

FAQs - Frequently Asked Questions

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How long does it take to approve my Firearm Licence application?

Whilst we endeavour to complete all licence applications in a timely manner there is no set period because of a number of factors, but not limited to:

- The complexity of the application;
- Lack of requisite information provided by applicants;
- Further information requiring follow-up;
- Resources to ensure that applicants meet the criteria as being fit and proper, and that there is a genuine need/reason for the possession of a firearm.

Not to undertake these checks and balances is likely to put community safety at risk.

Applications for an Original Firearm Licence require a 28 day cooling off period. After the initial 28 day cooling-off period, you will receive correspondence from Licensing Services Firearms requesting further information which you will need to supply within another 28 days, this will include notifying of your intent to proceed with the application.

Note: Legislation dictates that your application can not proceed if you fail to supply the information requested by Licensing Services Firearms within the 28 days of your intention to proceed.

Can I have my application expedited?

No. Your application will be processed 'in turn' with all other applications.

How old do I have to be before I can be issued a Firearm Licence?

Under Section 10 of the *Firearms Act* the minimum age for the issue of a licence or permit in Western Australia is 18. However, there are no age restrictions on the use of a firearm, other than a handgun, while under the direct supervision of the licensed owner of the firearm.

Further exemptions apply in the case where firearms are used on approved shooting ranges. Refer to Section 8 of the *Firearms Act 1973*.

Juveniles may use a paintball firearm at an approved establishment if over the age of 16 however will not be able to obtain a licence until 18 years.

Juveniles under the age of 16 may use paintball firearms at an approved establishment if in the company of a parent or guardian [23 (12) *Firearms Act*].

Do I have to provide a letter from a property owner giving me permission to shoot on their property?

Yes, a recreational shooter under Section 11A(2)(c) of the *Firearms Act 1973* requires written permission from a property owner to satisfy the genuine reason for an applicant to use a firearm for hunting or recreational shooting.

If the applicant is the owner of a suitable property for the category of firearm being sought then the property letter is still required in order to verify details provided.

The template for the property letter is available on the [Online Services page](#).

Click on the firearm heading to access the application form and supporting documents.

I already have a firearm with the same calibre as the one I am applying for. Is this acceptable?

You must be able to **justify** why you need a similar calibre of firearm if you already have one on your licence.

What is a Firearms Awareness Certificate and how do I obtain one?

If your application is for a first time issue (Original) Firearm Licence you must complete a firearm awareness test. The test is designed to ensure you understand the basic requirements for the safe handling of firearms. The test and supporting information is available through Firearm Dealers or other authorised persons of approved firearm clubs or associations. It is valid for 12 months from the date of issue.

I applied for a Firearm Licence and was refused. I paid for the full licence and only received a partial refund. Why?

If you are applying for an original licence and your application is declined, you may be entitled to a partial refund of the original payment. Each circumstance will be individually assessed.

Note: There is no legal requirement to refund application payments. Police have carried out an investigation on the applicant and are entitled to payment for the time involved to assess.

The reason for any decline or refusal to issue a licence will be provided in writing to the applicant.

Do I have to carry my Firearm Licence?

If seeking to purchase ammunition or if you are in possession of a firearm you will need to produce your current Firearm Licence and photographic Firearm Identification Card (ELC).

I have lost/misplaced my licence. What should I do?

Where a firearm licence holder requires a duplicate licence you can attend Licensing Services or your local Police Station where a staff member will collect the appropriate fee from you. A licence will be issued via the post within 7 working days.

When do I receive my Extract of Licence card?

You should receive your Firearm identification card (ELC) within 3 weeks of your Original Application being approved. Should you not receive your ELC card at the end of this time, contact Licensing Services on 1300 171 011.

Do I have to carry my Firearm identification card?

Yes, you will need to produce your Firearm Extract Card if seeking to purchase ammunition or if you are in possession of a firearm, along with your paper Firearm Licence.

I have lost my 'Extract of Licence' card. What should I do?

To arrange for the re-issue, contact Licensing Services on 1300 171 011 or email LicensingServicesFirearms@police.wa.gov.au.

What should I do if I have not received my renewal?

To arrange for the re-issue, contact Police Licensing Services on 1300 171 011 or email LicensingServicesFirearms@police.wa.gov.au.

The firearm described on my licence is incorrect. How do I get the description on my licence to be the same as the actual firearm?

Produce the firearm to a dealer or club and obtain a serviceability certificate and mail the certificate to Licensing Services, Locked bag 9 East Perth WA 6892 or email to LicensingServicesFirearms@police.wa.gov.au. The information will be corrected on your Firearm Licence once the document is received and verified.

Is it possible for one application to contain multiple licence types i.e. Firearm Licence and Firearm Collector's Licence?

