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SCHEDULE 2

SHOTGUN CERTIFICATES: FORMS OF APPLICATION AND CERTIFICATE
Rule 5(1)

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PART I

<p><i>Firearms Act 1968 to 1997</i></p> <p style="text-align: right;">Firearms Form 103</p> <div style="background-color: black; color: white; padding: 5px; text-align: center;"> <h2 style="margin: 0;">Application for a Shot Gun Certificate</h2> </div> <p><i>I am applying for (tick box which applies):</i></p> <p><input type="checkbox"/> the grant of a Shot Gun Certificate</p> <p><input checked="" type="checkbox"/> the renewal of a Shot Gun Certificate</p>	<div style="background-color: black; color: white; padding: 5px;"> <p>You should use this form to apply for the grant or renewal of a shot gun certificate</p> </div> <p>Please read the notes on the back of this form carefully before completing this application.</p> <p>Write in BLOCK CAPITALS throughout except when signing.</p> <p>If you wish to provide any information further to the questions below separately to this form, you must sign and date that information.</p>
<p>Part A Personal details to be completed in all cases</p>	
<p>1 Title (Mr, Mrs, Ms, Dr etc) <input style="width: 150px;" type="text"/></p> <p>2 Surname <input style="width: 150px;" type="text"/></p> <p>3 Forename(s) <input style="width: 150px;" type="text"/></p> <p>4 If you have at any time used a name other than those quoted at 2 and 3 above, please give details – if not write NONE Other surname (if a married woman, give surname before marriage) <input style="width: 150px;" type="text"/></p> <p>5 Other forename(s) <input style="width: 150px;" type="text"/></p> <p>6 Home address <input style="width: 150px; height: 40px;" type="text"/></p> <p>Post Code <input style="width: 80px;" type="text"/> Home telephone number <input style="width: 80px;" type="text"/></p> <p>7 Height <input style="width: 80px;" type="text"/> 8 Date of birth (DD/ MM/ YY) <input style="width: 80px;" type="text"/></p> <p>9 Place of birth <input style="width: 150px;" type="text"/></p> <p>10 Nationality <input style="width: 150px;" type="text"/></p> <p>11 Occupation <input style="width: 150px;" type="text"/></p> <p>12 Business address <input style="width: 150px; height: 40px;" type="text"/></p> <p>Post Code <input style="width: 80px;" type="text"/> Daytime telephone number <input style="width: 80px;" type="text"/></p>	<p>13 If you have lived at addresses other than that stated at 6 during the last five years enter them here <input style="width: 150px; height: 60px;" type="text"/></p> <p>14 Have you been convicted of any offence (see notes at the end of this form)? On renewal details need only be given of convictions since the existing certificate was issued no <input type="checkbox"/> yes <input type="checkbox"/> If yes give details <input style="width: 150px;" type="text"/></p> <p>15a Do you suffer from any medical condition or disability including alcohol and drug related conditions? no <input type="checkbox"/> yes <input type="checkbox"/> If yes give details <input style="width: 150px;" type="text"/></p> <p>15b Have you now, or have you ever had Epilepsy? no <input type="checkbox"/> yes <input type="checkbox"/> If yes give details <input style="width: 150px;" type="text"/></p> <p>15c Have you ever attended your present or a previous General Practitioner (GP) for treatment of depression or any other kind of mental or nervous disorder? no <input type="checkbox"/> yes <input type="checkbox"/> If yes give details <input style="width: 150px;" type="text"/></p> <p>16 Please give details of your current GP Name of GP <input style="width: 150px;" type="text"/> Address <input style="width: 150px; height: 40px;" type="text"/></p> <p>Thereby give permission for the police to approach my GP to obtain factual details of my medical history.</p> <p>Usual signature of applicant <input style="width: 150px; height: 30px;" type="text"/> Date <input style="width: 60px;" type="text"/></p>

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Part B Details of shot guns

17 Give details of the location at which the shot guns concerned are to be stored including details of any certificate holder sharing the storage facilities

18 Give details of the shot guns in your possession at the time of this application. If none write NONE here

Maker's name	Gauge, bore or calibre	Type (eg over-and-under, side-by-side etc) including identification number if known

