

**TO SUBMIT A NEW OR RENEW A FIREARMS LICENCE APPLICATION AN  
APPOINTMENT IS NEEDED WITH THE ACT FIREARMS REGISTRY**  
**PLEASE CALL – 5126 9076 or EMAIL – ACTFirearmsRegistry@afp.com.au**

**FOR A NEW FIREARMS APPLICATION YOU WILL NEED THE FOLLOWING**

- A completed ACT Adult Firearms licence application – remember to sign it.  
[www.police.act.gov.au/report-and-register/online-forms](http://www.police.act.gov.au/report-and-register/online-forms)
- Your safety course certificate
- A copy of the receipt from Access Canberra – please have either a paper copy or an electronic copy of the receipt (If electronic then the PDF version of the receipt. A screen shot with the reference number will **not** be accepted)  
<https://www.act.gov.au/payments> (Scroll down to F for Firearms)
- 100 Points of identification including either a birth certificate or passport;
- A driver's licence as identification and proof of being an ACT Resident. It is a requirement of holding an ACT Firearms Licence that you are an ACT Resident.
- Evidence of genuine reason to hold a Firearms licence either or both of the following –
  - Club use – endorsement from the club that you are a financial member of an ACT Club, this is demonstrated by a club stamp in your application; and or
  - Rec hunting/vermin control
    - Permission from land owner – please provide a signed land owner permission form and a copy of the rates to prove ownership
    - NSW R Licence
    - Victoria Game Licence
- There is a legislated waiting period of 28 days before you licence is issued.

## FOR A RENEWAL OF A FIREARMS LICENCE

*(Please note the Firearms Act 1996 clearly states a renewal is to be treated as a new application therefore you have to supply evidence of your genuine reason to hold a firearms licence each time you renew your licence)*

- A completed ACT Adult Firearms licence application – remember to sign it.
- [www.police.act.gov.au/report-and-register/online-forms](http://www.police.act.gov.au/report-and-register/online-forms)
- A copy of the receipt from Access Canberra – please have either a paper copy or an electronic copy of the receipt (If electronic then the PDF version of the receipt. A screen shot with the reference number will **not** be accepted)  
<https://www.act.gov.au/payments> (Scroll down to F for Firearms)
- 
- Identification – Firearms Licence and Drivers Licence. A drivers licence is required as proof of being an ACT Resident. It is a requirement of holding an ACT Firearms Licence that you are an ACT Resident;
- There is a legislated waiting period of 28 days before you licence is issued.

## CHANGE OF ADDRESS

It is your responsibility to notify the ACT Firearms Registry of a change of address within seven days. Notifying other Government Agencies is not sufficient you must complete a change of address form and submit it to the Firearms Registry. It is an offence not to notify the ACT Firearms Registry of a change of address within seven days.

## SUBMITTING A Permit To Acquire (PTA)

- An appointment is not required to submit a PTA but you may have to wait if staff are busy. All transfers of firearms are required to go through a licenced dealer;
- **To submit a PTA**
  - o A completed ACT Firearm Permit Application form – remember to sign it.  
[www.police.act.gov.au/report-and-register/online-forms](http://www.police.act.gov.au/report-and-register/online-forms)
  - o A copy of the receipt from Access Canberra – please have either a paper copy or an electronic copy of the receipt (If electronic then the PDF version of the receipt, a screen shot with the reference number will **not** be accepted)  
<https://www.act.gov.au/payments> (Scroll down to F for Firearms, select firearms licence payment then from payment type select Permit to acquire a firearm)
  - o Attend the Firearms registry with your Firearms Licence and drivers licence.
  - o Please note for Category H a club endorsement form is required for every firearm.