



VICTORIA POLICE

# Victorian Firearm Licence Application Form

*Licence Category: Provisional General Category Handgun Licence*

## IMPORTANT INFORMATION

- 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 back of this application for assistance in completing the form.
- When offered a choice, select your option with a cross, e.g. Yes . Do NOT use ticks to select, i.e. .

## Part 1 - Type of Application

Junior Provisional General Category Handgun Licence (applicant between 12 and 18 years)  **OR** Adult Provisional General Category Handgun Licence (applicant 18 years or over)

A Provisional General Category Handgun Licence can remain in force for no less than 6 months and no more than 12 months.

Please nominate your preferred length of licence. 6  7  8  9  10  11  12  months

**A PROVISIONAL LICENCE CANNOT BE RENEWED**

Have you previously held a licence issued by Licensing Services Division? Yes  No  Previous Licence Number (if known)

## Part 2 - Personal Information

### Section A – Current Name

Family Name

First Given Name

Second Given Name  Gender:  Male  Female

Third Given Name  Date of Birth:  /  /   
(Day) (Month) (Year)

### Section B – Previous Name(s)

Have you ever changed your name in an official capacity? Yes  No

Staple a **certified** copy of your change of name certificate to the back of this application. **Refer to Part 2 in the instruction pages.**

Continue to the next question.

Have you ever been known by another name (not including official name changes)? Yes  No

Please attach a list of names you have been known by to the back of this application.

Continue to **Section C – Contact details and Driver Licence.**

### Section C – Contact details and Driver Licence

Telephone

(Home)

(Mobile)

Victorian Driver Licence Number

By providing Driver Licence information I hereby authorise Victoria Police to obtain from the Roads Corporation (Vic Roads) information that relates to my identity that is kept by the Roads Corporation (Vic Roads).



## Part 4 - Previous History

### Section A – Offences

Have you ever been convicted of an offence in Australia or overseas? Yes  No

Have you ever been found guilty of any offence without a conviction being recorded in Australia or overseas? Yes  No

Do you have any charges outstanding against you in Australia or overseas? Yes  No

If you have answered "No" to every question go to **Section B.**

If you answered "Yes" to one or more of the above questions please provide the location.

Refer to Part 4 of the instruction pages for further information and definitions.

State  Country

If there is insufficient space, please staple a list of locations of offences or charges to the back of this application.

### Section B – Licence Refusal/Cancellation

Have you ever been refused a licence or permit for a firearm? Yes  No  If "Yes"  (Year)  (State)

Have you ever had a licence or permit for a firearm cancelled? Yes  No  If "Yes"  (Year)  (State)

### Section C – Intervention Order

Have you ever been subject to an Intervention Order? Yes  No  State the details of the court and year below.

Refer to Part 4 of the instruction pages for further information.

No  Go to **Section D.**

Court  Year

### Section D – Application to be deemed not to be a Prohibited Person

Some offences and Intervention Orders can result in you being deemed a Prohibited Person for the purposes of the *Firearms Act 1996*. In some of these circumstances you may apply to a court to be deemed not to be a Prohibited Person.

Refer to Part 4 of the instruction pages for further information.

Have you applied to a court to be deemed **not** to be a Prohibited Person? Yes  Continue with this section.  
No  Go to **Part 5.**

Has your application to be deemed **not** to be a Prohibited Person been heard in a court yet? Yes  Staple the copy of Court Extract to the back of this application.  
No  State the court and date of your application in the boxes below.

Court  Date  /  /   
(Day) (Month) (Year)

Staple Court Extract to the back of this application if applicable

## Part 5 – Firearms Safety Course

Have you attended a Firearms Safety Course for handguns? Yes  Staple a copy of your Firearms Safety Course Certificate for handguns at the back of the application.  
No  You **must** attend a Firearms Safety Course for handguns within **3 months** of the issue of your Provisional General Category Handgun Licence. Once you have attended this safety course, please send a copy of your Course Certificate to Licensing Services Division.

Staple a Firearms Safety Course for Handguns Certificate to the back of this application or post to Licensing Services Division upon completion of the course.