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<div style="background-color: black; color: white; padding: 2px; font-weight: bold; font-size: 1.2em;">Part C Firearm and/or Shot Gun Certificates</div> <p>19 If you hold a current shot gun certificate, give details and go to question 21a</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%; border-bottom: 1px solid black;">Expiry date</td> <td style="border-bottom: 1px solid black;">Issuing police force</td> </tr> <tr> <td style="border: 1px solid black; height: 20px;"></td> <td style="border: 1px solid black; height: 20px;"></td> </tr> </table> <p>20 If you have held a shot gun certificate before, give details (if known)</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%; border-bottom: 1px solid black;">Expiry date</td> <td style="border-bottom: 1px solid black;">Issuing police force</td> </tr> <tr> <td style="border: 1px solid black; height: 20px;"></td> <td style="border: 1px solid black; height: 20px;"></td> </tr> </table> <p>21a If you hold a current firearm certificate, give details and go to 21b</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%; border-bottom: 1px solid black;">Expiry date</td> <td style="border-bottom: 1px solid black;">Issuing police force</td> </tr> <tr> <td style="border: 1px solid black; height: 20px;"></td> <td style="border: 1px solid black; height: 20px;"></td> </tr> </table> <p>21b Do you wish to apply for a shot gun certificate which will expire at the same time as your firearm certificate (called a cotermious shot gun certificate)? <i>Read note below</i></p> <p>no <input type="checkbox"/> yes <input type="checkbox"/></p> <p>Note to 21b Cotermious shot gun certificate A cotermious shot gun certificate is one which will expire on the same date as the holder's firearm certificate. The fee for the grant or renewal of a cotermious shot gun certificate may be less if the application for it is dealt with at the same time as the application for grant or renewal of the firearm certificate. If you already hold a firearm certificate and you want your shot gun certificate to expire on the same day, you should fill in this form only.</p> <p>21c If you have held a firearm certificate before give details (if known)</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%; border-bottom: 1px solid black;">Expiry date</td> <td style="border-bottom: 1px solid black;">Issuing police force</td> </tr> <tr> <td style="border: 1px solid black; height: 20px;"></td> <td style="border: 1px solid black; height: 20px;"></td> </tr> </table> <p>22 If you have at any time had an application for the grant or renewal of a firearm or shot gun certificate refused in writing or a certificate revoked or partially revoked, give details</p> <div style="border: 1px solid black; height: 150px; width: 100%;"></div>	Expiry date	Issuing police force			Expiry date	Issuing police force			Expiry date	Issuing police force			Expiry date	Issuing police force			<div style="background-color: black; color: white; padding: 2px; font-weight: bold; font-size: 1.2em;">Part D Countersignature (read notes below)</div> <p>I certify that –</p> <p>a to the best of my knowledge and belief the information given in answer to questions 1 to 16 above is true;</p> <p>b I know of no reason why the applicant should not be permitted to possess a shot gun;</p> <p>c the photographs enclosed with this application bear a current true likeness to the applicant, and that I have endorsed the back of one of the photographs to this effect together with the date on which the likeness was compared; and</p> <p>d I am resident in Great Britain and have known the applicant personally for <input style="width: 40px;" type="text"/> years</p> <p>Full name of countersignatory <input style="width: 100%;" type="text"/></p> <p>Full address and telephone number of countersignatory <input style="width: 100%; height: 40px;" type="text"/></p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; border-bottom: 1px solid black;">Post code</td> <td style="width: 50%; border-bottom: 1px solid black;">Telephone number</td> </tr> <tr> <td style="border: 1px solid black; height: 20px;"></td> <td style="border: 1px solid black; height: 20px;"></td> </tr> </table> <p>Occupation, status or profession of countersignatory <input style="width: 100%; height: 20px;" type="text"/></p> <p>Daytime telephone number <input style="width: 100%;" type="text"/></p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%; border-bottom: 1px solid black;">Usual signature of countersignatory</td> <td style="width: 30%; border-bottom: 1px solid black;">Date</td> </tr> <tr> <td style="border: 1px solid black; height: 40px;"></td> <td style="border: 1px solid black; height: 20px;"></td> </tr> </table> <p>Notes to Part D Countersignature When you have completed questions 1-16 on page 1 of this form, for the grant or renewal of a shot gun certificate, it must be countersigned in ink, by someone who is resident in Great Britain and who has known you personally for at least the last two years.</p> <p>Andative must not countersign. A countersignatory must also be a Member of Parliament, Justice of the Peace, minister of religion, doctor, lawyer, established civil servant, bank officer or person of similar standing. Serving police officers, police employees and registered firearm dealers cannot act as countersignatories.</p> <p>The countersignatory must endorse the back of one of the photographs submitted by writing the words – I CERTIFY THAT THIS IS A CURRENT TRUE LIKENESS OF [INSERT NAME] in ink and signing it with his usual signature and the date the likeness was compared.</p> <p>The person who countersigns the application is required by the Firearms Rules 1998 to declare that he knows of no reason why the applicant should not be permitted to possess a shot gun. The countersignatory should therefore be aware that the Firearms Act 1968 requires a chief officer of police to be satisfied that an applicant can be permitted to possess a shot gun without danger to public safety or the peace and that the Act prohibits the grant of a certificate to any person whom the chief officer has reason to believe is prohibited from possessing a shot gun. Countersignatories should bear in mind the character, conduct and mental condition of the applicant in so far as they are relevant to those matters.</p> <p>If you are applying for both a firearm certificate and a shot gun certificate one of your referees for your firearm certificate application may act as your countersignatory for your shot gun certificate application providing that he fulfills the requirements for countersignatories given above.</p>	Post code	Telephone number			Usual signature of countersignatory	Date		
