to fill out each part, and how to fill out the parts that apply to you.

- The form is to be completed in black or blue pen **only**.
- Attach copies of supporting documents securely to your Application and forward to Licensing Services Division, GPO Box 2807 Melbourne 3001.
- Contact Licensing Services Division on telephone number 1300 651 645 or e-mail us at: [licensingervices@police.vic.gov.au](mailto:licensingervices@police.vic.gov.au)

Online Resources: <http://www.police.vic.gov.au>

**Do not send:** original identification documents; cash, cheques or money orders.

High quality copies of documents must be provided. If documents are not clear your application will be returned.

This includes:

- Passports in particular the photograph of holder
- Drivers Licences in particular the photograph of holder
- Any other acceptable Identification Documents in particular those with a photograph
- Credit cards
- Medicare cards
- Membership cards of Shooting Clubs or Organisations
- Game Licences

Under no circumstances should liquid paper be used on application forms or other documents

### Entering Information

All dates must be entered in the format DD/MM/YY. For example:

1	4	0	6	0	7
---	---	---	---	---	---

Please print in capital letters and avoid contact with the edge of the box.

The boxes on the right are a **good example** of how to fill in the boxes.

Ensure the printed characters are all **very neat and do not cross or touch the lines of the boxes.**

A	B	C	D	E	F	G	H	I	J	K	L	M
N	O	P	Q	R	S	T	U	V	W	X	Y	Z

The example on the right has been filled in incorrectly. Printing touches or crosses the lines of the boxes. Printing like this will result in application processing delays.

B	U	E
---	---	---

When you are asked to make a choice, select boxes like this:

Yes       No

**Not like this:**  Yes       No

### Waiting Periods for Licences

New Firearms Licences cannot be issued until 28 days after Licensing Services Division receives the application.

No waiting period applies for a licence renewal providing the application is submitted at least 21 days prior to the expiry of the old licence. The application will be processed as soon as possible.

## Part 1 - Type of Application (All applicants must complete this Part)

A junior cannot own firearms, but can carry and use: Category A, B Longarms or C Longarms (shotgun) for Clay Target Shooting. The Licence Category you are applying for is dependent on the type of firearms that you propose to use.

### How to Complete Part 1

Cross the box(es) relating to the licence category(s) that you want.

If you are applying for a Junior Licence for the reason of Category C (shotgun) for Clay Target Shooting, provide the information and documents indicated. You must remain a member of the Clay Target Shooting or Target Shooting Club/Organisation to continue to hold this licence.

## Part 2 - Personal Information (All applicants must complete this Part)

### How to complete Part 2

Provide your current personal details in the boxes provided. Make sure to leave a space between words. Cross the appropriate box to indicate if you are male or female.

If you have ever changed your name, you must provide 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 applicable, you must provide your e-mail address, Victorian Learner's Permit number and contact telephone details to enable Licensing Services Division to contact you if a problem is encountered in the processing of your application. When providing your e-mail address, make sure you indicate the exact case, punctuation marks and location of the '@' symbol.

## Part 3 - Medical History (All applicants must complete this Part)

If you answer "yes" to any question, you must supply a medical report regarding your suitability to hold a firearms licence.

**Note:** This report must state that you are a fit and proper person to be in possession of firearms and/or a firearms licence and that you pose no threat to yourself or the community.

## Part 4 - Previous History (All applicants must complete each section in this Part)

### How to complete Part 4

Simply cross "yes" or "no" in response to each question, and supply the additional information requested, if it applies to you.

**Offences** "Charges Pending" means formally charged with an offence which is currently awaiting a court appearance. In relation to "Found Guilty", it does not matter how long ago you were found guilty or what penalty was imposed. If you answer "yes", indicate the State and/or Country.

**Domestic Violence Intervention Order** If you have been subject to a full (not interim) Intervention Order, you are required to indicate the year you were subject to the order. You also have a right to apply to a court to be deemed not to be a Prohibited Person. Indicate if you have done this. Attach the Certified Court Extract if you were subsequently deemed not to be a Prohibited Person.

