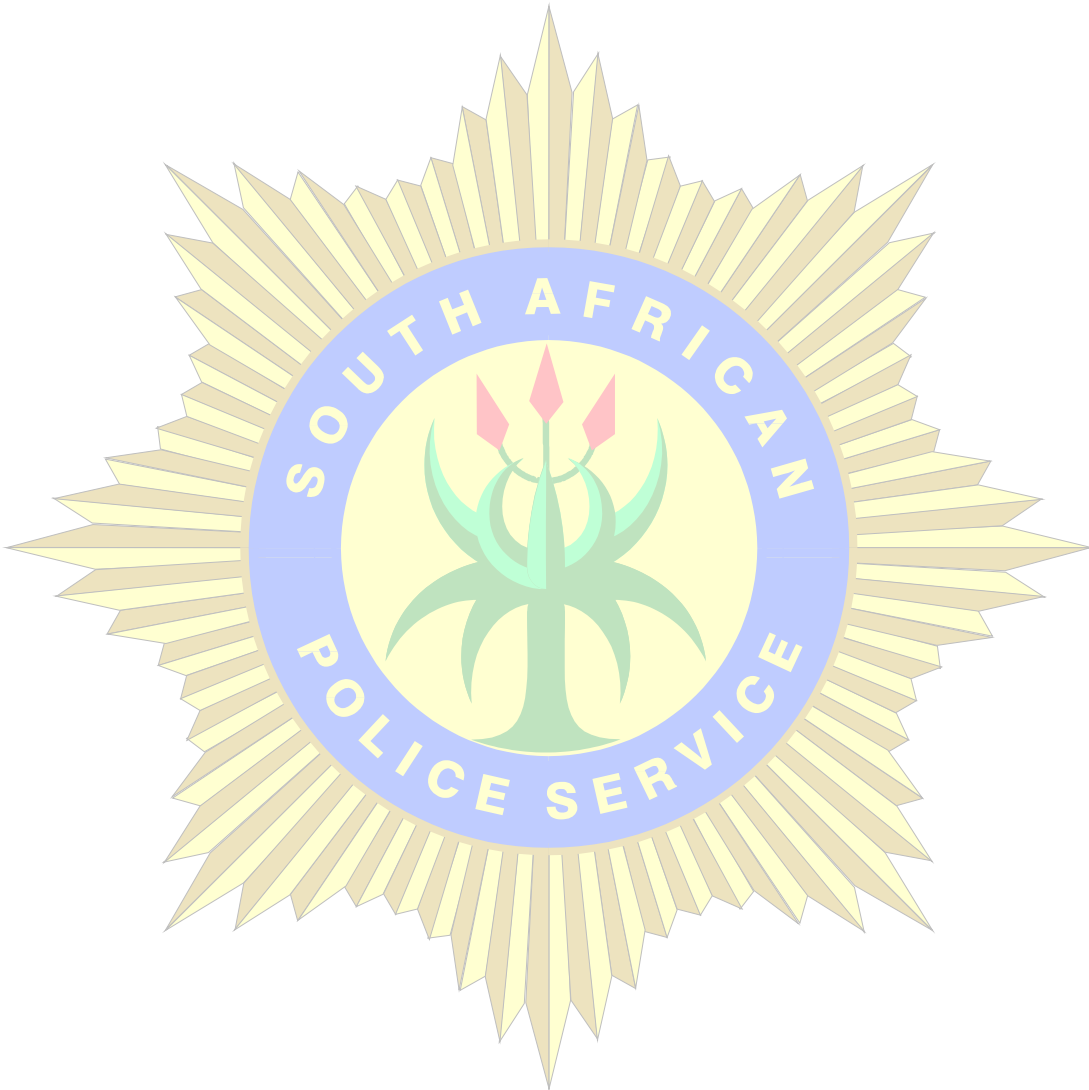


# SOUTH AFRICAN POLICE SERVICE



Application for renewal of licence(s) in terms  
of the previous Act

<b>INSTRUCTIONS: APPLICATION FOR RENEWAL OF LICENCE(S) IN TERMS OF THE PREVIOUS ACT</b>
---

**GENERAL INSTRUCTIONS**

- An application for renewal of licence(s) in terms of the previous Act must be completed in black ink that cannot be erased.
- The application must be stamped with the official date stamp of the police station where it is received.
- The police station where the application is captured must complete Section A.
- The police station where the application is received must complete Section B.
- The deciding officer must complete Section C.
- The applicant must complete Sections D, E and F.
- If an interpreter was used, he/she must complete Section G.
- The Designated Firearms Officer/Station Commissioner must complete Section H.
- A person is guilty of an offence in terms of the Firearms Control Act, 2000 (Act No 60 of 2000), if he/she provides information which he/she knows is false on this application form.

**SECTION A: FOR OFFICIAL USE BY THE POLICE STATION WHERE THE APPLICATION IS CAPTURED****1. Application reference number**

The reference number that the system generates for the application after it was captured must be recorded in paragraph A 1.

**SECTION B: FOR OFFICIAL USE BY THE POLICE STATION WHERE THE APPLICATION IS RECEIVED****1. Province**

The name of the province where the police station is situated (for example, Gauteng) must be recorded in paragraph B 1.

**2. Area**

The name of the area where the police station is situated (for example, Pretoria) must be recorded in paragraph B 2.

**3. Police station**

The name of the police station where the application is received (for example, Brooklyn) must be recorded in paragraph B 3.

**4. Component code**

The component code of the police station where the application was received (for example, 47) must be recorded in paragraph B 4.

**5. Firearm applications register reference number**

The annual serial number of the firearm applications register allocated to the application (for example, 135/2002) must be recorded in paragraph B 5.

**SECTION C: FOR OFFICIAL USE BY THE DECIDING OFFICER****1. Outstanding/Additional information required**

When the police official requests outstanding or additional information from the police station or the applicant, the required information must be recorded in paragraph C 1.

