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## SCHEDULE 2

SHOTGUN CERTIFICATES: FORMS OF APPLICATION AND CERTIFICATE  
Rule 5(6)

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## PART II

*Firearms Act 1968 to 1997*

**Firearms Form 101**

Shot Gun Certificate

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> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; border-bottom: 1px solid black; padding: 2px;">Post Code</td> <td style="width: 50%; border-bottom: 1px solid black; padding: 2px;">Date of birth</td> </tr> <tr> <td style="border-bottom: 1px solid black; padding: 2px;">Certificate number</td> <td style="border-bottom: 1px solid black; padding: 2px;">Valid from</td> </tr> <tr> <td style="border-bottom: 1px solid black; padding: 2px;"></td> <td style="border-bottom: 1px solid black; padding: 2px;">to</td> </tr> </table> <p>Usual signature of holder</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div>	Post Code	Date of birth	Certificate number	Valid from		to	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; border-bottom: 1px solid black; height: 120px; vertical-align: middle; text-align: center;">Photograph of holder</td> <td style="width: 50%; border-bottom: 1px solid black; height: 120px; vertical-align: middle; text-align: center;">Stamp of issuing Police Force</td> </tr> </table> <table style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <tr> <td style="width: 70%; border-bottom: 1px solid black; padding: 2px;">Signature of Chief Officer of Police</td> <td style="width: 30%; border-bottom: 1px solid black; padding: 2px;">Date</td> </tr> </table>	Photograph of holder	Stamp of issuing Police Force	Signature of Chief Officer of Police	Date
Post Code	Date of birth										
Certificate number	Valid from										
	to										
Photograph of holder	Stamp of issuing Police Force										
Signature of Chief Officer of Police	Date										

**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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