

EMPLOYEES LICENCE APPLICATION CHECKLIST

- Application made on 'Application for – Employees Licence / Dealer Nominees/Employees Licence / Section 4 Exemption*' – PF463.
- The applicant has completed all parts of the form.
- The applicant has provided 100 points of identification ('Proof of Identity' – PF490).
- The applicant has signed and dated the application.
- The employer of the applicant has endorsed the application and marked what firearm categories the applicant is authorised to have.
- The applicant has completed an industry specific Firearm Training and Safety Course with an approved Instructor and a copy of the certificate is attached.
 - Security Industry – within the last 12 months, or
 - Government Employees – within the last 2 years, or
 - Other types of Employees – within the last 5 years
- If the applicant is applying for a first issue of a licence for the security industry, they have supplied a letter from a legal practitioner proving that they have been briefed on the 'justification provisions' of the Criminal Code.
- If the applicant is seeking a licence for aerial shooting, they have supplied a copy of a certificate from the Civil Aviation Authority authorising the carriage and discharge of a firearm from an aircraft.
- If the applicant is seeking a licence to use a tranquiliser gun, they have supplied a letter from a vet proving that they have received training in the use and first aid procedures relating to the drugs they will be using (this does not apply to veterinarians).
- Payment has been made and a receipt issued (no fee applies to NT Government Employees).
- The application has been added to SAFER, including if required, a PROMIS ID being created.
- A Photograph of the applicant has been obtained in accordance with the approved method.
- A PROMIS and IJIS check have been completed and the results noted in the provided fields on the rear of the application form.
- The receiving member has signed the application.