Expiry date	Issuing police force																								
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<div style="background-color: black; color: white; padding: 5px; font-weight: bold; font-size: 1.2em;">Part E Declaration</div> <p>I/We declare that the statements made on this form are true. I/We understand that I will be subject to a check of police records and that my details may be held on computer. It is an offence for any person to knowingly or recklessly make a statement which is false in any material particular for the purpose of procuring either for himself or for another person the grant or renewal of a shot gun certificate. The maximum penalty is six months imprisonment and/or a fine.</p> <p>Notes</p> <p>* You should use this form to apply for the grant or renewal of a shot gun certificate. It is – with certain statutory exceptions – an offence for a person to have in his possession, purchase or acquire, any shot gun, without holding a shot gun certificate.</p> <p>A shot gun is defined as: a smooth-bore gun (not being an air weapon) which –</p> <ol style="list-style-type: none"> a has a barrel not less than 60.96 cm (24 inches) in length and does not have any barrel with a bore exceeding 5.08 cm (two inches) in diameter; b either has no magazine or a non-detachable magazine incapable of holding more than two cartridges; and c is not a revolver gun. <p>Other smooth bore guns may require a firearms certificate.</p> <p>A shot gun certificate is granted subject to the conditions prescribed by the Firearms Rules 1998. It is an offence to fail to comply with any condition shown on a shot gun certificate.</p> <p>In answering question 14 you are not entitled to withhold information about any offence. This includes motoring offences, convictions in places outside Great Britain, and (by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975) convictions which are spent under the 1974 Act. Both a conditional discharge and an absolute discharge count as convictions for this purpose.</p>	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%; border-bottom: 1px solid black; padding: 5px;">Usual signature of applicant</td> <td style="width: 30%; border-bottom: 1px solid black; padding: 5px;">Date</td> </tr> <tr> <td style="border: 1px solid black; height: 30px;"></td> <td style="border: 1px solid black; height: 30px;"></td> </tr> <tr> <td style="border-bottom: 1px solid black; padding: 5px;">Usual signature of parent or guardian <i>if the applicant is under 17 years of age</i></td> <td style="border-bottom: 1px solid black; padding: 5px;">Date</td> </tr> <tr> <td style="border: 1px solid black; height: 30px;"></td> <td style="border: 1px solid black; height: 30px;"></td> </tr> </table> <p>Grant or renewal of a shot gun certificate</p> <p>This form must be accompanied by four identical photographs of you. The photographs should show you full face and without a hat and must bear a current true likeness. The size of the photographs should be 45mm x 35mm. They should be printed on normal thin photographic paper and be unmounted. One of the photographs must be signed in ink, on the back with your usual signature. A second photograph should be endorsed on the back in ink by the countersignatory using the words given in the notes to Part D on page 3.</p> <p>In the case of an application for both a shot gun and a firearms certificate –</p> <ul style="list-style-type: none"> * the shot gun application requires that one photograph must be endorsed by the countersignatory and one by you; * the firearm application requires that each of the referees should endorse a separate photograph and that two photographs must be signed by you. <p>This form must be accompanied by the appropriate fee</p> <p>Unless otherwise advised by the police, you should post or take the completed form together with the fee and photographs to your local police headquarters.</p>	Usual signature of applicant	Date			Usual signature of parent or guardian <i>if the applicant is under 17 years of age</i>	Date			
Usual signature of applicant	Date									
Usual signature of parent or guardian <i>if the applicant is under 17 years of age</i>	Date									
<p>ISBN 0113411979</p> <p>Order No.</p> <p>© Crown Copyright 1996. Published with permission of the Home Office on behalf of the Controller of Her Majesty's Stationery Office.</p> <p>Applications for reproduction should be made in writing to: The Copyright Unit, Her Majesty's Stationery Office, St Clements House, 2-16 Colindale, NW9 1BQ.</p> <p>Data Protection Act 1984 Personal data supplied may be held or verified by computer.</p>	<table style="width: 100%; border-collapse: collapse;"> <tr> <td rowspan="4" style="width: 15%; border: 1px solid black; text-align: center; vertical-align: middle; font-weight: bold;">For official use only</td> <td style="width: 25%; border-bottom: 1px solid black; padding: 2px;">Fee paid £</td> <td style="width: 60%; border-bottom: 1px solid black; padding: 2px;">Signature</td> </tr> <tr> <td style="border-bottom: 1px solid black; padding: 2px;">Receipt No.</td> <td style="border-bottom: 1px solid black; padding: 2px;">Rank/No.</td> </tr> <tr> <td style="border-bottom: 1px solid black; padding: 2px;">Date</td> <td style="border-bottom: 1px solid black; padding: 2px;">Station</td> </tr> <tr> <td style="border-bottom: 1px solid black; padding: 2px;"></td> <td style="border-bottom: 1px solid black; padding: 2px;"></td> </tr> </table>	For official use only	Fee paid £	Signature	Receipt No.	Rank/No.	Date	Station		
For official use only	Fee paid £		Signature							
	Receipt No.		Rank/No.							
	Date		Station							

