



# Application for a Shot Gun Certificate

I am applying for (tick box which applies):

- the grant of a Shot Gun Certificate  
 the renewal of a Shot Gun Certificate

You should use this form to apply for the grant or renewal of a shot gun certificate

Please read the notes on the back of this form carefully before completing this application.

Write in **BLOCK CAPITALS** throughout except when signing.

If you wish to provide any information further to the questions below separately to this form, you must sign and date that information.

## Part A Personal details to be completed in all cases

**1** Title (Mr, Mrs, Ms, Dr etc.)

**2** Surname

**3** Forename(s)

**4** If you have at any time used a name other than those quoted at **2** and **3** above, please give details – if not write NONE  
 Other surname  
*(if a married woman, give surname before marriage)*

**5** Other forename(s)

**6** Home address

Post Code  Home telephone number

**7** Height  **8** Date of birth (DD/MM/YY)

**9** Place of birth

**10** Nationality

**11** Occupation

**12** Business address

Post Code  Daytime telephone number

**13** If you have lived at addresses other than that stated at **6** during the last five years enter them here.

**14** Have you been convicted of any offence (see notes at the end of this form)?  
 On renewal details need only be given of convictions since the existing certificate was issued  
 no  yes  If yes give details

**15a** Do you suffer from any medical condition or disability including alcohol and drug related conditions?  
 no  yes  If yes give details

**15b** Have you now, or have you ever had Epilepsy?  
 no  yes  If yes give details

**15c** Have you ever attended your present or a previous General Practitioner (GP) for treatment of depression or any other kind of mental or nervous disorder?  
 no  yes  If yes give details

**16** Please give details of your current GP  
 Name of GP

Address

I hereby give permission for the police to approach my GP to obtain factual details of my medical history.

Usual signature of applicant

Date



## Part C Firearm and/or Shot Gun Certificates

**19** If you hold a current shot gun certificate, give details and go to question **21a**

Expiry date

Issuing police force

**20** If you have held a shot gun certificate before, give details (if known)

Expiry date

Issuing police force

**21a** If you hold a current firearm certificate, give details and go to 21b

Expiry date

Issuing police force

**21b** Do you wish to apply for a shot gun certificate which will expire at the same time as your firearm certificate (called a coterminous shot gun certificate)? **Read note below**

no  yes

### Note to 21b Coterminous shot gun certificate

A coterminous shot gun certificate is one which will expire on the same date as the holder's firearm certificate. The fee for the grant or renewal of a coterminous shot gun certificate may be less if the application for it is dealt with at the same time as the application for grant or renewal of the firearm certificate. If you already hold a firearm certificate and you want your shot gun certificate to expire on the same day, you should fill in this form only.

**21c** If you have held a firearm certificate before give details (if known)

Expiry date

Issuing police force

**22** If you have at any time had an application for the grant or renewal of a firearm or shotgun certificate refused in writing or a certificate revoked or partially revoked, give details

## Part D Countersignature (read notes below)

**I Certify that –**

- a** to the best of my knowledge and belief the information given in answer to questions **1** to **16** above is true;
- b** I know of no reason why the applicant should not be permitted to possess a shotgun;
- c** the photographs enclosed with this application bear a current true likeness to the applicant, and that I have endorsed the back of one of the photographs to this effect together with the date on which the likeness was compared; and
- d** I am resident in Great Britain and have known the applicant personally for  years.

Full name of countersignatory

Full address and telephone number of countersignatory

Postcode

Telephone number

Occupation, status or profession of countersignatory

Daytime telephone number

Usual Signature of countersignatory

Date

### Notes to Part D Countersignature

When you have completed questions 1-16 on page 1 of this form, for the grant or renewal of a shot gun certificate, it must be countersigned in ink, by someone who is resident in Great Britain and who has known you personally for at least the last two years.

#### A relative must not countersign.

A countersignatory must also be a Member of Parliament, Justice of the Peace, minister of religion, doctor, lawyer, established civil servant, bank officer or person of similar standing. Serving police officers, police employees and registered firearms dealers cannot act as countersignatories.

The counter signatory must endorse the back of one of the photographs submitted by writing the words – **I CERTIFY THAT THIS IS A CURRENT TRUE LIKENESS OF [INSERT NAME]** in ink and signing it with his usual signature and the date the likeness was compared.

The person who countersigns the application is required by the Firearms Rules 1998 to declare that he knows of no reason why the applicant should not be permitted to possess a shot gun. The countersignatory should therefore be aware that the Firearms Act 1968 requires a chief officer of police to be satisfied that an applicant can be permitted to possess a shot gun without danger to public safety or the peace and that the Act prohibits the grant of a certificate to any person whom the chief officer has reason to believe is prohibited from possessing a shot gun. Countersignatories should bear in mind the character, conduct and mental condition of the applicant in so far as they are relevant to these matters.

If you are applying for both a firearm certificate and a shot gun certificate one of your referees for your firearm certificate application may act as your countersignatory for your shot gun certificate application providing that he fulfills the requirements for countersignatories given above.

## Part E Declaration

I/We declare that the statements made on this form are true.

I/We understand that I will be subject to a check of police records 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 himself or for another person the grant or renewal of a shot gun certificate.

The maximum penalty is six months imprisonment and/or a fine.

Usual signature of applicant

Date

Usual signature of parent or guardian

(if the applicant is under 17 years of age)

Date

## Notes

- \* You should use this form to apply for the **grant or renewal of a shot gun certificate**. It is - with certain statutory exceptions - an offence for a person to have in his possession, purchase or acquire, any shot gun, without holding a shot gun certificate.

### A shot gun is defined as:

a smooth-bore gun (not being an air weapon) which -

- a** has a barrel not less than 60.96 cm (24 inches) in length and does not have any barrel with a bore exceeding 5.08 cm (two inches) in diameter;
- b** either has no magazine or a non-detachable magazine incapable of holding more than two cartridges; and
- c** is not a revolver gun.

**Other smooth bore guns may require a firearm certificate.**

A shot gun certificate is granted subject to the conditions prescribed by the Firearms Rules 1998. It is an offence to fail to comply with any condition shown on a shot gun certificate.

In answering question **14** you are not entitled to withhold information about any offence. This includes motoring offences, convictions in places outside Great Britain, and (by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975) convictions which are spent under the 1974 Act. Both a conditional discharge and an absolute discharge count as convictions for this purpose.

## Grant or Renewal of a shot gun certificate

This form must be accompanied by four identical photographs of you. The photographs should show you full face and without a hat and must bear a current true likeness. The size of the photographs should be 45mm x 35mm. They should be printed on normal thin photographic paper and be unmounted.

One of the photographs must be signed in ink, on the back with your usual signature. A second photograph should be endorsed on the back in ink by the countersignatory using the words given in the notes to **Part D** on page 3.

### In the case of an application for both a shot gun and a firearm certificate -

- \* the shot gun application requires that **one** photograph must be endorsed by the countersignatory and one by you;
- \* the firearm application requires that each of the referees should endorse a separate photograph and that two photographs must be signed by you.

### This form must be accompanied by the appropriate fee

Unless otherwise advised by the police, you should post or take the completed form together with the fee and photographs to your local police headquarters.

### Data Protection Act 1984

Personal data supplied may be held or verified by computer

**For official use only**

Fee Paid £

Receipt No.

Date

Signature

Rank/No.

Station