Application for the grant or renewal of a firearm and/or shotgun certificate

Please read the notes carefully (pages 19-22) before completing the application form. You may type your responses except where your signature is required. Otherwise, you must use black ink and write in **BLOCK CAPITALS** throughout, except when signing. A continuation sheet is provided at page 13 for further information.

I am applying for (tick each box which applies)

Firearm certificate Grant ☐ Renewal ☐

Shotgun certificate Grant ☐ Renewal ☐

Do you wish to apply for a shotgun certificate which will expire at the same time as your firearm certificate? Yes ☐ No ☐

Part A: Personal details

1. Gender Male ☐ Female ☐

2. Title (e.g. Mr, Mrs, Ms)

3. Surname

4. Forenames (state all)

5. If you have at any time used a name other than that given in answer to questions 3 and 4 please complete below

Previous surname(s)

Previous forename(s)

6. Home address

a. Postcode

b. Home telephone

c. Mobile

d. Home email

Any previous home addresses in the last 5 years? Yes ☐ No ☐

(If **yes** please give details on page 5)

7. Height

8. Date of birth

a. Place of birth

b. Nationality

9. Occupation

a. Work address

b. Postcode

c. Work telephone

d. Work email

10. Have you lived outside of the UK for more than six months? Yes ☐ No ☐

(If yes please give details on page 13)

11. Details of all other people living in your household, including those aged under 18. You can use the continuation sheet if necessary.

Name

Date of birth

Relationship to you

How to contact them (if aged 18 or over):

Part B: Personal health and medical declaration

Important: Read notes 5 to 15 before completion

If necessary, continue on page 13

12. Have you ever been diagnosed with or treated for any of the medical conditions in note 6? Yes ☐ No ☐

(If **yes**, please provide details)

13. Details of your GP or GP practice

a. Name

b. Address

c. Postcode

d. Telephone

e. Email

14. Details of all previous GP practices during the past 10 years (see note 15)

If necessary, continue on page 13

a. Name

b. Address

c. Postcode

d. Telephone

e. Email

15. Are there any periods when you have not been registered with a UK GP, or when you have consulted any medical practitioner other than at your GP practice? Yes ☐ No ☐

If **yes**, please provide details on continuation page. If you have consulted any medical practitioner other than at your GP practice, please provide details of the medical practitioners consulted and the treatment received.

Duty of confidentiality. I will arrange for a suitably qualified GMC-registered doctor* to provide factual information to the police about any relevant medical conditions related to my suitability to possess a firearm or shotgun. I understand that the doctor may share my medical records with the police to enable them to make a fully informed decision on my application, or on my continued suitability to possess a firearm or shotgun while the certificate remains valid, and I consent to this sharing of my medical records for confidentiality purposes. I understand that I am expected to inform the police if I am diagnosed with, or treated for, a medical condition listed in note 6 while the certificate remains valid.

*A doctor with a full, specialist or GP (rather than provisional) GMC registration and a licence to practise.

Applicant's name
(BLOCK CAPITALS)

Signature

Date

Note on Data Protection. Personal data (including sensitive personal data) will be processed on a public interest basis, for the purpose of allowing the police to assess the suitability of an applicant to be granted a firearm or shotgun certificate, or to assess the applicant's continued suitability to possess a firearm or shotgun while the certificate remains valid.

Information about household members is included as part of the firearms licensing application process. Household members' data will be managed under the same processing conditions as those of the applicant in consideration of this application.

Part C: Offences

Important: Please read notes 16 and 17 before completion

16. Have you been convicted of any offence or received a written caution, reprimand, out of court disposal, bindover or fixed penalty notice (including speeding but not including parking offences)? Yes ☐ No ☐

If **yes**, give details of all convictions, including spent convictions, and including those received outside Great Britain.'

Date ☐☐☐☐☐☐☐☐ Offence ☐

Date ☐☐☐☐☐☐☐☐ Offence ☐

Date ☐☐☐☐☐☐☐☐ Offence ☐

Date ☐☐☐☐☐☐☐☐ Offence ☐

Date ☐☐☐☐☐☐☐☐ Offence ☐

Previous home address(es) from the past five years:

Address 1 ☐

Postcode ☐☐☐☐☐☐☐ From ☐☐☐☐☐☐☐☐

To ☐☐☐☐☐☐☐☐

Address 2 ☐

Postcode ☐☐☐☐☐☐☐ From ☐☐☐☐☐☐☐☐

To ☐☐☐☐☐☐☐☐

Address 3 ☐

Postcode ☐☐☐☐☐☐☐ From ☐☐☐☐☐☐☐☐

To ☐☐☐☐☐☐☐☐

Part D: Firearm details (if applicable)

(If applying for a SHOTGUN certificate only go to part E)

17. Details of firearms currently held

Important: Please read notes 23 and 24 before completion

If none write **NONE** here: [ ]

Calibre Metric/Imperial	Type	Make e.g. Winchester

Serial number/identification number and the unique identifying mark as applied to the firearm's frame or receiver and, where different, the unique identifying mark as applied to each relevant component part	Reason e.g. target, vermin (please provide land/club details)

Calibre Metric/Imperial	Type	Make e.g. Winchester

Serial number/identification number and the unique identifying mark as applied to the firearm's frame or receiver and, where different, the unique identifying mark as applied to each relevant component part	Reason e.g. target, vermin (please provide land/club details)

