

Notes

Please read these before completing the form.

You must complete all parts of the form for the type of certificate for which you are applying. For electronic applications, each data field must be completed.

Firearm: Section 1 of the Firearms Act 1968 (as amended) applies to all firearms except:

- i. a shotgun;
- ii. an air weapon (unless declared 'specially dangerous');
- iii. prohibited weapons such as centre fire self-loading rifles, handguns, machine guns etc (unless specifically authorised).

Shotgun: Section 1(3)(a) of the Firearms Act 1968 (as amended) defines a shotgun as:

- i. a smooth bore gun (not being an air weapon);
- ii. having a barrel not less than 24" (60.96cm) in length and a bore not exceeding 2" (5.08cm) in diameter;
- iii. either having no magazine, or a non-detachable magazine incapable of holding more than two cartridges;
- iv. not a revolver gun.

Household members

1. You should include the name, date of birth and relationship to you of all those living in the same household, including those aged under 18 and including your spouse or partner. You should include details of any previous names used, and if they are aged 18 or over, indicate how licensing staff can contact them.

Referees

2. When applying for either a firearm certificate or shotgun certificate, you should have gained the permission of two people who have agreed to act as referees for you. You must complete Part F with their details.
3. The referees who have agreed to act for you must have known you personally for at least the last two years and have had a reasonable degree of contact with you during that period. They must be resident in Great Britain. A referee must not be a member of your immediate family, a registered firearms dealer, a serving police officer, a police employee, a Police and Crime Commissioner or a member of their staff, or a member of, or a member of staff of, the Scottish Police Authority. Referees must be of good character and any references they agree to provide must be given freely and not on payment. You should ensure your referees know what is required of them by acting in such capacity by providing them with the guidance for referees which can be found at Annex A.

Coterminous applications

4. To apply for both a **firearm certificate** and a **shotgun certificate** and to have them expire at the same time (coterminous certificates) you should complete the sections for firearm and shotgun certificates. The fee payable for such certificates may be less than the normal fee for the grant or renewal of a shotgun certificate if both of your applications are dealt with at the same time.

Medical information

5. You must disclose any relevant physical or mental health conditions that you have been diagnosed with or treated for in the past as this may affect your ability to safely possess and use a firearm or shotgun. Relevant medical conditions which must be disclosed are listed in note 6. Sections 27 and 28 of the Firearms Act 1968 (as amended) specify that in order to issue a firearm or shotgun certificate the chief officer of police must be satisfied that an applicant can be permitted to possess a gun 'without danger to the public safety or the peace'. Medical fitness is one of the factors police must consider when assessing a person's suitability.
6. Relevant medical conditions which must be disclosed are:
 - Acute Stress Reaction or an acute reaction to the stress caused by a trauma, including post-traumatic stress disorder
 - Suicidal thoughts or self harm or harm to others
 - Depression or anxiety
 - Dementia
 - Mania, bipolar disorder or a psychotic illness
 - A personality disorder
 - A neurological condition: for example, Multiple Sclerosis, Parkinson's or Huntington's diseases, or epilepsy
 - Alcohol or drug abuse
 - Any other mental or physical condition, or combination of conditions, which you think may be relevant.

The list above is not intended to be exhaustive. A mental, physical or neuro-developmental condition may be relevant depending on the severity of the disorder and how it presents. If in doubt, consult your doctor or contact the police firearms licensing department.'

7. It is your responsibility to arrange for your GP or another suitably qualified GMC-registered doctor* (including where a doctor is providing this service for a private company) to provide medical information to the police concerning your suitability to possess a firearm and/or shotgun. Please use the doctor's letter and medical information proforma which is part of this document, detach and pass to the doctor for completion. You are expected to meet the cost if a fee is charged for this. When the medical information is being provided to the police by a doctor from a private company, the doctor must receive the applicant's medical information direct from the GP practice and not via the applicant.
8. With regards to data protection, it should be noted that the medical information will be processed on a public interest basis for the legitimate policing purpose of assessing the suitability of someone to be granted a firearm or shotgun certificate.
9. Medical practitioners have separately requested that an applicant's consent is provided in order for medical practitioners to be satisfied that they have discharged their obligations under their duty of confidentiality in relation to their patients. The application form requests the applicant's consent for the release of the information for that reason.
10. Where the doctor indicates that there are relevant medical issues and police require further medical information to consider the application, you should obtain a report about these medical issues. You are expected to meet the cost of a fee if it is charged. Following this, if police require an additional report to be provided they will meet the cost of the fee charged.

