



Northern Territory
Police Force



NATIONAL FIREARMS REGISTER

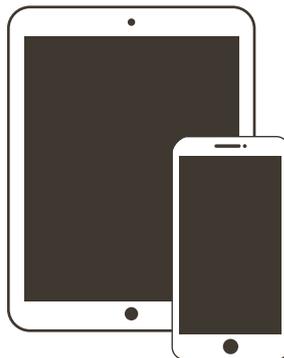
AN AUSTRALIAN GOVERNMENT INITIATIVE

Northern Territory Firearm Self-Check Form Help Guide

These instructions provide guidance on completing the required information, uploading firearm photos, and submitting the Firearm Self-Check Form.



Select the device you are using



Mobile device



Computer

Before using a computer to submit the self-check form, ensure that you have taken firearm photos and stored them in a location accessible by your computer.



Northern Territory Firearm Self-Check Form Mobile Device Help Guide

Licensee information

In the Licensee Information section, you need to provide your personal details as they appear on your firearms licence.

1 Firearms Licence Number (*mandatory)

Enter your firearms licence number exactly as it appears on your licence.

2 Licensee Name (*mandatory)

Type your full name as shown on your firearms licence.

3 Daytime Contact Number (*mandatory)

Provide a phone number where you can be reached during the day. If it's a landline, include the area code.

4 Mobile Number (Optional)

If you have a different mobile number, enter it here. If your daytime contact is already a mobile number, you can leave this blank.

5 Email Address (Optional, but recommended)

Enter your email address to receive a copy of your form submission.

6 How Many Firearms Do You Own? (*mandatory)

Type the total number of firearms you currently own.

2:15

Submit your NT firearm self-check

This service is for NT firearm licence holders. For help, visit the [NT Police Force website](#).

The information collected in this form is authorised and required under the *NT Firearms Act 1997* and the *NT Firearms Regulations 1997*. To find out more about how the information you provide will be used and protected, read our [collection notice](#).

Licensee information

1 Firearms licence number *

2 Licensee name*
Add your full name as it appears on

3 Daytime contact number*
If the number is a landline, include area code

4 Mobile number
If different from above

5 Email address
A copy of this form will be emailed to you for your records

6 How many firearms do you own?*

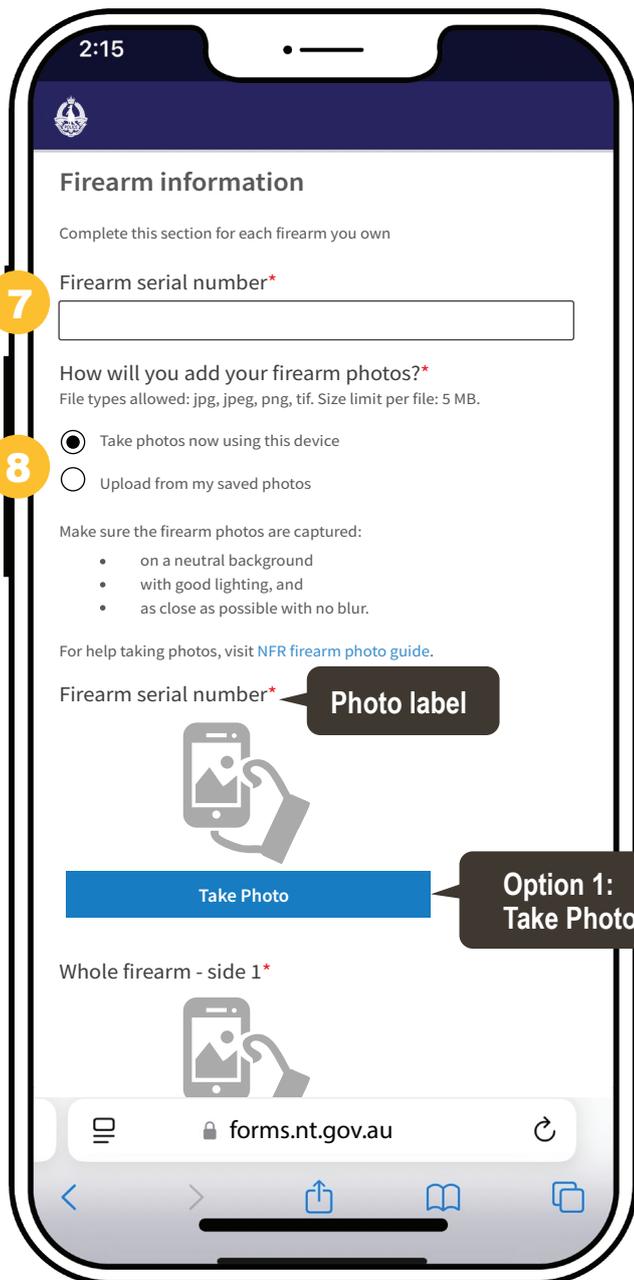
forms.nt.gov.au



Northern Territory Firearm Self-Check Form Mobile Device Help Guide

Firearm information

In the Firearm Information section, you need to provide details about your firearms and upload the required photos. Follow these steps carefully:



7 Firearm Serial Number (*mandatory)

Locate the serial number on your firearm. Type it exactly as shown on the firearm.