Calibre Metric/Imperial	Type	Make e.g. Winchester

Serial number/identification number and the unique identifying mark as applied to the firearm's frame or receiver and, where different, the unique identifying mark as applied to each relevant component part	Reason e.g. target, vermin (please provide land/club details)

Calibre Metric/Imperial	Type	Make e.g. Winchester

Serial number/identification number and the unique identifying mark as applied to the firearm's frame or receiver and, where different, the unique identifying mark as applied to each relevant component part	Reason e.g. target, vermin (please provide land/club details)

Calibre Metric/Imperial	Type	Make e.g. Winchester

Serial number/identification number and the unique identifying mark as applied to the firearm's frame or receiver and, where different, the unique identifying mark as applied to each relevant component part	Reason e.g. target, vermin (please provide land/club details)

Calibre Metric/Imperial	Type	Make e.g. Winchester

Serial number/identification number and the unique identifying mark as applied to the firearm's frame or receiver and, where different, the unique identifying mark as applied to each relevant component part	Reason e.g. target, vermin (please provide land/club details)

Calibre Metric/Imperial	Type	Make e.g. Winchester

Serial number/identification number and the unique identifying mark as applied to the firearm's frame or receiver and, where different, the unique identifying mark as applied to each relevant component part	Reason e.g. target, vermin (please provide land/club details)

Calibre Metric/Imperial	Type	Make e.g. Winchester

Serial number/identification number and the unique identifying mark as applied to the firearm's frame or receiver and, where different, the unique identifying mark as applied to each relevant component part	Reason e.g. target, vermin (please provide land/club details)

Calibre Metric/Imperial	Type	Make e.g. Winchester

Serial number/identification number and the unique identifying mark as applied to the firearm's frame or receiver and, where different, the unique identifying mark as applied to each relevant component part	Reason e.g. target, vermin (please provide land/club details)

18. Details of firearms to be acquired

Important: Please read notes 23 and 24 before completion

If none write **NONE** here:

Calibre Metric/Imperial	Type	Reason e.g. target, vermin (please provide land/club details)

19. Details of the maximum amount of ammunition to be possessed

Calibre Metric/Imperial	Quantity	Calibre Metric/Imperial	Quantity

20. Details of current (or in the case of a grant, proposed) security arrangements

a. Are the security arrangements at your home address? Yes ☐ No ☐

(If **no** please provide details)

b. Type of security Cabinet ☐ Clamp ☐ Gun room ☐ Other ☐

(If **other** please provide details)

c. Is the security shared with another certificate holder? Yes ☐ No ☐

(If **yes** please provide details)

d. Ammunition storage – please provide details

21. Do you have a second home where the firearm/s will be temporarily stored? Yes ☐ No ☐

If **yes**, please provide details below, including address/es, type of security, whether the security is shared with another certificate holder, and ammunition storage details. You can use the continuation sheet at page 13 if necessary.

Part E: Shotgun details (if applicable)

22. Details of shotguns currently held

If none write **NONE** here:

Calibre/Bore or gauge	Action/Type	Make
Serial number/identification number and the unique identifying mark as applied to the shotgun's frame or receiver and, where different, the unique identifying mark as applied to each relevant component part		

Calibre/Bore or gauge	Action/Type	Make
Serial number/identification number and the unique identifying mark as applied to the shotgun's frame or receiver and, where different, the unique identifying mark as applied to each relevant component part		

Calibre/Bore or gauge	Action/Type	Make
Serial number/identification number and the unique identifying mark as applied to the shotgun's frame or receiver and, where different, the unique identifying mark as applied to each relevant component part		

Calibre/Bore or gauge	Action/Type	Make
Serial number/identification number and the unique identifying mark as applied to the shotgun's frame or receiver and, where different, the unique identifying mark as applied to each relevant component part		

Calibre/Bore or gauge	Action/Type	Make
Serial number/identification number and the unique identifying mark as applied to the shotgun's frame or receiver and, where different, the unique identifying mark as applied to each relevant component part		

Calibre/Bore or gauge	Action/Type	Make
Serial number/identification number and the unique identifying mark as applied to the shotgun's frame or receiver and, where different, the unique identifying mark as applied to each relevant component part		

Calibre/Bore or gauge	Action/Type	Make
Serial number/identification number and the unique identifying mark as applied to the shotgun's frame or receiver and, where different, the unique identifying mark as applied to each relevant component part		

Calibre/Bore or gauge	Action/Type	Make
Serial number/identification number and the unique identifying mark as applied to the shotgun's frame or receiver and, where different, the unique identifying mark as applied to each relevant component part		

Calibre/Bore or gauge	Action/Type	Make
Serial number/identification number and the unique identifying mark as applied to the shotgun's frame or receiver and, where different, the unique identifying mark as applied to each relevant component part		

Calibre/Bore or gauge	Action/Type	Make
Serial number/identification number and the unique identifying mark as applied to the shotgun's frame or receiver and, where different, the unique identifying mark as applied to each relevant component part		

Calibre/Bore or gauge	Action/Type	Make
Serial number/identification number and the unique identifying mark as applied to the shotgun's frame or receiver and, where different, the unique identifying mark as applied to each relevant component part		

23. Details of current (or in the case of a grant, proposed) security arrangements

a. Are the security arrangements at your home address? Yes ☐ No ☐

(If **no** please provide details)

b. Type of security Cabinet ☐ Clamp ☐ Gun room ☐ Other ☐

(If **other** please provide details)

c. Is the security shared with another certificate holder? Yes ☐ No ☐

(If **yes** please provide details)

24. Do you have a second home where the shotgun/s will be temporarily stored? Yes ☐ No ☐

If **yes**, please provide details below, including address/es, type of security and whether the security is shared with another certificate holder. You can use the continuation sheet at page 13 if necessary.

