



PSNI FIREARMS & EXPLOSIVES BRANCH

GUIDELINES ON HOW TO APPLY FOR A **EUROPEAN FIREARMS PASS ONLINE**

(Version – February 2019)

Applying for a European Firearms Pass online:

You should complete this form if you wish to apply for a European Firearms Pass. The following document outlines each of the steps involved when applying for a European Firearms Pass. Guidance on the information required to complete the application is outlined on Page 4.

If you require advice & guidance with completing your online form then you can contact Firearms & Explosives Branch at:

- Email: firearms@psni.pnn.police.uk
- Firearms and Explosives Branch (FEB): 0800 7839899 **Monday – Friday 10am – 12pm and 2pm – 4pm.**

For all other queries please telephone the non-emergency number 101 between **Monday – Friday 2pm – 4pm** and ask for Firearms and Explosives Branch.

Facilities for completing online applications are also available at a number of locations – please see our website for details of these at: https://www.psnipolice.uk/advice_information/firearms/online-application-information/ and click on the button ‘General Online Application Information’.

Further information on firearms law may be obtained from the PSNI website at www.psnipolice.uk/firearms

To make your application online:

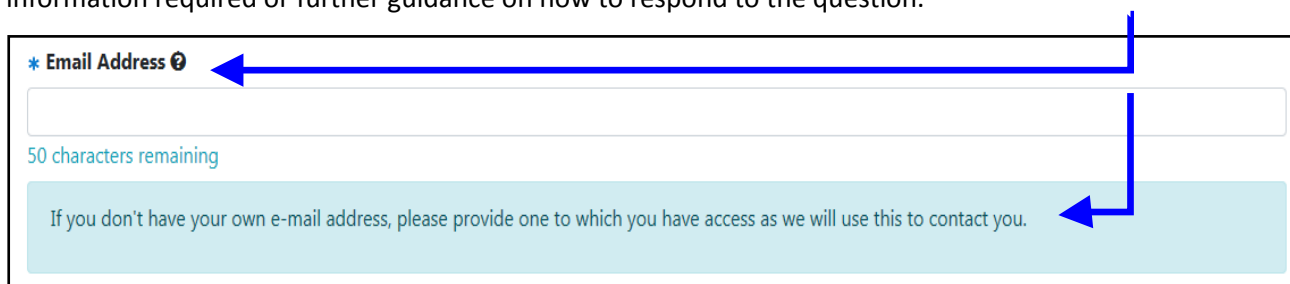
- Before you make your application, we recommend that you ensure that the operating system and browser is up to date on your device. If your operating system or browser is not up to date, then further advice on how to do this can be found on the Online Application Information page of the PSNI website https://www.psnipolice.uk/advice_information/firearms/online-application-information/, click on the button ‘General Online Application Information’ and there is guidance on how to update your browser on the right hand side of the screen.
- To complete your European Firearms Pass application please go to https://www.psnipolice.uk/advice_information/firearms/online-application-information/ and click on the button ‘European Firearms Pass’.

General guidance to help you through the European Firearms Pass application form:

- **Question mark icons:**

At various stages throughout the application you will see question mark icons. They act as a guide to help you complete your application. For example:

A '?' icon (Tool Tip) beside a question will, once you click on it, give you examples of the type of information required or further guidance on how to respond to the question.



* Email Address ⓘ

50 characters remaining

If you don't have your own e-mail address, please provide one to which you have access as we will use this to contact you.

The screenshot shows a form field for an email address. A blue arrow points from a question mark icon to the field label. Another blue arrow points from the question mark icon to the tool tip text below the field.

- **Error messages:**

Should you not complete a section of the form that is required it will display a validation error at the top of the page. This error means there is a section of the form you must complete before you can move on to the next section. A sample of how this will look is provided below where the contact telephone number has not been filled in.



Please review and correct the following errors:

- Your Contact Number is required

The screenshot shows a red banner at the top of a form section with the text 'Please review and correct the following errors:'. Below the banner is a list of errors, with 'Your Contact Number is required' being the only one shown.



