



Northern Territory
Police Force

Revised 01 /24

Firearms Employee Licence - Information

Northern Territory Firearms Act 1997

Instructions and information for the Northern Territory (NT) Firearms Employee Licence (up to 5 years)

General instructions

Complete this form if you are applying for NT firearms 'Employee Licence' under either a Corporate, Firearms Dealer or Museum licence.

Application for a NT firearms 'Licence' must be lodged **in person** at a NT Police station.

Applications should not be mailed or emailed directly to the Firearms Policy and Recording Unit (FPRU) unless prior arrangements have been made.

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–5pm Monday to Friday, excluding public holidays). All applications outside this area can be lodged at any NT Police station.

There is no renewal system in the NT

Each and every application is a new application under the *NT Firearms Act 1997* (the Act), and all supporting documentation must be provided on each occasion - even if previously tendered.

Any application in respect of an expiring licence or permit should be submitted at least 6 weeks prior to the licence expiration date. You must provide 100 points of identification along with this application.

A new photograph will be taken by police each time you lodge an application for a licence or permit.

Prior to completing your application, please ensure you have read through the application form, the information and requirements. Please refer to the information listed under relevant sections for assistance in completing the application form.

FPRU will undertake a criminal history check (NT and nationally) for every application. Ensure you answer all questions in the criminal and personal history declaration in full and disclose all history. It is an offence punishable by imprisonment to provide false information in connection with an application under the Act. This history includes traffic, spent and juvenile convictions - if in doubt tick yes or ask for assistance at the counter.

See NT Police website <https://pfes.nt.gov.au/police/firearmsweapons> for more information.

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

INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED

Instructions to complete your application

Applicable to NT firearms employee licence applications (new, expired or applying before expiry) or applying for additional categories of firearms on an existing licence.

Section 1: Personal details

Provide your current personal details in the boxes provided. Tick appropriate box as applicable. You must provide 100 points of identification along with this application. Refer to 'Proof of Identity' - PF490 form to select the appropriate documents accepted for 100 points.

Tick appropriate box to select if you have ever changed your name and if you are known by any other name. If you select 'yes' for either question you must give details in the box provided. If you have ever legally changed your name, you must provide a certified copy of your marriage certificate, change of name certificate or birth certificate that includes the schedule of any name changes. A firearms licence will only be issued in your full legal name.

Provide your current drivers licence number and issuing state.

For Interstate firearms licence holders transferring to the NT: Interstate applicants must provide their current interstate firearms licence number and the issuing State.

Provide your **current** contact telephone details and email address. Please supply a **mobile number**.

Firearms Policy and Recording Unit (FPRU) will use these contact details for all communications related to your firearms licence and if additional clarification or further information is required to process your licence application.

Provide your **current** residential address and postal address including postcode. Your licence will be posted to the postal address listed in this section.

If your **current** residential address and postal address are the same, indicate "as above" in the **current** postal address box.

Section 2: Business/Employment details

Provide your current Business/employment details (occupation). Fill in your occupation, business/employer name, contact details, email and physical address including postcode, please do not provide a PO Box.

If the business/employer mailing address is different from the physical address provided above, fill in the details. If both the addresses are same, indicate "as above" in the business/employer postal address box.

Section 3: Employer endorsement

Employer to complete all of section 3 and sign and date the employer declaration box.

Your employer, or other authorised person (employee representative), is required to complete this section of the application form confirming that you require an employee's licence or permit and what categories of firearms you are required to use through your employment. This may be yourself if you are the owner/manager/director/principal nominee. This information should also be included in a letter outlining your reason and need for the employee, what their tasks/roles are and which category of firearms they are required to use. **You need to supply the Employer's letter to support the application.** (Also required for all NT Government and Commonwealth Corporate/Employee applicants.) Without this endorsement, the Commissioner cannot grant an employee licence or employee permit.

EMPLOYERS: Tick appropriate box to select the categories of firearms that the employee has access to and/or allowed to use during the course of their employment. An Employee may or may not have access to all the firearms listed under the Corporate, Firearms Dealer or Museum Licence. Select as applicable what firearms they are required to possess and / or use under for their employment. For the **Corporate, Dealer or Museum representative** (authorised employee) select all the categories as listed under the firearms corporate, dealer or museum licence. Write a short letter outlining the employees roles or tasks that you intend for the them and list the categories of the corporate firearms you will need the employee to use for their employment.

Tick appropriate box to confirm whether the employee has completed and approved Firearms Training and Safety Course (FTSC). The FTSC remains valid unless the Employee Licence or Permit expires before an application for re-issue is lodged. In this case a new FTSC must be completed.

* * Security industry employees must re-new their FTSC **every 12 months.** * *

Refresher training within the last 2 years for **government employees** (or as per their departmental policy). The training requirements must align with the respective corporate policies (e.g. Security Industry (*Private Security Act 1995*) or as per the federal/state government policies for the employees to possess and/or use firearms).