## Part 6 – Fingerprints

All handgun licence applicants must provide fingerprints to Victoria Police before they can be licensed.

*If you have not yet had a full set of fingerprints taken, contact your local police station or Licensing Service Division to arrange an appointment for them to be taken.*

If your fingerprints are taken at a police station; the station will organise for your prints to be forwarded to the Fingerprint Unit, DX 210071. **You do not take the fingerprints with you.**

Your fingerprints will be included on the National Automated Fingerprint Identification System (NAFIS) and regularly checked to satisfy the Chief Commissioner that you are a fit and proper person to hold a licence. Should your licence be cancelled or you do not apply for another Licence which requires fingerprints to be recorded; you may make application in writing to the Victoria Police Fingerprint Unit to have your fingerprint record destroyed.

## Part 7 - Identification Reference

Do you hold a current Victorian Firearm Licence, Private Security Licence or Chief Commissioner of Police Approval for a Prohibited Weapon?

Yes  Complete Licence or Approval number details

Licence Number    Go to **Part 8**.

No  **You must provide 100 points of Certified (signed by the Referee) Identification Documents**, that being one form of primary identification and sufficient additional forms of secondary identification documents and arrange for the below Declaration by Referee to be completed. **(Refer to Part 7 of the instruction pages for acceptable identification documents and their respective point values and the list of acceptable referees.)**

It is an offence against section 140A(2) of the *Firearms Act 1996* to wilfully supply identification details that are incorrect or misleading (maximum penalty 240 penalty units or 4 years imprisonment).

## Declaration by Referee and Signature by Applicant

*This declaration must be made by an "Acceptable Referee" as listed in the instruction pages.  
An "Acceptable Referee" who must have personally known the applicant for **at least 12 months**.  
The applicant's signature must be completed in the presence of the Referee.*

Referee to complete	I, the Referee, <input type="text"/> (Full name of Referee) of <input type="text"/> (Address of Referee)
	declare that I have known <input type="text"/> (Full name of applicant) for a period of <input type="text"/> years and <input type="text"/> months. <b>Type of Acceptable Referee</b> <i>(Refer to Part 7 of instruction pages for list of acceptable referees)</i> <input type="text"/>
Applicant to complete in presence of referee	Referee Telephone <input type="text"/> (Home) <input type="text"/> (Work) <input type="text"/> (Mobile)
	I, the applicant, am providing the following certified identification documents - <b>Identification Documents</b> <input type="text"/> <i>(Insert document descriptions from Part 7 of the instruction pages.)</i>
	<b>Applicant's signature</b> <input type="text"/>
Referee to complete	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 <i>Firearms Act 1996</i> 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).
	<b>Referee's signature</b> <input type="text"/> <b>Date</b> <input type="text"/> / <input type="text"/> / <input type="text"/>

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

 **Staple 100 points of certified identification documents to the back of this application**

## Part 8 – Membership Details

You must be a member of a handgun target shooting club to be approved for a Provisional General Category Handgun Licence. You must provide the following information and documentation to prove your club membership.

(Name of applicant's principal club or organisation)

(Branch)

 /  / 

(Date joined)

(Applicant's member number if available)

- AND** A copy of your membership card verifying that you have current membership with a handgun target shooting club.  
**OR** A statement from your club or organisation indicating you are a current member.

**Please note** that the club must be an organisation approved by the Chief Commissioner.



**Staple required evidence/documents for your licence to the back of this application**

## Part 9 – Prescribed Handgun Class Details

### Prescribed Classes of Handguns

Place a cross in the appropriate box(es) below to indicate the prescribed class(es) of handgun(s) with which you propose to participate in handgun target shoots or handgun target shooting matches.

