



NSW Police Force
www.police.nsw.gov.au

FIREARMS REGISTRY

Firearms Instructor Permit

P 634

This FACT Sheet provides information on the requirements for obtaining a permit as a Firearms Instructor - section 28(g) of the *Firearms Act 1996*.

Security guards and government agency employees receive instruction in the safe handling of firearms by an instructor approved by the Commissioner of Police.

What does a Firearms Instructor Permit authorise?

This permit authorises a person to possess and use firearms, for the purpose of instruction and accreditation of security guards, employees of Government Agencies and certain employees of Security Firms in the safe use of firearms. In NSW security guards are required to complete safety training every 12 months.

The permit also authorises course participants after completion of a P650 Declaration form, to possess and use firearms while under the direct supervision of the permit holder. Course participants can use the firearms provided by the instructor or use their employer's firearms while undertaking this instruction. The instructor can use firearms registered to their employer as training firearms or firearms registered to their business licence as training firearms.

What is the term of the permit?

This permit is issued with the expiry date coinciding with the expiry date of your Instructor Accreditation.

How much will my permit cost?

The prescribed fee for this permit is \$75. Payment must accompany your application.

Do I need to do anything prior to lodging my application?

Applicants must complete a course for instructors run by an approved course provider and submit evidence of successful completion of the course at instructor level with the application. Approved Course Providers:

Safe City Training Academy - Phone: 02 63355216. Email: academy@safecity.com.au

National Operations Training & Development - Phone: 02 68892047. Email: notod@crt.net.au

Security Training Academy - Phone: 0417476067. Email: Peter_Rowe@bidpond.com

The course delivered by Instructors to security operatives and government agency employees is an abridged version of the course approved by the Commissioner of Police.

NOTE: Providing training or instruction to security operatives is defined as a "security activity" and falls under the same criteria as is required by all security firms. Refer to *Section 4(j) Security Industry Act 1997*.

Requirements that must be met to be an authorised instructor?

To conduct instruction as a business licence holder in possession of firearms registered to that licence you must possess:

- * Instructor Accreditation, and
- * 2D Security Trainers Licence, and
- * Master Security Licence, and
- * Category H Firearms Business Licence, and
- * Firearms Instructor Permit.

To conduct instruction as an employee of a licensed security firm you must possess:

- * Evidence of successful completion of an approved training course from an approved provider detailing the competency attained at the level of instructor, and
- * Class 2D Security Trainers Licence (*Security Industry Act 1997*)
- * Firearms Instructor Permit.

As a business owner, you are authorised to instruct, employ or sub-contract your services. In subcontracting your services, you must be the holder of a Master Licence issued under the *Security Industry Act 1997* and only use the firearms registered to your business.

How do I apply for a Firearms Instructor Permit?

You must complete the P634 'Application for a Firearms Permit' form and the 'Firearms Instructor Legitimate Reason' form and where applicable provide any supporting documentation. Please see the reverse of this FACT Sheet for instructions on how to complete the P634 form.

Instructions for completing the Firearms Permit Application Form

FIREARMS PERMIT APPLICATION FORM (P634)

NEW APPLICATION / REAPPLICATION

Mark appropriate box (new application or reapplication) and insert any previous or current firearms licence or permit number.

SECTION A - PERMIT TYPE

From the drop down list select the type of permit relevant to this application. If the permit is not listed in the drop down list, enter the type of permit you require in the space provided.

SECTION B - NOMINATED PERSON/BUSINESS OR NOMINATED PERMIT HOLDER/INDIVIDUAL

Insert your full name, date of birth, gender, NSW drivers licence (if held), contact phone numbers, email address and supply details if you have been known by any other names.

SECTION C - RESIDENTIAL ADDRESS

Insert your full residential address in this section.

SECTION D - POSTAL ADDRESS

If the postal address is the same as the residential address, mark the box. If your postal address is different to your residential address, insert your postal address in this section.

SECTION E - BUSINESS, CLUB OR GOVERNMENT AGENCY DETAILS

If this application is being made by a Business, Club or Government Agency, provide details in this section and attach supporting documentation.

SECTION F - SAFEKEEPING ADDRESS OF FIREARMS

If the safekeeping address is the same as the residential address, select 'YES' in the box. If your firearm safekeeping address is different to your residential address, insert the address in this section.

SECTION G - PERSONAL HISTORY

Answer each question by selecting a 'YES' or 'NO' from the drop down list. If you answer 'YES' to any question, provide details as an attachment.

SECTION H - DECLARATION

The application must be signed and dated by the applicant.

SECTION I - FEE

The prescribed fee for this permit is \$75. Payment must accompany your application.

RELATED INFORMATION

See FACT Sheet:
'100 Point Identification'.

Firearms Registry

Address

Locked Bag 1
Murwillumbah NSW 2484

Telephone

1300362562

Interstate

02 66708590

Fax

02 66708558

Email

firearmsenq@police.nsw.gov.au

Website

www.police.nsw.gov.au/firearms

Where can I find more information?

The information provided in the FACT Sheet is for general guidance only. Applicants and licensees should familiarise themselves with the *Firearms Act 1996* and the *Firearms Regulation 2006*, which are available on the NSW Legislation website - www.legislation.nsw.gov.au.



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