



Apply for your  
**Firearms Certificate**  
online



RE-GRANT

Keeping People Safe



## **Re- Grant (Identical Circumstances) Online Application Guidelines**

Complete if you are currently a Firearm Certificate holder who wishes to obtain a Re-Grant of your certificate under identical circumstances. (no changes).

The following document outlines each of the steps involved when applying for a Re- Grant Application. Guidance on the information required to complete the application is outlined.

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

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

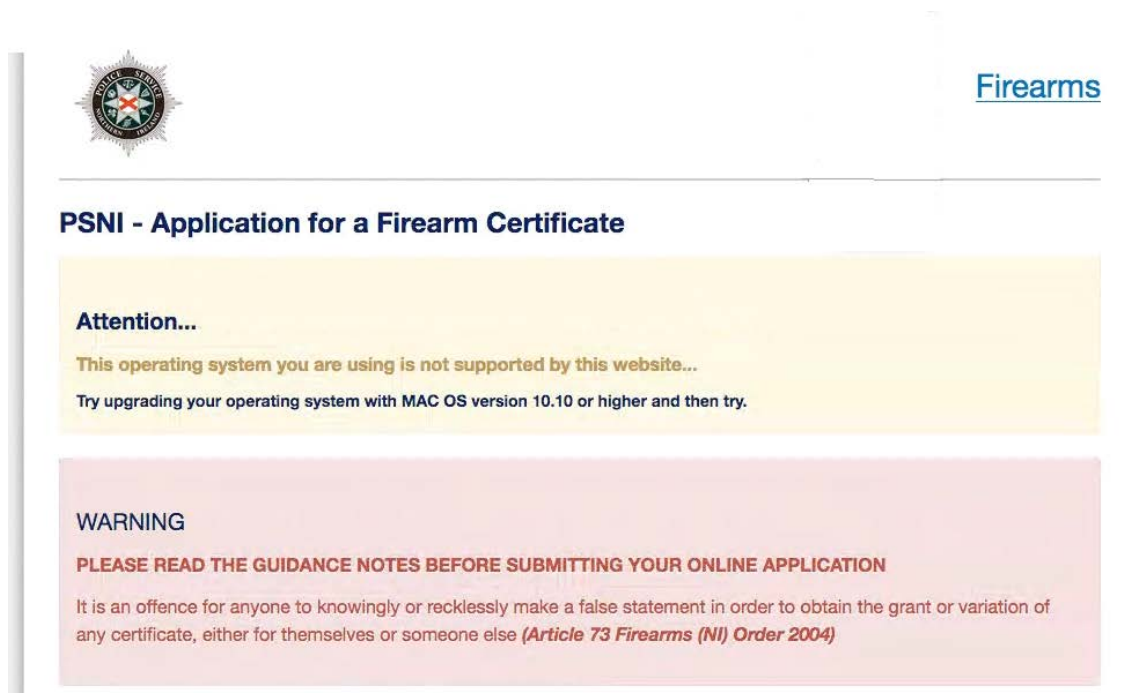
For all other queries please telephone the non-emergency number 101 between **Monday – Friday 2pm – 4pm** and ask for Firearms and Explosives Branch.

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 'General Online Application Information' button.

Further information on firearms law may be obtained from the PSNI website at [www.psnipolice.uk/firearms](http://www.psnipolice.uk/firearms)

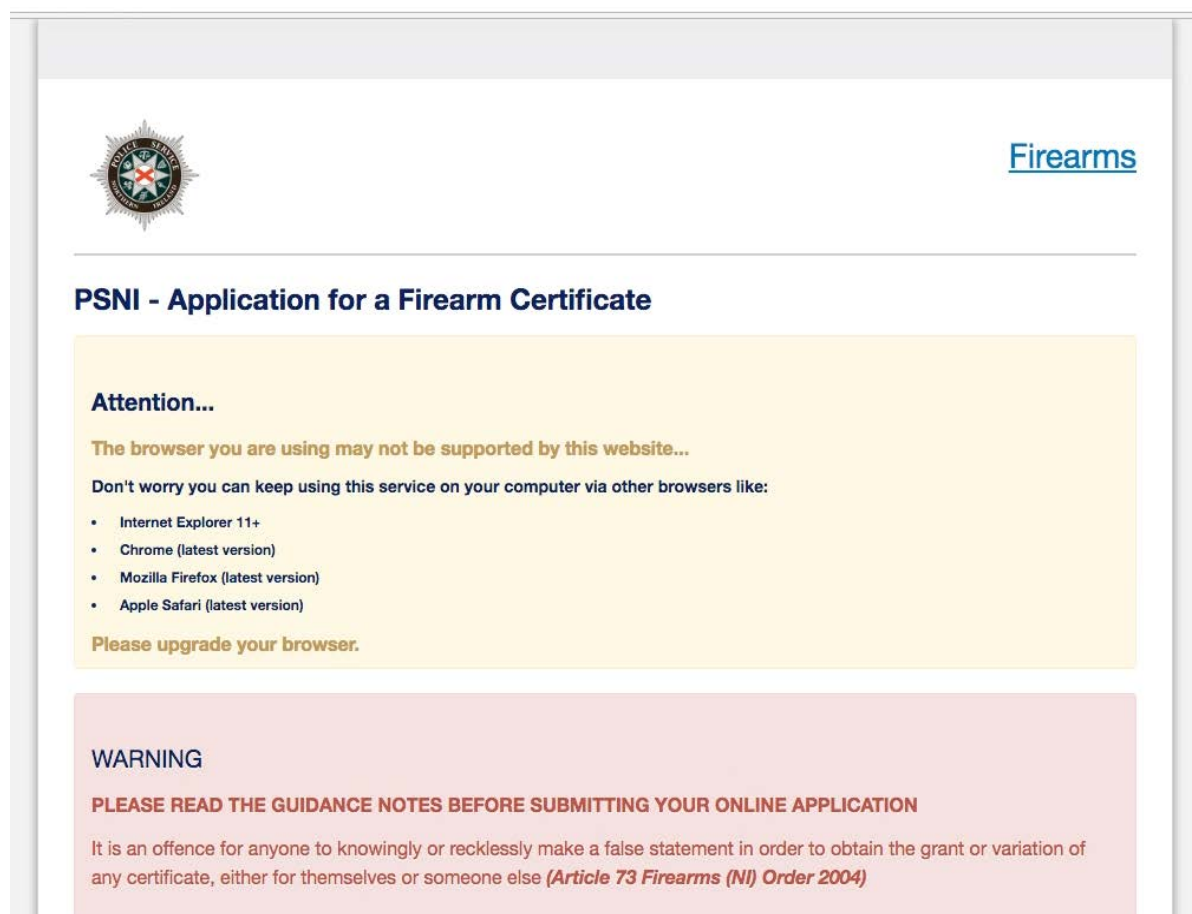
## Making your application online

- Go to [https://www.psnl.police.uk/advice\\_information/firearms/online-application-information/](https://www.psnl.police.uk/advice_information/firearms/online-application-information/) and click on the button titled 'Regrant Application'.
- This will bring you to the home page of our online application system.
- If the **operating system** on your device is not up to date, then you will see a message similar to the one below appear on screen. It will advise you on what you need to do to upgrade your operating system. **Further advice on how to do this can be found on the Online Application Information page of the PSNI website (select the 'General Online Application Information' button).**



The screenshot shows the PSNI online application system interface. At the top left is the PSNI logo, and at the top right is the word "Firearms" in blue. Below this is the heading "PSNI - Application for a Firearm Certificate". A yellow warning box contains the text: "Attention... This operating system you are using is not supported by this website... Try upgrading your operating system with MAC OS version 10.10 or higher and then try." Below this is a pink warning box with the text: "WARNING PLEASE READ THE GUIDANCE NOTES BEFORE SUBMITTING YOUR ONLINE APPLICATION It is an offence for anyone to knowingly or recklessly make a false statement in order to obtain the grant or variation of any certificate, either for themselves or someone else (Article 73 Firearms (NI) Order 2004)".

- If the **internet browser** on your device is not up to date, then you will see a message similar to the one below appear on screen. It will advise you on what you need to do to upgrade your internet browser. **Further advice on how to do this can be found on the Online Application Information page of the PSNI website (select the 'General Online Application Information' button).**



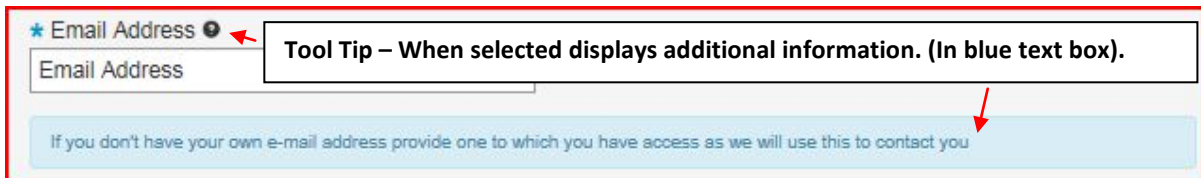
The screenshot shows the PSNI website interface for a firearm certificate application. At the top left is the PSNI crest, and at the top right is the word "Firearms" in blue. Below this is the title "PSNI - Application for a Firearm Certificate". A yellow warning box contains the text "Attention..." followed by "The browser you are using may not be supported by this website...". Below this, it says "Don't worry you can keep using this service on your computer via other browsers like:" and lists four browser options: Internet Explorer 11+, Chrome (latest version), Mozilla Firefox (latest version), and Apple Safari (latest version). It concludes with "Please upgrade your browser." Below the yellow box is a pink warning box with the heading "WARNING" and the text "PLEASE READ THE GUIDANCE NOTES BEFORE SUBMITTING YOUR ONLINE APPLICATION". It then states: "It is an offence for anyone to knowingly or recklessly make a false statement in order to obtain the grant or variation of any certificate, either for themselves or someone else (*Article 73 Firearms (NI) Order 2004*)".