**2. Persal number**

The SAPS Persal number of the police official who requested the outstanding or additional information must be recorded in paragraph C 2.

**3. Date**

The date on which the outstanding or additional information are required by the police official must be recorded in paragraph C 3.

**4. Signature of police official**

The signature of the police official who requested the outstanding or additional information must be recorded in paragraph C 4.

**5. Name in block letters**

The initials and surname (in block letters) of the police official who requested the outstanding or additional information must be recorded in paragraph C 5.

**6. Application for licence approved (Indicate with an X)**

If the application for licence is approved, the deciding officer who approved the application must mark paragraph C 6 with an X.

**7. Persal number**

The SAPS Persal number of the deciding officer who approved the application must be recorded in paragraph C 7.

**8. Date**

The date on which the application was approved by the deciding officer must be recorded in paragraph C 8.

**9. Signature of deciding officer**

The signature of the deciding officer who approved the application must be recorded in paragraph C 9.

**10. Officer code**

The officer code is a code allocated to each deciding officer who considers the application for renewal of licence(s) in terms of the previous Act. The code of the deciding officer who approved the application must be recorded in paragraph C 10.

**11. Name in block letters**

The initials and surname (in block letters) of the deciding officer who approved the application must be recorded in paragraph C 11.

**12. Application for licence refused (Indicate with an X)**

If the application for licence is refused, the deciding officer who refused the application must mark paragraph C 12 with an X.

**13. Reason(s) for refusal**

When an application was refused, the deciding officer must record the reason(s) for refusal in paragraph C 13.

**14. Persal number**

The SAPS Persal number of the deciding officer who refused the application must be recorded in paragraph C 14.

**15. Date**

The date on which the application was refused by the deciding officer must be recorded in paragraph C 15.

**16. Signature of deciding officer**

The signature of the deciding officer who refused the application must be recorded in paragraph C 16.

