Apply for your Firearms Certificate online

RE-GRANT with VARIATION
Re-Grant and Variation Online Application Guidelines

Complete if you are currently a Firearm Certificate holder and wish to apply for a Re-Grant and submit a Variation to one or more of your existing Firearms.

The following document outlines each of the steps involved when applying for a Re-Grant with a variation.

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
- 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.psni.police.uk/advice_information/firearms/online-application-information/](https://www.psni.police.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.psni.police.uk/firearms](http://www.psni.police.uk/firearms)
Making your application online

• Go to [https://www.psni.police.uk/advice_information/firearms/online-application-information/](https://www.psni.police.uk/advice_information/firearms/online-application-information/) and click on the button titled ‘Regrant with Variation 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).
• 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).

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

**Your Contact Number**
+44 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
**Before Beginning your Re-Grant with Variation**

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:

<table>
<thead>
<tr>
<th>Core Requirements</th>
<th>Additional Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>[ ] A valid email address;</td>
<td>[ ] Landowner’s details;</td>
</tr>
<tr>
<td>[ ] Valid debit/credit card;</td>
<td>[ ] Target Club details and Club Official’s details,</td>
</tr>
<tr>
<td>[ ] Valid mobile phone number;</td>
<td>including email address and mobile number;</td>
</tr>
<tr>
<td>[ ] GP Practice Name;</td>
<td>[ ] Other Club details and Club Official’s details,</td>
</tr>
<tr>
<td>[ ] Firearm Details;</td>
<td>including email address and mobile number;</td>
</tr>
<tr>
<td>[ ] Any images required (Your photo, Club Membership Card) must be already stored on the device prior to starting the application.</td>
<td>[ ] Image of Club Membership Card;</td>
</tr>
<tr>
<td>[ ] 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);</td>
<td>[ ] Authorisation to use two chosen referees;</td>
</tr>
<tr>
<td></td>
<td>[ ] Referee details, including email address, mobile number and Date of Birth;</td>
</tr>
<tr>
<td></td>
<td>[ ] Your current firearm certificate.</td>
</tr>
</tbody>
</table>
Begin (Re-Grant with Variation) Firearm Application

To complete an application for a Re-Grant with a Variation of your FAC Select the ‘Begin’ button

PSNI - Application for a Firearm Certificate

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)

Firearm Certificate Checklist

<table>
<thead>
<tr>
<th>Are you applying for:</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>An Initial Grant of a Firearm Certificate</td>
<td>£98</td>
</tr>
<tr>
<td>A ReGrant of an existing Firearm Certificate under IDENTICAL circumstances</td>
<td>£98</td>
</tr>
<tr>
<td>A ReGrant with Variations of an existing Firearm Certificate with CHANGES to circumstances</td>
<td>£98</td>
</tr>
<tr>
<td>A Variation of an existing Firearms Certificate</td>
<td>£50 or £3</td>
</tr>
<tr>
<td>Action</td>
<td>Details Asked</td>
</tr>
<tr>
<td>--------------------------------</td>
<td>-----------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Provide Email address and</td>
<td>- Enter email address and contact telephone number.</td>
</tr>
<tr>
<td>Contact Telephone number</td>
<td>- Both email addresses must match.</td>
</tr>
<tr>
<td></td>
<td>- Tick the declaration box if you are using a telephone number or email</td>
</tr>
<tr>
<td></td>
<td>address that isn’t your own.</td>
</tr>
</tbody>
</table>

---

**Important Information**

- It is a criminal offence to answer incorrectly

**Email Address**

- Enter email address

**Confirm Email Address**

- Enter confirm email address

**Your Contact Number**

- Enter contact number

**FEB Application Details**

- 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.
| Declare if you have any Criminal Offences | - Previous offences (Inc. Motoring Offences)  
- Previous FAC refusals or revoked FACs | 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).

**Example convictions:**
- 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
- 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.