**Please read all the information on the following pages carefully before proceeding with your application.**

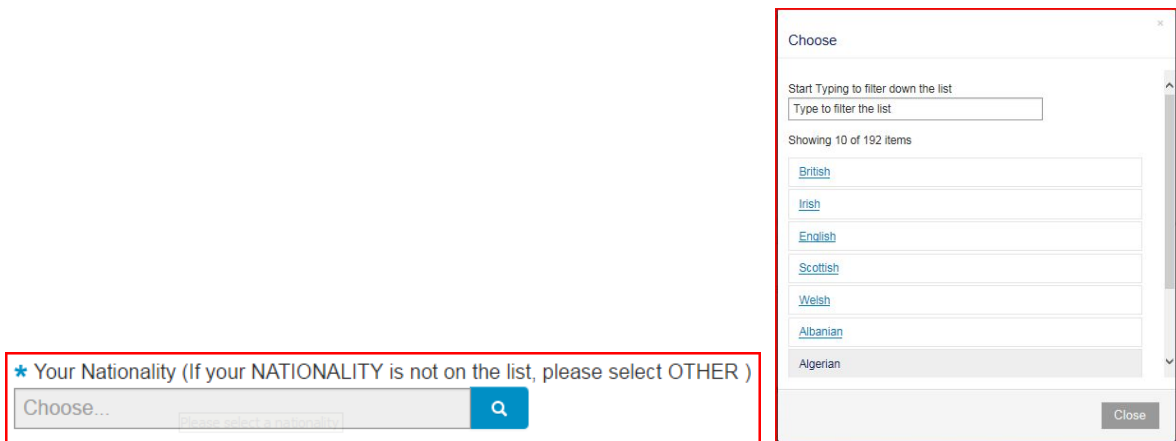
## General Guidance to Help You through the Online Application of a Firearm Certificate:

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.



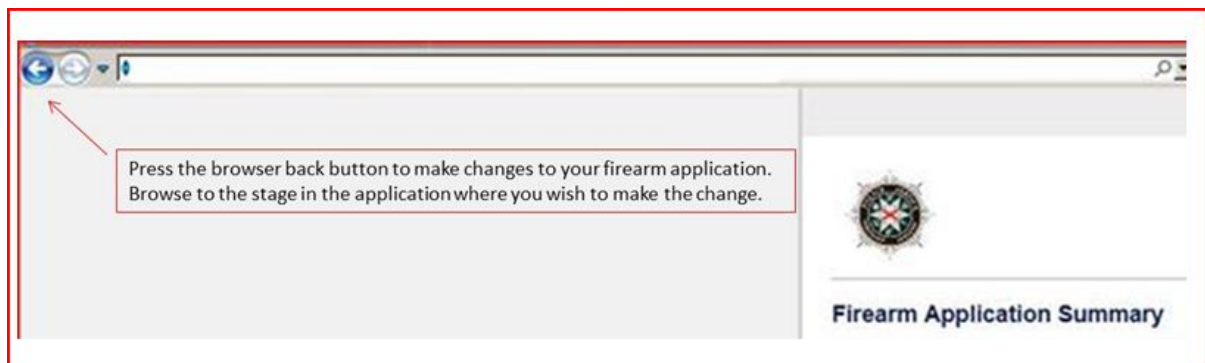
A magnifying glass icon will, once you click on it, open a drop down list to allow you to select the required information e.g. your GP Practice name, a Dealership or Club name.



To move back and forward to each stage of the application you should use the 'Previous', 'Next' or 'Submit' buttons.



Please use the previous and next buttons when browsing through your online application. If you use the browser back arrow you may need to enter the same information twice. The only time you can use the browser back button is if you wish to view the summary page again prior to making payment.



Should you not complete a section of the form that is required it will display a validation error. This error means there is a section of the form you must complete before you can move on to the next section.

**❗ Please review and correct the following errors:**

- Please enter a email address.
- Please enter confirmation email address
- Please select if you have been convicted of any criminal offences, including motoring offences
- Please select if you at any time had an application for the grant or variation of a firearm certificate refused or a certificate revoked or had such a decision overturned on appeal

It is a criminal offence to answer incorrectly

**\* Email Address** ⓘ  
Please enter a email address.

  
**\* Confirm Email Address**  
Please enter confirmation email address  
Please enter confirmation email address  
**\*Your Contact Number**   

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.

**\* Have you been convicted of any criminal offences, including motoring offences?** ⓘ  
Please select if you have been convicted of any criminal offences, including motoring offences

  
**\* Have you at any time had an application for the grant or variation of a firearm certificate refused or a certificate revoked or had such a decision overturned on appeal?**  
Please select if you at any time had an application for the grant or variation of a firearm certificate refused or a certificate revoked or had such a decision overturned on appeal  

[Begin Application](#)

## Before Beginning your Re-Grant Application


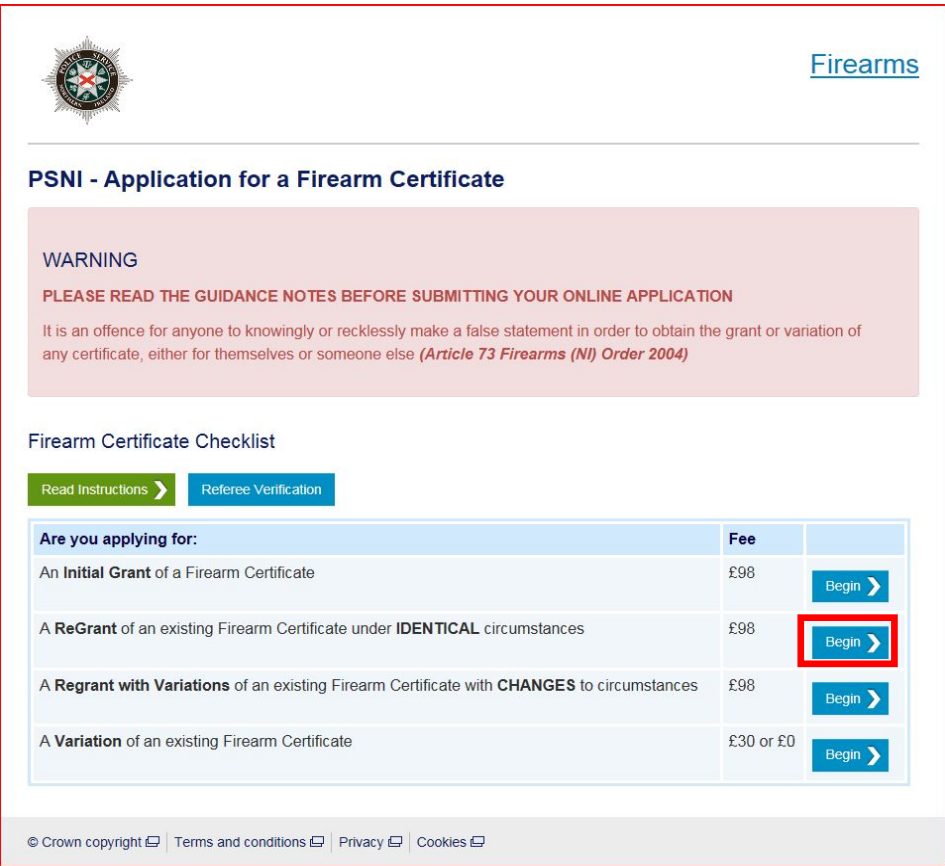
Once you, the applicant, begin the application process, you must complete it in one go. The ability to make changes during the application process is available however it is important to note it must be completed once started.

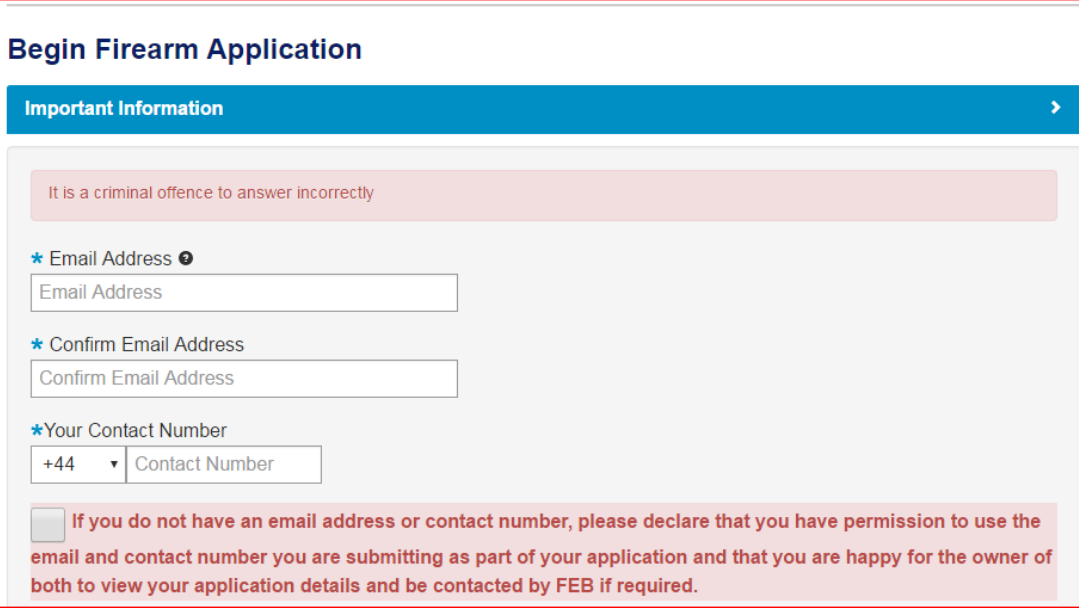
### Please have the following details prior to commencing your application:

Core Requirements	Additional Information
<ul style="list-style-type: none"><li><input type="checkbox"/> A valid email address;</li><li><input type="checkbox"/> Valid debit/credit card;</li><li><input type="checkbox"/> Valid mobile phone number;</li><li><input type="checkbox"/> GP Practice Name;</li><li><input type="checkbox"/> Firearm Details;</li><li><input type="checkbox"/> Any images required (Your photo, Club Membership Card) must be already stored on the device prior to starting the application.</li></ul>	<p data-bbox="774 568 1385 640">(Required on the basis of the information inserted or the type of application chosen)</p> <ul style="list-style-type: none"><li><input type="checkbox"/> Landowner's details;</li><li><input type="checkbox"/> Target Club details and Club Official's details, including email address and mobile number;</li><li><input type="checkbox"/> Other Club details and Club Official's details, including email address and mobile number;</li><li><input type="checkbox"/> Image of Club Membership Card;</li><li><input type="checkbox"/> Photograph of applicant (Please ensure that your photo is similar to the passport standard – i.e. full face without a hat. Photos should be taken against a plain background, and where possible without items visible in the background. Unsuitable images could result in your application being delayed or rejected);</li><li><input type="checkbox"/> Authorisation to use two chosen referees;</li><li><input type="checkbox"/> Referee details, including email address, mobile number and Date of Birth;</li><li><input type="checkbox"/> Your current firearm certificate.</li></ul>