- Class 1 - Air handgun  
 Class 2 - Rimfire handgun  
 Class 3 - Centrefire handgun with a calibre of .38 inch or less OR a black powder handgun

**Controlled Classes of Handguns – (Only available for applicants 18 years of age or older for the purpose of making a decision as to whether in the course of applying for a General Category Handgun Licence, you wish to obtain an authorisation to use and purchase such a handgun).**

Place a cross in the appropriate box(es) below to indicate the controlled class(es) of handgun(s) you intend to use in supervised practice shoots. **Refer to Part 9 in the instruction pages for further information on the requirements for controlled handguns.**

- Class 4 - Centrefire handgun with a calibre of more than .38 inch but no more than .45 inch  
 Controlled Handguns other than Class 4 - (i.e. a semi-automatic handgun of barrel length less than 120 mm; or a revolver or single shot handgun with a barrel length less than 100 mm; or a handgun with a calibre of more than .38 inch that is not a Class 4 handgun)

**Controlled handguns may only be used for supervised practice shoots. This supervision is conducted by a handgun licence holder at an approved target shooting club.**

**(Controlled handguns may not be used for participating in handgun target shoots or matches).**

## Part 10 – Junior Verification of Suitability

Are you making an application for a **Junior** Provisional General Category Handgun Licence?

Yes  Complete **Part 10** No  Go to **Part 11**

Junior Provisional General Category Handgun Licence applicants must supply evidence of consent from their parent or legally appointed guardian by completing **Section A – Consent Statement** **OR** **Section B – Instructor's Consent Letter**.

**Refer to Part 10 of the instruction pages.**

### Section A – Consent Statement

This statement is made by a Parent or Guardian (cross relevant choice)  Parent  Guardian (legally appointed)

(Print Parent or Guardian's family name)

(Print Parent or Guardian's given names)

I,

(Print residential address)

of

Telephone

(Home)

(Work)

(Mobile)

have given consent for

(Applicant's full name)

to hold a Provisional General Category Handgun Licence.

Parent/Guardian's Signature

Date

**OR**

### Section B – Parent/Legal Guardian's Consent Letter for Instruction

Staple a copy of the instructor's consent letter in accordance with Part 10 of the instruction pages.

Instructor's consent letter attached? Yes

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

## Part 11 - Acknowledgement

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

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)

**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.

**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

**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 FIREARM LICENCE, YOUR APPLICATION WILL BE RETURNED TO YOU.  
THIS WILL DELAY THE PROCESSING OF YOUR APPLICATION.**

Before you mail this application to Licensing Services 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".
- STAPLE** a copy of your safety course certificate to the back of the application if you have completed the course (Part 5).
- Adult applicants must ensure that you have your **fingerprints** taken (Part 6).
- STAPLE** certified copies of your identification documents to the back of this application and make sure that your referee has signed Part 7 unless you currently hold one of the licences specified and have provided the relevant details.
- DO NOT** send original identification documents, cash, cheques or money orders.
- Complete **ALL** of your membership details and include the necessary **documentary evidence** (Part 8).
- Staple **ALL** supporting documentation to the back of the application.
- Juniors** must have Part 10 completed by their parent or guardian or **STAPLE** a copy of the instructor's consent letter to the back of the application.
- Complete Part 11 - Acknowledgment.

**Send your application to: Licensing Services 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.

If you need information on any aspect of this application form, please access the Licensing Services Division website via <http://www.police.vic.gov.au> or contact Licensing Services Division on 1300 651 645 or by email at [licensingervices@police.vic.gov.au](mailto:licensingervices@police.vic.gov.au)

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>

**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 Firearm Licence Application

Licence Category: Provisional General Category Handgun Licence

The information contained in your application is treated as Strictly Confidential.

## General Instructions for the Completion of your Firearm Licence Application Form

- A Provisional General Category Handgun Licence provides applicants with the ability to attain the preliminary requirements to qualify for a General Category Handgun Licence. The mandatory requirements prior to applying for a General category Handgun Licence are:
  - The applicant must have completed 5 approved handgun target shooting matches; and
  - Must have been a member of an approved handgun target shooting club for at least 6 months preceding the application; and
  - Must complete a safety course within the first 3 months of the Provisional Licence.
- A Provisional General Category Handgun Licence also allows adult applicants the opportunity to “try” controlled handguns to assist them in determining whether to obtain a section 7A authority and purchase such a handgun if a full General Category Handgun Licence is granted.
- This form is only to be used for Junior or Adult Provisional General Category Handgun Licence applicants.
- There are **11** parts in the Firearms Licence Application, you must complete all **11 parts**.
- You may pass over individual questions **ONLY IF** you are directed to do so via a “Go to” instruction.
- Each part in the application has a corresponding instruction page section. Please refer to the relevant instruction page section for assistance in completing the application form.