Please use this space for any additional information relating to parts A-E of this form

Declaration

I hereby apply for a: **Firearm certificate** ☐ **Shotgun certificate** ☐

The information I have provided on this form is true and I understand that it is an offence under section 28A(7) of the Firearms Act 1968 to knowingly or recklessly make a false statement for the purpose of procuring the grant or renewal of a certificate, the maximum penalty for which is six months' imprisonment and/or a fine. I understand that I will be subject to a check of police records and that my details will be held electronically.

I understand that if I do not provide the required information my application cannot be processed and will be refused.

I understand that I am expected to inform the police if I am diagnosed with, or treated for, a medical condition listed in note 6 while the certificate remains valid, or if the symptoms relating to an existing previously disclosed relevant medical condition have worsened since the certificate was granted.

I have provided my referees with the guidance at Annex A ☐

I have arranged for the supply of relevant medical information ☐

Data Protection

I understand that all information submitted will be handled in accordance with the Data Protection Act 2018 and the Freedom of Information Act 2000 and connected legislation.
I understand that information contained within my application form or obtained in the course of deciding the application may be shared with: my doctor, other government departments, regulatory bodies or enforcement agencies in the course of deciding the application or in pursuance of maintaining public safety or the peace.

Note: Any information shared will be shared in accordance with data sharing protocols. The police do not share your personal details with other applicants or members of the public and treat information in connection with the application in confidence, but individuals should be aware that the police may disclose some information in accordance with the legislation referred to above.

Your personal data will be processed by the police force to which you apply in line with Part 3 of the Data Protection Act 2018 and as set out in the force's Privacy Information Notice.

I have provided details of the referees ☐ I have enclosed the fee ☐

I have read the Notes (pages 19-22) ☐ I have enclosed one photograph ☐

Print name

Signature Date

If the applicant is under 18 years of age the following must be completed

Parent ☐ or Guardian ☐

Signature Date

Part F: Referee details for firearm and/or shotgun certificates

Please type or write in BLOCK CAPITALS. See notes 2 and 3

Please give details of two suitable people who have agreed to act as referees for you

First referee

1. Title
2. a. Surname
   b. Forename(s)
3. Previous name(s) that you are aware the referee has been known by
4. a. Date of birth
   b. Place of birth
5. Occupation
6. Home address

   Postcode
7. Home telephone
   a. Work telephone
   b. Mobile
   c. Home email
   d. Work email
8. In what capacity do you know the referee?
9. How long has the referee known you?
10. Have you provided the referee with the guidance at Annex A?

Second referee

1. Title
2. a. Surname

   b. Forename(s)
3. Previous name(s) that you are aware the referee has been known by
4. a. Date of birth

   b. Place of birth
5. Occupation
6. Home address

   Postcode
7. Home telephone

   a. Work telephone

   b. Mobile

   c. Home email

   d. Work email
8. In what capacity do you know the referee?
9. How long has the referee known you?
10. Have you provided the referee with the guidance at Annex A?

This page is left blank to allow the equality information to be detached from the rest of the application.

Part G: Equality (Please tick the appropriate boxes)

Equality information

1. I would prefer not to answer any of the following questions ☐

2. Do you have a disability?

Yes ☐ No ☐

Prefer not to say ☐

3. What is your ethnic group?

A. White

English ☐ Welsh ☐

Scottish ☐ Northern Irish ☐

British ☐ Irish ☐

Gypsy or Irish Traveller ☐

Any other white background, write in:

B. Mixed/multiple ethnic groups

White and Black Caribbean ☐

White and Black African ☐

White and Asian ☐

Any other mixed/multiple ethnic background, write in:

C. Asian or Asian British

Indian ☐ Pakistani ☐

Bangladeshi ☐ Chinese ☐

Any other Asian background, write in:

D. Black/African/Caribbean/ Black British

African ☐

Caribbean ☐

Any other Black/African/ Caribbean background, write in:

E. Other ethnic group

Arab ☐

Any other ethnic group, write in:

F. Prefer not to say ☐

4. Gender

Male ☐ Female ☐

Prefer not to say ☐

5. What is your age group?

66 and above ☐ 61-65 ☐

56-60 ☐ 51-55 ☐

46-50 ☐ 41-45 ☐

36-40 ☐ 31-35 ☐

26-30 ☐ 21-25 ☐

18-20 ☐ Under 18 ☐

Notes

Please read these before completing the form.

You must complete all parts of the form for the type of certificate for which you are applying. For electronic applications, each data field must be completed.

Firearm: Section 1 of the Firearms Act 1968 (as amended) applies to all firearms except:

i. a shotgun;

ii. an air weapon (unless declared 'specially dangerous');

iii. prohibited weapons such as centre fire self-loading rifles, handguns, machine guns etc (unless specifically authorised).