To begin the Re-Grant with Variation Application click Begin Application.
**Applicant Personal Details – Workflow 1**

<table>
<thead>
<tr>
<th>Action</th>
<th>Details Asked</th>
<th>Additional Note</th>
<th>Sample Images</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personal Details</td>
<td>• PID</td>
<td>If you do not have a home telephone number, you can enter a mobile telephone number instead.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Certificate Number</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• 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).</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Title</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Forename</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Surname</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Other/Previous name</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Home telephone number (11 digits)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Mobile telephone number (11 digits)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Email address</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Declaration</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Date of birth</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Gender</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Place of birth</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Nationality</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Occupation</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

To proceed with the rest of the application, please click Next.
# Applicant Address History – Workflow 2

<table>
<thead>
<tr>
<th>Action</th>
<th>Details Asked</th>
<th>Additional Note</th>
<th>Sample Images</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address History</td>
<td>- Previous address</td>
<td>Your address over the past 10 years is/are <strong>only</strong> required.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Years lived at address</td>
<td>Please click Add Address to enter your address history.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Months lived at address</td>
<td>Please state the number of years you have lived at the address entered and if it is your current address.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Current address</td>
<td>If applicable please enter the last 10 years addresses and mark your current address by clicking yes in the current address field.</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Also, you should enter a space when entering your postcode e.g. BT6 9LD.</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>You can also manually enter a previous address if it was not within the UK.</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Click the next button to move to the next page or previous to return.</td>
<td></td>
</tr>
</tbody>
</table>
### Applicant Medical Details – Workflow 3

<table>
<thead>
<tr>
<th>Action</th>
<th>Details Asked</th>
<th>Additional Note</th>
<th>Sample Images</th>
</tr>
</thead>
<tbody>
<tr>
<td>Medical Details</td>
<td>Specifically; 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? - Depression/Mental Health - Physical disability - Epilepsy - Drug/alcohol misuse - Any other relevant medical conditions</td>
<td>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. If Physical Disability or any other relevant medical conditions are selected, a free text box is displayed to provide additional detail.</td>
<td><img src="image1.png" alt="Sample Images" /> <img src="image2.png" alt="Sample Images" /></td>
</tr>
</tbody>
</table>

---

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 Firearms Certificate.

**Applicant Medical Details**

- Are you being treated for or do you suffer from or have you suffered from any of the following medical conditions, within the last 5 years, whether controlled by prescription medicines or not?
  - Depression/Mental Health
    - Yes
    - No
  - Physical Disability
    - Yes
    - No
  - Epilepsy
    - Yes
    - No
  - Drug/Alcohol Misuse
    - Yes
    - No
  - Any other medical condition that you deem relevant to holding a firearm, that you wish to declare?
    - Yes
    - No

**Please give Physical Disability or Other Medical Condition details**

Please give Physical Disability or Other Medical Condition details
**GP Details**

<table>
<thead>
<tr>
<th>Practice name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unlike the paper-based application, only the GP Practice name is required.</td>
</tr>
<tr>
<td>To find your required GP Practice click 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 click close.</td>
</tr>
<tr>
<td>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.</td>
</tr>
</tbody>
</table>

**Declarations**

| - To notify of any medical changes |
| - For PSNI to approach appropriate medical practitioners/authorities for medical history |
| 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. |
| Please tick both declarations in order to proceed. |
| A medical date/timestamp will be displayed when the declarations are accepted. |
| Select the next button to move to the next page. |
## Firearm Usage Details – Workflow 4

<table>
<thead>
<tr>
<th>Action</th>
<th>Details Asked</th>
<th>Additional Note</th>
<th>Sample Images</th>
</tr>
</thead>
<tbody>
<tr>
<td>Intended Usage of Firearm</td>
<td>Where will you use each firearm applied for?</td>
<td>Click the arrow according to the options that apply to the firearm(s) that you are applying for.</td>
<td>Application for a &quot;Regrant with Variations&quot; of an existing Firearm Certificate with CHANGES to circumstances - £36.00</td>
</tr>
<tr>
<td></td>
<td>Options available:</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Own Land(s)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Personal Protection</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Target Club(s)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Other Land(s)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Other Club(s)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• None of the above / Give up Firearm</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Own Land(s)</td>
<td>Shooting over your own land</td>
<td>Please click if applicable to your application.</td>
<td></td>
</tr>
<tr>
<td>-------------</td>
<td>-----------------------------</td>
<td>-----------------------------------------------</td>
<td></td>
</tr>
<tr>
<td>Personal Protection</td>
<td>Personal Protection Weapon</td>
<td>Please click if applicable to your application.</td>
<td></td>
</tr>
</tbody>
</table>
Target Club(s)
- Target Club details:
  - Club name
  - Applicants Club membership number
  - Title of Target Club Official
  - Forename of Club Official
  - Surname of Club Official
  - Position held by Club Official e.g. Club Secretary/Chairman etc.
  - Club Official email address
  - Club Official date of birth
  - Club Official mobile number

Please click if you shoot any of the Firearms being applied for at a Target Club. You must submit Target Club information.

