



## GUIDE TO RENEWING A WEAPONS ACT LICENCE Form 6A or Form 6B



Failure to supply supporting documentation required for this application will result in your application being delayed whilst Weapons Licensing make inquiries with you to supply this information. Information not supplied within a timely manner may result in your application being refused.

### Can I renew my licence early?

- Yes. If your licence is not due to expire within 3 months of completing your Application to Renew a Licence you will be required to provide an Early Renewal form located on the Weapons Licensing internet site.

### When and how must my application to renew my Weapons Act licence be lodged?

- At least **ONE DAY BEFORE** your licence expires. If any application is lodged on or after the expiry date it will be refused. Currently there is no legislative provision to grant extensions on expiry dates for any reason, or to consider extenuating circumstances.
- **Applications can only be lodged in person at any Queensland Police station.** It is highly recommended that you make contact with a Queensland Police Station as early as possible to arrange a suitable time to lodge your application, as some have limited opening hours.
- **It is highly recommended that you lodge your application as soon as possible.**

### Late Lodgement of Renewal Applications

- If a renewal application is lodged at a Queensland Police Station on or after the expiry date on the licence, the licence cannot be renewed under legislation and it will be treated as a new licence application. You will be required to pay an application fee for a new licence plus the renewal fee for the number of years the licence is to be issued (e.g. Firearms Licence for 5 years will be \$94.55 + (\$31.20 x 5 years) = \$250.55).

If your renewal application is not lodged on time, the licence will be issued on a pro-rata basis taking into account the fees paid at the time of application and the application fee.

### What do I need to provide when applying to renew my licence?

- **Proof of identification and photographs.**
  - Licensees need only supply photographs for this renewal, where:
    - a period of more than 10 years has elapsed since photographs were supplied for the renewal of this licence; OR
    - the photograph on the licence to be renewed is no longer an accurate likeness of the licensee.
  - When supplying photographs ensure that:
    - two current good quality passport size photographs approximately (3.5cm x 4.5cm) are supplied with your name clearly written on the back of each one;
    - you are looking directly at the camera;
    - the photograph captures your image from the shoulders up; **AND**
    - sunglasses and hats are not worn.
- **Proof of Change in Applicant Details.**
  - Where you have changed your name, you will be required to supply proof of your name change and provide a copy of one of the following documents relevant to the change:
    - Current Australian photo driver licence
    - Current Australian passport
    - Adult Proof of Age Card (formerly 18+ card)

- Full Birth Certificate
- Marriage Certificate
- Divorce Certificate
- Change of Name Certificate
- **Proof of Change of Address Details.**
  - If you have changed your address details, please provide Lot Number on Plan details (where applicable). This information can be found on your rates notice if required.
- **Genuine Reason.**
  - If you are completing the Form 6B Application to Renew Weapons Act Licence, and the details of your genuine reason as described in Section 2. Licence Details have not changed, you may not need to supply further information. You are only required to provide supporting documentation in relation to your genuine reason if your reason has changed since your licence was last issued/renewed or if further information is requested by Weapons Licensing.
  - If your genuine reason is Category H Sports or Target Shooting you MUST provide:
    - Current 'Approved Club Declaration' (QP 518A) completed by a pistol club representative declaring that you hold current membership; and
    - a copy of your participation record if weapons are registered to the licence.
  - If you are completing the Form 6A Application to Renew Weapons Act Licence, current proof of a genuine reason for the continued possession of weapons is required to be provided by completing the relevant annexure located on the Weapons Licensing internet site, and provide supporting documentation (e.g. proof of current club membership) if required.
- **Weapons List.**
  - If you have weapon/s registered to your licence/s only up to nine weapons will be listed on your initial Weapons List/s. Complete Weapons Lists will only be provided upon request. If there are discrepancies with any of the weapon/s registered in your possession please advise Weapons Licensing within 28 days of receiving your Weapons List/s using email address [WeaponsLicensing@police.qld.gov.au](mailto:WeaponsLicensing@police.qld.gov.au) or as soon as practicable.

### **Can I apply for a licence for more than 5 years?**

- Yes. Only for firearms licence category A & B from 5 years to a term of not more than 10 years.

### **What fees are payable for a renewal of a licence?**

- The fees payable to renew a weapons licence is available on the Weapons Licensing internet site. Payment methods may vary at different establishments. Please note fees are subject to change.

### **How long will it take to get my new licence card? And what if it doesn't arrive by the time my licence expires?**

- Courtesy renewal packages are forwarded three months prior to the licence card expiry date via post or email. Please note renewal applications are processed in expiry date order and NOT by lodgement date. The time taken to issue renewed licences depends on the volume of applications received and if all required documentation has been forwarded with the applications.
- If you have submitted your application prior to the expiry date and you do not receive your new licence card by the time your licence expires, your licence will continue in force for a period of **42 days** until such time as an authorised officer makes a determination on your application.

**Further information regarding the renewal process can be obtained via the**

**Internet site: [www.police.qld.gov.au/programs/weaponslicensing](http://www.police.qld.gov.au/programs/weaponslicensing)**

**OR**

**Email: [weaponslicensing@police.qld.gov.au](mailto:weaponslicensing@police.qld.gov.au)**

**OR**

**Telephone: Weapons Licensing on (07) 3015 7777**



**FORM 6A**  
**QUEENSLAND**  
*Weapons Act 1990*  
 Section 18



Ver. 6 — 28/10/2016  
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**APPLICATION TO RENEW A WEAPONS ACT LICENCE**

Please **PRINT IN BLOCK LETTERS** clearly and legibly in **Blue or Black pen**.