Shotgun: Section 1(3)(a) of the Firearms Act 1968 (as amended) defines a shotgun as:

i. a smooth bore gun (not being an air weapon);

ii. having a barrel not less than 24'' (60.96cm) in length and a bore not exceeding 2'' (5.08cm) in diameter;

iii. either having no magazine, or a non-detachable magazine incapable of holding more than two cartridges;

iv. not a revolver gun.

Household members

1. You should include the name, date of birth and relationship to you of all those living in the same household, including those aged under 18 and including your spouse or partner. You should include details of any previous names used, and if they are aged 18 or over, indicate how licensing staff can contact them.

Referees

2. When applying for either a firearm certificate or shotgun certificate, you should have gained the permission of two people who have agreed to act as referees for you. You must complete Part F with their details.

3. The referees who have agreed to act for you must have known you personally for at least the last two years and have had a reasonable degree of contact with you during that period. They must be resident in Great Britain. A referee must not be a member of your immediate family, a registered firearms dealer, a serving police officer, a police employee, a Police and Crime Commissioner or a member of their staff, or a member of, or a member of staff of, the Scottish Police Authority. Referees must be of good character and any references they agree to provide must be given freely and not on payment. You should ensure your referees know what is required of them by acting in such capacity by providing them with the guidance for referees which can be found at Annex A.

Coterminous applications

4. To apply for both a **firearm certificate** and a **shotgun certificate** and to have them expire at the same time (coterminous certificates) you should complete the sections for firearm and shotgun certificates. The fee payable for such certificates may be less than the normal fee for the grant or renewal of a shotgun certificate if both of your applications are dealt with at the same time.

Medical information

5. You must disclose any relevant physical or mental health conditions that you have been diagnosed with or treated for in the past as this may affect your ability to safely possess and use a firearm or shotgun. Relevant medical conditions which must be disclosed are listed in note 6. Sections 27 and 28 of the Firearms Act 1968 (as amended) specify that in order to issue a firearm or shotgun certificate the chief officer of police must be satisfied that an applicant can be permitted to possess a gun 'without danger to the public safety or the peace'. Medical fitness is one of the factors police must consider when assessing a person's suitability.

6. Relevant medical conditions which must be disclosed are:

   - Acute Stress Reaction or an acute reaction to the stress caused by a trauma, including post-traumatic stress disorder
   - Suicidal thoughts or self harm or harm to others
   - Depression or anxiety
   - Dementia
   - Mania, bipolar disorder or a psychotic illness
   - A personality disorder
   - A neurological condition: for example, Multiple Sclerosis, Parkinson's or Huntington's diseases, or epilepsy
   - Alcohol or drug abuse
   - Any other mental or physical condition, or combination of conditions, which you think may be relevant.

   The list above is not intended to be exhaustive. A mental, physical or neuro-developmental condition may be relevant depending on the severity of the disorder and how it presents. If in doubt, consult your doctor or contact the police firearms licensing department.'

7. It is your responsibility to arrange for your GP or another suitably qualified GMC-registered doctor* (including where a doctor is providing this service for a private company) to provide medical information to the police concerning your suitability to possess a firearm and/or shotgun. Please use the doctor's letter and medical information proforma which is part of this document, detach and pass to the doctor for completion. You are expected to meet the cost if a fee is charged for this. When the medical information is being provided to the police by a doctor from a private company, the doctor must receive the applicant's medical information direct from the GP practice and not via the applicant.

8. With regards to data protection, it should be noted that the medical information will be processed on a public interest basis for the legitimate policing purpose of assessing the suitability of someone to be granted a firearm or shotgun certificate.

9. Medical practitioners have separately requested that an applicant's consent is provided in order for medical practitioners to be satisfied that they have discharged their obligations under their duty of confidentiality in relation to their patients. The application form requests the applicant's consent for the release of the information for that reason.

10. Where the doctor indicates that there are relevant medical issues and police require further medical information to consider the application, you should obtain a report about these medical issues. You are expected to meet the cost of a fee if it is charged. Following this, if police require an additional report to be provided they will meet the cost of the fee charged.

11. The police will ask your GP to place an encoded reminder on your patient record to indicate that you have been issued with a firearm or shotgun certificate. The GP is asked to notify the police if, following issue of the certificate, you are diagnosed with or treated for a relevant medical condition (listed in note 6), or if the GP has other concerns about your possession of a certificate that might affect your safe possession of firearms. Following contact from your GP there may be a need for a medical report to be obtained to assist with assessment of your continued suitability to possess a firearm or shotgun certificate. The police will pay if a medical report is required.

12. Following the issue of a firearm or shotgun certificate please note that the declaration you have signed consenting to information sharing between your doctor and police applies during the application process and during the validity of any firearm or shotgun certificate, which may be up to five years.

13. Once issued it will be a condition of the certificate that you must, without undue delay, inform the chief officer of police by whom the certificate was granted, if you are diagnosed with or treated for a relevant medical condition while the certificate remains valid, or if the symptoms relating to an existing previously disclosed relevant medical condition have worsened since the certificate was granted.

