

SHOOTERS LICENCE APPLICATION CHECKLIST

- Application made on 'Application for – Shooters Licence / Sport Shooters Permit / Cat H Sport Shooters Licence / Junior Club Licence*' – PF444.
- The applicant has completed all parts of the form.
- The applicant has provided 100 points of identification ('Proof of Identity' – PF490).
- The applicant has signed and dated the application.
- The applicant has provided the required supporting documentation to establish a Genuine Reason and, if required, a Genuine Need for a restricted category of firearm.
- The applicant has satisfied the Firearm Safety & Training requirements of the Act:
 - The applicant is holder of a current firearm licence or an equivalent interstate licence, or
 - The applicant has previously held a firearm licence of the same type in the Territory and that licence has expired less than 3 months prior (if greater must re-sit Test), or
 - In respect to Category A and B firearms, the applicant has completed the approved Interim Firearms Examination (Test), or
 - In respect to Category C a form PF 474 signed by a Club Nominee is supplied & for Category H firearms, the applicant has completed an industry specific Firearm Safety & Training Course with an approved Instructor within the proceeding 5 years, and a certificate is attached.
- The applicant has satisfied the Safe Storage provisions of the Act:
 - Safe Storage arrangements already recorded – less than 2 years ago & no changes (by Inspection of Premises and Self Declarations only), or
 - The applicant has provided proof of a gun safe and completed the self declaration ('Declaration of safekeeping storage of firearms' - PF491) to that effect, or
 - The applicant has a provided proof of storage with another licence holder ('Permission to store firearms notice' - PF492) (to be supplied with every reissue of licence), or
 - The applicant requires their Safe Storage arrangements to be inspected (PF482 – Inspection of premises). A PROMIS Case has been raised, noted on SaFER and tasked to the responsible Police Station to undertake the inspection.
- Payment has been made and a receipt issued.
- The application has been added to SAFER including, if required, a PROMIS ID (Surname, 1st name, sex & DOB input at minimum) being created.
- A clear Photograph of the applicant has been obtained in accordance with the approved method.
- A PROMIS and IJIS check have been completed while the applicant is in attendance (if practical) and the results noted in the provided fields on the rear of the application form.
- The receiving member has signed and dated the application.