## Part 5 - Firearms Safety Course (All new applicants must complete this Part)

Junior Licence Applicants are required to complete a Firearm safety course if:

- This is a new Junior Firearm Licence Application (you have not previously held a Junior Firearm licence).
- You held a previous Junior Firearm Licence and it has been expired more than 12 months.
- If you have not completed the applicable Firearm safety course within the last 12 months.

**The Firearm Safety Course Certificate must be submitted with your application.** If you have any queries about Longarm Firearms Safety Courses, contact your Local Regional Firearms Officer. The telephone number can be found in the White Pages under "Police Victoria", or contact your local Police Station for details.

## Part 6 - Identification Reference

### How to complete Part 6

If this is your first Firearms Application you must provide proof of your identification.

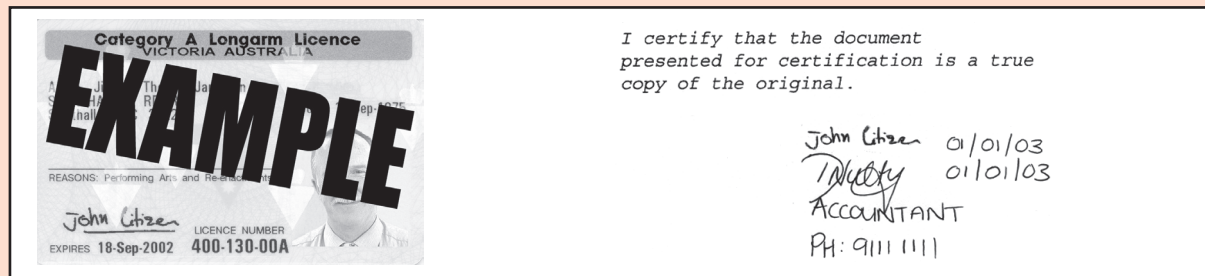
To prove your identity you are required to provide 100 points of identification. This must be a certified copy of one Primary identification document **and** certified copies of one or more Secondary identification document(s) equal to, or more than 100 points from the list below.

**One of the identification document(s) must also include your current address.**

* Primary Identification (only one allowed)	Points	* Secondary Identification <i>continued</i>	Points
Birth Certificate (Change of name certificate if applicable)	100	Mortgage Documents	35
Current passport	100	Land Titles Office	35
Passport which has not been cancelled and was current within preceding 2 years	100	Letter from Employer (within last 2 years) confirming name & address	35
Citizenship Certificates	100	Rates Notice	25
Diplomatic documents and some documents issued to refugees	100	Credit Card (only one from the same institution)	25
		Medicare Card	25
<b>* Secondary Identification</b>		Telephone Account	25
Public Service ID	40	Electoral Roll compiled by Australian Electoral Office	25
Any licence issued under law (ie. Driver licence)	40	Letter from Acceptable Referee (see below - Acceptable Referee does not have to have known the person for 12 months or more)	25
Social Security Card	40	Records of a Public Utility ie. Gas, electricity, water, etc.	25
Identification Card issued by a Tertiary education institution.	40	Statement from a primary, secondary, or tertiary education institution that person attended in the last 10 years	25
Authorised Deposit Taking institutions (customer of at least 12 months) ie. bank, building societies, credit unions, or registered corporations	40	Records from a professional or trade association (club, school, union or trade/professional body)	25

### Note: Identification documents / photographs MUST be readable

This is an example of a Secondary identification document that has been certified:



### Identifying a Referee

You need to ask one of the persons from the list below to be your Referee. **The Referee must not be related by birth or marriage and must have known you for at least 12 months.**

