



PSNI FIREARMS & EXPLOSIVES BRANCH

GUIDELINES ON HOW TO APPLY TO CHANGE YOUR ADDRESS ONLINE

(Version – February 2019)

Applying to change your address online:

You should complete this form if you wish to notify Firearms & Explosives Branch of a change in your address. The following document outlines each of the steps involved when notifying Firearms & Explosives Branch of this. Guidance on the information required to complete the application is outlined on Page 4. **NB: Please remember that in accordance with General Condition 3 on the front page of your Firearm Certificate, you must notify us of any change in your permanent address within 14 days of having moved.**

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.psnipolice.uk/advice_information/firearms/online-application-information/ and click on the button ‘General Online Application Information’.

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

To notify us of your change of address online:

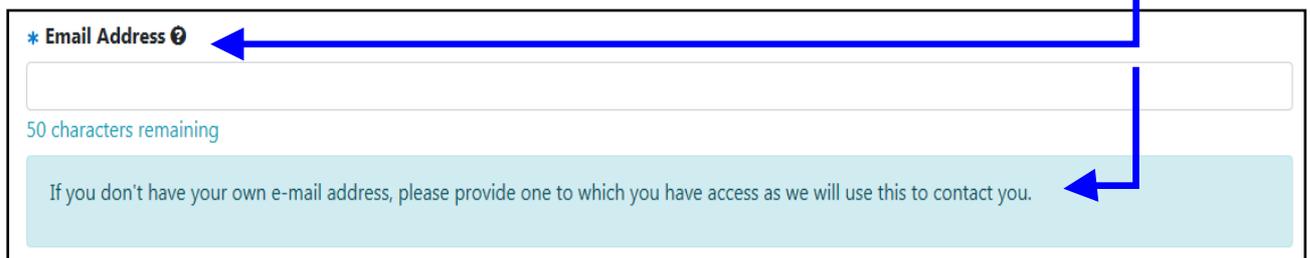
- Before you make your application, we recommend that you ensure that the operating system and browser is up to date on your device. If your operating system or browser is not up to date, then further advice on how to do this can be found on the Online Application Information page of the PSNI website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

General guidance to help you through the online Change of Address form:

- **Question mark icons:**

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

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



* Email Address ?

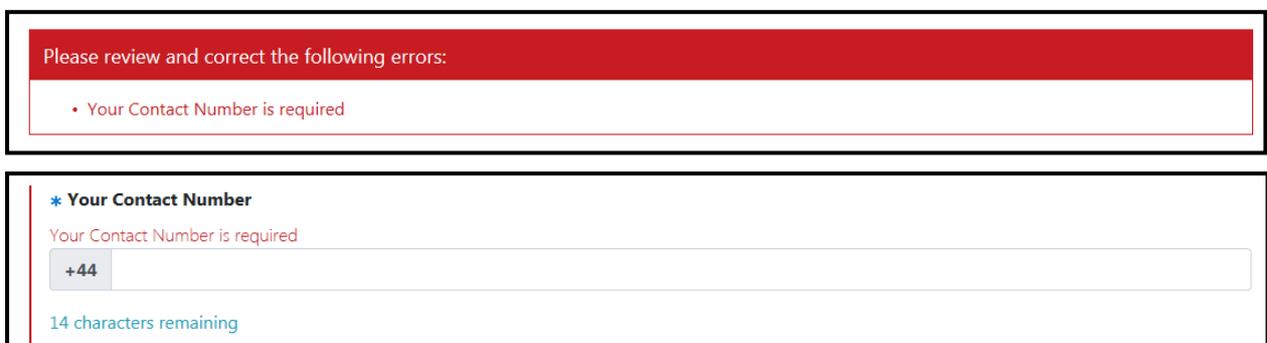
50 characters remaining

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

The screenshot shows a form field for an email address. The label is '* Email Address ?'. Below the input field, it says '50 characters remaining'. A light blue tooltip box is open below the input field, containing the text: 'If you don't have your own e-mail address, please provide one to which you have access as we will use this to contact you.' Blue arrows point from the question mark icon to the input field and from the tooltip to the input field.