# Begin (Re-Grant) Firearm Application

Action	Details Asked	Additional Note	Sample Images															
Choose Type of Application	Re-Grant	To complete an application for a Re-Grant of your FAC Select the 'Begin' button  	 <p>PSNI - Application for a Firearm Certificate</p> <p><b>WARNING</b> PLEASE READ THE GUIDANCE NOTES BEFORE SUBMITTING YOUR ONLINE APPLICATION</p> <p>It is an offence for anyone to knowingly or recklessly make a false statement in order to obtain the grant or variation of any certificate, either for themselves or someone else (<i>Article 73 Firearms (NI) Order 2004</i>)</p> <p>Firearm Certificate Checklist</p> <p>Read Instructions &gt; Referee Verification</p> <table border="1"> <thead> <tr> <th>Are you applying for:</th> <th>Fee</th> <th></th> </tr> </thead> <tbody> <tr> <td>An <b>Initial Grant</b> of a Firearm Certificate</td> <td>£98</td> <td><a href="#">Begin &gt;</a></td> </tr> <tr> <td>A <b>ReGrant</b> of an existing Firearm Certificate under <b>IDENTICAL</b> circumstances</td> <td>£98</td> <td><a href="#">Begin &gt;</a></td> </tr> <tr> <td>A <b>Regrant with Variations</b> of an existing Firearm Certificate with <b>CHANGES</b> to circumstances</td> <td>£98</td> <td><a href="#">Begin &gt;</a></td> </tr> <tr> <td>A <b>Variation</b> of an existing Firearm Certificate</td> <td>£30 or £0</td> <td><a href="#">Begin &gt;</a></td> </tr> </tbody> </table> <p>© Crown copyright   Terms and conditions   Privacy   Cookies</p>	Are you applying for:	Fee		An <b>Initial Grant</b> of a Firearm Certificate	£98	<a href="#">Begin &gt;</a>	A <b>ReGrant</b> of an existing Firearm Certificate under <b>IDENTICAL</b> circumstances	£98	<a href="#">Begin &gt;</a>	A <b>Regrant with Variations</b> of an existing Firearm Certificate with <b>CHANGES</b> to circumstances	£98	<a href="#">Begin &gt;</a>	A <b>Variation</b> of an existing Firearm Certificate	£30 or £0	<a href="#">Begin &gt;</a>
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Action	Details Asked	Additional Note	Sample Images
Provide Email address and Contact Telephone number	<p>- Enter email address and mobile telephone number.</p> <p>- Both email addresses must match.</p> <p>11 digits required for telephone numbers</p> <p>- Tick the declaration box if you are using a telephone number or email address that isn't your own.</p>	<p>If you don't have an email address or mobile telephone number and you are using another person's details, please declare you give permission to the owner of the email / number to receive your application, on your behalf.</p> <p>Please Tick the declaration tick box <b>ONLY</b> if applicable.</p>	

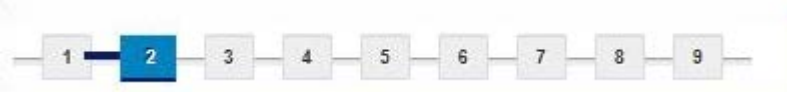
<p>Declare if you have any Criminal Offences</p>	<ul style="list-style-type: none"> <li>- Previous offences (Inc. Motoring Offences)</li> <li>- Previous FAC refusals or revoked FACs</li> </ul>	<p>This includes all previous convictions, probation orders, absolute/conditional discharges, police cautions, motoring offences and spent convictions. You do not have to specify the details of any conviction(s).</p> <p>Example convictions:</p> <ul style="list-style-type: none"> <li>• If you have been sentenced to imprisonment or detained in a young offender centre for a term of 3 years or more you are prohibited from the possession of firearms for life; or</li> <li>• If you have been sentenced to imprisonment or detained in a young offender centre for a term of 3 months or more but less than 3 years you are prohibited for 8 years.</li> </ul> <p>To begin the Re-Grant Application select Begin Application.</p>	<div style="border: 1px solid red; padding: 10px; margin-bottom: 20px;"> <p>★ Have you been convicted of any criminal offences, including motoring offences? ⓘ</p> <p>Choose... ▾</p> <p>★ Have you at any time had an application for the grant or variation of a firearm certificate refused or a certificate revoked or had such a decision overturned on appeal?</p> <p>Choose... ▾</p> <p style="border: 1px solid red; display: inline-block; padding: 2px 10px;">Begin Application</p> </div> <p style="text-align: center; margin-top: 20px;"> <span style="border: 1px solid red; display: inline-block; padding: 5px 15px;">Begin Application</span> </p>
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# Applicant Personal Details – Workflow 1



Action	Details Asked	Additional Note	Sample Images
Personal Details	<ul style="list-style-type: none"> <li>• PID</li> <li>• Certificate Number</li> <li>• Copy of the 'Firearms and ammunition page of your FAC which contains any ammunition purchases. (If you have misplaced your FAC, please proceed to 'Your Title' and continue completing your application).</li> <li>• Title</li> <li>• Forename</li> <li>• Surname</li> <li>• Other/Previous name</li> <li>• Home telephone number (11 digits)</li> <li>• Mobile telephone number (11 digits)</li> <li>• Email address</li> <li>• Declaration</li> <li>• Date of birth</li> <li>• Gender</li> <li>• Place of birth</li> <li>• Nationality</li> <li>• Occupation</li> </ul>	<p>If you do not have a home telephone number, you can enter a mobile telephone number instead.</p> <p>To proceed with the rest of the application, please select Next.</p>	

# Applicant Address History – Workflow 2

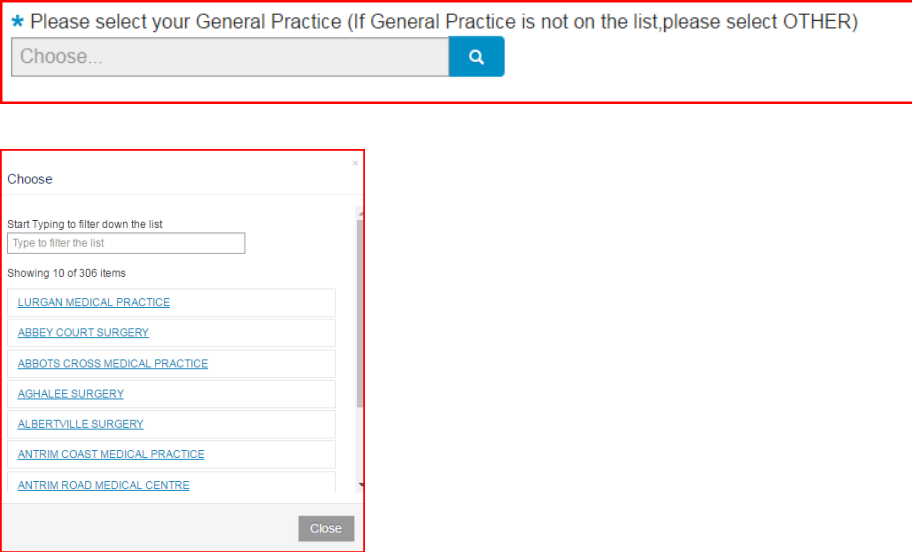
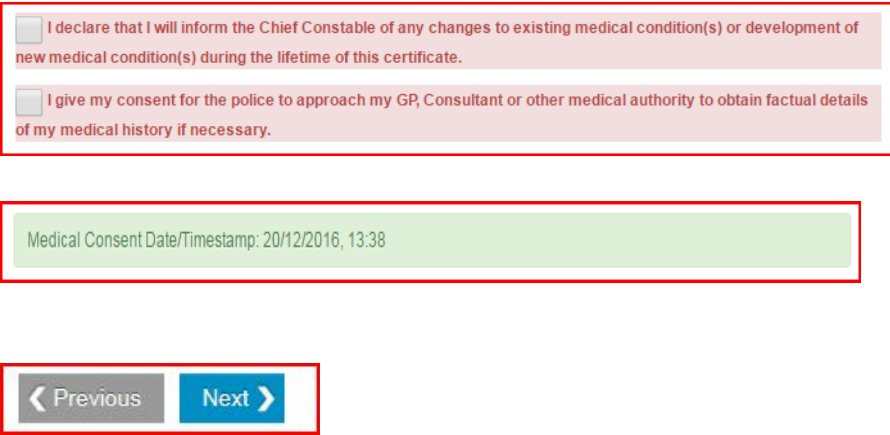


Action	Details Asked	Additional Note	Sample Images																						
Address History	<ul style="list-style-type: none"> <li>- Previous address</li> <li>- Years lived at address</li> <li>- Months lived at address</li> <li>- Current address</li> </ul>	<p>Your address over the past 10 years is/are <b>only</b> required.</p> <p>Please select Add Address to enter your address history. The postcode is space sensitive.</p> <p>Please state the number of years you have lived at the address entered and if it is your current address.</p> <p>If applicable please enter the last 10 years addresses and mark your current address by selecting yes in the current address field.</p> <p>Also, you should enter a space when entering your postcode e.g. BT6 9LD.</p> <p>You can also manually enter a previous address if it was not within the UK.</p> <p>Click the next button to move to the next page or previous to return.</p>	<p><b>Applicant Address History</b></p> <p><a href="#">Add Address</a></p> <table border="1"> <thead> <tr> <th>Building Number</th> <th>Address Line1</th> <th>Address Line2</th> <th>County</th> <th>PostCode</th> <th>Years Lived</th> <th>Months Lived</th> <th>Current Address</th> </tr> </thead> <tbody> <tr> <td>42</td> <td>MONTGOMERY ROAD</td> <td>BELFAST</td> <td>DOWN</td> <td>BT6 9LD</td> <td>00</td> <td>00</td> <td>No</td> </tr> </tbody> </table> <p><a href="#">Previous</a> <a href="#">Next</a></p> <table border="1"> <thead> <tr> <th>Years Lived</th> <th>Months Lived</th> <th>Current Address</th> </tr> </thead> <tbody> <tr> <td>00</td> <td>00</td> <td>No</td> </tr> </tbody> </table> <p><a href="#">Previous</a> <a href="#">Next</a></p>	Building Number	Address Line1	Address Line2	County	PostCode	Years Lived	Months Lived	Current Address	42	MONTGOMERY ROAD	BELFAST	DOWN	BT6 9LD	00	00	No	Years Lived	Months Lived	Current Address	00	00	No
Building Number	Address Line1	Address Line2	County	PostCode	Years Lived	Months Lived	Current Address																		
42	MONTGOMERY ROAD	BELFAST	DOWN	BT6 9LD	00	00	No																		
Years Lived	Months Lived	Current Address																							
00	00	No																							