Rule 5(6)

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PART II

Firearms Act 1968 to 1997

Shot Gun Certificate

Firearms Form 101

This certificate is granted for the purpose of section 2 of the Firearms Act 1968 to the holder named below, and relates to the shot gun(s) specified

<p>Name and address of holder:</p> <div style="border: 1px solid black; height: 60px; margin-bottom: 5px;"></div> <p>Post Code <input style="width: 150px;" type="text"/></p> <p>Date of birth <input style="width: 150px;" type="text"/></p> <p>Certificate number <input style="width: 150px;" type="text"/></p> <p>Valid from <input style="width: 50px;" type="text"/> to <input style="width: 50px;" type="text"/></p> <p>Usual signature of holder</p> <div style="border: 1px solid black; height: 30px; margin-top: 5px;"></div>	<p>Photograph of holder</p>	<p>Stamp of issuing Police Force</p> <div style="border: 1px solid black; height: 120px; margin-top: 5px;"></div>
	<p>Signature of Chief Officer of Police</p> <div style="border: 1px solid black; height: 30px; margin-top: 5px;"></div>	<p>Date</p> <div style="border: 1px solid black; width: 50px; height: 30px; margin-top: 5px;"></div>

Conditions

The holder of this certificate is authorised for the purposes of section 2 (1) of the Firearms Act 1968 to possess shot guns, subject to the following conditions-

- 1 The holder must, on receipt of the certificate, sign it in ink with his usual signature.
- 2 The holder of the certificate must, without undue delay, inform the chief officer of police by whom this certificate was granted of the theft, loss, or destruction in Great Britain of this certificate and/ or the theft, loss, deactivation or destruction of any shot guns to which it relates.
- 3 The holder of the certificate must, without undue delay, inform the chief officer of police by whom the certificate was granted of any change in his permanent address.