14. You should inform the police if you change your GP practice and provide contact details for the new practice. Once issued it will be a condition of the certificate that you must, without undue delay, inform the chief officer of police by whom the certificate was granted, if you consult any medical practitioner who is not your General Practitioner or a General Practitioner from the same practice, regarding a relevant medical condition, and you must provide contact details of the medical practitioner and details of the treatment received.

15. You are asked to provide details of GP practices over the past 10 years and whether you have consulted medical practitioners other than at your GP practice so that all relevant information is available to police to assist with their assessment of suitability to possess a firearm certificate. Military personnel who are posted abroad and have a service GP may still be regarded as resident in the UK for the purposes of the application.

Previous Offences

16. You must not withhold information about **any conviction**, bindover, out of court disposal, formal written caution, reprimand or fixed penalty notice (including fixed penalty notices for motoring offences such as speeding, but not including parking offences), in and outside Great Britain, and (by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975) convictions which are spent under the 1974 Act. A conditional discharge and an absolute discharge both count as convictions for this purpose.

17. Section 21 of the Firearms Act 1968 places restrictions on the possession of firearms and ammunition by those previously convicted of crime. A person receiving a sentence of imprisonment of three months or more is prohibited from possessing a firearm, shotgun, antique firearm, air weapon or ammunition for five years from the date of their release. In the case of a suspended sentence the prohibition applies from the second day after being sentenced. If the sentence is three years or more the prohibition applies for life unless lifted by the Crown (or Sheriff) Court.

Inspection of premises

18. Please allow the police to inspect your guns and security when requested as in the absence of a warrant consent is required for the police to inspect premises.

Second homes

19. You should include the details of any second property you may have where the firearm/s or shotgun/s will be temporarily stored. This includes second homes or a long-term rental with tenancy agreement, but not temporary accommodation such as a holiday let etc.

Photograph

20. A digital photograph must be used for online applications. Paper applications must be accompanied by one photograph. Ordinary passport-style photographs (45mm high x 35mm wide) are suitable for this purpose. Photographs must be of a professional standard, against a plain cream or grey background and without other objects or people in the background and (if printed) must be on good quality gloss or matt paper. The photograph must be a true likeness and full face without a head covering (unless it is worn for religious or medical reasons). In your photograph you must be looking straight at the camera, have a neutral expression, with your eyes open and mouth closed. You must not wear sunglasses or tinted glasses, and the photographs must not have any 'red eye.'

Equality monitoring

21. The equality monitoring information you provide in Part G aims to assist the force in meeting its duties as a Public Authority. The information will be kept separately from the application.

Submission of application

22. The receipt for electronic applications, where these are available, will be automatically generated by the system. For hard copy applications, unless advised otherwise by the police, you should post or take the completed form together with the fee and photograph to the police firearms licensing department. In the case of an application for renewal, a signed and dated recent copy of the certificate to be renewed should be sent to police when you submit your application. If an application is being made for a variation the certificate to be varied must be included with your application. (You may wish to keep a copy of the certificate.)

Section 1 Firearms Only

23. To acquire or possess firearms or ammunition under section 1 of the Firearms Act 1968, you have to provide evidence that you have a **good reason** to do so. This applies to the grant, renewal or variation of a firearm certificate. This evidence can take several forms: permission to shoot over land or membership of a target shooting club, or a booking or invitation to go deer stalking are examples, but these are not exhaustive.

24. Please provide the address of one area of land where you have permission to shoot, together with the name, address and telephone number of the person who has given you that permission or the details of a Home Office approved club of which you are a full member.

    NB: You will not necessarily be limited to shooting over that individual piece of land or at that club.

*A doctor with a full, specialist or GP (rather than provisional) GMC registration and a licence to practise.

This page is left blank to allow the doctor's letter and medical information proforma to be detached from the rest of the application.

Doctor's name

Address

Postcode

Applicant's name

Date of birth

Address

Postcode Telephone

Email address

Dear Doctor,

I am applying for a firearm certificate/shotgun certificate/to be registered as a firearms dealer.

Firearms applications and medical fitness

The police assess firearms applications and require all applicants to provide factual information from a doctor confirming whether they have ever been diagnosed with or treated for any of the following conditions, which can have a bearing on whether a person is suitable to be granted a firearm certificate:

- Acute Stress Reaction or an acute reaction to the stress caused by a trauma, including post-traumatic stress disorder
- Suicidal thoughts or self-harm or harm to others
- Depression or anxiety
- Dementia
- Mania, bipolar disorder or a psychotic illness, or a personality disorder
- A neurological condition: for example, Multiple Sclerosis, Parkinson's or Huntington's diseases, or epilepsy
- Alcohol or drug abuse
- Any other mental or physical condition, or combination of conditions, which may affect the safe possession of firearms or shotguns.

The list above is not intended to be exhaustive. Doctors should consider any mental, physical or neuro-developmental condition which may affect the individual's safe possession of a firearm or shotgun, whether now or in the future.

Please note that the police are not seeking your opinion on my suitability to hold a firearm certificate, as the responsibility for this decision lies with the police. They require only a factual response, from a suitably qualified* GMC-registered doctor based on my medical record.

*A doctor with a full, specialist or GP (rather than provisional) GMC registration and a licence to practise.