### Documents

- **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.

### Waiting periods for Licences

Provisional General Category Handgun Licences have a mandatory legislated 28 day waiting period from the date of receipt of your application to the issue of the licence in accordance with section 33 of the *Firearms Act 1996*.

## Part 1 - Type of Application

### How to complete Part 1

The type of licence to carry or use general category handguns during a provisional period is dependent on your age.

Select either the -

- Junior Provisional licence – Applicant must be of or over 12 years of age and under 18 years of age; or the
- Adult Provisional Licence – Applicant must be of or over 18 years of age.

### Duration of Provisional Licence

You must nominate the length of your Provisional Licence from 6 months to 12 months in whole months.

Please note that a Provisional Licence may not be renewed.

## Part 2 – Personal Information

### How to complete Part 2

Provide your current personal details in the boxes provided. Make sure to leave a space between words.

- If you have ever changed your name officially, you must staple to the back of this application 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 you are known by any other name, but have not changed your name officially, staple a list of your other names to the back of this application.

It is requested that you provide your email address 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 email address, make sure you indicate exact case, punctuation marks and the location of the '@' symbol.

## Part 3 – Medical History

### How to complete Part 3

Cross “Yes” or “No” in response to **every** question.

If you answer “Yes” to any question, you must staple a current medical report to the back of this application.

#### The report **must**

- **be on** a registered medical doctor’s letterhead;
- **be current, legible and written by** a medical doctor who has treated you for the relevant condition(s), or is familiar with your condition(s);
- **outline** the medical condition(s) for which you are being, or have been, treated;
- **state that**, in his/her professional opinion, your medical condition(s) do(es) or do(es) not prevent you from being a fit and proper person to be in possession of firearms and/or a firearm licence;
- **state that**, in his/her professional opinion, your medical condition(s) do(es) or do(es) not cause you to be a danger to public safety or peace in holding a firearm licence or possessing firearms; and
- **be signed and dated within the last 12 months**.

Failure to include all of this information in the report will result in your application being delayed and a request for a medical report that does contain all of the required information.

## Part 4 – Previous History

### How to complete Part 4

Cross “Yes” or “No” in response to every question.

If you answer “Yes” to any question, supply additional information as requested.

### Section A – Offences

- Definitions**
- **Convicted** means that charge has been proven, and a formal record of conviction has been made. It does not matter how long ago you were convicted or what penalty was imposed.
  - **Found guilty without a conviction being recorded** means that a charge has been proven but no formal record of a conviction was made (e.g. your court result could read “Without Conviction”). It does not matter how long ago you were found guilty or what penalty was imposed.
  - **Charges outstanding** means that you have been formally charged with an offence that has not yet been heard in a court of law. If this is applicable, you will have been served with a summons or charged and notified of a court date.

If you answer “Yes” to any question in this section, write the state and/or country where this occurred in the boxes provided. If there is insufficient space, please attach a list to the back of the application.

### Section B – Licence Refusal/Cancellation

You must cross the appropriate box to indicate if you have **ever** been refused a licence or permit for a firearm **AND** you must cross the appropriate box to indicate if you have **ever** had a licence or permit for a firearm cancelled.

If you answer “Yes” to either question, you must write the year in the boxes provided.

**Please note** that previous licence refusal or cancellation does not necessarily preclude you from obtaining approval for this application.

### Section C – Intervention Order

An **Intervention Order** is an Intervention Order, whether a Full Intervention Order made under section 4 of the *Crimes (Family Violence) Act 1987* or an interim Intervention Order (i.e. an Intervention Order made as a temporary measure until a date specified in the order or until a further order is made by the Court), issued in Victoria or an order of a corresponding nature made in another State or a Territory. You must select “Yes” in this section if you have been subject to **any type** of Intervention Order.