**17. Officer code**

The officer code is a code allocated to each deciding officer who considers the application for renewal of licence(s) in terms of the previous Act. The code of the deciding officer who refused the application must be recorded in paragraph C 17.

**18. Name in block letters**

The initials and surname (in block letters) of the deciding officer who refused the application must be recorded in paragraph C 18.

**SECTION D: PARTICULARS OF APPLICANT****1. NATURAL PERSON'S DETAILS****2. SA ID/Passport**

The applicant's type of citizenship must be indicated with an X in paragraph D 2.

**3. Identity number of natural person**

The identity number of the natural person must be recorded in paragraph D 3.

**4. Passport number of natural person**

The passport number of the natural person must be recorded in paragraph D 4.

**5. Surname**

The applicant's surname must be recorded in paragraph D 5.

**6. Initials**

The applicant's initials must be recorded in paragraph D 6.

**7. Residential address**

The physical address where the applicant resides must be recorded in paragraph D 7.

**8. Postal code**

The postal code of the applicant's residential address must be recorded in paragraph D 8.

**9. Postal address**

The postal address of the applicant must be recorded in paragraph D 9.

**10. Postal code**

The postal code of the applicant's postal address must be recorded in paragraph D 10.

**11. Telephone number**

**11.1 Home:** The applicant's home telephone number, including the dialling code, (for example, (012) 667 1923) must be recorded in paragraph D 11.1.

**11.2 Work:** The applicant's work telephone number, including the dialling code, (for example: (011) 577 5913) must be recorded in paragraph D 11.2.

**11.3 Cellphone number**

The cellphone number (if applicable) of the applicant must be recorded in paragraph D 11.3.

**12. Fax**

The fax number, including the area dialling code, of the applicant must be recorded in paragraph D 12.

**13. E-mail address**

The e-mail address (if applicable) of the applicant must be recorded in paragraph D 13.

**14. JURISTIC PERSON'S DETAILS****15. OTHER BODIES****16. Registered company name**

The registered company name of the applicant must be recorded in paragraph D 16.

**17. Trading as name**

The trading as name of the applicant must be recorded in paragraph D 17.

**18. FAR number**

The registration number of the applicant must be recorded in paragraph D 18.

**19. Company registration or CC number**

The company registration or CC number of the applicant must be recorded in paragraph D 19.

**20. Postal address**

The postal address of the applicant must be recorded in paragraph D 20.

**21. Postal code**

The postal code of the applicant's postal address must be recorded in paragraph D 21.

**22. Business address**

The physical address where the applicant conducts business must be recorded in paragraph D 22.

**23. Postal code**

The postal code of the applicant's business address must be recorded in paragraph D 23.

**24. Business telephone number**

**24.1 Work:** The applicant's work telephone number, including the dialling code, (for example, (011) 577 5913) must be recorded in paragraph D 24.1.

**24.2 Fax**

The fax number, including the dialling code, (for example, (012) 667 1923) must be recorded in paragraph D 24.2.

**25. E-mail address**

The e-mail address (if applicable) of the applicant must be recorded in paragraph D 25.

**26. RESPONSIBLE PERSON'S DETAILS****27. Responsible person (Name and surname)**

The responsible persons's name and surname must be recorded in paragraph D 27.

**28. Type of identification (Indicate with an X) SA ID/Passport number**

The responsible person's type of identification must be indicated with an X in paragraph D 28.

**29. Identity number responsible person**

The identity number of the responsible person must be recorded in paragraph D 29.

**30. Passport number of responsible person**

The passport number of the responsible person must be recorded in paragraph D 30.

**31. Cellphone number**

The cellphone number (if applicable) of the responsible person must be recorded in paragraph D 31.

**32. Physical address**

The physical address where the responsible person resides must be recorded in paragraph D 32.

**33. Postal code**

The postal code of the responsible person's physical address must be recorded in paragraph D 33.

**34. Postal address**

The postal address of the responsible person must be recorded in paragraph D 34.