* Your Contact Number

Your Contact Number is required

14 characters remaining

The screenshot shows a form field for a contact number. The field is empty, and a red error message 'Your Contact Number is required' is displayed above it. The field contains the text '+44' and has a character count of '14 characters remaining'.

Before beginning the European Firearms Pass application form:

Once you begin the application process you must complete it in one go. The ability to make changes during the application process is available however it is important to note it must be completed in one go once you begin – it cannot be saved and returned to at a later stage.

Please have the following details to hand prior to commencing your application form:

- Your PID number
- Your FAC number
- A valid email address
- A valid contact number
- The expiry date of your current FAC – if this is due to expire with the next six weeks you must have submitted a regrant or regrant with variation application and you will need the application ID number to enter in to your application for a European Firearms Pass
- Your FAC and details of the firearms that you wish to have listed on your European Firearms Pass

Opening the European Firearms Pass form:

- This is the first screen that you will see when you open up the European Firearms Pass application form.

Request a European Firearms Pass

Important Information - What you need before you start your application. Please click to expand

* Required information

* **PID Number**

20 characters remaining

* **FAC Number**

20 characters remaining

Verify

- We recommend that you read the **'Important Information'** section at the top of the screen before you begin your application. This section contains details on the information you will need to have to hand before beginning your application. To open the 'Important Information' section, click on the white arrow here, and the section will open up as below. ***NB: to close the section, click on the white arrow again.***

Important Information - What you need before you start your application. Please click to expand

WARNING

PLEASE READ THE GUIDANCE NOTES BEFORE SUBMITTING YOUR ONLINE APPLICATION

Before you start you must have the following information to hand:

- Your PID number
- Your FAC number
- A valid email address
- A valid contact number
- The expiry date of your current FAC – if this is due to expire within the next six weeks you must have submitted a regrant or regrant with variation application and you will need the application ID number to enter in to your application for a European Firearms Pass
- Your FAC and details of the firearms that you wish to have listed on your European Firearms Pass

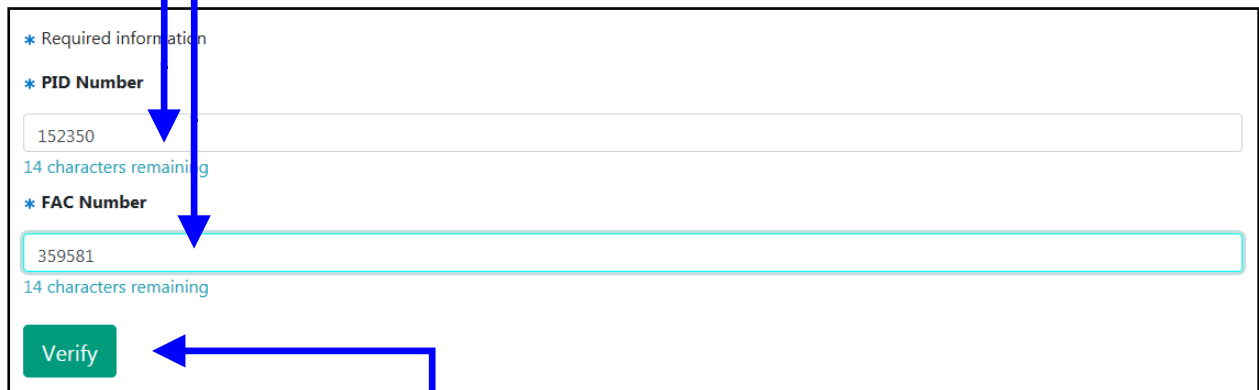
Assistance and advice may also be obtained from your local Firearms Enquiry Officer.

If you have any questions in relation to the completion of this online form then please telephone Firearms and Explosives Branch on 0800 7839899 between 9am - 4pm Monday - Friday.

For all other queries please telephone the non-emergency number 101 between 2pm - 4pm Monday - Friday and ask for Firearms and Explosives Branch.

