



Firearms Licensing Online – Update – August 2017

Online applications for a Firearm Certificate can be made via the PSNI website at the following web address.

https://www.psnipolice.uk/advice_information/firearms/online-application-information/

There are guideline documents on this page to help you and we would encourage all applicants to read them prior to submitting an online application. There are some key points that we would like to highlight below, and would ask that you make yourself aware of them before starting to complete your application form.

- **Internet Browser** – PSNI Online Firearm Application supports the following browsers – Internet Explorer, Google Chrome, Mozilla Firefox, Apple Safari, Android Browser. **BEFORE COMMENCING YOUR APPLICATION PLEASE ENSURE YOU HAVE THE MOST RECENT VERSION OF BROWSER OTHERWISE YOU MAY EXPERIENCE DIFFICULTIES COMPLETING THE APPLICATION.**

- **Personal details for referees** – please ensure that when completing the contact details for referees that you enter the correct phone number and email address for each referee. This assists the referees greatly when they try to complete the referee verification section of your application form.

- **Who can be a referee** – Article 4 of the Firearms (Northern Ireland) Order 2004 states that 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.

Please note that 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.*

- **Land owner details** – After feedback received in relation to difficulties in contacting landowners, with the new online application process the land owner does not need to get involved at all. The applicant just needs to provide the name, address and contact number of the land owner. There is no email address for the land owner required, and the land owner does not need to access the application form at all. *NB: If you then want to nominate the land owner as a referee (as you have known them more than two years) – at that stage you will be prompted to enter an email address for them.*

- **Photographs** – 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.

- **Uploading of the ammunition purchases page of your Firearm Certificate (FAC)** – In the Applicant Personal Details section of the application form for Regrants and Variations, you are asked to upload a copy of the Firearms and ammunition page of your FAC which contains any recent ammunition purchases. The reason we ask for this is that being able to see the ammunition use assists us when we are assessing good reason. (If you have misplaced your FAC, you will still be able to proceed to the next section of the application form).

- **Serial numbers for firearms** – When a customer is considering the purchase of a firearm a serial number is not mandatory. It is sufficient to say ‘serial number to follow’ on the dealers note.

- **Use of Tooltips** – throughout the application form you will see circles with a question mark inside them. If you click on them, they will show more information which will assist you if you are unsure about any particular section. We would encourage applicants to make use of these.

If you do have any issues with completing your application form, further advice and guidance is available from:

- Email: firearms@psni.pnn.police.uk
- Firearms and Explosives Branch (FEB): 0800 7839899 (Monday – Friday 09:00 – 16:00).

Laptops are also available to use in a range of Target Clubs and Firearms Dealerships – a list of locations can be found on our website at

https://www.psni.police.uk/advice_information/firearms/online-application-information/