**35. Postal code**

The postal code of the responsible person's postal address must be recorded in paragraph D 35.

**36. OTHER DETAILS** (Indicate with an X)**37. Type of competency certificate**

The type of the existing competency certificate must be recorded in paragraph F 37.

**38. Competency certificate number**

The number of the competency certificate issued to the applicant must be recorded in paragraph F 38.

**39. Date of issue**

The date on which the existing competency certificate was issued must be recorded in paragraph F 39.

**40. Expiry date**

The expiry date of the existing competency certificate must be recorded in paragraph F 40.

**41. Do you have the prescribed safe?**

The applicable answer must be indicated with an X in paragraph D 41. If you answer yes, please supply the following information:

**41.1** A short description of the type of safe in which the firearm(s) are kept must be recorded in paragraph D 41.1.

**42.** The applicable answer must be indicated with an X in paragraph D 42. If you answer yes, please supply the following information:

**42.1** The manner in which the safe is mounted must be recorded in paragraph G D 42.1.

**SECTION E: DETAILS OF CURRENT LICENCE(S), PERMIT(S), AUTHORIZATION(S) AND FIREARMS**

**1.** The total number of firearms currently licenced in the applicant's name must be recorded in paragraph E 1.

**2. DETAILS OF FIREARM LICENCE(S) TO BE RENEWED**

**2.1** The details of the firearm licence(s) that must be renewed must be recorded in paragraph E 2.1: the type of firearm, calibre, serial number, make and the date licence was issued.

**3. DECLARATION BY APPLICANT**

I am aware that it is an offence in terms of section 120 (9)(f) of the Firearms Control Act, 2000 (Act No 60 of 2000), to make a false statement in this application.

**SECTION F: SIGNATURE OF APPLICANT**

(Sign only if applicable)

**1. Photo**

A recent colour passport photo of the applicant must be pasted in paragraph F 1, and may not exceed the border.

The requirements of the photo:

- The photo must be the size of a standard passport photograph
- The photo must be a full front view of the head and shoulders of the applicant
- The background of the photo must be plain
- The applicant may not be wearing a hat or sunglasses on the photograph
- The applicant's name and identification number must be written on the back of the photograph before it is affixed on the application form

**2. Signature**

The signature of applicant must be recorded in paragraph F 2, in the presence of the police official and may not exceed the border.

**3. Fingerprint**

The index fingerprint of the applicant's right hand must be taken by the police official in paragraph F 3, in the presence of a witness and may not exceed the border. If the applicant does not have a right index fingerprint, the index fingerprint of the left hand must be taken.

**4. Fingerprint designation**

The designation of the fingerprint (for example, right index fingerprint) must be recorded in paragraph F 4.

**5. Name of applicant in block letters**

The initials and surname (in block letters) of the person who applies for the licence must be recorded in paragraph F 5.

**6. Date**

The date on which the applicant applies for the re-licensing of firearm(s) must be recorded in paragraph F 6.

**7. Place**

The city/town where the applicant applies for the re-licensing of firearm(s) must be recorded in paragraph F 7.

**8. PARTICULARS OF POLICE OFFICIAL DEALING WITH APPLICATION****8.1 Name of police official in block letters**

The initials and surname (in block letters) of the police official who deals with the application must be recorded in paragraph F 8.1.

**8.2 Persal number of police official**

The SAPS Persal number of the police official who deals with application must be recorded in paragraph F 8.2.

**8.3 Rank of police official in block letters**

The rank (in block letters) of the police official who deals with application must be recorded in paragraph F 8.3.

**8.4 Signature of police official**

The signature of the police official who deals with the application must be recorded in paragraph F 8.4.

**9. PARTICULARS OF WITNESS****9.1 Name of witness in block letters**

The initials and surname (in block letters) of the police official

who acts as the witness must be recorded in paragraph F 9.1.

## 9.2 Persal number of witness

The SAPS Persal number of the police official who acts as the witness must be recorded in paragraph F 9.3.