No. Because they are different licence types and allow for possession of firearms under separate circumstances, you must complete a separate application for each licence type.

Can I include different categories of firearms on the one application such as, Category A and/or B firearms and Category H handguns?

No. Categories A and B can be submitted on one application. Categories C, H and E applications are required to be submitted separately. Each application will incur a separate fee. For Category D applications, contact Licensing Services.

Can I hunt on Crown Land?

No. Section 267 (2)(h) of the *Land Administration Act 1997* prohibits the discharge of any firearm or other weapon on Crown Land.

Note: Duck hunting is not permitted in Western Australia.

I have my firearms licensed in another State, do I need to register them in WA?

Western Australia does not automatically recognise firearm licences issued in other jurisdictions. Under Sections 17 and 17A of the *Firearms Act 1973*, visitors from interstate need to apply for a temporary permit in order to lawfully possess firearms registered elsewhere while in WA. This can either be done by contacting Licensing Services on 1300 171 011 prior to entering WA, by making application at the first available police station once inside WA.

You are able to apply for a temporary permit for high powered firearms at a police station or by contacting Licensing Services directly.

If you are a new resident in WA, you must make an application for a Firearm Licence and have your firearm stored at an 'authorised' facility pending the outcome of your application.

Note: WA Police is not obliged to grant a permit.

What is a Serviceability Certificate and how to I obtain one?

A Firearm Serviceability Certificate is required for each firearm subject of an application, to ensure compliance with Sections 12 and 18(5) of the *Firearms Act 1973* and Regulation 24 of the *Firearms Regulations 1974*.

Certificates can only be issued by participating Clubs/Associations or licensed Firearm Dealers, Repairers or Manufacturers.

It is the responsibility of the **Seller** to obtain the Serviceability Certificate, which remains valid for a period of 3 months.

I would like to import firearms and/or ammunition. How do I go about it? What do I need to do?

- Prior to approaching Licensing Services, you should first contact and liaise with the Australian Customs Service and/or the Federal Attorney General's office to verify importation requirements.
- Before the firearm/s enter Australia, the applicant must contact Licensing Services on 1300 171 011 or email LicensingServicesFirearms@police.wa.gov.au and submit a [Weapons Import Permit \(B709\)](#) application.

Weapons Import Permit (B709) applications are reviewed at Licensing Services to ensure probity and legislative compliance.

- If your B709 application is approved, you will need to apply for a [Temporary Permit \(Form 6\)](#).

(Note: As Temporary Permits are only issued for the purpose of conveyance of the firearm within Western Australia, your application should only be submitted on arrival of your firearm in Western Australia).

- Applicant attends and presents both permits to Customs who will release the firearm/s to the applicant. B709 is for Customs use whereas the Temporary Permit provides for lawful possession of the firearm/s in accordance with the permit conditions i.e: conveyance to an authorised person

(dealer/repairer/club/association) for the purpose of obtaining a Serviceability Certificate.

(Note: Pending outcome of the application process, the applicant is not permitted to have 'possession' of the firearms and must make arrangements for their 'lawful' safekeeping. This may require the applicant to have their firearms stored with an 'Authorised Firearm Dealer' or another 'authorised' facility.)

- Once in possession of the Serviceability Certificate, the applicant is required to attach it to their licence application which will be lodged at a participating Australia Post outlet.

Further information is available at: www.border.gov.au

I am going overseas for competition or hunting activities. What do I need to do?

It is suggested that you contact the Australian Customs Service at www.border.gov.au for information about carrying your firearms overseas for the purpose of sport target or hunting activities, however you are required to obtain a Weapons Import Permit (B709) from [Licensing Services Firearms](#) to enable you to re-enter Australia with your firearm. This can be done prior to your departure.

The Weapons Import Permit satisfies Australian Customs Service requirements in that you are lawfully entitled to possess the firearm/s in Western Australia. You must also ensure that your Firearm Licence is current, for further information relating to exporting firearms overseas, please access www.border.gov.au.

How do I export a firearm overseas?

For information relating to exporting firearms overseas, please contact the Australian Customs Service on 1300 363 263, or via www.border.gov.au and click onto the import/export link

Can I advertise the sale of firearms?

You can advertise your firearms for sale in public advertising columns however, it is preferred that the advertisement is through a recognised, registered firearm magazine linked to a club/association and include the serial number of the firearm.

Caution should be taken when supplying your address where the firearms are stored.

Note: Do not disclose your address information in the advertisement I have a criminal record. Would that prevent me from obtaining a Firearm Licence?

Legislation decrees that it is the discretion of the Commissioner if an applicant is a fit and proper person to own a firearm. Every application is be subject to a probity check to consider if the person is a fit and proper person as decreed under legislation and the discretion of the Commissioner.