Entering your details:

- The first thing you need to do is to **enter your PID number and your FAC number** in the following boxes:



* Required information

* **PID Number**

152350

14 characters remaining

* **FAC Number**

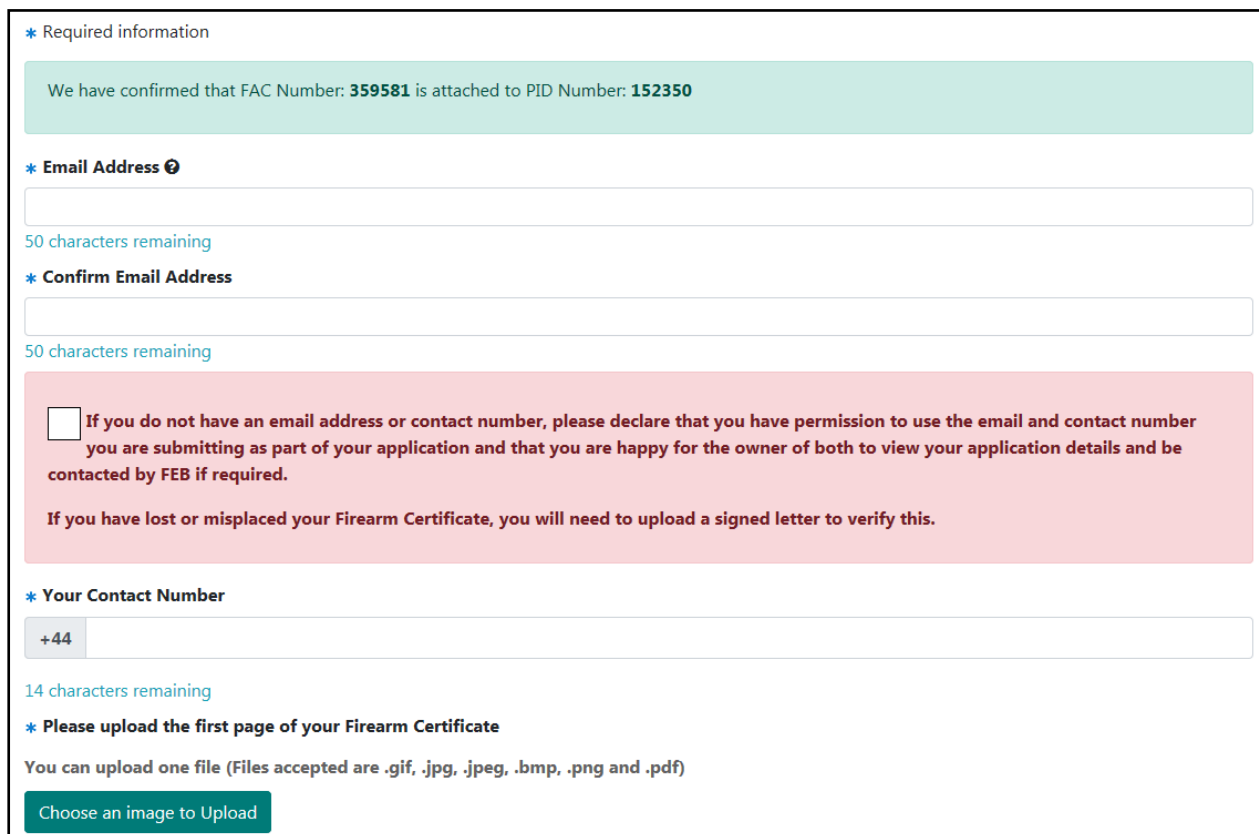
359581

14 characters remaining

Verify

- Then click the **verify** button.

- Your screen will then look like this.



* Required information

We have confirmed that FAC Number: **359581** is attached to PID Number: **152350**

* **Email Address** ⓘ

50 characters remaining

* **Confirm Email Address**

50 characters remaining

If you do not have an email address or contact number, please declare that you have permission to use the email and contact number you are submitting as part of your application and that you are happy for the owner of both to view your application details and be contacted by FEB if required.

If you have lost or misplaced your Firearm Certificate, you will need to upload a signed letter to verify this.