Information requested from a GMC-registered doctor

If there is a history of any of the relevant medical conditions listed, please can the response include the following:

1. Name of medical condition
2. Duration of medical condition
3. Medication prescribed

Please note that only information about any relevant medical condition(s) should be provided. A print out of my medical history is therefore not acceptable for this purpose.

Doctors' fees

Should a fee be payable, please forward an invoice to my home address. I understand that the information will not be provided until the fee, if any, has been paid.

How to respond

Your response should be sent to the local police firearms licensing department by secured NHS email, or sent by post. Alternatively, please contact me so that I can collect it. If the response is given to me to supply to the police they may contact you to confirm the details.

When the medical information is being provided to the police by a doctor from a private company, the doctor must receive the applicant's medical information direct from the GP practice and not via the applicant.

Once the police have considered your response, they may wish to see a medical report about any relevant medical conditions I have experienced so that they can give further consideration to my application. I will be liable for the medical fees to provide a report.

Firearms marker

Please put a 'firearm application made' flag on the patient record. If I am granted a firearm certificate the police will contact you to ask you to place a 'firearm certificate held' flag on my patient record. This is so that the police can be alerted if I begin to experience any of the relevant medical conditions listed while the firearm certificate remains valid. The police will then review my suitability to continue as a firearm certificate holder.

Further information

If you need any further information, please telephone or email the local police firearms licensing department.

Thank you for your assistance.

Yours sincerely,

Applicant signature

Consent

I understand that a doctor may share sensitive personal data with the police concerning my physical and mental health to enable the police to make a decision on my application, or on my continued suitability to possess a firearm certificate/be registered as a firearms dealer, and I hereby consent to this processing of my personal data.

I understand that the police will process the medical information supplied on a public interest basis for the legitimate policing purpose of assessing the suitability of someone to be granted a firearm or shotgun certificate.

I understand that medical practitioners have requested that my consent is provided in respect of their duty of confidentiality to allow doctors to provide information to the police, who will then process the data as described above.

I understand the police may contact my doctor or medical specialist to obtain factual details of any medical history in relation to my suitability to possess a firearm or shotgun. This applies for the life of the certificate.

Firearms Licensing
Medical Information Proforma

This form must not be amended after completion by the doctor.* The Firearms Act 1968 specifies that it is an offence to knowingly or recklessly make a false statement for the purpose of procuring the grant or renewal of a certificate, with a maximum penalty of six months imprisonment and/or a fine.

*A doctor with a full, specialist or GP (rather than provisional) GMC registration and a licence to practise.

Patient details

Title

Full name

Home address

Date of birth

Email address

Medical information: To be completed by doctor*

*A doctor with a full, specialist or GP (rather than provisional) GMC registration and a licence to practise.

Please check the patient's medical record for any history of the following and tick those that apply. Where any apply, please add further details overleaf which can be limited to a statement of fact and not an opinion.

Have you had access to the patient's full medical record to complete this report? Yes ☐ No ☐

Is the medical record continuous? Yes ☐ No ☐

Have you placed a 'firearm application made' flag on the patient record? Yes ☐ No ☐

Date records begin

Date of last consultation

CONFIDENTIAL – MEDICAL (when complete)

Acute Stress Reaction or an acute reaction to the stress caused by a trauma, including post-traumatic stress disorder	Yes ☐	No ☐
Suicidal thoughts or self-harm or harm to others	Yes ☐	No ☐
Depression or anxiety	Yes ☐	No ☐
Dementia	Yes ☐	No ☐
Mania, bipolar disorder or a psychotic illness	Yes ☐	No ☐
A personality disorder	Yes ☐	No ☐
A neurological condition: for example, Multiple Sclerosis, Parkinson's or Huntington's diseases, or epilepsy	Yes ☐	No ☐
Alcohol or drug abuse	Yes ☐	No ☐
Any other mental or physical condition, or combination of conditions, which may affect the safe possession of firearms or shotguns.	Yes ☐	No ☐

The list above is not intended to be exhaustive. Doctors should consider any mental, physical or neuro-developmental condition which may affect the individual's safe possession of a firearm or shotgun, whether now or in the future.

Please sign below. Please provide further information if you have ticked yes to any of the above questions

Patient name

Date of birth

What is the medical condition or medical conditions?

How long has the patient been treated for this condition?

Is the patient still being treated for this? Yes ☐ No ☐

Details of medication prescribed

Have there been any previous episodes of this?

CONFIDENTIAL – MEDICAL (when complete)

How is the patient now?

Do you have any other information you believe may be relevant to the police in determining whether the patient is safe to possess firearms?

Name of doctor

Signature of doctor

GMC number

Date

Practice stamp

CONFIDENTIAL – MEDICAL (when complete)

Annex A: Information and checklist for referees

You have been asked to be a referee for someone who is applying for the grant or renewal of a firearm or shotgun certificate.