## The following people can act as referees for Part 6

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

<p>A member of</p> <ul style="list-style-type: none"> <li>the Institute of Chartered Accountants in Australia,</li> <li>the Australian Society of Certified Practising Accountants, or</li> <li>the National Institute of Accountants.</li> </ul>	<p>A member of a municipal, city, town, district or shire council of a State or Territory.</p>	<p>An employee of a financial institution who is authorised by the financial institution to open accounts with the institution.</p>
<p>An agent of a financial institution who is authorised by the financial institution to open accounts with the institution.</p>	<p>A full time employee of</p> <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 Corporation Act 1974</i>;</li> </ul> <p>who has been employed continuously for at least 5 years by one or more financial bodies.</p>	<p>An employee of a bank carrying on a business outside Australia</p> <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> <p>who is authorised by the bank to open accounts with the bank.</p>
<p>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.</p>	<p>A legal practitioner of a Federal, State or Territory Court.</p>	<p>A registrar, clerk, sheriff or bailiff of a Federal, State or Territory Court</p>
<p>An officer within the meaning of the <i>Defence Act 1903</i>.</p>	<p>An individual registered or licensed as</p> <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> <p>under a law of a State or Territory providing for that registration or licensing.</p>	<p>An individual who is employed and registered as a nurse under the law of a State or Territory providing for that registration.</p>
<p>A diplomatic or consular officer of an Australian Embassy, High Commission or Consulate, in Australia or overseas.</p>	<p>A holder of an office established by a law of the Commonwealth, a State or Territory in respect of which annual salary is payable.</p>	<p>A judge or master of a Federal, State or Territory Court.</p>
<p>A stipendiary magistrate of the Commonwealth or of a State or Territory.</p>	<p>A justice of the peace of a State or Territory.</p>	<p>A member of the Federal Parliament or a State Parliament.</p>
<p>A member of the Legislative Assembly of the Australian Capital Territory, the Northern Territory or Norfolk Island.</p>	<p>A minister of religion who is registered as a marriage celebrant.</p>	<p>A notary public.</p>
<p>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.</p>	<p>A member of the Australian Federal Police, or of the police of a State or Territory, of or above the rank of sergeant.</p>	<p>A manager of a post office.</p>
<p>An individual employed as an officer or employee by one or more of the following:</p> <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> <p>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.</p>	<p>An individual employed as a full-time teacher or as a principal at one or more of the following educational institutions:</p> <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> <p>who has been so employed continuously for a period of at least 5 years.</p>	<p>An individual who, in relation to an Aboriginal community</p> <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>
<p>An individual who is an agent of a totalisator agency board if</p> <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>	<p>A Commissioner for oaths of a State or Territory.</p>	<p>An individual who is registered as a tax agent under part VIIA of the <i>Income Tax Assessment Act 1936</i>.</p>
<p>A member of the Chartered Institute of Company Secretaries in Australia Limited.</p>	<p>A member or fellow of the Association of Taxation and Management Accountants.</p>	<p>A member of the Institution of Engineers Australia, other than a member with the grade of student.</p>
<p>A fellow member of the National Tax and Accountants' Association Limited.</p>		

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 6 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 7 - Evidence (Membership Details for Clay Target Shooting - Shotgun)

If you are applying for a Junior Licence – General Category Handgun for Target Shooting or Category C (shotgun) for Clay Target Shooting, provide the information and documents indicated. You must remain a member of the Target Shooting or Clay Target Shooting Club/Organisation to continue to hold this licence. Club membership provided **MUST BE CURRENT** at the time of receipt.

### Category C (Shotgun)

- You must supply current details of your Clay Target Shooting membership including the name of the Clay Target Club/Organisation, Division, Date joined, Membership Number and the Expiry Date.
- You must also supply a copy of your current Clay Target Shooting membership card.

## Part 8 - Junior Verification of Suitability (Statement by Parent or Guardian)

### How to complete Part 8

Part 8 must be completed by a parent or guardian.

## Part 9 - Acknowledgement

You must read, sign and date the Acknowledgement.