

FIREARM / SHOTGUN APPLICATION
GUIDANCE NOTES

These guidance notes are to help you complete your application form.
Please use black ink and write in **BLOCK CAPITALS** throughout, except when signing.

Applying for a certificate

There are three categories: Cross the appropriate box, Shotgun, Firearm and Spear gun.

A separate application must be filled out for each category of weapon. Example if you wish to apply for a certificate for two shotguns and an air rifle, a separate application for the two shotguns and a separate application for the air rifle.

Cross the appropriate box, New, Renewal and Variation. If this is your first time to apply on St Helena you will need to cross the New box, if you have a current certificate which will expiry and wish to apply for another certificate please cross the Renewal box. If you wish to change your current certificate with any detail i.e. changes of address you should cross the Variation box.

PART A: Personal details.

- 1 **Gender:** This should be your sex at time of application. Cross the appropriate box Male or Female
- 2 **Title:** Print MR, MRS MISS
- 3 **Forenames:** Print your first and middle names
- 4 **Surname:** Print your last name
- 5 **Change of name:** Print any other names by which you are or have been known, for example, maiden name (nee), name at birth, any other names you are known by and/or any other names that you have been known by
- 6 **Age:** Print your current age
- 7 **Date of Birth:** Print (01-31) in day box, (01-12) in the month box and (1930 – 2008) in year box
- 8 **Place of Birth:** Print the country you were born in
- 9 **Nationality:** Print your nationality.
- 10 **Marital status:** If you are married cross the married box, if you are in a relationship cross the partner box, if you are single cross the single box
- 11 **Address:** Print your full residential address details including house number or name, street, town and district
- 12 **Telephone Number:** Print your home telephone number with (h) if you wish to give a mobile as well print with (m)
- 13 **Email:** If you wish to be contacted by email, print your email address
- 15 **Other persons occupying address:** You can list six people; if you have more people add information at Page 9 indicating the question 15). Print full name. if a change of name ie maiden put in brackets (NEE then the previous name) if insufficient space print on page 9 print current age and date of Birth using DD/MM/YYYY format
- 16 **Previous Address(es) last 5 years:** If you have moved address within the last year cross the box Yes and go to Part C. If you have not moved address Cross the box No. If you have been overseas this is a change of address and you will need to cross the Yes box. Other than Ascension Island you will be required to submit a vetting certificate.

PART B: Employment details.

- 17 **Occupation:** print your current job, if retired Print retired
- 18 **Employer:** print your employer, if self-employed print 'self', if unemployed print unemployment
- 19 **Work address:** Print the address where you are based at.
- 20 **Telephone Number:** Print your home telephone number with (h)
- 21 **Email:** If you wish to be contacted by email, print your email address

PART C: Previous home address(es) from the past five years.

- 22 - 27 You can list six addresses. if insufficient space use page 9 indicating the question 22-27)
- Address:** Print the previous full residential address details including house number or name, street, town and district
- From:** Print the approximate start date, **To:** Print the approximate end date.

PART D: Personal health & medical declaration

- 28 **Do you suffer from any medical conditions?** If you have a medical condition cross the Yes box, and give the details in the box provided, if insufficient space use page 9 indicating the question 28), if you do not have a medical condition cross the No box
- 29 **Do you have any physical conditions / disabilities**
- 30 **Have you ever received treatment for stress, depression or any other kind of Mental health condition**
- 31 **Do you have any drug (includes alcohol) addiction or dependence?**
- 32 This section is for you to consent and give the Licensing Officer permission to contact your doctor and/or specialist to obtain factual details of any medical history in respect of this application.
NOTE The authority is valid for the life of the certificate(s).