The checklist below summarises the requirements for referees for firearm and shotgun certificates. You must ensure you meet all of these requirements:

Requirement	Met?
You must be resident in Great Britain.	☐
You cannot be a family member of the applicant as a spouse or partner, parent, sister or brother, aunt or uncle, grandparent, or in-laws or step-relatives as above.	☐
You cannot be a registered firearms dealer, a serving police officer or a police employee, a Police and Crime Commissioner or a member of their staff, or a member of the Scottish Police Authority, or a member of its staff.	☐
You must be of good character and open to the police carrying out background checks as necessary, for example, to establish whether you have any criminal convictions.	☐
You must have known the applicant personally for at least two years, including the most recent two years.	☐
You must have had a reasonable amount of contact with the applicant over the most recent two years.	☐
You must be willing to provide a reliable and honest opinion about the applicant's character and suitability to hold a firearm or shotgun certificate.	☐
You must act as a referee freely and without receiving any fee.	☐
You must be willing to contact the police if, following the grant of a certificate, you become concerned about the certificate holder's ongoing suitability to possess a firearm or shotgun during the five-year validity of the licence.	☐

The role of a referee

As a referee you are taking on a very important role, as the applicant has identified you as someone who knows them well enough to provide a reliable and honest opinion of their character and suitability to hold a certificate which will allow them to possess firearms and/or shotguns. For the police, you will provide critical information which will be used to help determine whether the individual is granted access to guns. A certificate is valid for five years, and over that time the police may contact you again as part of ensuring that the certificate holder remains suitable to continue to have access to guns. Ultimately, the role you play is an important one that helps to ensure public safety.

The following information is designed to help you prepare for your role and to explain what will be required from you.

What is your role as a referee?

The role of a referee is to provide support to the police, as the licensing authority, and to the applicant at the time of application. As a referee you must be someone of good character, who knows the applicant well enough to be able answer questions about their suitability to hold a certificate under the Firearms Act 1968. If you develop concerns about the person at any time after the certificate has been issued, you should contact the police to let them know.

Can I be a referee?

Yes. There is nothing that would prevent you from legally being a referee on an application for a firearm or shotgun application provided you meet the requirements above.

Is it my decision if they are granted a certificate?

No. You are expected to provide reliable information and an honest opinion of the applicant. The information that you provide is taken into account along with all the other information that the police will gather when reviewing the application. The final decision on whether an individual is granted a certificate will always rest with the police.

Can I charge money to be a referee?

No. Referees must provide a reference freely and without any fee. If you are a professional acting as a referee for payment, the police would have to carefully consider whether you are an appropriate person to contact concerning the applicant.

I am a referee, but I have never been asked to sign anything?

The application form for a firearm or shotgun certificate does not allow you the opportunity to sign to confirm you are happy to be a referee. Though it asks a significant number of personal questions related to you, along with the capacity in which you know the applicant and for how long, there is no requirement in law for you to see the form. We would however recommend that the applicant speak to you in advance of submitting the application. A Firearms Enquiry Officer will confirm that you are happy taking on the role as a referee when they make contact with you.

Can anyone be a referee?

It is not the case that you need to be a member of any specific profession in order to be a referee. It is your knowledge of the applicant that is most important. However, not everyone can be a referee. A referee may be of any background or hold any occupation apart from a serving police officer, a member of police support staff, a Police and Crime Commissioner or a member of their staff, a member of the Scottish Police Authority or a member of its staff, or a registered firearms dealer. The most important factor, rather than profession or status, is that the referee is of good character and has the ability to offer a reliable view of the applicant.

Members of the applicant’s family cannot act as referees. Family, in this instance, is taken to mean the following: wife, husband, mother, father, son, daughter, sister, brother, aunt, uncle, grandparent and in-laws or step relations as above. Cousins are not regarded as immediate family, but co-habiting or civil partners or partners in a same sex marriage are considered as family for these purposes and would not be accepted.

Referees must also be resident in Great Britain, which for these purposes does not include Northern Ireland. And you should have known the applicant personally for at least two years. It is expected that this will be the most recent two years and would require you having had some reasonable degree of contact with the applicant during that period. You should have sufficient knowledge of the applicant, in order that the police can assess their suitability to have access to guns.

How well do I need to know the applicant? Do I need to be involved with them a lot?

You must have known the applicant personally for at least two years. During this period, you should have had a reasonable amount of contact with the applicant, whether in a professional, business or social context. You do not need to have any knowledge of firearms or shooting sports, but it is expected that you will be able to comment on the applicant's general character and background.

Knowing someone for two years, but not in a capacity that you have 'got to know' them well, may mean you are not best placed to be a referee for them.

In terms of ongoing involvement with the applicant, it is to be expected that you will have ongoing contact with the applicant after a certificate has been granted, although there is no legal requirement for you to do so. This only becomes an issue if the applicant approaches you again at the end of the five years duration of their certificate. If that happens, you should ask yourself whether you still know them well enough to act responsibly as a referee again.

What if I know them, but not as much as knowing where they live?

It can be that you are suitable to act as a referee without necessarily knowing exactly where the applicant lives. For example, you may be a regular shooting partner, a work colleague, a friend, or a club member who engages with an applicant on a regular, ongoing basis. In this digital world, more and more friendships and associations are based on long distances. It is the quality of the contact you have with an applicant that will make that engagement pertinent to the role of a referee.

Am I held responsible if the applicant does something wrong?

As a referee you are not required to guarantee the applicant's good behaviour. The role of the referee is to support both the police, as the licensing authority, and the applicant, through the application. Where any concerns are raised by you as to the suitability of the individual, those concerns will be treated sensitively and professionally. The police may wish to speak with you in greater detail should you have any concerns, so that they can take the most appropriate action to minimise the risk to public safety or the peace.

Please be assured that the actions of the applicant would not reflect upon you as the referee.