Click the white arrow to enter the information.

Please enter the information required and click Add Target Club.

If you shoot at more than one Target Club please repeat the process for the other Target Clubs.

The Target Club Official will receive an email to verify your attendance/membership and act as a referee where applicable.

Please declare you have authorisation to use the Firearm at the Target Club.
Other Land(s)

- Land owner details:
  - Land owner title
  - Land owner forename
  - Land owner surname
  - Land owner contact number
  - Land owner address

- Wish to nominate other land owner as referee:
  - Land owner mobile number
  - Land owner email address
  - Land owner date of birth

- Declaration of authorisation to use firearm on other land

Please click if you shoot any of the Firearms being applied for over other land. (Other land owner)

Click on the white arrow to enter the information.

Please enter the information required and click Add.

If you shoot over more than one land repeat the process for the other lands.

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.

Please declare you have authorisation from the land owner to shoot over their land.
Other Club(s)

This applies to shotguns only i.e. clay pigeon club, wildfowling clubs, shooting syndicates who have voluntarily registered lands/shooting grounds with PSNI, FEB.

Other club details:
- Club name
- Club type
- Upload membership details

Wish to nominate as referee:
- Title of Club Official
- Forename of Club Official
- Surname of Club Official
- Club Official mobile number
- Club Official email address
- Club Official date of birth

Declaration of authorisation to use firearm within (specified) club

If you shoot any of the Firearms being applied for at another club. Click the white arrow to enter the information.

Please enter the information required and click Add.

If you shoot at more than one other club repeat the process for the other clubs.

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.

Please declare that you have authorisation to shoot at the other club.

Upload an image of your membership card. Please ensure it is easy to view, or it will delay the application.

Please upload a copy of your membership (images accepted are .gif, .jpeg and .png)

Browse
<table>
<thead>
<tr>
<th>None of the above</th>
<th>Free Text Box to provide additional reason why/where the firearm(s) will be used.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>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.</td>
</tr>
</tbody>
</table>

To proceed to add your firearm details please click Next or Previous should you wish to make a change to the information submitted.
Firearm Details – Workflow 5

<table>
<thead>
<tr>
<th>Action</th>
<th>Details Asked</th>
<th>Additional Note</th>
<th>Sample Images</th>
</tr>
</thead>
<tbody>
<tr>
<td>Add Firearm</td>
<td>Click the ‘Add Firearm’ button to begin adding the details of the firearm/s.</td>
<td>List the firearms on your current certificate that you wish to Re-Grant with EXACTLY the same conditions (WHERE and WHY). To add your Firearm details please select Add Firearm.</td>
<td><img src="image" alt="Sample Images" /></td>
</tr>
</tbody>
</table>
| Re-Grant or Variation | • Re-Grant  
               • Variation                                                                  | Choose whether the firearm you are adding is a Re-Grant or variation. From the drop down List.  
               Click the arrow.  
               Select Re-Grant / Variation. Click Next to proceed                          | ![Sample Images](image)                                                                 |

Application for a "ReGrant" of an existing Firearm Certificate under IDENTICAL circumstances - £98.00

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).

Re-Grant - List the firearms on your current certificate that you wish to regrant EXACTLY same conditions (WHERE and Why).

Firearm Details

[Add Firearm]

[Prev] [Next] >

Regrants or Variation

For your first firearm, please tell us whether you would like to apply for a Regrant or a Variation on each firearm.
1. Regrants - Declare firearms on your current certificate that wish to regrant under EXACTLY same conditions (Where and why).
2. Variations - Declare firearms on your current certificate that wish to add, remove or CHANGE on your certificate application. Changes will be made in the next step.