4 (a) The shot guns to which the certificate relates must at all times (except in the circumstances set out in paragraph (b) below) be stored securely so as to prevent, so far as is reasonably practicable, access to the shot guns by an unauthorised person.

(b) Where a shot gun to which the certificate relates is in use or the holder of the certificate has the shot gun with him for the purpose of cleaning, repairing or testing it or for some other purpose connected with its use, transfer or sale, or the shot gun is in transit to or from a place in connection with its use or any such purpose, reasonable precautions must be taken for the safe custody of the shot gun.

Additional statutory conditions may be added here by the chief officer of police.

Table 1 Shot guns possessed		
Gauge or calibre	Maker's name	Type (eg over-and-under, side-by-side, etc) including identification number if known

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Certificate number

Table 1 Shot guns possessed (continued)

Calibre	Maker's name	Type (eg over and under and side by side, etc) including identification number if known
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Certificate number

Instructions to anybody who sells, lets on hire, gives or lends firearms or ammunition, to the holder of this certificate.

Guidance to holder of certificate

Please ensure that anyone who sells, lets on hire, gives or lends you a shot gun reads these notes.

- 1 You must complete each column of **Table 2 Shot guns transferred**.
- 2 In the case of a shot gun – if you are a registered firearm dealer or a person who is entitled to possess the shot gun without a certificate – you must inform the chief officer of police who issued this certificate **within 7 days** about the transaction by registered post or recorded delivery. You should provide a description of the shot gun (including its identification number, if any). Also say whether the shot gun was sold, let on hire, given or lent, and give the name and address of the holder of this certificate; and
- 3 Any circumstances attending the transaction which appear to require investigation must be reported within 48 hours to the chief officer of police who granted this certificate. If you are selling a shot gun which will be sent or posted to another dealer for the buyer to collect in person you should complete this table and notify the police. The dealer who actually hands over the shot gun should not complete the table or notify the police (except in circumstances which may require police investigation as above).

Table 2 Shot guns transferred

A Date of sale or transfer	B State whether sold, let on hire, given, or lent	C Type, gauge or calibre, maker's name and description (including identification number where known)	D Name and address of person selling or transferring shot gun	E Authority to possess (eg shot gun certificate or dealer's registered number)	F Certification I certify that the entries in columns A to D are correct Usual signature and date

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Table 2 Shot guns transferred (continued)

A Date of sale or transfer	B State whether sold, let on hire, given, or lent	C Type, gauge or calibre, maker's name and description (including identification number where known)	D Name and address of person selling or transferring shot gun	E Authority to possess (eg shot gun certificate or dealer's registered number)	F Certification I certify that the entries in columns A to D are correct Usual signature and date

Notes

A Her Majesty's Customs and Excise will notify the chief officer of police who issued this certificate of any shot gun which is imported into Great Britain on the authority of the certificate

B If you

- i) transfer a shot gun to any other person including selling it, hiring it out, lending it for more than 72 hours, or making a gift of it; or
- ii) purchase or acquire a shot gun; or
- iii) deactivate a shot gun or have it deactivated by someone else; or
- iv) destroy a shot gun, lose one, or have it stolen

The Firearms (Amendment) Act 1997 requires you to notify the chief officer of police who issued your certificate.

This requirement applies even if the sale, loss, etc. has happened outside Great Britain. It is an offence not to notify. Details of the notifications required are available from your local police.

C Under section 32 of the Firearms (Amendment) Act 1997 where a person sells, lets on hire, lends for more than 72 hours or gives a shot gun to another person who is not a registered firearms dealer or a

person who is entitled to purchase or acquire the shot gun without holding a certificate -

- i** the person receiving the shot gun must produce the certificate or permit entitling him/ her to purchase or acquire the shot gun being transferred;
 - ii** the person selling, letting on hire, lending or giving the shot gun must comply with any instructions in the certificate or permit produced; and
 - iii** the final hand over of the shot gun must take place in person.
- It is an offence for a person to fail to comply with these requirements.

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