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- 33 **Signature:** You will need to sign this section which will certify that you understand that a doctor may share sensitive personal data with the police concerning your physical & mental health
- 34 **Date:** Print the date that you signed

PART E: Offences

- 35 Have you been convicted of any offence or received a written caution anywhere in the world: if you have been convicted in any court of law whether here on St Helena or anywhere else in the world you must cross the Yes box
If you went to court and was bind over you need to disclose and cross the Yes box
If you have been given a formal caution whether here on St Helena or anywhere else in the world you must cross the Yes box
The Rehabilitation Act is not used for a firearm application; therefore you must disclose any convictions regardless of the length of time since the conviction or caution. You must still disclose even if you believe it has become spent or no longer needs to be declared.
WARNING: if you are not sure if you have cautions/convictions, ask for a printout of your Police Background (including spent convictions) **before** you fill out this section.
Please Note: Vetting Application Forms can be obtained from the Customer Services Centre, The Post Office, Jamestown. Current fees £3.20 for applicants on island, £10.00 applicants off island.
If you have convictions, formal caution and or a binding over, Print the date DD/MM/YYYY, in the middle box Court/Police the name of the court that passed judgement, and in the offence/sentence box the sentence that was passed. In the case of a formal caution the dates DD/MM/YYYY in the Court/Police box the Police Force that administered the caution and in the offence/sentence box the offence(s) that you were cautioned for.
There are provisions for six entries, if insufficient space use page 9 indicating the question 35)
- 36 Are there any current legal investigations or other pending court matters: if you are currently under investigation whether civil or criminal you will need to cross the Yes box and give the details in the box provided. If you are not under investigation you should cross the No box.
If you are awaiting a court appearance whether civil or criminal you will need to cross the Yes box and give details in the box provided. If you are not involved in a court case you should cross the No box.

PART F: Firearm certificate

- 37 **Where was your last firearm certificate issued:** If you have held a firearms certificate, Print the name of the issuing authority. If this is your first application Print N/A
- 38 **What is the expiry date?** If you have held a firearms certificate, Print the expiry date of the last certificate you held. If this is your first application Print N/A
- 39 **What previous experience do you have with firearms:** List your previous experience, this shall include how many years you have held a certificate, any clubs that were a member or guest to use a firearm, any military or other authority that you legally used a firearm. Any safety training or other qualification you hold.
- 40 **Have you been refused or had a firearm certificate revoked:** if you had a firearm application refused you will need to cross the Yes box and give the details such as the date, the licensing authority and a short summary of the facts.
if you had a firearm certificate revoked you will need to cross the Yes box and give the details such as the date, the licensing authority and a short summary of the facts. if insufficient space use page 9 indicating the question 40)
If you have not been refused a certificate or had a certificate revoke cross the No box
- 41 **What is your intention for having a firearm:** there are four categories which we will accept as a genuine reason to hold a firearm, cross the appropriate box
1, Collector – Must be able to give proof of collecting firearms
2. Game – Shoot game bird and ground game during the appropriate season
3. Vermin – Protect their property this may include farmers
4. Target Shoot – member of a club or range
Print your reason for applying for the category
- 42 **Where do you intend to shoot:** Print the location(s) you propose to shoot? It should be a safe and large area and a road or domestic house must not be within 200 meters of propose location.
- 43 **Do you have permission to shoot at that location(s):** You will need to have the owner's permission, written permission should be submitted with this application?
- 44 **When was the last time you used your firearm:** Print the approximate date or month you last used a firearm
- 45 **How often on average within a year, do you use your firearm:** Give an average number you use a firearm within the year

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- 46 **Have you familiarised yourself with the Firearms Ordinance:** if you are familiar with the ordinance cross the Yes box if you are not familiar or unsure cross the No Box. If No ask for sight of a hard copy or for an electronic copy. The firearms enquiry officer may ask you question to check your knowledge

PART G (a): Details of firearms held (Owner)

- 47 If you are the owner of the firearm you will need to complete this section
Type of Firearm: - Print the type of firearm eg Air Rifle, Rifle, S/B Shotgun
Calibre: - Print the calibre of firearm eg .22, 12 bore, 303
Metric/Imperial
Make: - Print the maker eg Winchester
Serial No: - Print the serial number found on the firearm, if no number then Print NONE
Reason for firearm: - Print Collector/Game/Vermin/Target Shoot

PART G (b): Details of firearms held (Keeper)

- 48 If you are the keeper of the firearm you will need to complete this section
Type of Firearm: - Print the type of firearm eg Air Rifle, Rifle, S/B Shotgun
Calibre: - Print the calibre of firearm eg .22, 12 bore, 303
Metric/Imperial
Make: - Print the maker eg Winchester
Serial No: - Print the serial number found on the firearm, if no number then Print NONE
Reason for firearm: - Print Collector/Game/Vermin/Target Shoot