11. The police will ask your GP to place an encoded reminder on your patient record to indicate that you have been issued with a firearm or shotgun certificate. The GP is asked to notify the police if, following issue of the certificate, you are diagnosed with or treated for a relevant medical condition (listed in note 6), or if the GP has other concerns about your possession of a certificate that might affect your safe possession of firearms. Following contact from your GP there may be a need for a medical report to be obtained to assist with assessment of your continued suitability to possess a firearm or shotgun certificate. The police will pay if a medical report is required.
12. Following the issue of a firearm or shotgun certificate please note that the declaration you have signed consenting to information sharing between your doctor and police applies during the application process and during the validity of any firearm or shotgun certificate, which may be up to five years.
13. Once issued it will be a condition of the certificate that you must, without undue delay, inform the chief officer of police by whom the certificate was granted, if you are diagnosed with or treated for a relevant medical condition while the certificate remains valid, or if the symptoms relating to an existing previously disclosed relevant medical condition have worsened since the certificate was granted.
14. You should inform the police if you change your GP practice and provide contact details for the new practice. Once issued it will be a condition of the certificate that you must, without undue delay, inform the chief officer of police by whom the certificate was granted, if you consult any medical practitioner who is not your General Practitioner or a General Practitioner from the same practice, regarding a relevant medical condition, and you must provide contact details of the medical practitioner and details of the treatment received.
15. You are asked to provide details of GP practices over the past 10 years and whether you have consulted medical practitioners other than at your GP practice so that all relevant information is available to police to assist with their assessment of suitability to possess a firearm certificate. Military personnel who are posted abroad and have a service GP may still be regarded as resident in the UK for the purposes of the application.

Previous Offences

16. You must not withhold information about **any conviction**, bindover, out of court disposal, formal written caution, reprimand or fixed penalty notice (including fixed penalty notices for motoring offences such as speeding, but not including parking offences), in and outside Great Britain, and (by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975) convictions which are spent under the 1974 Act. A conditional discharge and an absolute discharge both count as convictions for this purpose.
17. Section 21 of the Firearms Act 1968 places restrictions on the possession of firearms and ammunition by those previously convicted of crime. A person receiving a sentence of imprisonment of three months or more is prohibited from possessing a firearm, shotgun, antique firearm, air weapon or ammunition for five years from the date of their release. In the case of a suspended sentence the prohibition applies from the second day after being sentenced. If the sentence is three years or more the prohibition applies for life unless lifted by the Crown (or Sheriff) Court.

Inspection of premises

18. Please allow the police to inspect your guns and security when requested as in the absence of a warrant consent is required for the police to inspect premises.

Second homes

19. You should include the details of any second property you may have where the firearm/s or shotgun/s will be temporarily stored. This includes second homes or a long-term rental with tenancy agreement, but not temporary accommodation such as a holiday let etc.

Photograph

20. A digital photograph must be used for online applications. Paper applications must be accompanied by one photograph. Ordinary passport-style photographs (45mm high x 35mm wide) are suitable for this purpose. Photographs must be of a professional standard, against a plain cream or grey background and without other objects or people in the background and (if printed) must be on good quality gloss or matt paper. The photograph must be a true likeness and full face without a head covering (unless it is worn for religious or medical reasons). In your photograph you must be looking straight at the camera, have a neutral expression, with your eyes open and mouth closed. You must not wear sunglasses or tinted glasses, and the photographs must not have any 'red eye.'

Equality monitoring

21. The equality monitoring information you provide in Part G aims to assist the force in meeting its duties as a Public Authority. The information will be kept separately from the application.

Submission of application

22. The receipt for electronic applications, where these are available, will be automatically generated by the system. For hard copy applications, unless advised otherwise by the police, you should post or take the completed form together with the fee and photograph to the police firearms licensing department. In the case of an application for renewal, a signed and dated recent copy of the certificate to be renewed should be sent to police when you submit your application. If an application is being made for a variation the certificate to be varied must be included with your application. (You may wish to keep a copy of the certificate.)

Section 1 Firearms Only

23. To acquire or possess firearms or ammunition under section 1 of the Firearms Act 1968, you have to provide evidence that you have a **good reason** to do so. This applies to the grant, renewal or variation of a firearm certificate. This evidence can take several forms: permission to shoot over land or membership of a target shooting club, or a booking or invitation to go deer stalking are examples, but these are not exhaustive.
24. Please provide the address of one area of land where you have permission to shoot, together with the name, address and telephone number of the person who has given you that permission or the details of a Home Office approved club of which you are a full member.

NB: You will not necessarily be limited to shooting over that individual piece of land or at that club.

*A doctor with a full, specialist or GP (rather than provisional) GMC registration and a licence to practise.