- **Error messages:**

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



Please review and correct the following errors:

- Your Contact Number is required

* Your Contact Number

Your Contact Number is required

14 characters remaining

The screenshot shows an error message at the top: 'Please review and correct the following errors:' followed by a list item '• Your Contact Number is required'. Below this is a form field for the contact number. The label is '* Your Contact Number'. Below the input field, it says 'Your Contact Number is required'. The input field contains '+44'. Below the input field, it says '14 characters remaining'.

Before beginning the online change of address form:

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

Please have the following details to hand prior to commencing your change of address form:

- Your PID number
- Your FAC number
- A valid email address
- A valid contact number
- The first page of your Firearm Certificate
- Full details of your new address including the postcode
- The exact date you moved to your new address
- If you have storage at your new address already, please have the exact details of it to hand, e.g. is it a gun cabinet.

Opening the Change of Address form:

- This is the first screen that you will see when you open up the Change of Address application form.

Request for a Change of Address

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

* Required information

* **PID Number**

20 characters remaining

* **FAC Number**

20 characters remaining

Verify

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

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

WARNING

PLEASE READ THE GUIDANCE NOTES BEFORE SUBMITTING YOUR ONLINE APPLICATION

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

- Your PID number
- Your FAC number
- A valid email address
- A valid contact number
- The first page of your FAC
- Full details of your new address including the postcode
- The exact date you moved to your new address
- If you have storage at your new address already, please have the exact details of it to hand, e.g. is it a gun cabinet

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

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

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

Entering your details:

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

* Required information

* **PID Number**

152350

14 characters remaining

* **FAC Number**

359581

14 characters remaining

Verify

- Then click the **verify** button.

- Your screen will then look like this.

* Required information

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

* **Email Address** ⓘ

50 characters remaining

* **Confirm Email Address**

50 characters remaining

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

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

* **Your Contact Number**

+44

14 characters remaining

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

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

Choose an image to Upload

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

* Email Address

thisistatest@hotmail.com
27 characters remaining

* Confirm Email Address

thisistatest@hotmail.com
27 characters remaining

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

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

* Your Contact Number

+44 7788123456

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

* Please upload the first page of your Firearm Certificate

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

Choose an image to Upload

* Please upload the first page of your Firearm Certificate

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

Upload

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



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

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

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

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

Begin

Giving us your new address details:

- Your screen will look like the picture below.

In accordance with general condition number 3 on your FAC, the holder must within 14 days inform the Chief Constable of any change in their permanent address.

* indicates required information

* **Postcode** ⓘ

To find your **NEW** Address please enter a valid NI postcode and select 'Find New Address'

BT12 3AB Find New Address

8 characters remaining

If you cannot find your **NEW** address, please enter your details below.

Building Name/Number

50 characters remaining

* **Address line 1**

50 characters remaining

Address line 2

50 characters remaining

* **County**

50 characters remaining

* **Postcode** ⓘ

BT12 3AB

8 characters remaining

* **Date moved to NEW address**

Select a date from the calendar which is **today** or in the **past**

📅 ✕

Next

- The first step is to enter your **NEW** postcode and then click on the '**Find New Address**' button.

- Your address will then automatically populate the rest of the screen. If your address doesn't appear when you use the look up function of the 'Find New Address' button, then you will still be able to manually type each line of your address in.

- Next, please enter the date you moved to your **NEW** address. A sample has been provided for you below. You can select the date by clicking on the calendar button.

* **Date moved to NEW address**

Select a date from the calendar which is **today** or in the **past**

May 18, 2018  

[Next](#)

- Then click '**Next**' to proceed to the next page.

Storage arrangements at your new address:

- You will now be asked whether you already have storage arrangements in place at your new address equivalent to BS7558.

* Do you currently have storage in place at your NEW address equivalent to BS7558? ⓘ

Yes No

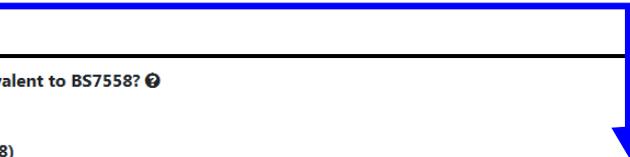
- **If you do, then please click 'Yes'** and then use the drop down list to tell us what form of storage you have in place (e.g. gun cabinet, safe).