# Applicant Medical Details – Workflow 3


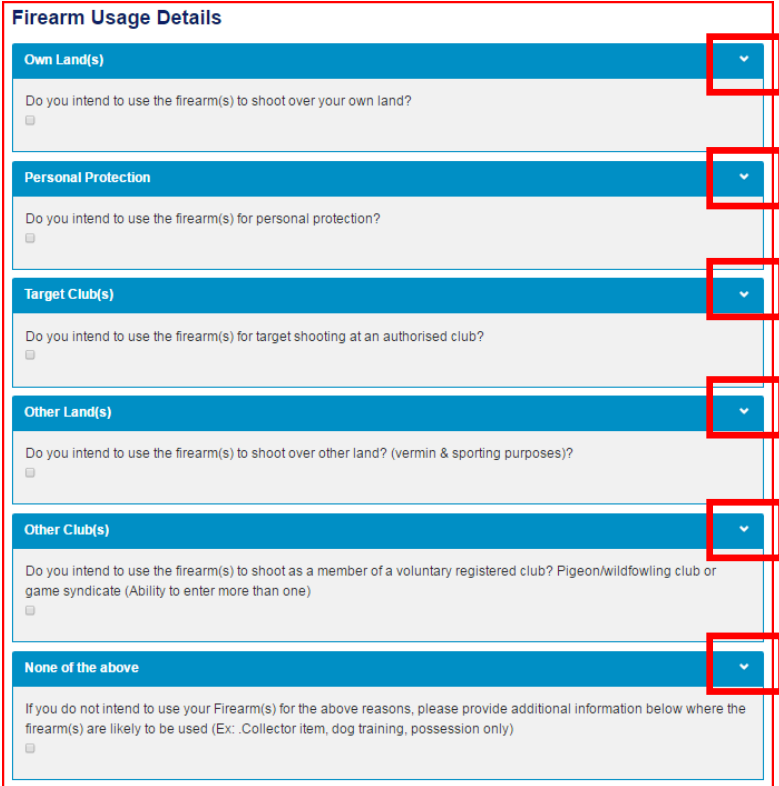








Action	Details Asked	Additional Note	Sample Images
Medical Details	<p>Specifically; Are you being treated for or do you suffer or have you suffered from any of the following medical conditions, within the last 5 years, whether controlled by prescription medicines or not?</p> <ul style="list-style-type: none"> <li>- Depression/Mental Health</li> <li>- Physical disability</li> <li>- Epilepsy</li> <li>- Drug/alcohol misuse</li> <li>- Any other relevant medical conditions</li> </ul>	<p>Specific details with regards to medical conditions are not required, if a medical condition is declared, FEB will contact your GP, consultant or other medical authority.</p> <p>If Physical Disability or any other relevant medical conditions are selected a free text box is displayed to provide additional detail.</p>	<div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> <p>Thank you. Now we would like to capture some details about your medical history and current medical status. We would like to remind you that it is a criminal offence to make a false declaration to procure a Firearm Certificate.</p> </div> <p><b>Applicant Medical Details</b></p> <p>* Indicates required field</p> <p>Are you being treated for or do you suffer or have you suffered from any of the following medical conditions, within the last 5 years, whether controlled by prescription medicines or not?</p> <ul style="list-style-type: none"> <li>* Depression/Mental Health <span>ⓘ</span> <input type="radio"/> Yes <input type="radio"/> No</li> <li>* Physical Disability <span>ⓘ</span> <input type="radio"/> Yes <input type="radio"/> No</li> <li>* Epilepsy <input type="radio"/> Yes <input type="radio"/> No</li> <li>* Drug/Alcohol Abuse <input type="radio"/> Yes <input type="radio"/> No</li> <li>* Any other medical condition that you deem relevant to holding a firearm, that you wish to declare? <input type="radio"/> Yes <input type="radio"/> No</li> </ul> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 10px;"> <p>* Please give Physical Disability or Other Medical Condition details <span>ⓘ</span></p> <div style="border: 1px solid #ccc; padding: 5px; min-height: 40px;"> <p>Please give Physical Disability or Other Medical Condition details</p> </div> </div>

<p>GP Details</p>	<p>Practice name</p>	<p>Unlike the paper-based application, only the GP Practice name is required.</p> <p>To find your required GP Practice click on the magnifying glass and then start typing your GP Practice into the free text box in the new displayed window, select it from the list and then select close.</p> <p>If your GP name is NOT on the list type in 'OTHER'. You will need to provide your GP details in the free text box provided.</p>	 <p>* Please select your General Practice (If General Practice is not on the list, please select OTHER)</p> <p>Choose...</p> <p>Choose</p> <p>Start Typing to filter down the list</p> <p>Type to filter the list</p> <p>Showing 10 of 306 items</p> <ul style="list-style-type: none"> <li>LURGAN MEDICAL PRACTICE</li> <li>ABBEY COURT SURGERY</li> <li>ABBOTS CROSS MEDICAL PRACTICE</li> <li>AGHALLEE SURGERY</li> <li>ALBERTVILLE SURGERY</li> <li>ANTRIM COAST MEDICAL PRACTICE</li> <li>ANTRIM ROAD MEDICAL CENTRE</li> </ul> <p>Close</p>
<p>Declarations</p>	<p>- To notify of any medical changes</p> <p>- For PSNI to approach appropriate medical practitioners/authorities for medical history</p>	<p>You must tick the declaration boxes that you will notify FEB of any changes to your medical details during the period of your Firearm Certificate.</p> <p>Please tick both declarations in order to proceed.</p> <p>A medical date/timestamp will be displayed when the declarations are accepted.</p> <p>Click the next button to move to the next page.</p>	 <p><input type="checkbox"/> I declare that I will inform the Chief Constable of any changes to existing medical condition(s) or development of new medical condition(s) during the lifetime of this certificate.</p> <p><input type="checkbox"/> I give my consent for the police to approach my GP, Consultant or other medical authority to obtain factual details of my medical history if necessary.</p> <p>Medical Consent Date/Timestamp: 20/12/2016, 13:38</p> <p>&lt; Previous    Next &gt;</p>