I don't really know them. I am the secretary of the shooting club that they are a member of. Can I still be a referee for them?

No. As explained above, the referee must be able to comment on the applicant's character and give opinion on their suitability and, for that reason, the referee must know them, rather than just being able to comment on their club membership status.

In circumstances where the application is for a firearm certificate and the applicant's stated good reason for the firearm is for target shooting, the police will contact a principal officer (usually the police liaison officer or secretary) of the approved rifle or muzzle loading pistol club which was specified in the application. The purpose is to confirm that the applicant is a member; the regularity of their attendance; their shooting discipline being of an acceptable standard; and how they are complying with club rules and safety procedures related to their shooting.

This is not placing that individual as a referee.

I am the applicant's doctor, as well as their friend. Can I be their referee?

Referees are not expected to offer an expert opinion, regardless of their background or occupation. In this instance, a doctor could act as a referee, but should do so on a personal basis rather than as medical professional. A doctor, acting purely as a referee, would not be expected to offer any medical opinion as to the applicant's health. Doctors would not, in these circumstances, be expected to charge a fee for acting as referees.

As part of the police consideration of the application, the applicant's GP will be contacted as part of the application enquiry process.

What do you mean by saying I have to be of "good character"?

As the role of the referee is to offer advice to the police on the applicant's fitness to possess a shotgun or firearm, the police will need to be satisfied that you are honest, reliable and can be trusted to offer a fair and sensible view of the applicant.

Do police carry out background checks on me?

As a referee you should be open to an assessment of your good character by the police, which may mean the police will carry out some background checks on you. The police will wish to consider whether you have any criminal convictions and, if so, they will make an assessment about whether this has an impact, based on individual circumstances including the nature of the offences and when they took place. The police will also assess whether you are of intemperate habits or unsound mind, whether you yourself have had a firearm or shotgun certificate revoked due to your own misconduct, or whether there is anything else to suggest that you are unfit to act as a referee.

Please note that information about you will be retained during the application process and certification period of the applicant.

I have been told that my nomination as a referee is not suitable. What do I do now?

There is no right of appeal where the police consider that a nominated referee does not meet the requirements.

If the police consider that a referee is unsatisfactory, on most occasions they will invite the applicant to put forward an alternative person, or persons. You do not have a further role within the application process.

Not meeting the criteria as a referee does not automatically mean the police have concerns about you. Sometimes, the proposed referee has insufficient personal knowledge of the applicant to provide an informed reference.

I have been asked to be a referee, but I live abroad. Can I still be a referee? What if I only live abroad part of the year, though my normal address is in Great Britain?

The law is very specific in terms of who can be a referee and it is clear that a referee must reside within Great Britain.

In terms of those individuals who spend part of their time living abroad, this will be looked at on a case-by-case basis. What will be asked is whether you are content being a referee when you do not have regular contact with the applicant.

Will police come to my home to speak with me?

Before granting a certificate, the police will contact you. You will be contacted by telephone, by an online video call or by a home visit.

What will I be asked by the police?

You will be told that your name has been provided by the applicant as a referee, and you will have the opportunity to tell the police about any concerns you may have. You will also be asked about any matter relating to the applicant's suitability to possess firearms.

There is no definitive set of questions, as the police will ask any questions that they consider to be appropriate to the application enquiry. You would not be expected to know any medical information, although you will be asked if you know of any reason that might prevent the applicant being granted a certificate or using a gun safely.

You will also be asked if you understand your responsibilities as a referee and confirm that you know who to contact should you have any concerns regarding the applicant's suitability in the future.

I am no longer a referee but I have been contacted by the police?

Upon the renewal of a certificate, an applicant will normally look to have the same referee. However, on occasion, possibly because of moving away, lack of contact or change of circumstances, different referees may be named. There is nothing wrong with that. However, the police will sometimes contact a previous referee to understand the reason for the change and to ensure there is nothing untoward in respect of why you were not chosen again.

Who do I contact if I have concerns in the future regarding the applicant?

There are all sorts of issues that can impact on whether a certificate holder continues to be somebody who can continue to have safe access to guns. As a referee, something may come to your notice that you consider might be relevant. Medical issues, work related stress, bereavement, marriage difficulties, or financial worries may trigger the need for the police to consider again whether the person remains suitable. It is not always easy for a certificate holder to identify their own challenges or when they need support, and this is why family, friends, work colleagues, and you, as a referee, should know how to make the police aware of any concerns.

If you have a concern about a firearm or shotgun certificate holder, the police will treat your information in confidence (including anonymity where appropriate) and investigate the matter in a sensitive manner.

If you have any general questions or queries you should speak to your local police force's Firearms Licensing Department.

Where you have more immediate concerns you should consider the following:

Emergency Phone

Call 999 if:

- a serious offence is in progress or has just happened;
- someone is in an immediate danger of harm; or
- a serious disruption to the public is likely.

Non-Emergency Phone

Call 101 and ask to be put through to someone from the Firearms Licensing Department if:

- you have concerns relating to an applicant or weapon certificate holder and there is no immediate danger;
- you are seeking advice in respect of your role as a referee;
- you are needing support as a referee.

Online

If you do not wish to contact the police directly, contact the independent charity Crimestoppers by calling 0800 555 111 or using their **online reporting form** and give information anonymously.