



Apply for your  
**Firearms Certificate**  
online



REFEREE  
VERIFICATION  
PROCESS

Keeping People Safe



## **Referee Verification Process**

The Police Service of Northern Ireland (PSNI) appreciates that some Firearm Certificate holders may require additional assistance with completing an online form. Further advice and guidance is available from;

- Email: [firearms@psni.pnn.police.uk](mailto:firearms@psni.pnn.police.uk)
- Firearms and Explosives Branch (FEB): 0800 7839899 Monday – Friday 9am – 4pm.

Laptops will also be available to use in a range of Target Clubs and Firearms Dealerships.

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

# Referee Verification

Once an applicant has completed the verification section of the form, where a referee is required, the stated referee(s) will receive an email to notify that they are required to complete their verification. This email will contain the Application Reference Number, which will be required to complete the referee verification process.

**The referee has up to 7 days to complete their verification; if not completed within this time frame, the application will be cancelled and an automatic refund issued. To avoid the cancellation of an application, if the referee has not completed the verification section 3 days following the applicant’s submission, a reminder email will be sent to the referee. A further email reminder will be sent on Day 6 if verification has still not been completed.**

Action	Details Asked	Additional Note	Sample Images															
Access Referee Page to declare and verify applicant’s details.		<p>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: <a href="http://www.psni.police.uk">www.psni.police.uk</a></p> <p>Click to the following pages;            Advice and Information &gt; Firearms            &gt; Click on ‘Apply for FAC Online’ button at the top of the page &gt; select Referee Verification button.</p>	<p><b>PSNI - Application for a Firearm Certificate</b></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; <b>Referee Verification</b></p> <table border="1"> <thead> <tr> <th>Are you applying for:</th> <th>Fee</th> <th></th> </tr> </thead> <tbody> <tr> <td>An Initial Grant of a Firearm Certificate</td> <td>£98</td> <td><a href="#">Begin &gt;</a></td> </tr> <tr> <td>A ReGrant 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 Regrant with <b>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   <a href="#">Terms and conditions</a>   <a href="#">Privacy</a>   <a href="#">Cookies</a></p>	Are you applying for:	Fee		An Initial Grant of a Firearm Certificate	£98	<a href="#">Begin &gt;</a>	A ReGrant of an existing Firearm Certificate under <b>IDENTICAL</b> circumstances	£98	<a href="#">Begin &gt;</a>	A Regrant with <b>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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Sign In

- Application Reference Number **(THIS IS CASE AND SPACE SENSITIVE)**
- Referee email address
- Referee mobile number
- Send authorisation to:
  - Mobile
  - Phone
  - Email

As a referee or parent making a declaration (acting as a character / target club referee) you will receive an email asking you to verify the information you read in the application summary is true and accurate.

You will require the applicants ID which is contained within the email, your mobile number and email address. (The mobile number and email address must be the same as those used by the applicant when completing their application).

Once you have selected Referee verification as per above you will need to complete the following details and specify how you wish to receive the verification code to enable you secure access to the applicants summary application. **This code will be sent to either your mobile OR email account depending upon your selection.**

Select Verify to receive the code to either your mobile or email. This code is required to continue with the process.