8 How will you add your firearm photos? (*mandatory)

Select a method, and the screen will automatically adjust to match your selection.

- Follow the instructions below for Option 1.
- Navigate to the next page for Option 2.

! Individual photo size cannot exceed 5 MB.

Option 1

Take photos now using this device

Select this option if your device has a camera and you have not yet taken the firearm photos.

1. Select **Take Photo**

Pay close attention to each photo label to ensure you capture and upload the correct part of the firearm.

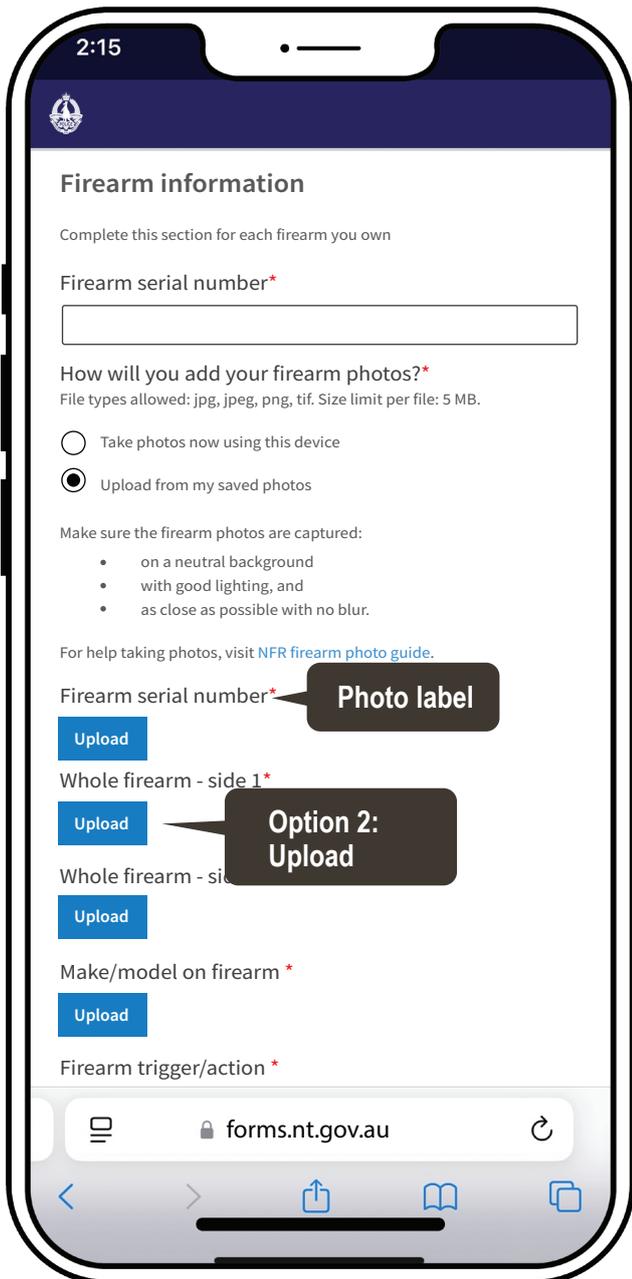
2. Follow the on-screen prompts to use your device's camera to take a photo.

3. Follow the photo labels and repeat the process for each required firearm photo until all necessary images are uploaded.

! Images may not appear as clear on the screen as in the initial photo. If images are present and can be seen, proceed with the submission as normal. If there is an issue with any image, the team will be in touch.



Northern Territory Firearm Self-Check Form Mobile Device Help Guide



Option 2

Upload from my saved photos

Select this option if you have already taken clear firearm photos and saved them on your device.

1. Select **Upload** button

Pay close attention to each photo label to ensure you upload the correct part of the firearm.

2. Tap on the upload area

Drag and drop files here or click to upload

3. Follow the prompts, and select a saved photo from your mobile device.

4. When the green tick appears, it indicates that the photo is ready to be added to the form.

✔ firearm.png (260.94 KB of 260.94 KB) 🗑️

5. Select **Start upload** button

6. Follow the photo labels and repeat the process for each required firearm photo until all required images are uploaded.



Northern Territory Firearm Self-Check Form Mobile Device Help Guide

9 Declaration

You must check the box to confirm the declaration before submitting the form.

10 Do you want to add another firearm?(*mandatory)

This section will only appear if you own multiple firearms and have entered a number greater than 1 in Step 6 (the 'How many firearms do you own' field).

Select an option:

- Yes, I want to add another now**
→ Proceed to enter details for another firearm.
- No, I will submit the remaining later**
→ Select this option will end the session. To submit another firearm, you will need to complete a new Self-check form.
- No, I have finished and submitted all firearms**
→ Complete the process.

11 Complete reCAPTCHA Verification

Check the I'm not a robot box to verify your submission.

12 Submit the Form

Select **Submit** button to submit the form,
or select **Submit and add more** if you are submitting more than one firearm.