### Section D – Application to be deemed not to be a Prohibited Person

If a person is defined as a “prohibited person” under the *Firearms Act 1996* then they cannot be approved to hold a firearms licence. However, the Act allows certain “prohibited persons” to apply to a Court to be deemed to **not** be a prohibited person.

Detail as to which offences and Intervention Orders can make you a “prohibited person” can be found in section 3 of the *Firearms Act 1996*. The circumstances under which you may apply to be deemed not to be a prohibited person can be found in section 189 of the same Act. The *Firearms Act 1996* can be found at <http://www.dms.dpc.vic.gov.au/>

## Part 5 – Firearms Safety Course

- You must either –
  - cross the “Yes” box and staple a copy of your Firearms Safety Course Certificate for handguns to the back of this application;**OR**
  - if you have not yet completed a Firearms Safety Course, cross the “No” box and complete a Safety Course for handguns within the first 3 months of your Provisional Licence. **You must complete a safety course and submit the copy of the Course Certificate to Licensing Services Division within this time or your Provisional Licence will be cancelled.**  
**If your Provisional Licence is cancelled you are not permitted to apply for another Provisional Licence.**

Completion of a Firearm Safety Course for longarms or paintball is not sufficient for you to be approved for a handgun licence.

If you have any queries about Firearm Safety Courses please contact your local Handgun Target Shooting Club.

## Part 6 - Fingerprints

**All adult handgun licence applicants** must provide fingerprints to Victoria Police before they can be licensed.

*If you have not yet had a full set of fingerprints taken, contact your local police station or Licensing Services Division to arrange for them to be taken.*

Your fingerprints will be included on the National Automated Fingerprint Identification System (NAFIS) and regularly checked to satisfy the Chief Commissioner that you are a fit and proper person to hold a licence. Should your licence be cancelled or you do not apply for another Licence which requires fingerprints to be recorded; you may make application in writing to the Victoria Police Fingerprint Section to have your fingerprint record destroyed.

## Part 7 – Identification Reference

### How to complete Part 7

If you do not currently hold a Victorian Firearm Licence, Private Security Licence or Chief Commissioner of Police Weapon Approval you must provide proof of your identification.

To prove your identity you are required to provide 100 points of identification (see list below). This must be in the form of

- **one** primary identification document (certified copy) **and**
- secondary identification documents (certified copies).

(An example of a **certified** document can be seen below.)

**One of the identification documents must include your current residential address.  
Copies of identification documents/photographs must be legible and of high quality.**

Document	Adult Points Value	Junior Points Value
<b>Primary Identification – Only one allowed</b>		
<b>Primary identification must include your name and date of birth</b>		
A full birth certificate ( <b>LSD cannot accept copies of birth extracts</b> ). The Certificate must be in English, or have an English translation.	70	100
Citizenship certificate	70	100
Current Passport	70	100
Expired Passport that was current in the last 2 years and was not cancelled	70	100
<b>Secondary Identification</b>		
<b>This list of secondary identification must at least include your name</b>		
Public service identification card that has either a photograph or signature	40	40
Any licence/permit issued under law with a photograph or signature (e.g. Driver Licence)	40	40
An identification card issued to entitle you to financial benefit (e.g. Health Care Card) that has either a photograph or signature	40	40
An identification card issued by a tertiary education institution that has either a photograph or signature	40	40
<b>This list of secondary identification must at least include your name (only one each of any type)</b>		
A written reference from a financial body* that states that you have held an account for at least 12 months and has your signature and a signature from an agent/employee of the financial body*	40	40
A written reference from an Acceptable Referee that states that they have known you for at least 12 months and contains both your signature and the Acceptable Referee's signature	40	40
<b>This list of secondary identification must include your name and address (only one each of any type)</b>		
Records from an employer who has employed you within the last 2 years.	35	35
A rates notice (relating to land ownership or occupation)	35	35
A document from a financial body* detailing security over a property	35	35
A document from a financial body* relating to a mortgage or other instrument of security	35	35
Documentation from the Credit Reference Association of Australia	35	35
A land title document	35	35
Official electoral roll information as compiled by the Australian Electoral Office	25	Not applicable
A letter from a person who would be an Acceptable Referee except that they have known you for less than 12 months	25	25
A document from a landlord or real estate agent managing a property that you rent	25	25
A document (e.g. account) from a public utility (e.g. gas, electricity, water)	25	25
A record from a financial body* that you have had an account with for more than 12 months (e.g. a bank statement)	25	25
A record held under a law (that is not a land title)	25	25
<b>This list of secondary identification must include your name and date of birth (only one of either type)</b>		
School records from a primary, secondary or tertiary education institution that you have attended within the last 10 years	25	25
Membership records from a professional or trade association	25	25
<b>This list of secondary identification must include your name (only one from any institution)</b>		
Other forms of secondary identification that verify your name (e.g. Medicare Card, Credit Card)	25	25

