



Read the information sheet before completing your application.

## Where to lodge your application

Application for a NT firearms Licence must be lodged in person at a NT Police station. Where the applicant resides interstate they may be mailed or emailed to the Firearms Policy and Recording Unit (FPRU).

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 (8am–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

Every application is a new application under the [NT Firearms Act 1997](#) (the Act), and all supporting documentation must be provided on each occasion.

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

## General information

- a Firearms Instructor Licence authorises the holder to possess and use firearms of a category specified in the licence for the purpose of conducting approved firearms training and safety courses
- where the applicant is self-employed a signed letter must be accompanied with the application outlining:
  - reason to possess a Firearms Instructor Licence
  - category
- where the applicant is employed 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
- applicants can only deliver a Firearms Training and Safety Course that has been approved by the Commissioner of Police (NT).
- detail the firearms that the applicant intends to use for training purposes
- firearms instructors licence is valid for 5 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.

## Employment details

- Self-employed applicants must provide details of their business
- If the applicant is a Registered Training Provider, include provider number
- Employed applicants must have their employer (business representative) provide letter of endorsement on company letterhead confirming:
  - that you require a firearms instructor licence
  - The categories of firearms you are required to use through your employment
  - what your tasks/roles are
- without this endorsement, the Commissioner cannot grant an firearms instructor licence.

## Firearms categories

The licence category you are applying for is dependent on the type of firearm that you own, propose to acquire, or use. Select the firearms category relevant to your 'Genuine Reason' and/or need. More information on firearm categories can be found at [Firearms Categories](#).

## Training

- applicants are required to complete a course in Instructional Techniques by a Registered Training Organisation (RTO).
- applicants are further required to either;
  - Have successfully completed a Firearms Instructors Course conducted by a RTO and include the firearm categories covered under the course; or
  - Provided evidence to the satisfaction of the Commissioner that you possess relevant skills, experience or other qualifications suitable to deliver Firearms Use and Safety Training.

## Storage and safekeeping of firearms

Where an applicant is self-employed they must comply with the storage requirements outlined in the [NT Firearms Regulations 1997](#) (Schedule 2 and 3). ensure you are aware of what is required for the storage and safekeeping of your firearms. More information can be found at [Firearm Storage Requirements](#).

Applicants must include a storage form with their firearm application.

- self-storage (Category A and B (C, D and H if previously inspected))  
(Attach PF491 Self declaration for storage/safekeeping of firearms)
- self-storage (Category C, D and H)  
(Attach PF482 Permission to inspect premises (First time applicants/new safe/new location))
- storage with the dealer or another licence holder  
(Attach PF492 Permission to store firearms notice)

Photos of your storage/safe should include

- exterior of storage/safe
- interior of storage/safe showing location of all securing bolts or welds
- any internal compartments, doors and the locking mechanism or locks.

## 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 have answered 'Yes' related to your medical history you are required to providing supporting documentation.

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 point [proof of identity](#)
- signed letter outlining the reason for applying for an Firearms Instructors Licence (self-employed)
- employers declaration letter
- copy of Cert V in Training and assessment
- copy of Firearm Instructors certificate
- copy of the Commissioner's approval for the FTSC
- documents relating to Information disclosure section
- storage and safekeeping form

## 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](mailto:firearmsregistry@pfes.nt.gov.au).