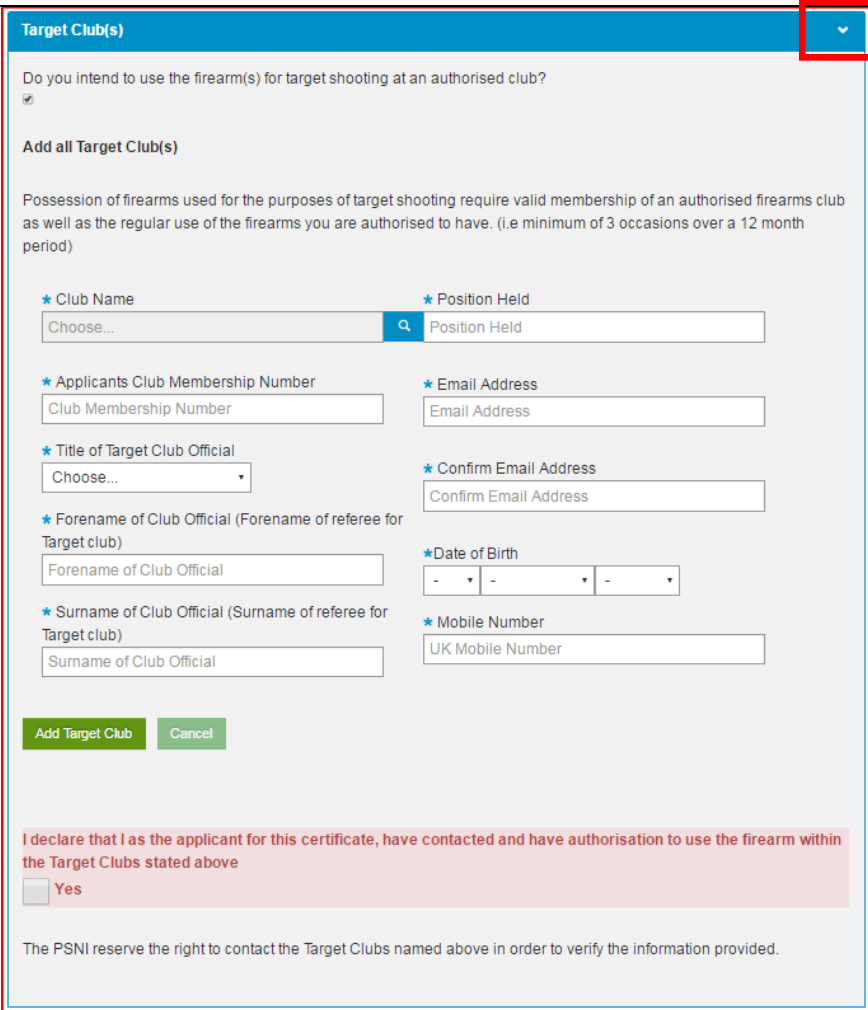
# Firearm Usage Details – Workflow 4


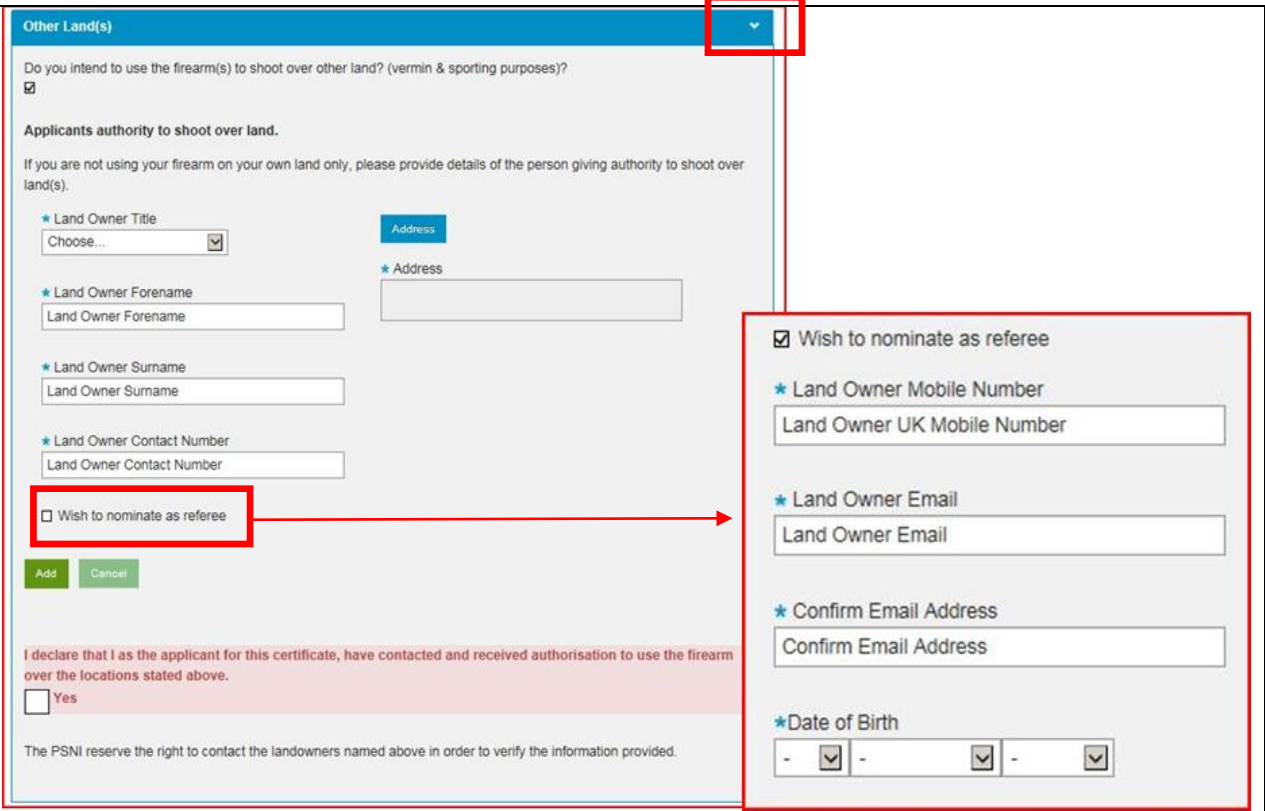



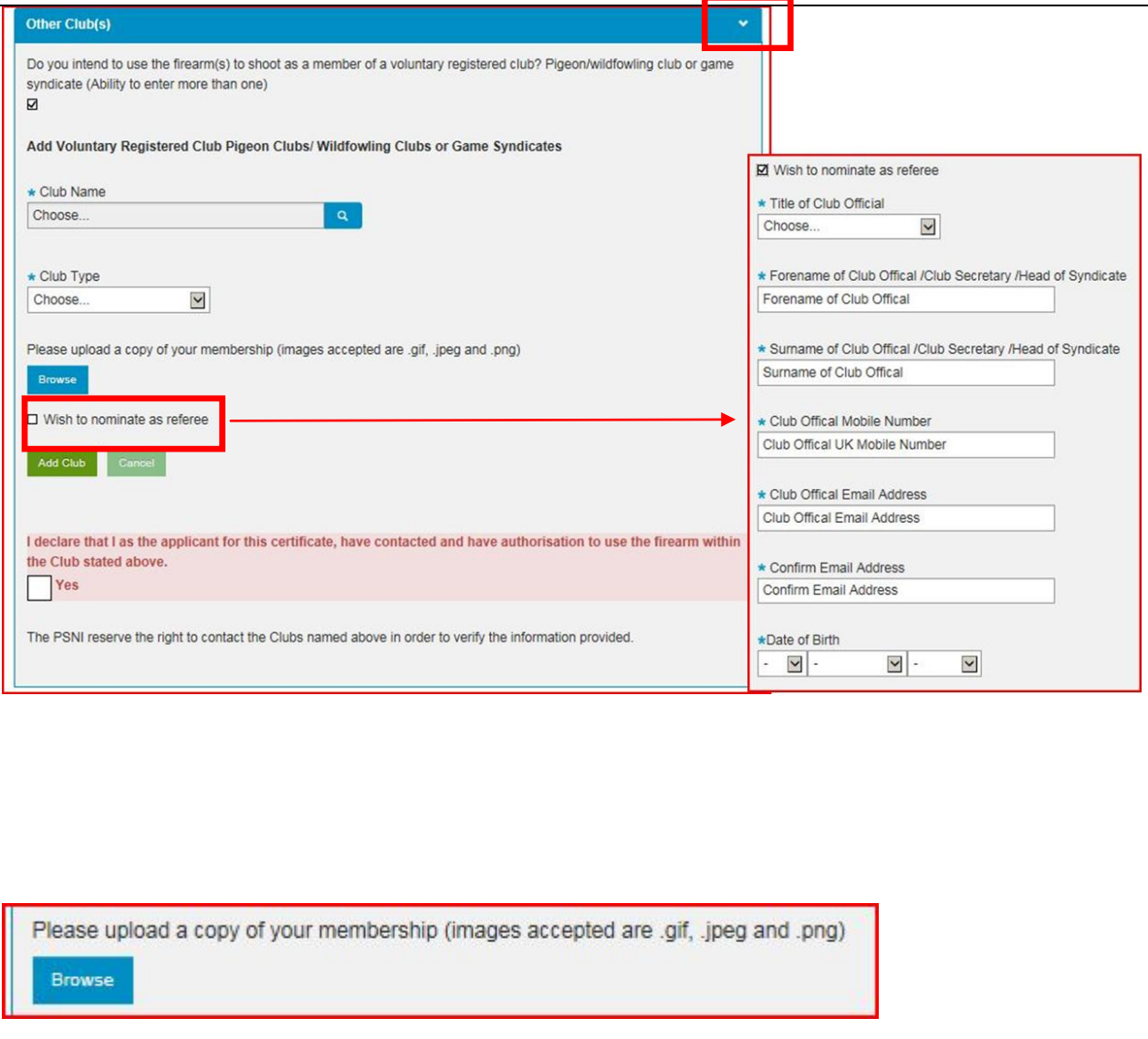
Action	Details Asked	Additional Note	Sample Images
Intended Usage of Firearm	Where will you use each firearm applied for?	<p>Click on the arrow according to the options that apply to the firearm(s) that you are applying for.</p> <p>Options available:</p> <ul style="list-style-type: none"> <li>• Own Land(s)</li> <li>• Personal Protection</li> <li>• Target Club(s)</li> <li>• Other Land(s)</li> <li>• Other Club(s)</li> <li>• None of the above</li> </ul>	  <p><b>Firearm Usage Details</b></p> <p><b>Own Land(s)</b> </p> <p>Do you intend to use the firearm(s) to shoot over your own land?  <input type="checkbox"/></p> <p><b>Personal Protection</b> </p> <p>Do you intend to use the firearm(s) for personal protection?  <input type="checkbox"/></p> <p><b>Target Club(s)</b> </p> <p>Do you intend to use the firearm(s) for target shooting at an authorised club?  <input type="checkbox"/></p> <p><b>Other Land(s)</b> </p> <p>Do you intend to use the firearm(s) to shoot over other land? (vermin &amp; sporting purposes)?  <input type="checkbox"/></p> <p><b>Other Club(s)</b> </p> <p>Do you intend to use the firearm(s) to shoot as a member of a voluntary registered club? Pigeon/wildfowling club or game syndicate (Ability to enter more than one)  <input type="checkbox"/></p> <p><b>None of the above</b> </p> <p>If you do not intend to use your Firearm(s) for the above reasons, please provide additional information below where the firearm(s) are likely to be used (Ex: Collector item, dog training, possession only)  <input type="checkbox"/></p>



Own Land(s)	Shooting over your own land	Please select if applicable to your application.	<div data-bbox="864 236 1865 392" style="border: 1px solid red; padding: 5px;"> <p><b>Own Land(s)</b> ▾</p> <p>Do you intend to use the firearm(s) to shoot over your own land?</p> <p><input checked="" type="checkbox"/></p> </div>
Personal Protection	Personal Protection Weapon	Please select if applicable to your application.	<div data-bbox="864 478 1865 635" style="border: 1px solid red; padding: 5px;"> <p><b>Personal Protection</b> ▾</p> <p>Do you intend to use the firearm(s) for personal protection?</p> <p><input checked="" type="checkbox"/></p> </div>