Must I declare all convictions?

All convictions must be declared, including any offences committed in another jurisdiction (including overseas); traffic infringements or parking infringements do not have to be declared.

Can a member of my family or my partner transport my firearm/s for me?

Only if they are licensed to possess the firearm/s.

(Also refer to Section 8(i) of the *Firearms Act 1973*, which provides exemptions from licensing for family members and employees/contracted persons of Primary Producers).

Can I have my firearms held by another party for safe custody while I am away?

If you wish to store your firearms for safekeeping for an extended period, you may make arrangements through a Firearms Dealer to store them at an approved warehouse.

For **extreme** circumstance only, and at the discretion of the Officer in Charge of a Police Station, firearms may be stored at a police station on your behalf for a fee, however this will not be for any extended period.

I purchased a firearm but it is faulty and I need to replace it with another one from the dealer, what do I do?

Where a firearm is found to be faulty and was applied for more than 6 months ago, it can be replaced but another 'Additional' application will need to be submitted, which will incur further fees. It is advisable to make a notation on the application regarding the circumstances of the faulty firearm and the applicant is advised to seek civil remedy from the Dealer or Seller in respect to the additional application fee or any other costs incurred.

Licensing Services will allow firearms under 6 months of age and under warranty to be exchanged for "like to like" firearms. A dealer will need to provide a Warranty replacement form to Licensing Services for the new firearm.

I want to change the calibre of a firearm I already own, what do I have to do?

This is treated as an **'addition'** to your firearm licence with the exception that you already retain possession of the firearm albeit in a different calibre. You will be required to obtain a 'Serviceability Certificate' from the Repairer who completed the calibre change, then submit an application at a participating Australia Post outlet in the same manner as an 'additional' application.

Who do I notify when I dispose of a firearm?

Forward details of the disposal of a firearm (including the buyer's details and date sold) in writing to Licensing Services Firearms, Locked bag 9 East Perth WA 6892 or by email at: LicensingServicesFirearms@police.wa.gov.au.

Must I notify Licensing Services of all sales and/or acquisitions?

Yes, firearms legislation requires that Police be notified of the manner and date of disposal and should include details of the name/address of the person the firearm was disposed to.

In the case of an acquisition of a firearm it is a requirement that all firearms in Western Australia be subject of a licence or permit unless an exemption exists. An application to licence a firearm will need to be made through a participating Australia Post outlet.

Q: How do I inform Licensing Services Firearms of a change of address?

Obtain and complete the Change of Personal Details form from the Online Services page of this website.

- Mail to Licensing Services, Locked Bag 9 East Perth WA 6892; or
- email LicensingServicesFirearms@police.wa.gov.au ;

Note: All address and personal detail changes will only be accepted in writing.

If you have a MDL or MVL, you must also complete the Change of Address form located on the Department of Transport website and submit this to the Department of Transport.

You must notify Licensing Services Firearms within 21 days of any change to the address on your licence or permit, residential address, postal address or storage address.

How do I inform Licensing Services Firearms of a change of name?

You must notify Licensing Services in writing of any change of name and provide evidence of the name change. You must provide a certified copy of:

- Change of name certificate issued by the Department of Births, Deaths and Marriages.
- Full birth certificate that includes the schedule of all names changes; or
- A marriage certificate.
- Decree Nisi (divorce).

Note: The definition of certified - A copy of a document or record, signed and certified as a true copy of an original by an authorised person.

You must notify Licensing Services Firearms within 21 days of any change to the address on your licence or permit, residential address, postal address or storage address.

How do I notify Licensing Services Firearms of a licence holder's death?

The executor of the estate must hand the firearm/s into a local police station if the firearm/s are not licensed by any other person. If co-licensed, the firearm/s should be handed to the co-licensed person for safe-keeping pending the finalisation of the Estate matters being completed.

The executor or administrator of an estate should advise police:

- The name and contact details for the executor of the estate
- The full name and date of birth of the deceased licence holder
- The deceased's Firearm Licence number (if known)

The executor must advise what is to happen with the firearm/s, be it disposal to a firearm dealer, forfeiture of the firearm for destruction or held pending outcome of the estate.

Note: The executor of an estate must not retain possession of the firearm/s unless he/she is co-licensed to possess the firearm/s.

How do I contact you if I have any further questions?

Website: www.police.wa.gov.au

Email: LicensingServicesFirearms@police.wa.gov.au Postal Address: Locked bag 9, East Perth WA 6892.

Phone: 1300 171 011

Fax: (08) 9454 1522

For all queries relating to the carrying or conveying of black powder, please contact the Department of Mines and Petroleum.

Website: www.dmp.wa.gov.au