**Referee verification** Retrieve Details

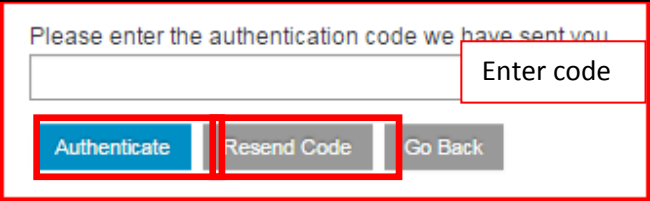
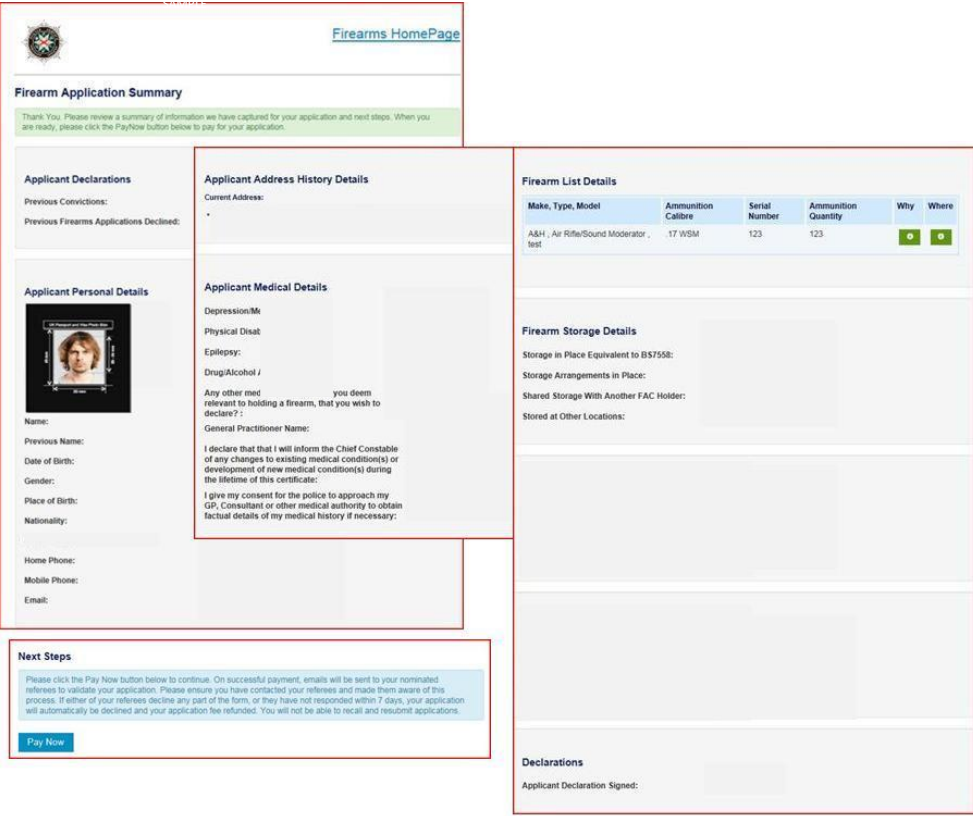
\* Application Reference (from your email) ⓘ

\* Referee email address

\* Referee mobile telephone number

\* Send code authorisation to my

Select either Email or Mobile

<p>Verification</p>	<ul style="list-style-type: none"> <li>Enter the code sent to the mobile device or email address</li> </ul>	<p>Once you have received the code enter it into the space provided and select Authenticate. Should you not receive the code select Resend Code.</p>	
<p>Read Application Form</p>		<p>Once you have entered the code and selected Authenticate a summary of the application is shown to you. Where applicable this summary will also include a photograph.</p>	

Decline or Declare	<p>Decline to be a Referee</p> <p>Or</p> <p>Declare to be a Referee</p>	<p>If you decline to be a referee, the application will not continue any further, it will be cancelled and an automatic refund will be issued to the applicant. The applicant will also receive an email notification that their application has been cancelled.</p> <p>To Decline - Select Decline</p> <p>If you declare to be a referee, you will need to confirm your details and select the Declare to be a referee. The applicant will receive an email stating you have declared to act as a referee for their application.</p> <p>To Declare – Select Declare</p>	<div data-bbox="1120 368 2136 564" style="border: 1px solid #ccc; padding: 10px; background-color: #f9f9f9;"> <p>Please ensure you have read all the information above and the photograph is the applicant and click the appropriate button below.</p> <p><b>Make Declaration:</b></p> <p> <input type="button" value="Decline To Be Referee"/> <input type="button" value="Declare To Be Referee"/> </p> </div> <div data-bbox="1115 616 2125 935" style="border: 1px solid black; padding: 10px; margin-top: 10px;"> <p>There are two types of declarations.</p> <ol style="list-style-type: none"> <li>1. Personal Declaration</li> <li>2. Target Club Declaration</li> </ol> <p>Both require the referee to confirm name and postal address as part of the declaration.</p> </div>
1. Personal Declaration	The referee must declare the information in the application is true and the photograph bears true likeness to the applicant.		
2. Declarations (Target Firearms)	<p>1) The applicant is a full member of this club and has served a 12 month probationary period.</p> <p><i>Alternatively</i></p> <p>The applicant has not completed their 12 month probationary period; however the referee is prepared to waiver this.</p> <p>2) The club is authorised for use of firearms listed in the application</p> <p>3) Confirmation that the statements of discipline participation are confirmed by club records</p> <p style="text-align: center;">Support for the applicant’s use of the firearms listed on the application form</p>		