<p>Target Club(s)</p>	<p>Target club details;</p> <ul style="list-style-type: none"> <li>- Club name</li> <li>- Applicants Club membership number</li> <li>-Title of Target Club Official</li> <li>- Forename of Club Official</li> <li>- Surname of Club Official</li> <li>- Position held by Club Official e.g. Club Secretary/ Chairman etc.</li> <li>- Club Official email address</li> <li>- Club Official date of birth</li> <li>- Club Official mobile number</li> </ul>	<p>Please select if you shoot any of the Firearms being applied for at a Target Club. You must submit Target Club information.</p> <p>Click on the white arrow to enter the information.</p>  <p>Please enter the information required and select Add Target Club.</p> <p>If you shoot at more than one Target Club please repeat the process for the other Target Clubs.</p> <p>The Target Club Official will receive an email to verify your attendance / membership and act as a referee where applicable.</p> <p>Please declare you have authorisation to use the Firearm at the Target Club.</p>	 <p><b>Target Club(s)</b></p> <p>Do you intend to use the firearm(s) for target shooting at an authorised club?  <input checked="" type="checkbox"/></p> <p><b>Add all Target Club(s)</b></p> <p>Possession of firearms used for the purposes of target shooting require valid membership of an authorised firearms club as well as the regular use of the firearms you are authorised to have. (i.e minimum of 3 occasions over a 12 month period)</p> <p>* Club Name: Choose...      * Position Held: Position Held</p> <p>* Applicants Club Membership Number: Club Membership Number      * Email Address: Email Address</p> <p>* Title of Target Club Official: Choose...      * Confirm Email Address: Confirm Email Address</p> <p>* Forename of Club Official (Forename of referee for Target club): Forename of Club Official      * Date of Birth: - - -</p> <p>* Surname of Club Official (Surname of referee for Target club): Surname of Club Official      * Mobile Number: UK Mobile Number</p> <p><b>Add Target Club</b>    <b>Cancel</b></p> <p>I declare that I as the applicant for this certificate, have contacted and have authorisation to use the firearm within the Target Clubs stated above  <input type="checkbox"/> Yes</p> <p>The PSNI reserve the right to contact the Target Clubs named above in order to verify the information provided.</p>
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<p>Other Land(s)</p> <p>Land owner details;  - Land owner title  - Land owner forename  - Land owner surname  - Land owner contact number  - Land owner address</p> <p>Wish to nominate other land owner as referee;  - Land owner mobile number  - Land owner email address  - Land owner date of birth</p> <p>Declaration of authorisation to use firearm on other land</p>	<p>Please select if you shoot any of the Firearms being applied for over other land. (Other land owner)</p> <p>Click on the white arrow to enter the information.</p>  <p>Please enter the information required and select Add.</p> <p>If you shoot over more than one land repeat the process for the other lands.</p> <p>If you select the land owner as a referee they will receive an email to verify and act as a personal character referee for your application.</p> <p>Please declare you have authorisation from the land owner to shoot over their land.</p>	
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<p><b>Other Club(s)</b> This applies to shotguns only i.e. clay pigeon club, wildfowling clubs, shooting syndicates who have voluntarily registered lands/shooting grounds with PSNI, FEB.</p>	<p><b>Other club details:</b></p> <ul style="list-style-type: none"> <li>- Club name</li> <li>- Club type</li> <li>- Upload membership details</li> </ul> <p>Wish to nominate as referee:</p> <ul style="list-style-type: none"> <li>- Title of Club Official</li> <li>- Forename of Club Official</li> <li>- Surname of Club Official</li> <li>Club Official mobile number</li> <li>- Club Official email address</li> <li>- Club Official date of birth</li> </ul> <p>Declaration of authorisation to use firearm within (specified) club</p>	<p>If you shoot any of the Firearms being applied for at another club. Click on the white arrow to enter the information.</p>  <p>Please enter the information required and select Add.</p> <p>If you shoot at more than one other club repeat the process for the other clubs.</p> <p>If you select the other club as a referee they will receive an email to verify and act as a personal character referee for your application.</p> <p>Pease declare that you have authorisation to shoot at the other club.</p> <p>Upload an image of your membership card. Please ensure it is easy to view, or it will delay the application.</p>	
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<p>None of the above</p>	<p>Free Text Box to provide additional reason why/where the firearm(s) will be used.</p>	<p>If you do not intend to use your firearm(s) for any of the above reasons, please select none of the above and provide additional information. E.g. Collector Item, Dog Training, Possession Only.</p> <p>To proceed to add your firearm details please select Next or Previous should you wish to make a change to the information submitted.</p>	<div data-bbox="869 194 1917 549" style="border: 1px solid red; padding: 5px;"> <p><b>None of the above</b> <span style="float: right;">▼</span></p> <p>If you do not intend to use your Firearm(s) for the above reasons, please provide additional information below where the firearm(s) are likely to be used (Ex: .Collector item, dog training, possession only)</p> <p><input checked="" type="checkbox"/></p> <p><b>* Additional Information</b></p> <div data-bbox="891 395 1299 485" style="border: 1px solid gray; padding: 5px; margin-bottom: 5px;"> <p>Please provide additional reason why/where the firearm(s) will be used</p> </div> </div> <div data-bbox="869 721 1240 804" style="border: 1px solid red; padding: 5px; margin-top: 20px;"> <p> <span style="background-color: #ccc; padding: 5px 15px; border: 1px solid gray;">&lt; Previous</span> <span style="background-color: #0070c0; color: white; padding: 5px 15px; border: 1px solid gray; margin-left: 10px;">Next &gt;</span> </p> </div>
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## Firearm Details – Workflow 5



Action	Details Asked	Additional Note	Sample Images
Add Firearm	Click the 'Add Firearm' button to begin adding the details of the firearm/s.	<p>List the firearms on your current certificate that you wish to Re-Grant with EXACTLY the same conditions (WHERE and WHY).</p> <p>To add your Firearm details please select Add Firearm.</p>	<div style="border: 2px solid red; padding: 10px;"> <p><b>Application for a "ReGrant" of an existing Firearm Certificate under IDENTICAL circumstances - £98.00</b></p> <p style="background-color: #e0f2f1; padding: 5px;">Thank you. Now lets capture the details of each of your firearms in this application (WHAT) and your good reason for holding each of them (WHY).</p> <p>Regrants - List the firearms on your current certificate that you wish to regrant EXACTLY same conditions (WHERE and WHY).</p> <p><b>Firearm Details</b></p> <p style="text-align: center;"><a href="#" style="background-color: #0070c0; color: white; padding: 5px 10px; text-decoration: none;">Add Firearm</a></p> <hr/> <p style="text-align: center;"> <span style="background-color: #ccc; padding: 5px 10px; text-decoration: none;">&lt; Previous</span> <span style="background-color: #0070c0; color: white; padding: 5px 10px; text-decoration: none; margin-left: 10px;">Next &gt;</span> </p> </div>

Firearm Details

Please click on the White arrow to enter each firearm.



You will have to state: The details of the firearm including:

- Make
- Type
- Model
- Ammunition Calibre
- Serial number (if applicable)
- Ammunition Quantity
- Reason for holding
- Where you intend to use the firearm.

Please click on the magnifying glass to view the drop down list of Firearm Make and Type available and select what is applicable. If it is not available select other and provide the details.

Please type the model of your firearm. If unknown, enter unknown.

Please type the Serial number, ammunition quantity and reason for holding. If unknown at application time enter 'to follow' or 'unknown'.

If you're applying for an air rifle or air pistol, then you must enter 0 in ammunition quantity.

You will need to enter in full the specific reasons for the possession of the firearm you wish to acquire.

For each firearm or sound moderator in turn, please enter all details below and click 'Add Firearm or Sound Moderator To Application'.

Firearm or Sound Moderator Acquisition Details

Firearm or Sound Moderator Details

Please tell us about the Firearm or Sound Moderator:

\* Make of Firearm or Sound Moderator (If MAKE is not on the list, please select OTHER)

Choose...

\* Type of Firearm or Sound Moderator (If TYPE is not on the list, please select OTHER)

Choose...

\* Model of Firearm or Sound Moderator

Model of Firearm

\* Ammunition Calibre (If CALIBRE is not on the list, please select OTHER)

Choose...

\* Serial Number

Serial Number

\* Ammunition Quantity (Enter 0 for none and if Reason for Holding is Possession Only)

Ammunition Quantity (Enter 0 for none)

\* Reason for Holding

Reason for Holding

Next >

Once complete select NEXT

Where do you intend to use the firearm?

This section will have a drop down list available to you based on the details you provided in Workflow 4 of the application process. The example shows a tick box for Other Usage. This will also include own land, other land, target clubs, others clubs if you have added them in workflow 4.

Click on the white arrow to view the list available.



Select from the list the reason or where you intend to shoot the specific firearm you are adding to the application.

Once complete select Add Firearm or Sound Moderator to Application.

You can view the details of the Firearm entered in the summary pane.

If you have more than one Firearm or Sound Moderator to process as part of the application you need to repeat the process of adding a Firearm for each.

**WHERE do you Intend to Use the Firearm or Sound Moderator** >

Thank you. Please Click the 'Add Firearm or Sound Moderator To Application' button to add this Firearm or Sound Moderator to your Application Firearms list below. This will reset the fields above should you wish to add another firearm or sound moderator or make changes.

[Add Firearm or Sound Moderator To Application](#) [Cancel](#)

**Firearm Details**

[Add Another Firearm](#)

Firearms List

	Make, Type, Model	Ammunition Calibre	Serial Number	Ammunition Quantity	Why	Where	
<a href="#">Delete</a>	A TEC WAVE , Air Rifle , TEST	.177	123	123	<a href="#">i</a>	<a href="#">i</a>	<a href="#">Edit</a>

[< Previous](#) [Next >](#)

[Add Another Firearm or Sound Moderator](#)



Firearm Summary

This is the opportunity for you to review the information inserted and to edit any errors or delete a Firearm.

Once you have added all the Firearm details you can continue the application please select Next or Previous should you wish to make a change to the information submitted.

Firearms List

	Make, Type, Model	Ammunition Calibre	Serial Number	Ammunition Quantity	Why	Where	
Delete	A R CUSTOM , Air Revolver , unknown	.17 Mach 2	789	0			Edit

[< Previous](#) [Next >](#)

# Firearm Storage – Workflow 6



Action	Details Asked	Additional Note	Sample Images
Firearm Storage Details	<p>Please confirm your storage arrangements</p> <ul style="list-style-type: none"> <li>- Confirm that storage is/will be equal to BS7558</li> </ul> <p>If applicable, enter details of any other storage locations.</p> <p>If applicable, enter details of any persons you have shared storage with</p> <p>Enter their:</p> <ul style="list-style-type: none"> <li>- Their forename</li> <li>- Their surname</li> <li>- Their FAC</li> </ul>	<p>The minimum acceptable storage must equate to Gun Cabinet Specification BS7558. Gun cabinets must be secured to the fabric of the building.</p> <p>Further detailed information is available in Appendix 10 of the NIO document 'Guidance on NI Firearms Controls', available from the NIO website <a href="http://www.dojni.gov.uk">www.dojni.gov.uk</a></p> <p>Please select yes or no to Question 1.</p>	<p>Thank you. Now we need to understand how and where your firearms are stored.</p> <p><b>Firearm Storage</b></p> <p>Do you currently have storage in place equivalent to BS7558? ●</p> <p><input checked="" type="radio"/> Yes <input type="radio"/> No</p> <p>* Please state exact means of storage (must be equivalent to BS7558)</p> <p>Choose... <input type="checkbox"/></p> <p>← If Yes – select the storage type from the drop down list</p> <hr/> <p>Thank you. Now we need to understand how and where your firearms are stored.</p> <p><b>Firearm Storage</b></p> <p>Do you currently have storage in place equivalent to BS7558? ●</p> <p><input type="radio"/> Yes <input checked="" type="radio"/> No</p> <p>Do you intend to put in place BS7558 storage arrangements? ●</p> <p><input type="radio"/> Yes <input type="radio"/> No</p> <p>← If No – Please state if you intend to put storage arrangements in place.</p>

Question 2 asks if you intend to store your firearm at other locations.