* Do you currently have storage in place at your NEW address equivalent to BS7558? ⓘ

Yes No

* Please state exact means of storage (must be equivalent to BS7558)

GUN CABINET



- **If you do not already have storage arrangements in place at your new address, then please click 'No'.**

You will see in the example below, that you will then be asked if you share storage at another address – this could be perhaps because you already have shared storage arrangements in place with another FAC holder which have been approved by Firearms and Explosives Branch.

If that is the case then please click **'Yes'**.

* Do you currently have storage in place at your NEW address equivalent to BS7558? ⓘ

Yes No

* Do you share storage at another address? ⓘ

Yes No

- If you select 'No' to sharing storage at another address, you will then be asked to provide two pieces of information:
 - Provide the date when you intend to put in place storage arrangements equivalent to BS 7558, and
 - To detail where your firearms are currently being securely stored.

*** Do you currently have storage in place at your NEW address equivalent to BS7558?** ⓘ

Yes No

*** Do you share storage at another address?** ⓘ

Yes No

*** When do you intend to put in place storage arrangements equivalent to BS7558?** ⓘ

Select a Date from the Calendar which is **today** or in the **future**

May 25, 2018 📅 ✕

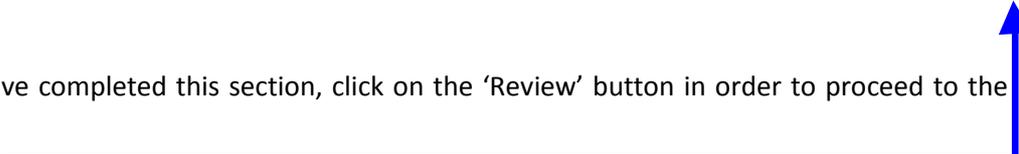
The firearms and ammunition to which this certificate relates must be securely stored at all times, in accordance with conditions 4 & 5 on your FAC.

*** You have indicated that you do not currently have in place storage arrangements equivalent to BS7558 at your new address, therefore please detail below how your firearms are currently being securely stored.**

My firearms have been placed with Firearms Dealer Mr Joe Bloggs, 1 Long Lane, Belfast, BT1 234.

405 characters remaining

Previous Review

- Once you have completed this section, click on the 'Review' button in order to proceed to the next page. 

Summary of your Change of Address details:

- This is where you will be presented with a summary of the details of your Change of Address form.

Change of Address Summary

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

Applicant Personal Details

Your FAC Number : **359581**
Your PID Number : **152350**
Your Email Address : **thisisatest@hotmail.com**
Your Contact Number : **+447788123456**

Change of Address Details for the FAC : **359581**

Applicant Change of Address Details

New Address :
**42 MONTGOMERY ROAD
BELFAST
DOWN
BT6 9LD
Northern Ireland**

Date Moved to New address : **May 18, 2018**

Do you currently have storage in place at your NEW address equivalent to BS7558? : **No**

Do you share storage at another address? : **No**

Date intending to put in place storage? : **May 25, 2018**

How are your firearms currently being securely stored? (Currently don't have in place storage arrangements equivalent to BS7558) :
My firearms have been placed with Firearms Dealer Mr Joe Bloggs, 1 Long Lane, Belfast, BT1 234.

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

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

PreviousConfirm

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

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

Change of Address Summary

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

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

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

Your Application Reference Number is **PSNI-COA 3420**

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

Applicant Personal Details

Your FAC Number : **359581**

Your PID Number : **152350**

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

Your Contact Number : **+447788123456**

Change of Address Details for the FAC : **359581**

Applicant Change of Address Details

New Address :
**42 MONTGOMERY ROAD
BELFAST
DOWN
BT6 9LD
Northern Ireland**

Date Moved to New address : **May 18, 2018**

Do you currently have storage in place at your NEW address equivalent to BS7558? : **No**

Do you share storage at another address? : **No**

Date intending to put in place storage? : **May 25, 2018**

How are your firearms currently being securely stored? (Currently don't have in place storage arrangements equivalent to BS7558) :
My firearms have been placed with Firearms Dealer Mr Joe Bloggs, 1 Long Lane, Belfast, BT1 234.

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