[Choose... -]
<table>
<thead>
<tr>
<th>Re-Grant</th>
<th>If Re-Grant has been selected for the firearm you are about to declare the following is applicable.</th>
</tr>
</thead>
</table>

For each firearm in turn, please enter all details below and click 'Add Firearm To Application'.

**Regents or Variation**

For each firearm entered please tell us whether you would like to apply for a Regrant or a Variation on each firearm.

1. **Regrants** - Declare firearms on your current certificate that wish to regrant under EXACTLY same conditions (Where and why)
2. **Variations** - Declare firearms on your current certificate that wish to add, remove or CHANGE on your certificate application. Changes will be made in the next step.

* Please tell us what you would like to do on this firearm

- **Regrant**

  [Next]
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'.

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.

Select Add Another Firearm or Sound Moderator
<table>
<thead>
<tr>
<th>Variation Details</th>
<th>Tell us about the type of change you wish to make.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Variation</td>
<td>If Variation has been selected for the firearm you are about to declare the following is applicable.</td>
</tr>
</tbody>
</table>

For each firearm in turn, please enter all details below and click 'Add Firearm To Application'.

Variation Details

Tell us about the type of change you wish to make.

Click on the relevant option that applies to the firearm that is being applied for. Depending on the type of variation chosen, different information will be asked.

Options available:
- Change/New Ammunition
- Intend to Acquire
- Intend to Give Up
- Change in Conditions of Holding (reason WHY)
Two questions:

**Change**
- Current Ammunition Calibre
- New Ammunition Calibre
- Current Ammunition Quantity
- New Ammunition Quantity
- Upload proof of purchase

**New**
- New Ammunition Calibre
- New Ammunition Quantity

Please include your reason for the change to your ammunition quantity or calibre, or for acquiring a new calibre or ammunition quantity.

If you want to change an existing ammunition calibre select the first radio button.

If you wish to acquire a new calibre of ammunition select the second radio button.
<table>
<thead>
<tr>
<th>Intend to Acquire a new firearm</th>
<th>Please select the option applicable:</th>
</tr>
</thead>
<tbody>
<tr>
<td>- From a person/on loan to permanent</td>
<td></td>
</tr>
<tr>
<td>- From a Dealer</td>
<td></td>
</tr>
<tr>
<td>- On loan from an existing FAC holder</td>
<td></td>
</tr>
<tr>
<td>- On loan from an Organisation</td>
<td></td>
</tr>
<tr>
<td>- Purchased Outside NI</td>
<td></td>
</tr>
<tr>
<td>- Other</td>
<td></td>
</tr>
</tbody>
</table>

For each firearm, you will have to state where you intend to acquire it from. Click on the drop down arrow.

Once you have selected where you intend to acquire the firearm you will need to complete the additional information applicable to the selection.

1. From a person / On loan to Permanent.
2. From a Dealer – Choose from a drop down box. Upload an image of the Dealer’s Note for the firearm to be acquired.
3. On Loan from an Existing FAC holder
4. On loan from an Organisation – Choose from a drop down box.
5. Outside NI – Free text boxes to enter acquisition details of whom and where the firearm was purchased and the ability to upload an image of the dealers note.
6. Other – Free text box to enter acquisition details.
<table>
<thead>
<tr>
<th>Intend to Give Up</th>
<th>Please select the option applicable:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>To a Person</td>
</tr>
<tr>
<td></td>
<td>To a Dealer</td>
</tr>
<tr>
<td></td>
<td>On loan to an existing FAC holder</td>
</tr>
<tr>
<td></td>
<td>On loan to an Organisation</td>
</tr>
<tr>
<td></td>
<td>Sold Outside NI</td>
</tr>
<tr>
<td></td>
<td>Other</td>
</tr>
</tbody>
</table>

For each firearm, you will have to state where you intend to Give Up. Click on the drop down arrow.

Once you have selected where you intend to Give up the firearm you will need to complete the additional information applicable to the selection.
1. To a Person
   New Holder PID (optional)
   New Holder Name
   New Holder Date of Birth
   New Holder Email Address
   New Holder FAC reference (optional)

2. To a Dealer - Choose from a drop down box. Upload an image of the Dealer’s Note for the firearm to be sold.

3. On loan to an existing FAC holder
   New Holder PID (optional)
   New Holder Name
   New Holder Date of Birth
   New Holder Email Address
   New Holder FAC reference (optional).