* **Your Contact Number**

+44

14 characters remaining

* **Please upload the first page of your Firearm Certificate**

You can upload one file (Files accepted are .gif, .jpg, .jpeg, .bmp, .png and .pdf)

Choose an image to Upload

- The next step is to **enter your email address and your contact telephone number**. Please check when you are entering these that you have entered the correct details.

* Email Address

thisistatest@hotmail.com
27 characters remaining

* Confirm Email Address

thisistatest@hotmail.com
27 characters remaining

If you do not have an email address or contact number, please declare that you have permission to use the email and contact number you are submitting as part of your application and that you are happy for the owner of both to view your application details and be contacted by FEB if required.

If you have lost or misplaced your Firearm Certificate, you will need to upload a signed letter to verify this.

* Your Contact Number

+44 7788123456

- Then you will need to **upload a copy of the first page of your FAC**. You can do this by clicking the 'Choose an image to upload' button and selecting a file from your device, and then selecting 'upload'.

* Please upload the first page of your Firearm Certificate

You can upload one file (Files accepted are .gif, .jpg, .jpeg, .bmp, .png and .pdf)

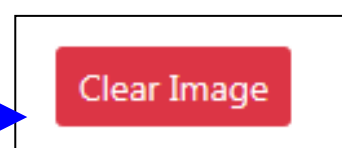
Choose an image to Upload

* Please upload the first page of your Firearm Certificate

You can upload one file (Files accepted are .gif, .jpg, .jpeg, .bmp, .png and .pdf)

Upload 0%

- If you upload the wrong document by mistake, do not worry as there is a 'Clear Image' button which you can select, to go back and choose another document.



- Don't forget to tick the declaration box at the bottom of the screen which indicates that you acknowledge that it is an offence to make a false statement in relation to an FAC application, and that you have read the 'Important Information' section at the top of the screen.
- Then click the begin button.

It is an offence for anyone to knowingly or recklessly make a false statement in order to obtain a grant or variation of any certificate, either for themselves or for someone else (Article 73 Firearms (NI) Order 2004).

Please confirm you have read and understood the Important Information above.

Note: Ensure all your contact information is correct before advancing. You will NOT be able to edit this information later.

Begin

Checking your address details are up to date:

- You will then be asked if you have changed your address since your current FAC was issued.

Thank you. Now we would like to capture details of the firearm(s) or sound moderator(s) you wish to include on the "European Firearms Pass".

* indicates required information

* **Have you changed your address since your current FAC 359581 was issued?**

Yes No

[Review](#)

- If you select 'yes' then as you can see in the example below, you will not be able to proceed any further, and instead will be redirected to completing a Change of Address application. Once that has been completed, then you will be able to complete an application for a European Firearms Pass.

* **Have you changed your address since your current FAC 359581 was issued?**

Yes No



Since the address we have for you is no longer valid, you will need to fill out the '**Notification of Change of Address**' form before you will be able to apply for a European Firearms Pass.

[Notification of Change of Address](#)

- If you select 'No', then you will be asked to fill in the expiry date of your current FAC.

Select a date from the calendar which is today or in the future

August 17, 2018



 

- If you select a date which is within the next 6 weeks, you will be prompted to enter the application reference number for your regrant / regrant with variation application.

* **Expiry date of current FAC**

Select a date from the calendar which is today or in the future

May 30, 2018

Note: Your current certificate will expire within 6 weeks. To progress, please enter the application reference of your REGRANT or REGRANT with VARIATION application.

* **Regrant or Regrant with Variation Application Reference**

Application reference will be in the following format: RG 23 20160101 1234

23 characters remaining

- You will then be asked if you wish ALL the firearms covered by your FAC to be included in your European Firearms Pass.

* Do you wish ALL the firearms covered in your FAC 359581 to be included in your European Firearms Pass?

Yes No

[Review](#)

- If you select 'Yes' then the next step is just to click on the 'Review' button.

- If you select 'No' then you will be presented with a screen like the one below, and you can tick the items that you wish to have on your European Firearms Pass.

This is a list of all the Firearm Serial numbers covered under your current **Firearm Certificate 359581**.
Please let us know which firearm(s) you wish to add to your 'European Firearms Pass'.

