



SA WINGSHOOTERS FACT SHEET

Guidelines & Checklist for Firearm Licence Application

V2.3 09-2-05

MEMBERS ONLY

IMPORTANT! Use the application forms available on our website or from our office and fill in your details by typing in the blank fields. Then print the application form on your printer and include it in your application ring folder. In your own interest, we suggest that you submit all supporting documents in typed format in English, to avoid statements of 'unclear meaning' or 'illegible handwriting'. The Licensing Helpline of SA Wingshooters can be approached to supply you with a complete blank set of documentation and guidelines and will provide assistance, including our official endorsement of your motivation. This will be provided against a nominal fee to cover the costs of our legal consultants. SA Wingshooters does not guarantee the successful outcome of the licence application and retains the right to refuse endorsing an application at its discretion.

1. Particulars of Applicant

- 1.1 Certified copy of your identity book main page with photo.
- 1.2 Your full contact details i.e. physical address, all applicable telephone numbers, details of the neighbours, how far the residence is from the nearest police station and description of the general area (e.g. suburb, smallholding, farm, block of flats)
- 1.3 Confirmation of the physical address where you live e.g. certified copy of electricity bill / bond statement / rates and taxes statement etc.
- 1.4 A letter from your doctor confirming that you are of sound health and mind and specifically are emotionally stable.
- 1.4 Confirmation & brief description of your current employment.

2. Particulars of Spouse/Partner/Parents

- 2.1 If married, a certified copy of your spouse's identity document and a statement confirming that he/she has no objection to you obtaining this license.
- 2.2 If you share a dwelling with any third parties, a letter confirming that he/she/they has/ have no objection to you obtaining this license.

3. Competence Certificate

- 3.1 A certified copy of your Firearm Competence Certificate (issued by the SA Police Service). This is a pre-requisite before your application for a licence or renewal of a licence can be approved.

- 3.2 The Competence Certificate requires a Proficiency Certificate from the SETA i.r.o. Full unit standards for new licence applications and RPL Proficiency Certificate (Unit Standard 117705) for relicensing of currently owned firearms.

4. Licensed Firearms

- 4.1 List details of all your currently licensed firearms with summary motivation for each
4.2 Certified copies of all your existing firearm licenses.

5. Details of Firearm i.r.o. this Application (additional to that provided in form)

- 5.1 A copy of the relevant invoice to confirm purchase of the specific firearm being applied for.
5.2 General description firearm, special features, market value (if significant), sentimental value (of heirloom), type of action (i.e. under lever), the barrel length, etc.
5.3 Detailed explanation of special features related to application (e.g. Purdey vintage gun, double rifle vs. magazine rifle and why, killing power of calibre, explanation of varminting load, wildcat loads, retro chokes).
5.4 Illustrate with photographs including close-up details.
5.5 A list of all intended "target" or 'quarry" species for which the specific firearm will be used, with explanations where possible (e.g. .375 needed for buffalo; 3-inch magnum special goose gun for spurwing geese).
5.6 Supporting endorsement by recognised subject matter expert / SA Wingshooters.

6. Hunter/Sportsman Status

- 6.1 If you qualify, your Dedicated Hunter certificate issued by SA Wingshooters, and if you have Dedicated Hunter certificates from other Accredited hunting or shooting associations attach these too.

7. Motivation

- 7.1 A **primary motivation** setting out the reason why you wish to obtain the firearm and explain fully the background, and reasons. State the description or type of the firearm applied for in respect of the motivation (bearing in mind that the officials may not know the difference between a Purdey worth R 0,5 million and a Baikal worth a couple of hundred Rand). If, for instance, it is a semi-auto shotgun (you must be a dedicated hunter), motivate (e.g. recoil reasons, female shooter and attach supporting evidence from an SME (Subject Matter Expert)).
7.2 Provide **additional and special motivation** in respect of the firearm. Explain any specific and specialized technical specifications of the firearm that necessitates the acquisition- i.e. a release trigger / trap gun vs. skeet gun / wildfowling gun.

Motivate fully, supported by documentation from experts, why you need it.. Also provide in full sentimental reasons such as a family heirloom with photos.

- 7.3 In the event that the specific firearm duplicates an existing firearm calibre, detailed reasons as to why such acquisition is necessary- i.e. you already own a side-by-side and now wants to participate in formal clay target shooting competitions. This detailed motivation should be supported by an endorsement from SA Wingshooters based on a report submitted by a Recognised Subject Matter Expert on Firearms & Shooting.
- 7.4 Include here a supporting motivation / endorsement from SA Wingshooters supporting your application (not compulsory but recommended).

8. Endorsement by SA Wingshooters

- 8.1 Confirmation of your membership of all the clubs and associations since you started shooting, particularly the SA Wingshooters Association and International Shooting Association.
- 8.2 Copies of membership certificates/affidavits.
- 8.3 If applicable, also include the "Expert Hunter" rating certificate of SA Wingshooters Association.
- 8.4 Motivational endorsement by SA Wingshooters i.r.o. this application.

9. Storage/Safe Details

- 9.1 Give a full description of your firearm safe supported where appropriate, with documentation and photographs to show its nature, type and location, how and where it is bolted to the wall and/or floor, with SABS certificate or certificate from the manufacturer/seller.

10. Dwelling Security Details

- 10.1 Full details of your security facilities for example if there is an alarm, how it operates and whether it is linked to armed response; what crime is likely in your area; height of walls around the property; is there an electric fence or dogs; are there burglar bars on the windows and burglar gates on the outside doors. A series of photographs would be preferable.