PART G (c): Details of firearms held (User)

- 49 If you are the user of the firearm you will need to complete this section. A user condition is when in possession of the firearm that the user must be accompanied by either the owner or keeper of the firearm
Type of Firearm: - Print the type of firearm eg Air Rifle, Rifle, S/B Shotgun
Calibre: - Print the calibre of firearm eg .22, 12 bore, 303
Metric/Imperial
Make: - Print the maker eg Winchester
Serial No: - Print the serial number found on the firearm, if no number then Print NONE
Reason for firearm: - Print Collector/Game/Vermin/Target Shoot

PART H: FIREARM SECURITY

- 50 **Where will the firearm be stored** Print the name of the premises and location within the premise you plan to store or affix the firearm
- 51 **How the firearm is secured** There are five categories Gun Box, Cabinet Clamp and Gun Room or Other cross the appropriate box. You should give details of security, Print type of material, if ply wood ¾", or steel. Hinges hidden, Type of locking, ie Pad lock, key lock (must be two). Combination lock. Whether fixed to wall.
- 52 **Who lives at these premises** Print any person who lives at premises, if answer same as at question 15 Print 'SAME AS QUESTION 15' if not give DOB and any change of name. if insufficient space use page 9 indicating the question 52)
- 53 **Who has access to your firearm** Print any person other than yourself who has access to the firearm, this includes keepers and users
- 54 **When transporting firearm how will it be carried** Print the intended vehicle(s) that will be used to transport the firearm, how it will be transported in the vehicle. How the firearm will be secured when transporting
- 55 **Where will your ammunition be stored** Your ammunition must be stored separate from the actual firearm, Print what location the ammunition will be stored.
- 56 **What is the maximum amount of ammunition would like you have at any one time** Print the maximum number of ammunition you wish to hold at anyone time
- 57 **How will you secure your ammunition** Describe the ammunition storage and how it will be secured

PART I: Additional Information

- 58 You can use the additional page for any additional information relating to parts A-H, you should print the question then the additional information

PART J: Referee

You should gain permission of two people to agree to act as referees for you.
They must have known you personally for at least two years
Must be resident in St Helena.

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Must not be a member of your family, a registered firearms dealer, a serving police officer or police employee. Referees must be of good character

References must be given freely and not on payment.

- 1 **Title:** Print MR, MRS MISS
- 2 **Surname:** Print the referees last name
- 3 **Forenames:** Print the referees first and middle names
- 4 **Date of Birth:** Print the referees date of birth DD/MM/YYYY
- Place of Birth:** Print the referees country they were born in
- 5 **Occupation:** print the referees current job, if retired Print retired
- Employer:** print the referees employer, if self-employed print 'self', if unemployed print unemployment
- 6 **Address:** print the referees full residential address details including house number or name, street, town and district
- 7 **Tel No. (H)** print the referees home telephone, if the referee have a mobile you can also include
- 8 **Tel No. (W)** print the referees work telephone
- 9 **In what capacity do you know the referee:** You must Print how the referee know you, you must come in regular contact, they may be a friend, a work colleague
- 10 **How long has the referee known you:** You will need to Print the number of years the referee has known you

PART K: Declaration

The applicant must Print your name and sign and date it that you declare that the information you provided is true and that you understand that it is an offence to make any statement, which you know to be false for the purpose of procuring the grant or renewal of a certificate, whether for yourself or for another person and if found guilty you could be imprisoned and/or a fined.

Under 18 If the applicant is under 18 years of age the Parent or Guardian must be completed this section. They must Print their name and date and counter sign

For further assistance

[Contact Details](#)

[Firearms Licensing Section](#)

[Ogborn House](#)

[Jamestown](#)

[STHL 1ZZ](#)

[Email: support.officer@police.gov.sh](mailto:support.officer@police.gov.sh)

[Telephone: 22626 ext 220](tel:22626)

[Drop in on Wednesdays from 08:45 – 12:00 hrs available for queries](#)