**1. APPLICANT DETAILS** (If your personal details have changed, proof of change is required to be provided with this application.)

Family name	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Given name(s)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Date of birth	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>							
	Day		Month		Year														
Licence number	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Expiry date	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>							
	Day		Month		Year														

**2. RENEWING AS**

I make application for renewal of this licence. (Please cross ONE box  ONLY)

(a) as an **individual**; OR

(b) for a body, either incorporated or unincorporated, as an individual nominated by the body for endorsement on the licence (if required) or issued as the body's representative in the conduct of its business or affairs. **(PLEASE ATTACH A COPY OF APPROPRIATE AUTHORITY)**

**3. ADDRESS DETAILS**

**Current Address**

Property name   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

Lot on plan (if known: Refer to Property Description on Rates Notice)   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

Street number/  
Street name   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

Suburb/Locality   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

State   |  | Postcode |  |  |  | How long have you lived at this address? |  |  |  |  ||  |  | |  | | | | Years |  | | Months | |

**Postal Address** (if different from above)

Postal address (e.g. PO Box)   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

Suburb/Locality   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

State   |  | Postcode |  |  |  |

**4. CONTACT DETAILS** (Phone numbers and e-mail address details should be provided to ensure details remain current.)

Home   |  |  |  |  |  |  |  |  | Work |  |  |  |  |  |  |  |  |  |

Mobile   |  |  |  |  |  |  |  |  | Fax |  |  |  |  |  |  |  |  |  |

Email   | | | | | | | | | | | | | | | | | |



## 8. MEDICAL HISTORY

Please indicate since your last application if you have required treatment for any of the following (Cross  appropriate box(es)).

- |                                  |                              |                             |                                       |                              |                             |
|----------------------------------|------------------------------|-----------------------------|---------------------------------------|------------------------------|-----------------------------|
| (a) serious sight impairment     | Yes <input type="checkbox"/> | No <input type="checkbox"/> | (d) psychiatric or emotional problems | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| (b) fits, dizziness or blackouts | Yes <input type="checkbox"/> | No <input type="checkbox"/> | (e) alcohol or drug related problems  | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| (c) brain injury                 | Yes <input type="checkbox"/> | No <input type="checkbox"/> | (f) physical impairment               | Yes <input type="checkbox"/> | No <input type="checkbox"/> |

If you have answered YES to any questions in this section you must provide full details of the illness/injury and details of the treatment, and a doctor's certificate is to be provided to certify the condition DOES NOT affect your ability to possess or use a firearm. (If insufficient space below, please provide further details on a separate sheet).

## 9. CERTIFICATION

I certify that I have read the 'Guide to Renewing a Weapons Act Licence' and that the information in this application and annexe to this application is true and correct in every detail.

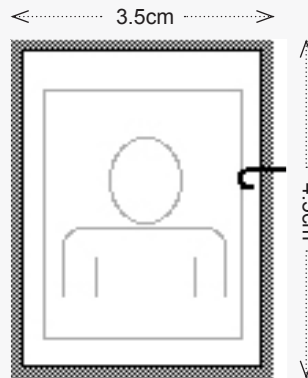
Please note: it is an offence to state anything in a document kept, given or made under the Weapons Act 1990 that a person knows is false or misleading.

Maximum penalty — 100 penalty units or 2 years imprisonment

Signature of licensee/representative

Date

Day                      Month                      Year



Photograph of applicant if required  
DO not staple or pin.

### Privacy Collection Statement

The Queensland Police Service (QPS) is collecting your information for the purpose of assessing your application to renew a Weapons Act Licence. The collection of this information is authorised by the Weapons Act 1990 (Qld). The information you provide will not be used or disclosed without your consent unless such use or disclosure is authorised or required by law, including the Weapons Act 1990 (Qld), Police Service Administration Act 1990 (Qld) and the Information Privacy Act 2009 (Qld). You have a right to access personal information that the QPS holds about you, subject to any exceptions in relevant legislation. Please contact PSBA Right to Information and Privacy by email [rti@police.qld.gov.au](mailto:rti@police.qld.gov.au) or by telephone 07 3364 4666

# 10. POLICE STATION USE/CHECKLIST

## Applicant Details

Family name

Given name(s)

Date of birth

*Day                      Month                      Year*

Please ensure that all information/documentation indicated below is included/attached. It is essential due to legislative restrictions on timeframes for licence renewals that the application is forwarded to Weapons Licensing **IMMEDIATELY** after receipt.

*Police establishment*

**OR**

*Police station stamp*

Date received

*Day                      Month                      Year*

     \$

*Police station receipt no.                      Amount received*

**Check expiry date** of current licence – Applications must be lodged at least the day **before expiry**. If application has not been lodged by the day prior to expiry, a Form 1 Application for a Licence (new application) must be completed.

**Note:** Where expiry occurs on a Sunday or Monday it is acceptable for an application to be lodged on the Monday being the next available business day.

Appropriate **genuine reason** annexure attached (and any supporting documentation e.g. copy of shooting club membership or letter from a landholder)

**Storage facility** details completed Section 6. Secure Storage Facility.

Where applicant has answered **YES** to any question in Section 7, **Further Information** or Section 8, **Medical History**, written details have been provided.

**Section 9, Certification** has been completed by applicant.

Two passport sized **photographs** attached (only required if photo not previously supplied for the issue or renewal of any weapons licence in the past 10 years or if the photo on the licence is no longer an accurate likeness of the applicant.)

### Receiving member

### Officer in charge

Name

Name

Rank & Reg. no./Level & payroll

Rank & Reg. no.

Signature

Signature

Date

*Day                      Month                      Year*

Date

*Day                      Month                      Year*