## 9.3 Rank of witness in block letters

The rank (in block letters) of the police official who acts as the witness must be recorded in paragraph F 9.2

## 9.4 Signature of witness

The signature of the police official who acts as the witness must be recorded in paragraph F 9.4.

## SECTION G: PARTICULARS OF INTERPRETER

(This section must only be completed if the applicant cannot read or write or does not understand the contents of this form.)

### 1. Name and surname of interpreter

The name and surname of the person who interprets the contents of the application form for the applicant must be recorded in paragraph G 1.

### 2. Identity/Passport number of interpreter

The identity/passport number of the interpreter must be recorded in paragraph G 2.

### 3. Residential address

The physical address of the interpreter must be recorded in paragraph G 3.

### 4. Postal code

The postal code of the interpreter's residential address must be recorded in paragraph G 4.

### 5. Postal address

The postal address of the interpreter must be recorded in paragraph G 5.

### 6. Postal code

The postal code of the interpreter's postal address must be recorded in paragraph G 6.

### 7. Telephone number

**7.1 Home:** The interpreter's home telephone number, including the dialling code, (for example, (012) 667 1923) must be recorded in paragraph G 7.1.

**7.2 Work:** The interpreter's work telephone number, including the dialling code, (for example, (011) 577 5913) must be recorded in paragraph G 7.2.

### 8. Cellphone number

The cellphone number (if applicable) of the interpreter must be recorded in paragraph G 8.

### 9. Fax

The fax number, including the area dialling code, of the interpreter must be recorded in paragraph G 9.

### 10. E-mail address

The e-mail address (if applicable) of the interpreter must be recorded in paragraph G 10.

### 11. Interpreted from (language)

The language from which the application form was interpreted and the language to which it was interpreted and which is understandable to the applicant (for example, English to Zulu)

must be recorded in paragraph G 11.

### 12. Date

The date on which the interpreter assists the applicant must be recorded in paragraph G 12.

### 13. Signature of interpreter

The signature of the interpreter who assists the applicant that cannot read or write or does not understand the document must be recorded in paragraph G 13.

### 14. Place

The place where the interpreter assists the applicant must be recorded in paragraph G 14.

### 15. Rank of police official in block letters (if applicable)

If the interpreter is a police official, his/her rank (in block letters) must be recorded in paragraph G 15.

### 16. Persal number of police official (if applicable)

If the interpreter is a police official, his/her SAPS Persal number must be recorded in paragraph G 16.

## SECTION H: FOR OFFICIAL USE BY THE DESIGNATED FIREARMS OFFICER/STATION COMMISSIONER

### 1. COMMENTS REGARDING THE APPLICATION

#### 2. Report of inspection of safe

The report regarding the inspection of the applicant's firearm safe(s) must be recorded in paragraph H 2.

#### 3. Recommendation

The recommendation regarding the application must be recorded in paragraph H 3.

#### 3. Name of Designated Firearms Officer/Station Commissioner in block letters

The initials and surname (in block letters) of the Designated Firearms Officer/Station Commissioner who made recommendation must be recorded in paragraph H 3.

#### 4. Date

The date on which the Designated Firearms Officer/Station Commissioner made the recommendation must be recorded in paragraph H 4.

#### 5. Rank of Designated Firearms Officer/Station Commissioner in block letters

The rank (in block letters) of the Designated Firearms Officer/Station Commissioner who made the recommendation must be recorded in paragraph H 5.

#### 6. Place

The city/town where the Designated Firearms Officer/Station Commissioner made the recommendation must be recorded in paragraph H 6.

#### 7. Signature of Designated Firearms Officer/Station Commissioner

The signature of the Designated Firearms Officer/Station Commissioner who made the recommendation must be recorded in paragraph H 7.

#### 8. Persal number of the Designated Firearms Officer/Station Commissioner

The SAPS Persal number of the Designated Firearms Officer/Station Commissioner who made the recommendation must be recorded in paragraph H 8.