NOTE: these government employees must still supply the original FTSC with their re-applications. If their licence has expired they must supply a new FTSC, not a refresher training certificate.

Read the employer declaration, sign, print name, date and place of declaration - sign and date a supporting letter - it must accompany the application when submitted at the police station.

Tick appropriate box to select if you have completed an approved Firearms Safety Training Certificate (FTSC) relevant to the employee licence you are seeking. Holding a current category A & B shooters licence does not negate the need to complete a FTSC for a category A & B employee licence application.

If you have not completed an approved FTSC or any required approved qualification, provide reasons and attach supporting documents. Your licence **will not** be approved until a valid FTSC is provided. If you have booked an approved FTSC course or booked a refresher course for renewal, give provider name and date of booking, also provide supporting documents if needed. You must submit a current valid FTSC for issuing the licence - an FTSC does not expire unless you allow your NT employee licence to expire. No matter the date of the certificate and if you have previously submitted it - you are still required to provide a copy with any application. Government employees may tender refresher qualifications to show currency but must supply their original FTSC as well.

In order to qualify for the issue of an NT Firearms Employees Licence you are required under the Act to have completed an **NT recognised and approved** Firearms Training and Safety Course (FTSC) - **provide a copy of your most recent approved FTSC for each application - even if you have supplied it with a previous application.**

The FTSC remains valid unless the Employee Licence expires before a fresh application is lodged. In this case a new FTSC must be completed.

- **Government employees** in accordance with their departmental policy - may tender refresher documents but must supply the NT Instructor FTSC as well.
- **Security Guards** are required to complete the course each year (must be with an NT Police approved FTSC instructor) and, for the first issue of such a licence or permit, have been briefed by an NT solicitor on the 'Justification' provisions within sections 27, 28, and 29 of the Criminal Code.
- Applicants working in other areas such as primary production or Land Care Rangers are required to complete the FTSC once (unless you allow your licence to expire, then you must complete another FTSC) - but must still submit a copy of the FTSC with each application - even if submitted with a previous application.

On each application, the applicant is required to attach proof of having successfully completed a FTSC. A copy of the dated FTSC issued by the approved instructor is required.

A list of current firearms instructors who are able to deliver an approved Firearms Training and Safety Course is available at: <https://pfes.nt.gov.au/police/firearmsweapons/licence-and-permit-information>

Section 4: Information disclosure

All applicants including first time applicants must answer all questions. If there is insufficient room to provide additional details for a “yes” answer, please attached additional documents.

The questions are asking about any criminal history (including any driving offences), mental health history and any domestic, personal or apprehended violence orders (DVO, PVO, FVO, AVO, etc.) in which you were the defendant. You must answer all questions truthfully.

National checks will be undertaken during the adjudication process and if you are found to have answered the questions untruthfully your licence will be refused and you may face criminal charges.

You must disclose any orders; DVOs/PVOs/AVOs/ FVOs/etc., even if they have been withdrawn or are no longer in force. You must disclose if you have ever appeared in court charged with any offence, **even where no conviction was recorded**. If you have been ‘fined’ as a result of a court appearance you were found guilty, this must be disclosed for any offence.

If you have current matters before a court you must provide details of the charges.

If you have threatened or attempted to harm yourself in the past you must disclose the details of the incident. You must attach a letter from a **psychiatrist** who must state in the letter that they “**do not consider you a risk to yourself or to others if granted a firearms licence**”. Letters that do not contain this wording will not be accepted.

If you have any other physical or mental conditions (not related to self-harm) or have been treated for alcohol or drug related problems, you must provide details. You must also attach a letter from your treating Doctor who must state in the letter that they “**do not consider you a risk to yourself or to others if granted a firearms licence**”. Letters that do not contain this wording will not be accepted and your application **will be refused**.

If you are unsure about any of these questions select ‘Yes’. You can ask for assistance from police staff at the counter when you are submitting the application.

Police will do a full criminal history check (NT and nationally) for every application.

Ensure you answer the information disclosure declaration in full and disclose all history including youth offences (not those offences committed under the age of 12) and any other charges including spent convictions and traffic offences. If you are in doubt tick 'Yes' - or ask for help from the front counter staff.

The information sought in this application is authorised to be collected under Section 9 of the NT *Firearms Act 1997* and shared with other law enforcement agencies under the exemption in Section 70 (a) of the NT *Information Act 2002* (including the use of facial imagery to match with other police intelligence systems to detect/investigate the commission of offences).

100 PENALTY UNITS OR IMPRISONMENT FOR 2 YEARS FOR FALSE OR MISLEADING STATEMENTS



Firearms Employee Licence

Having difficulty understanding?

You can use an interpreter service if you are having difficulty understanding these questions.

You can contact the 'Interpreting and Translating Service NT' in person or by mail or email or phone:

Interpreting and Translating Service NT

Level 1, Jape Homemaker Village 2

356 Bagot Road

Milner, NT 0810

GPO Box 4621 Darwin NT 0801

Phone: (08) 8999 8506 or 1800 676 254

Email: itsnt@nt.gov.au