4. On loan to an Organisation – Choose from a drop down box.

5. Sold Outside NI – Free text box to enter sale details.

6. Other – Free text box to enter sale details.
<table>
<thead>
<tr>
<th>Change in Conditions of Holding (reason WHY)</th>
<th>You will need to enter specific reasons in full for the change of condition you require and where you intend to use the firearm when entering the Firearm Details. (Next Session)</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Variation Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Variation Type</td>
</tr>
<tr>
<td>Change in Conditions of Holding (reason WHY)</td>
</tr>
</tbody>
</table>

Next
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 in turn, please enter all details below and click ‘Add Firearm To Application’.

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 to Application.

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

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

Select Add Another Firearm.
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.
## Firearm Storage – Workflow 6

<table>
<thead>
<tr>
<th>Action</th>
<th>Details Asked</th>
<th>Additional Note</th>
<th>Sample Images</th>
</tr>
</thead>
</table>
| Firearm Storage Details | Please confirm your storage arrangements  
- Confirm that storage is/will be equal to BS7558  
If applicable, enter details of any other storage locations.  
If applicable, enter details of any persons you have shared storage with  
Enter their:  
- Their forename  
- Their surname  
- Their FAC | The minimum acceptable storage must equate to Gun Cabinet Specification BS7558. Gun cabinets must be secured to the fabric of the building. Further detailed information is available in Appendix 10 of the NIO document 'Guidance on NI Firearms Controls’, available from the NIO website www.dojni.gov.uk  
Please select yes or no to Question 1. | Thank you. Now we need to understand how and where your firearms are stored.  
**Firearm Storage**  
Do you currently have storage in place equivalent to BS7558?  
- Yes  
- No  
Please state exact means of storage (must be equivalent to BS7558)  
Choose...  
If Yes – select the storage type from the drop down list  
Thank you. Now we need to understand how and where your firearms are stored.  
**Firearm Storage**  
Do you currently have storage in place equivalent to BS7558?  
- Yes  
- No  
Do you intend to put in place BS7558 storage arrangements?  
- Yes  
- No  
If No – Please state if you intend to put storage arrangements in place. |
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.

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

<table>
<thead>
<tr>
<th>Action</th>
<th>Details Asked</th>
<th>Additional Note</th>
<th>Sample Images</th>
</tr>
</thead>
<tbody>
<tr>
<td>Photograph</td>
<td>Upload an image of yourself</td>
<td>Photo should be similar to the PASSPORT STANDARD i.e. full face without a hat. Unsuitable images could result in your application being delayed or rejected. To upload your photo select the browse button. 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. Once you have uploaded your photo please select Next or Previous should you wish to make a change to the information submitted.</td>
<td><img src="image-url" alt="Sample Images" /></td>
</tr>
</tbody>
</table>
## Referees – Workflow 8

<table>
<thead>
<tr>
<th>Action</th>
<th>Details Asked</th>
<th>Additional Note</th>
</tr>
</thead>
<tbody>
<tr>
<td>Referee Details</td>
<td>- Type of Referee Title&lt;br&gt;- Forename&lt;br&gt;- Surname&lt;br&gt;- Mobile number&lt;br&gt;- Email address&lt;br&gt;- Date of birth</td>
<td>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. Referees must be over the age of 18. 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. If not please enter the details of your referees. The person named as your referee will receive an email asking to verify your details submitted and act as your referee for the firearm application.</td>
</tr>
</tbody>
</table>

---

### Sample Images

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.