You will be required to insert details of an alternative address if applicable.

Question 3 asks if you intend to share storage with another certificate holder. If applicable complete.

Thank you. Now we need to understand how and where your firearms are stored.

### Firearm Storage

Do you intend to store any of your firearms at other locations?

- Yes
- No

Add Address

Building Number	Address Line1	Address Line2	County	PostCode
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Find Address

Postcode

To find your address please enter a valid NI postcode and select find address

If you cannot find your address, or you live outside of Northern Ireland, please enter your details below.

Building name or number

\* Address line 1

Address line 2

\* County

Thank you. Now we need to understand how and where your firearms are stored.

### Firearm Storage

Do you intend to share storage with another Certificate holder at the same location and in the same cabinet?

- Yes
- No

\* Please state their Forename

\* Please state their Surname

\* Please state their FAC

If you answer 'No' to all four questions you will not be able to proceed any further with your application.

Once you have completed the storage section please select Next or Previous should you wish to make a change to the information submitted.



# Applicant Photograph – Workflow 7



Action	Details Asked	Additional Note	Sample Images
Photograph	Upload an image of yourself	<p>Photo should be similar to the PASSPORT STANDARD i.e. full face without a hat.</p> <p>Unsuitable images could result in your application being delayed or rejected.</p> <p>To upload your photo select the browse button.</p> <p>You will need to ensure the image you are uploading is saved on the device, laptop, phone etc. You are using to complete the application.</p> <p>Once you have uploaded your photo please select Next or Previous should you wish to make a change to the information submitted.</p>	<div style="border: 1px solid red; padding: 10px;"> <p style="background-color: #e1f5fe; padding: 5px;">Thank You. Now we need you to upload a photograph of yourself.</p> <p><b>Applicant Photograph</b></p> <p>Please ensure the image uploaded is of <a href="#">UK Passport standard</a> (Full face without a hat). Any unsuitable images could result in your application being delayed or rejected.</p> <p>(Images accepted are .gif, .jpg, .jpeg, .png and .bmp)</p> <p style="margin-top: 10px;"> <span style="background-color: #00796b; color: white; padding: 5px 10px; border: 1px solid #00796b;">Browse</span> <span style="background-color: #ccc; padding: 5px 10px; border: 1px solid #ccc; margin-left: 10px;">Change Image</span> </p> <p>Your selected image:</p> </div> <div style="border: 1px solid red; margin-top: 20px; padding: 5px;"> <span style="background-color: #ccc; padding: 5px 15px; border: 1px solid #ccc;">&lt; Previous</span> <span style="background-color: #00796b; color: white; padding: 5px 15px; border: 1px solid #00796b; margin-left: 10px;">Next &gt;</span> </div>

# Referees – Workflow 8



Action	Details Asked	Additional Note	Sample Images
Referee Details	<p>- Type of Referee Title</p> <p>- Forename - Surname - Mobile number - Email address - Date of birth</p> <p>Please ensure you have obtained prior permission from your nominated Referees before submitting their details on the application. If they are unaware they may not complete the declaration for you resulting in you needing to resubmit your application.</p>	<p>Referees must be over the age of 18.</p> <p>If you have selected another land owner, target club or other club in workflow 4 to act as your referee you will see part of their details prepopulated under the Referee sections.</p> <p>If not please enter the details of your referees.</p> <p>The person named as your referee will receive an email asking to verify both the applicants and their details submitted and act as your referee for the firearm application.</p>	<div style="border: 1px solid #ccc; padding: 10px;"> <p style="background-color: #e6f2ff; padding: 5px; margin-bottom: 10px;">Thank you. Now we need to capture your referees. If you have nominated referees in the application process, these details will be prefilled. If not, please review the referee requirements and fill in the details of referees below. All Target Club officials registered will be contacted</p> <p><b>Referees</b></p> <p style="background-color: #0070c0; color: white; padding: 5px; margin-bottom: 10px;">Important Referee Information &gt;</p> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p><b>Referee One</b></p> <p>* Please choose Referee Type for Referee One (Personal Referee) <input type="checkbox"/></p> <p>* Title Choose... <input type="checkbox"/></p> <p>* Forename <input type="text"/></p> <p>* Surname <input type="text" value="Surname"/></p> <p>* Mobile Number <input type="text" value="UK Mobile Number"/></p> <p>* Email Address <input type="text" value="Email Address"/></p> <p>* Confirm Email Address <input type="text" value="Confirm Email Address"/></p> <p>* Date of Birth - <input type="checkbox"/> - <input type="checkbox"/> - <input type="checkbox"/></p> </div> <div style="width: 45%;"> <p><b>Referee Two</b></p> <p>* Please choose Referee Type for Referee Two (Personal Referee) <input type="checkbox"/></p> <p>* Title Choose... <input type="checkbox"/></p> <p>* Forename <input type="text" value="Forename"/></p> <p>* Surname <input type="text" value="Surname"/></p> <p>* Mobile Number <input type="text" value="UK Mobile Number"/></p> <p>* Email Address <input type="text" value="Email Address"/></p> <p>* Confirm Email Address <input type="text" value="Confirm Email Address"/></p> <p>* Date of Birth - <input type="checkbox"/> - <input type="checkbox"/> - <input type="checkbox"/></p> </div> </div> <p style="text-align: center; margin-top: 10px;"> <input type="button" value="Previous"/> <input style="background-color: #0070c0; color: white;" type="button" value="Next"/> </p> </div>

**Your Referees will have 7 days to verify your application. If they do not verify within the 7 day timeframe your application will be cancelled and your fee refunded. The application is submitted to PSNI for processing after the referee verification is complete, therefore, if completed in less than 7 days, the process will begin sooner.**

Once you have submitted your referees please select Next or Previous should you wish to make a change to the information submitted.

Referees must be UK residents and of good character and have known you for at least two years, with the exception of authorised target club officials who should have known you at least one year. Referees cannot be:

- Members of the Police Service of Northern Ireland (Police Officers and Support Staff, unless they are a Club Official)
- Firearms Dealers (unless a they are a Club Official)
- A Relative – Article 2 defines a relative (in relation to an applicant) as the father, mother, stepfather, stepmother, son, daughter, stepson, stepdaughter, grandmother, grandfather, grandson or granddaughter of that person or of that person’s spouse or former spouse or;
- The brother, sister, uncle, aunt, niece or nephew (whether of the full blood or of the half blood or by affinity) of that person or of that person’s spouse or former spouse and includes, in relation to a person who is living or has lived with another person as husband and wife or civil partner, any person who would fall within the above if the parties were married to each other.

Authorisation should be sought to use the stated person as a referee.



## Declaration – Workflow 9



<p>Declaration</p>	<p>To agree that all information, to the best of your knowledge, is correct.</p> <p>Please be aware that information provided may be subject to police checks.</p>	<p>You must declare that the details you have entered as part of your application is true and accurate.</p> <p>You will be subject to a check of police records both within and outside the UK (if applicable) and your details will be held on computer.</p> <p>To proceed and view a summary of your application please select Submit. If you wish to make a change select Previous.</p>	<div style="border: 1px solid red; padding: 10px;"> <p style="background-color: #e1f5fe; padding: 5px;">Finally, we need you to sign a declaration. Please read the declaration carefully. When you select the RED CHECKBOX below and finish, we will record this as your electronic signature. This is a legally binding signature.</p> <p><b>Applicant Declaration</b></p> <p>* Indicates required field</p> <div style="background-color: #ffe0b2; padding: 5px; margin: 5px 0;"> <input type="checkbox"/> 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.         </div> <p style="font-size: small; color: #0070c0;">Data Protection Act 1998 - Personal data is handled in accordance with the Data Protection Act 1998. The information is processed by the PSNI for a policing purpose namely firearms licensing and may be used in accordance with the prevention and detection of crime. Information shall not be disclosed unless we are required to do so by law or it is in the overriding public interest to do so.</p> <hr/> <p style="text-align: center;"> <span style="background-color: #959595; padding: 2px 10px; border: 1px solid #ccc;">← Previous</span> <span style="background-color: #0070c0; color: white; padding: 2px 10px; border: 1px solid #ccc; margin-left: 10px;">Submit →</span> </p> </div>
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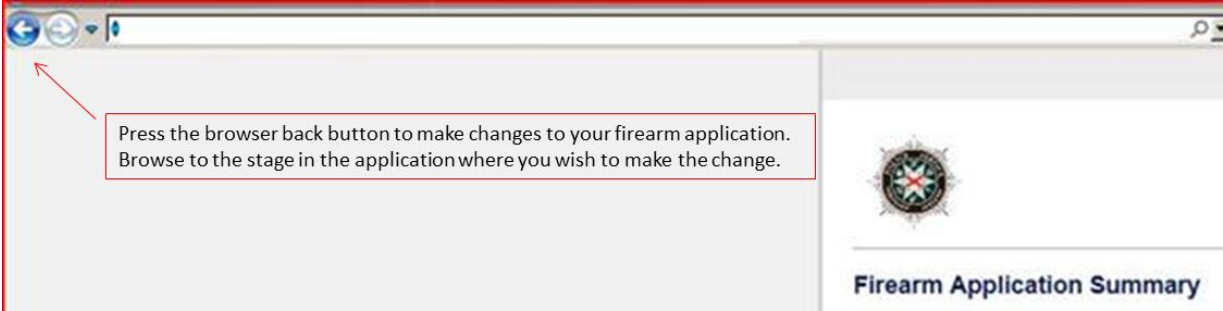
# Firearm Application Summary before Payment

