Northern Territory Police Force

Firearms Employee Licence Information Sheet

Northern Territory Firearms Act 1997

Read the information sheet before completing your application.

Where to lodge your application

An NT firearms employee licence application may be lodged using the online form or in person at a NT Police Station.

All NT firearms licence applications within the greater Darwin and Palmerston area (Darwin, Casuarina, Palmerston, and rural areas) are to be lodged at the Palmerston Police Station during business hours (8:00am–5.00pm Monday to Friday, excluding public holidays). All applications for a licence outside this area can be lodged at any NT Police station.

There is no renewal system in the NT

As per the NT *Firearms* Act 1997, there is no renewal system in place in the Northern Territory. Every application is treated as a new application, and all relevant supporting documents must be provided on each occasion.

A licence will continue to in force beyond its expiry date provided that an application for the same licence has been submitted prior to the expiry date. The licence will remain in force until there has been a decision to issue, refuse or revoke the licence.

Any application for a re-issue of an existing licence should be submitted at least 6 weeks prior to the licence expiration date.

General information

- a signed letter from your employer (on letterhead) endorsing your application and providing information detailing the duties of the applicant and the need to possess/use each different category of firearm applied for
- Employee licence expiry dates must align with the associated corporate licence and cannot extend beyond the corporate licence period, to a maximum term of 10 years.
- all sections of the application must be completed
- incomplete applications will not be accepted
- provide all supporting documentation at the time of submission
- payment must be made at the time the application is submitted

Firearms categories

The licence category you are applying for is dependent on the type of firearm that the corporate licence owns, proposes to acquire, or uses. Select the firearms category relevant to the 'Genuine Reason' and/or need provided by the corporate licence. More information on firearm categories can be found at Firearms Categories.

Training

- applicants are required to complete a Firearms Training and Safety Course (FTSC). Approved training providers can be found at FTSC providers.
- the FTSC remains valid until the expiry date provided on the FTSC (if applicable), or if the Firearms employee licence expires before a new application is submitted. In this case a new FTSC must be completed and supplied at time of application
- where the applicant is employed by a security firm they must complete a new FTSC every 12 months and provide a copy to the Firearms Policy and Recording Unit

Information disclosure

All applicants must answer all questions about any criminal history, mental health history, and domestic violence in which you were involved.

- you must answer all questions truthfully
- you must disclose all DVOs/PVOs/AVOs, even if they have been withdrawn or are no longer in force
- you must disclose all court outcomes where there has been a finding of guilt, even where no conviction was recorded
- if you have been 'fined' as a result of a court appearance, this must be disclosed
- disclose all history including youth offences and all adult charges including spent convictions

If you are unsure about any of these questions select 'Yes'. National checks will be undertaken during the adjudication process and if you are found to have answered the questions untruthfully your application will be refused and you may face criminal charges.

How long it may take to process your licence

It may take up to 4 to 6 weeks for your application to be processed. To avoid delays:

- ensure your application is complete
- confirm all information is correct
- check all required supporting documents are provided

What you need to bring

- must provide 100 points of identification proof of identity
- copy of current FTSC certificate
- a signed letter from your employer including the declaration specified in section 6 of the application
- first aid certificate (Security officer)
- letter of legal counseling (Security officer)
- documents relating to Information disclosure section

Need an Interpreter service?

You can use an interpreter service if you are having difficulty understanding these questions. You can contact the 'Interpreting and Translating Service NT' by phoning: (08) 8999 8506 or 1800 676 254

Need assistance with your application?

For clarification or enquiries, please contact the Firearms Policy and Recording Unit (FPRU) on (08) 8922 3543 between 8 am and 11am Monday to Friday excluding public holidays or email firearmsregistry@pfes.nt.gov.au