11. Education, Training & Previous Experience

- 11.1 Details of all educational and professional qualifications that you have obtained including copies of any degrees / certificates for courses completed etc.
- 11.2 Details of any firearm training that your may have received, supported where appropriate with certificates. Also details of accumulated experience with photos.

- 11.3 A comprehensive history of the your shooting and hunting career and exposure, with photographs where available.
- 11.4 Proof that you have shot or hunted at various locations, supported by photographs or testimonials or statements from fellow hunters and or landowners, photos of medals, certificates.
- 11.5 If you participated in any competitive shooting activities – proof and confirmation thereof.

12. Testimonials

- 12.1 Testimonial from someone who is a professional person or senior manager or acceptable public figure (such as a minister of religion) testifying to your character.
- 12.2 At least two other testimonials – one from a person with whom you have hunted who can confirm that you do hunt and is safe with firearms.

Additional advice and hints:

- Print the List of Contents (next page), with check boxes ticked, and place in a ring-binder, with numbered dividers corresponding to the list of contents.
- Below the List of Contents place the completed Application Form (SAPS-271 for new licence or SAPS-517 for renewal of licence — downloadable from our web site). Fill in the Application form with a **black** ball-point pen.
- Place the various documents with each divider as listed in the contents page.
- In the inside front of the folder, place the pre-filled SAPS-523 form “Acknowledgement of Receipt of Application” (also available on our web site).
- When you hand in the application, make sure that you retain a signed, stamped and dated copy of this Acknowledgement form, complete with the name of the official who received your application. File this form with the application back-up file.
- Retain a complete back-up set of all documentation submitted as part of the application, each page/item certified by a Justice of Peace, to be kept in case the original application is mislaid.

Members needing further advice or help are welcome to contact the Firearms Helpline of SA Wingshooters – +27 (0)12-346.1220 office hours or e-mail admin@wingshooters.co.za.



© SA WINGSHOOTERS ASSOCIATION. PRETORIA 2004.

EXCEPT FOR PERSONAL USE BY MEMBERS OF THE ASSOCIATION, NO PART OF THIS DOCUMENT MAY BE COPIED, REPRODUCED, SCANNED, DIGITISED OR DISSEMINATED IN ANY FORM WITHOUT THE EXPRESS WRITTEN PERMISSION OF THE SA WINGSHOOTERS ASSOCIATION, 298 ARIES STREET, PRETORIA, SOUTH AFRICA. THIS FACT SHEET IS AN ADVISORY SERVICE OF SA WINGSHOOTERS TO ITS MEMBERS AND IS PRODUCED IN GOOD FAITH BASED ON AVAILABLE INFORMATION. NEITHER THE ASSOCIATION NOR THE COMPILERS ACCEPT ANY RESPONSIBILITY WHATSOEVER, DIRECTLY OR INDIRECTLY, FOR THE VERACITY OF ANY INFORMATION PROVIDED OR NOT-PROVIDED. NO GUARANTEES REGARDING FIREARM LICENSING ARE GIVEN OR IMPLIED.



SA WINGSHOOTERS

LIST OF CONTENTS

1. **Licence Application Form SAPS-271** **Licence Renewal Form SAPS-517**

2. **Particulars of Applicant**
 - 2.1 Certified copy of identity book main page with photo.
 - 2.2 List of full contact details & description of dwelling.
 - 2.3 Certified copy of electricity bill / bond statement / rates and taxes bill.
 - 2.4 Statement by general practitioner *re* health of mind and body.
 - 2.5 Statement of current employment.
3. **Particulars of Spouse/Partner/Parents**
 - 3.1 Certified copy of spouse's identity document & personal details.
 - 3.2 No objection statement by spouse.
 - 3.3 No objection letter from third party sharing dwelling.
4. **Competence Certificate**
 - 4.1 Firearm Competence Certificate.
5. **Licensed Firearms**
 - 5.1 List & details of all currently licensed firearms.
 - 5.2 Certified copies of all existing firearm licenses.
6. **Details of Firearm i.r.o. this Application (additional to that provided in form)**
 - 6.1 A copy of firearm invoice.
 - 6.2 General description of firearm & special features.
 - 6.3 Detailed explanation of special features related to application.
 - 6.4 Photographs including close-up details.
 - 6.5 List of "target" or 'quarry" species with explanations.
 - 6.6 Supporting endorsement of suitability by SME / SA Wingshooters.
7. **Hunter/Sportsman Status**
 - 7.1 Dedicated Hunter certificate.
8. **Motivation**
 - 8.1 Primary motivation with reasons for application.
 - 8.2 Additional and special motivation.
 - 8.3 Detailed technical explanation.
 - 8.4 Technical validation by SME (Subject Matter Expert).
9. **Endorsement by SA Wingshooters**
 - 9.1 Associations Membership details
 - 9.2 Membership certificates/affidavits.
 - 9.3 Endorsement from SA Wingshooters.
10. **Storage/Safe Details**
 - 10.1 Give a full description of your firearm safe
 - 10.2 Documentation for Safe with photographs
11. **Dwelling Security Details**
 - 11.1 Full details of dwelling / residence set-up and security.
12. **Education, Training & Previous Experience**
 - 12.1 Degrees / certificates achieved etc.
 - 12.2 Details of firearm training / experience.
 - 12.3 History of the shooting and hunting experience
 - 12.4 Hunting/shooting testimonials / statements
 - 12.5 Proof and confirmation of formal competitive shooting experience
13. **Testimonials**
 - 13.1 Testimonial
 - 13.2 Testimonial