The **Submit** OR **Submit and add more** button will only appear after you complete the following:

- If you own multiple firearms, indicate whether you want to add another one.
- Confirm the Declaration by ticking the checkbox.
- Complete the reCAPTCHA verification.

An acknowledgment will appear once you have successfully submitted the form.



Northern Territory Firearm Self-Check Form Computer Help Guide

Licensee information

In the Licensee Information section, you need to provide your personal details as they appear on your firearms licence.

Firearm self-check

Submit your NT firearm self-check

This service is for NT firearm licence holders. For help, visit the [NT Police Force website](#).

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Licensee information

- 1
 Firearms licence number*
- 2
 Licensee name*
 Add your full name as it appears on your firearms licence
- 3
 Daytime contact number*
 If the number is a landline, include the area code
- 4
 Mobile number
 If different from above
- 5
 Email address
 A copy of this form will be emailed to you for your records
- 6
 How many firearms do you own?*

1 Firearms Licence Number
 (*mandatory)
 Enter your firearms licence number exactly as it appears on your licence.

2 Licensee Name
 (*mandatory)
 Type your full name as shown on your firearms licence.

3 Daytime Contact Number
 (*mandatory)
 Provide a phone number where you can be reached during the day. If it's a landline, include the area code.

4 Mobile Number
 (Optional)
 If you have a different mobile number, enter it here. If your daytime contact is already a mobile number, you can leave this blank.

5 Email Address
 (Optional, but recommended)
 Enter your email address to receive a copy of your form submission.

6 How Many Firearms Do You Own?
 (*mandatory)
 Type the total number of firearms you currently own.



Northern Territory Firearm Self-Check Form

Computer Help Guide

Firearm information

In the Firearm Information section, you need to provide details about your firearms and upload required photos. Follow these steps carefully:

Firearm information

Complete this section for each firearm you own

7 Firearm serial number*

How will you add your firearm photos?*

File types allowed: jpg, jpeg, png, tif. Size limit per file: 5 MB.

8 Take photos now using this device
 Upload from my saved photos

Make sure the firearm photos are captured:

- on a neutral background
- with good lighting, and
- as close as possible with no blur.

For help taking photos, visit [NFR firearm photo guide](#).

9 Firearm serial number* **Photo label**

Whole firearm - side 1*

Whole firearm - side 2*

7 Firearm Serial Number (*mandatory)

Locate the serial number on your firearm.
Type it exactly as shown on the firearm.

8 How will you add your firearm photos? (*mandatory)

Select **Upload from my saved photos**.

9 Upload the photo

! Individual photo size cannot exceed 5 MB.

Click on **Upload** button.

Pay close attention to each photo label to ensure you upload the correct part of the firearm.



Northern Territory Firearm Self-Check Form Computer Help Guide

10

Select file

Drag and drop files here or click to upload

11

firearm.png (260.94 KB of 260.94 KB)

Start upload Cancel

10 Drag and drop files here or click to upload

Option 1: Drag and Drop

Locate the file on your computer. Click and hold the file, then drag it to this area. Release the mouse button to drop the file and start uploading.

Option 2: Click to Upload

Click inside the upload area, a file selection window will open. Choose the file you want to upload and click **Open**.

11 Start upload

When the green tick  appears, it indicates that the photo is ready to be added to the form.

Click on **Start upload** button.

12

Declaration

I declare that:

- the above particulars contained in this application are true and correct.
- the material particulars in this form are submitted in accordance with the requirements under s89(1) NT Firearms Act 1997 and acknowledge that to make a false or misleading statement about a material particular in an official document is an offence.

13

Do you want to add another firearm?
You have indicated above that you own multiple firearms

Yes, I want to add another now

No, I will submit the remaining later

No, I have finished and submitted all firearms

12 Declaration

You must check the box to confirm the declaration before submitting the form.

13 Do you want to add another firearm?(*mandatory)

This section will only appear if you own multiple firearms and have entered a number greater than 1 in Step 6 (the 'How many firearms do you own' field).

Select an option:

- Yes, I want to add another now**
→ Proceed to enter details for another firearm.
- No, I will submit the remaining later**
→ Select this option will end the session. To submit another firearm, you will need to complete a new Self-check form.
- No, I have finished and submitted all firearms** → Complete the process.



Northern Territory Firearm Self-Check Form Computer Help Guide

The screenshot shows a section of the form with two numbered steps. Step 14 is a reCAPTCHA verification box with a green checkmark and the text 'I'm not a robot'. To the right of the box is the reCAPTCHA logo and the text 'reCAPTCHA Privacy - Terms'. Step 15 is a green button labeled 'Submit'.

14 Complete reCAPTCHA Verification

Check the **I'm not a robot** box to verify your submission.

15 Submit the Form

Select **Submit** button to submit the form,

or select **Submit and add more** if you are submitting more than one firearm.

The **Submit** OR **Submit and add more** button will only appear after you complete the following:

- If you own multiple firearms, indicate whether you want to add another one
- Confirm the Declaration by ticking the checkbox
- Complete the reCAPTCHA verification

An acknowledgment will appear once you have successfully submitted the form.