


Firearms & Explosives Licensing Unit Staffordshire & West Midlands Police

FIREARM AND/OR SHOTGUN CERTIFICATE APPLICATION CHECK LIST TO BE READ IN CONJUNCTION WITH HOME OFFICE CHECK LIST NOTES (201A)

Follow the check list below before you post the completed application form to:


Staffordshire & West Midlands Police Firearms Licensing Unit
Weston Road
STAFFORD
ST18 0YY
Tel 01785 232790

1. Read the completed “**Application for the grant or renewal of a firearm and/or shotgun certificate Form 201**”  carefully to ensure you have not omitted any information.
Important Note: You may be committing an offence if you omit information or do not answer questions truthfully. **ALL PREVIOUS CONVICTIONS must be declared on the application form when applying. Both a conditional discharge and an absolute discharge count as convictions for this purpose.**
2. The applicant must print their name, sign and date page 1 and page 7 as instructed. If you are under 18 years of age your parent or guardian must countersign your **DECLARATION**.
3. Referees – The referee(s) who have agreed to act for you must have known you personally for at least two years and must be resident in Great Britain. Referees must not be a member of your family, or a registered firearms dealer, or a serving police officer or police employee. Referees must be of good character and references must be given freely and not on payment.
Firearms/Coterminous Applications - Parts F & G of Form 201 must be completed in full.
Shotgun Applications - ONLY Part F to be completed in full.
4. **Photographs** – **ONE** photograph to be provided - even if you are applying for a coterminous certificate, signed in ink on the back, by you the applicant.
Scanned photographs are only acceptable if printed on good quality photographic paper.

5. **Payment – See important notes below table**

| | | | | Coterminous | |
|----------------|--------|---------|-----------|-------------|---------|
| | Grant | Renewal | Variation | Grant | Renewal |
| Firearm | £88 | £62 | £20 | £90 | £65 |
| Shotgun | £79.50 | £49 | N/A | | |

- Applications must be accompanied by a cheque or postal order for the correct amount
 - **Staffordshire Residents** - payments are to be made payable to ‘**OPCC Staffordshire**’
 - **West Midlands Residents** - payments are to be made payable to ‘**West Midlands Police**’
 - Ensure your cheque is signed and dated - neither post-dated cheques or cash are acceptable
 - Fees are also applicable to RSPCA Inspectors and Veterinary Surgeons
6. **Firearms Applications ONLY - Land / Club Information** - If you intend to shoot on land other than your own, please arrange for the landowner to complete a Land Approval form. If you intend to shoot at a club, please arrange for a club official to complete the Club Membership form.
 7. Please be advised that your GP will automatically be notified of your application and requested to update their patient records. They will also be requested to provide the Firearms Licensing Unit with factual medical details surrounding any condition you have experienced historically, currently and through the duration of your certificate, which may affect your suitability to hold a firearm/shotgun certificate. Should your records be cancelled at a later date, they will be advised to amend their records to the effect that you no longer hold a certificate.

 With effect from 1/12/2013 the Home Office have introduced an amalgamated firearm and/or shotgun application form (called **Form 201**), which cancels the requirement for completion of separate Firearms and Shotgun applications and referee forms (previously Form 125) for Firearms certificates. **Form 201V** is the separate application form required to apply to vary a firearms certificate.