Firearm Serial Number	Include in European Firearms Pass
942367	<input checked="" type="checkbox"/>
497152	<input type="checkbox"/>
3941	<input type="checkbox"/>
697391	<input checked="" type="checkbox"/>
461397	<input type="checkbox"/>
648	<input type="checkbox"/>
73641952	<input type="checkbox"/>

- If you have items on your FAC that do not have a serial number, then you will see an additional screen that will allow you to indicate which of those items you wish to have on your European Firearms Pass.

**** We have identified that you have firearm(s) listed in your FAC without a serial number(s):**

- **1 firearm(s) without serial number(s)**

If you wish these to be added to your European Firearms Pass, please list the Type, Make and Model of each of these below.

I would like to have the Baikal 12 gauge shotgun on my European Firearms Pass.

I would like to have the .22 sound moderator that is on my FAC included on my European Firearms Pass.

318 characters remaining

[Review](#)

- Once you have completed that section, please click on the 'Review' button.



Summary of your European Firearms Pass application details:

- This is where you will be presented with a summary of the details of your European Firearms Pass application form.

European Firearms Pass Summary

Please review your application details below.
Please note that you will not be able to modify any of the information once you have clicked the "Confirm" button below.

Applicant Personal Details

Your FAC Number : **359581**

Your PID Number : **152350**

Your Email Address : **thisisatest@hotmail.com**

Your Contact Number : **+447788123456**

Have you changed address since your current **FAC 359581** was issued? : **No**

Applicant Firearm Details

Your FAC Expiry Date : **July 26, 2018**

Do you wish to have all the firearms covered in your FAC 359581 to be included in your European Firearms Pass? : **No**

List of Firearms to be included on European Firearms Pass :

1. Firearm Serial Number - **942367**
2. Firearm Serial Number - **697391**

Unknown Firearm Serial Type, Make, Model in which you also want on the European Pass: **I would like to have the Baikal 12 gauge shotgun on my European Firearms Pass. I would like to have the .22 sound moderator that is on my FAC included on my European Firearms Pass.**

Finally, we need you to sign a declaration. Please read the declaration carefully. When you select the CHECKBOX below and finish, we will record this as your electronic signature. This is a legally binding signature.

I/We declare that the statements made on this application are true. I/We understand that I/we will be subject to a check of police records both within and outside the UK and that my details may be held on computer. It is an offence for any person to knowingly or recklessly make a statement which is false in any material particular for the purpose of procuring either for themselves or for another person the grant of a firearm certificate.

Previous

Confirm

- **It is very important that you check all the details in the summary.** If you find that you need to edit any of the details then please do this using the 'Previous' button **BEFORE** you click on the 'Confirm' button.
- **Please also make sure that you have ticked the declaration section.** Once you are content that your details are correct, then please click on the 'Confirm' button.

- You will then get a summary of your completed application.

European Firearms Pass Summary

[Home](#) [Rate this service](#)

Your application has been completed and will be processed as soon as possible. You should receive a confirmation email shortly, please check your junk mail if you cannot find the email in your inbox.

Click the print button to make a copy of your application. [Print](#)

Your Application Reference Number is **PSNI-EP 3421**

Note: Please make a note of this reference number for future correspondence.

Applicant Personal Details

Your FAC Number : **359581**

Your PID Number : **152350**

Your Email Address : **thisisatest@hotmail.com**

Your Contact Number : **+447788123456**

Have you changed address since your current **FAC 359581** was issued? : **No**

Applicant Firearm Details

Your FAC Expiry Date : **July 26, 2018**

Do you wish to have all the firearms covered in your FAC 359581 to be included in your European Firearms Pass? : **No**

List of Firearms to be included on European Firearms Pass :

1. Firearm Serial Number - **942367**
2. Firearm Serial Number - **697391**

Unknown Firearm Serial Type, Make, Model in which you also want on the European Pass: **I would like to have the Baikal 12 gauge shotgun on my European Firearms Pass. I would like to have the .22 sound moderator that is on my FAC included on my European Firearms Pass.**

- You can print this page if you wish.
- You can also see your application reference number, we would recommend you make a note of this reference number.