\* A financial body is a bank, credit union, building society etc.

This is an example of a secondary identification document that has been certified.



I certify that the document presented for certification is a true copy of the original. The document was sighted by me on

21 / 08 / 06

Signature: J. Moran

Print Name: John Moran

Type of Referee: Accountant

### Identifying referee

You must have an Acceptable Referee certify your documents and sign the Declaration in Part 7. See the list on the following page for Acceptable Referees.

## Part 7– Identification Reference *continued* – List of Acceptable Referees

### The following people can act as referees for Part 7

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 7 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 8 – Membership Details

### How to complete Part 8

You must be a current member of an approved Handgun Target Shooting Club to be approved for a Provisional General Category Handgun Licence.

You must prove you are a member of a Handgun Target Shooting Club approved by the Chief Commissioner by –

- providing membership details specified, i.e. name of your club, the branch, the date joined and your membership number (if available); and
- providing either a copy of your membership card or a statement of endorsement from your club or organisation to substantiate your membership.

You must remain a member of an approved Handgun Target Shooting Club for the duration of your Provisional Licence.

**Please note** that the club must be an organisation approved by the Chief Commissioner.

## Part 9 – Prescribed Handgun Class Details

### How to complete Part 9

All applicants must nominate which class(es) of handgun you wish to carry or use on a Provisional General Category Handgun Licence.

You may nominate one or more of Class 1, Class 2 or Class 3 handguns as you propose to participate in approved handgun target shooting matches and shoots with.

In addition to, or instead of the three prescribed classes of handgun, **adult** applicants may nominate to “try” a controlled handgun, as defined in Part 9 of the main body of the form, but you may only use controlled handguns for the purpose of making a decision as to whether to, when applying for a full General Category Handgun Licence, you wish to obtain an authorisation to use and purchase such a handgun. **You may NOT use a controlled handgun for participating in approved handgun target shooting matches and shoots.**

**You may NOT own or register a handgun to a Provisional General Category Handgun Licence.**

## Part 10 – Junior Verification of Suitability

### How to complete Part 10

**This section is only applicable to junior applicants (i.e. applicants between 12 and under 18 years of age).**

A junior must have the consent of their parent or legally appointed guardian in order to be approved for a Provisional General Category Handgun Licence. This consent may be demonstrated in one of two ways –

- The junior applicant’s parent or legally appointed guardian can complete “Section A – Consent Statement” of Part 10 in the application form and sign their consent; **or**
- If a junior applicant is unable to provide parental or guardian consent at this time (completion of “Section A – Consent Statement” of Part 10), a copy of an instructor’s consent letter held by the proposed instructor is acceptable as an alternative (“Section B – Parent/Legal Guardian’s Consent Letter for Instruction” of Part 10). This consent letter must be recently written by the applicant’s parent or legal guardian; must be signed and dated; and must confirm that the instructor has the applicant’s parent or guardian’s consent for the applicant to receive instruction in the use of handguns.

**Please note that the person giving instruction must have a current General Category Handgun Licence.**

## Part 11 – Acknowledgement

All applicants must read, sign and date the Acknowledgement.