**Referees**

<table>
<thead>
<tr>
<th><strong>Referee One</strong></th>
<th><strong>Referee Two</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Please choose Referee Type for Referee One&lt;br&gt;(Personal Reference)</td>
<td>Please choose Referee Type for Referee Two&lt;br&gt;(Personal Reference)</td>
</tr>
<tr>
<td>Title&lt;br&gt;Choose</td>
<td>Title&lt;br&gt;Choose</td>
</tr>
<tr>
<td>Forename</td>
<td>Forename</td>
</tr>
<tr>
<td>Surname</td>
<td>Surname</td>
</tr>
<tr>
<td>Mobile Number</td>
<td>Mobile Number</td>
</tr>
<tr>
<td>UK Mobile Number</td>
<td>UK Mobile Number</td>
</tr>
<tr>
<td>Email Address</td>
<td>Email Address</td>
</tr>
<tr>
<td>Confirm Email Address</td>
<td>Confirm Email Address</td>
</tr>
<tr>
<td>Date of Birth</td>
<td>Date of Birth</td>
</tr>
</tbody>
</table>

Previous Next
<table>
<thead>
<tr>
<th>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.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Once you have submitted your referees please select Next or Previous should you wish to make a change to the information submitted.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>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:</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Members of the Police Service of Northern Ireland (Police Officers and Support Staff, unless they are a Club Official)</td>
</tr>
<tr>
<td>- Firearms Dealers (unless they are a Club Official)</td>
</tr>
<tr>
<td>- 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;</td>
</tr>
<tr>
<td>- 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.</td>
</tr>
</tbody>
</table>

Authorisation should be sought to use the stated person as a referee.
Declaration – Workflow 9

To agree that all information, to the best of your knowledge, is correct.

Please be aware that information provided may be subject to police checks.

You must declare that the detail you have entered as part of your application is true and accurate.

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.

To proceed and view a summary of your application please select Submit. If you wish to make a change select Previous.

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.

**Applicant Declaration**

- Indicates required field

We declare that the statements made on this application are true. We understand that 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 firearms certificate.

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.
Firearm Application Summary before Payment

<table>
<thead>
<tr>
<th>Action</th>
<th>Details Asked</th>
<th>Additional Note</th>
<th>Sample Images</th>
</tr>
</thead>
<tbody>
<tr>
<td>Summary of Application</td>
<td>The summary of the application form is presented. You can save this to your device.</td>
<td>The Summary data will display.</td>
<td></td>
</tr>
</tbody>
</table>

**Sample Images**

**Applicant Declarations**
- Previous Convictions
- Previous Firearms Applications (Debenture)

**Applicant Personal Details**
- Name:
- Print Name:
- Date of Birth:
- Gender:
- Place of Birth:
- Nationality:
- Occupation:
- Some Phone:
- Mobile Phone:
- Email:

**Applicant Address History Details**
- Current Address:
- Previous Addresses:

**Applicant Medical Details**
- Deprivation of Health:
- Personal Disabilities (e.g. Diabetes):
- Tobacco:
- Drugs or Relaxed Use:
- Any other medical condition that you deem relevant to holding a firearm, that you wish to disclose:
- External Physician Name:

**Applicant Address Details**
- Address:

**Firearm List Details**
- Main, Type, Model:
- Ammunition Caliber:
- Serial Number:
- Ammunition Quantity:
- Why, Where:

**Firearm Storage Details**
- Storage in Place:
- Storage Arrangements:
- Names of Other Firearms:

**Referee One Details**
- Name:
- Mobile Phone:
- Email:

**Referee Two Details**
- Name:
- Mobile Phone:
- Email:

**Declarations**
- Applicant Declaration Signed:
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.
Payment to PSNI

<table>
<thead>
<tr>
<th>Action</th>
<th>Details Asked</th>
<th>Additional Note</th>
</tr>
</thead>
<tbody>
<tr>
<td>Payment Portal</td>
<td></td>
<td>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.</td>
</tr>
</tbody>
</table>

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.

Selecting the “Finish” button will submit the payment and complete the process.
## Firearm Application Summary after Payment

<table>
<thead>
<tr>
<th>Action</th>
<th>Details Asked</th>
<th>Additional Note</th>
<th>Sample Images</th>
</tr>
</thead>
<tbody>
<tr>
<td>Summary of Application</td>
<td>This will show a full summary of the application. (as detailed above)</td>
<td>You will view a summary of the application and your Application Reference Number. <em>(THIS IS CASE AND SPACE SENSITIVE)</em></td>
<td></td>
</tr>
<tr>
<td></td>
<td>The process of applying for a Firearm Certificate is now complete.</td>
<td>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.</td>
<td></td>
</tr>
</tbody>
</table>
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.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.

---

**Firearms Online Application Payment Confirmation**

*Dear KG 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

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.