Action	Details Asked	Additional Note	Sample Images
Summary of Application	The summary of the application form is presented. You can save this to your device.	The Summary data will display.	<p>The screenshot displays the 'Firearm Application Summary' page. At the top, there is a 'Firearms Home Page' link. Below it, a green message box says: 'Thank You. Please review a summary of information we have captured for your application and next steps. When you are ready, please click the Pay Now button below to pay for your application.'</p> <p>The main content is divided into several sections:</p> <ul style="list-style-type: none"> <li><b>Applicant Declarations:</b> Previous Convictions: (empty), Previous Firearms Applications Declined: (empty).</li> <li><b>Applicant Address History Details:</b> Current Address: (empty).</li> <li><b>Applicant Medical Details:</b> Depression/Mental Health: (empty), Physical Disability (e.g. Sight): (empty), Epilepsy: (empty), Drug/Alcohol Abuse: (empty), Any other medical condition that you deem relevant to holding a firearm, that you wish to declare?: (empty), General Practitioner Name: (empty). A declaration statement follows: 'I declare that that I will inform the Chief Constable of any changes to existing medical condition(s) or development of new medical condition(s) during the lifetime of this certificate.' Below this is a consent statement: 'I give my consent for the police to approach my GP, Consultant or other medical authority to obtain factual details of my medical history if necessary.'</li> <li><b>Applicant Personal Details:</b> Includes fields for Name, Previous Name, Date of Birth, Gender, Place of Birth, Nationality, Occupation, Home Phone, Mobile Phone, and Email. A small photo of a person is shown.</li> <li><b>Firearm List Details:</b> A table with columns: Make, Type, Model, Ammunition Calibre, Serial Number, Ammunition Quantity, Why, Where. One entry is visible: 'AS4, Air Rifle/Sound Moderator, .17 WSM, 123, 123, test'. There are green icons in the 'Why' and 'Where' columns.</li> <li><b>Firearm Storage Details:</b> Storage in Place Equivalent to BS7558: (empty), Storage Arrangements in Place: (empty), Shared Storage With Another FAC Holder: (empty), Stored at Other Locations: (empty).</li> <li><b>Referee One Details:</b> Referee Name: (empty), Mobile Phone: (empty), Email: (empty).</li> <li><b>Referee Two Details:</b> Referee Name: (empty), Mobile Phone: (empty), Email: (empty).</li> <li><b>Declarations:</b> Applicant Declaration Signed: (empty).</li> </ul> <p>At the bottom, a 'Next Steps' section contains a message: 'Please click the Pay Now button below to continue. On successful payment, emails will be sent to your nominated referees to validate your application. Please ensure you have contacted your referees and made them aware of this process. If either of your referees decline any part of the form, or they have not responded within 7 days, your application will automatically be declined and your application fee refunded. You will not be able to recall and resubmit applications.' Below this is a blue 'Pay Now' button.</p>

Pay Now

If you need to make a change to any of the details in your application please click on the browser back button on your device.

If you are content the summary page reflects the information you wish to submit to PSNI please select the Pay Now Button. Selecting the “Pay Now” button will allow you to proceed and make electronic payment.

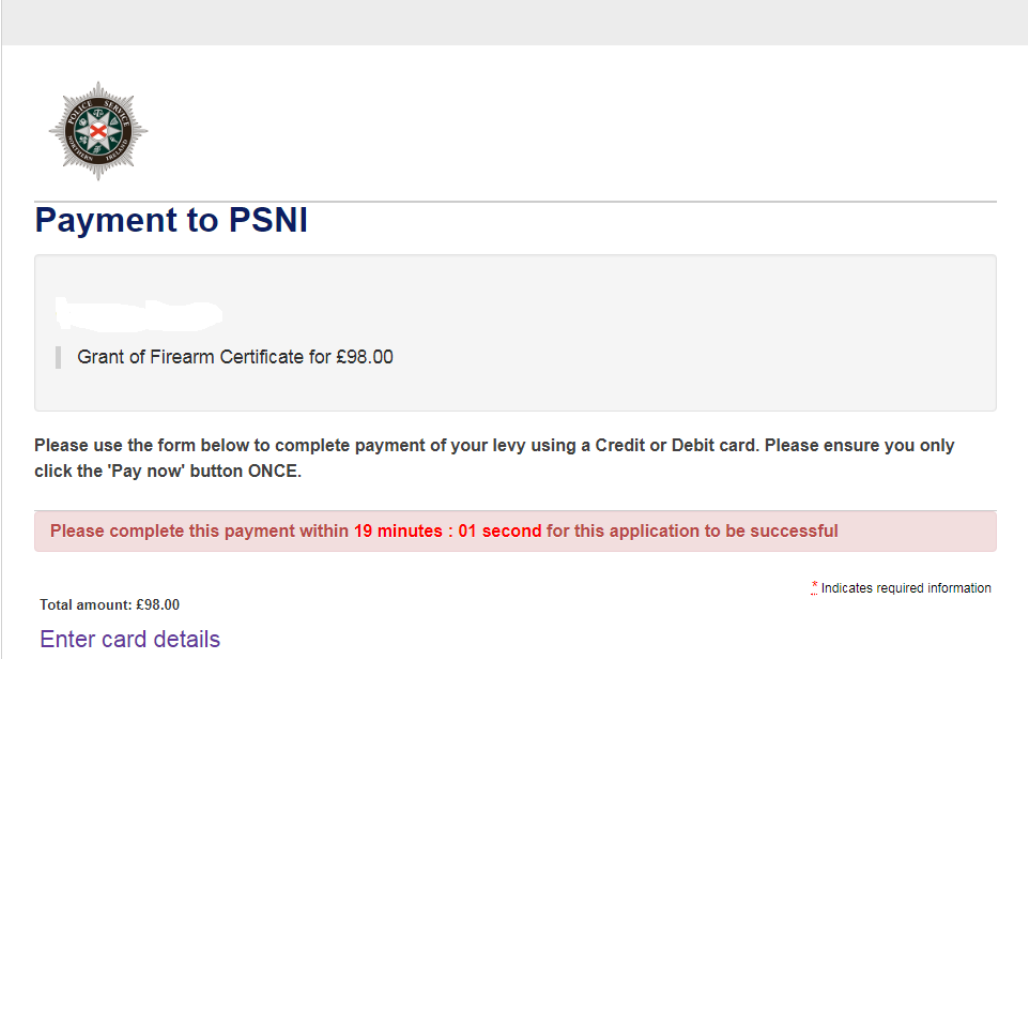


**Next Steps**

Please click the Pay Now button below to continue. On successful payment, emails will be sent to your nominated referees to validate your application. Please ensure you have contacted your referees and made them aware of this process. If either of your referees decline any part of the form, or they have not responded within 7 days, your application will automatically be declined and your application fee refunded. You will not be able to recall and resubmit applications.

[Pay Now](#)

# Payment to PSNI

Action	Details Asked	Additional Note	Sample Images
Payment Portal		Please note that from this point you will have 20 minutes to complete the payment for your application. If not completed within this time, then your application will expire and you will be redirected to start again.	

Insert card details

All major credit/debit cards will be accepted. Payment card number must be 16 digits on the front of the card. There are no spaces between the digits. The security code is the last 3 digits on the back of the card along the white strip.

To process Payment select the Finish button. Once payment has been submitted you and the referees included in the application will receive an email with the Application Reference Number and information on next steps.

**Payment to PSNI**

**Test Test**  
Grant of Firearm Certificate for £98.00

Please use the form below to complete payment of your levy using a Credit or Debit card.

**Enter card details**

Name on card \*

Card type \*

Card number \*

Issue number

Start date

Expiry date \*

Card security code \*

House number/name

Postcode

MasterCard SecureCode. Verified by VISA

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Selecting the "Finish" button will submit the payment and complete the process.

## Firearm Application Summary after Payment

Action	Details Asked	Additional Note	Sample Images
Summary of Application	<p>This will show a full summary of the application. (as detailed above)</p> <p>The process of applying for a Firearm Certificate is now complete.</p>	<p>You will view a summary of the application and your Application Reference Number. <b>(THIS IS CASE AND SPACE SENSITIVE)</b></p> <p>It is advised to take a note of the Application Reference Number as PSNI will ask for this should you have a query about your application.</p>	<p><b>Firearm Application Summary</b></p> <p>Thank you for your payment. 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. Your referees will also receive instructions for making their declarations to their respective email addresses and mobile phones.</p> <p>Your Application Reference Number is: <b>IG 04 20161220 1543</b></p> <p><b>NOTE:</b> Please make a note of this reference number for future correspondence.</p>

**Email of Confirmation:**

You will receive an email confirming your application has been submitted. The Application Reference Number will also be stated on this email.

Dear Miss IG Test Two

Thank you for your firearms application.

Your unique application ID is IG 84 20171108 31094

An email has been sent to your nominated referees who are required to verify your details within 7 days. If your referees fail to verify your details within this 7 day period your application will not be submitted to PSNI for processing and your payment will be refunded within 72 hours. To avoid having to resubmit your application we advise you to make contact with your referees to ensure they verify your application within the 7 day period.

If you have a query regarding the referee verification of your online application Firearms and Explosives Branch can be contacted on 0800 7839899 between the hours of 9am to 4pm, Monday to Friday or by emailing [firearms@psni.pnn.police.uk](mailto:firearms@psni.pnn.police.uk).

For any other query, Firearms and Explosives Branch has changed its telephone access to the public. The Branch is available to take calls between the hours of 2pm-4pm Monday to Friday only. All calls to the Branch should be made through the non-emergency number 101. **Firearms and Explosives Branch will contact you if they require further information related to your application.**

If you are an existing firearm certificate holder, this email receipt verifies that you may continue to possess firearms and/or ammunition as specified on your certificate until your new certificate is granted. The conditions on your existing certificate remain in force. This email also acts as your authority to purchase ammunition of the calibre and in the quantity stated on your existing certificate. Ammunition purchases must continue to be recorded on your FAC.

Once you receive your new FAC, please remember to destroy your old FAC by shredding or burning it.

Regards,

PSNI Support Team

**Payment Confirmation:**

In addition to your application confirmation email as referred to above, you will also receive an email containing your payment confirmation.

Subject: Payment to PSNI - 31094



**Firearms Online Application Payment Confirmation**

Dear IG Test Two

Thanks for your Payment to PSNI.

Your Payment Reference is **31094**

**Referees:**

Your referees will also be notified to verify your application **within 7 days**. They will receive three reminders to complete this within the **7 days** of you submitting your application.

**Please note PSNI will not receive your submitted application until your Referees have verified your application details.**

If the referee(s) are unable to access the referee verification through the link in their email then the referee verification page can be accessed via the Police Service Website: [www.psni.police.uk](http://www.psni.police.uk)

Click to the following pages;

Advice and Information > Firearms > Click on the 'Referee Verification' link, and then click on the Referee Verification button on the right hand side of the screen.