



Notification of Receiving Instruction

This form must be completed when a person intends to receive instruction in the use of general category handguns in accordance with an exemption provided under the Firearms Act 1996 provided for the purposes of obtaining a General Category Handgun Licence in Victoria.

- This notice is to be completed **prior** to the instruction being provided.
- The person providing the instruction must give this notification to LSD **within 7 days** of providing the instruction.
- Complete in black or blue pen. Do not use correction fluid/tape. Draw a line through any mistakes and write the correct information alongside it.

Part 1 - Personal Information of Person Receiving Instruction

Have you previously had a licence issued by LSD Yes No Previous Licence Number

Section A – Current Name

Family Name

First Given Name

Second Given Name

Sex: Male Female Date of Birth:
 (Day) (Month) (Year)

If you have officially changed your name at any time, please staple a list of your previous names to this form.

Section B – Residential Address

Property Name (if applicable)

Flat/Unit Number / Street Number / Lot Number

Street Name Street Type (Rd, St, etc)

Town/Suburb State Postcode

Is your postal address the same as your residential address? Yes Go to **Section D**. No Go to **Section C**.

Section C – Postal Address

Cross appropriate box then enter the number below

GPO Box PO Box Locked Bag Private Bag RSD RMB Street No. Rural Road No. Number

Street Name Street Type (Rd, St, etc)

Town/Suburb State Postcode

Section D – Contact details

Daytime Telephone Contact OR

Email Address

Part 2 – Identification Details

Please provide the document number and description of **two** forms of identification of the person receiving instruction for identification purposes. **At least** one form of identification must be a current government issued document, e.g. Driver Licence/Birth Certificate/Passport. The second form of identification can be any document that verifies the person's name, e.g. a credit card/student card. The name on both identification documents must match the name on the front of this form, or at least one identification document must include official evidence of a change of name, e.g. recent copy of a Full Birth Certificate or Marriage Certificate. The instructor must sight these documents and verify that the details are correct.

1.
 Unique Identification Number of Document Type of Document

2.
 Unique Identification Number of Document Type of Document

By providing Driver Licence information I hereby authorise Victoria Police to obtain from the Roads Corporation (Vic Roads) information that relates to my identity that is kept by the Roads Corporation (Vic Roads).

Part 3 – Declaration by Person Who is Receiving Instruction

Are you currently being treated for psychiatric, depression, stress or emotional problems or have any medical condition that could impact on your ability to use a handgun in a manner that is safe to yourself and others?

Yes No

If you have indicated 'yes' to this question, then you must not proceed to receive instruction in the use of general category handguns until you provide evidence from a treating medical practitioner of your fitness to complete the instruction and carry and use handguns that is acceptable to the instructor.

Are you a 'prohibited person' as defined in section 3 of the *Firearms Act 1996*? *Note: The definition of 'prohibited person' can be found at www.police.vic.gov/firearms. You must ensure that you have read and understood it before completing this part.*

Yes No

If you have indicated 'yes' to this question, then you must not proceed to receive instruction in the use of general category handguns.

Please indicate for which occasion the instruction is being received (e.g. '3' for third 3rd occasion)

Adult (no more than 10 separate occasions)

Junior (no more than 3 separate occasions)

1 2 3 4 5 6 7 8 9 10

1 2 3

I declare that I am not a prohibited person and do not have any medical condition that would preclude me from receiving this instruction. I also declare that the particulars in this notification and any attachments are true and correct and I make this declaration knowing that it is an offence against section 54(5) of the *Firearms Act 1996* to provide false information in this notification and section 54(6) to knowingly or recklessly give false information in response to a question asked in relation to this notification (maximum penalty is 120 penalty units to 2 years imprisonment for each offence).

Signature Date / /

Privacy Statement: The information collected in this application is being collected by Victoria Police. It will be used in accordance with the provisions of the *Firearms Act 1996*, *Private Security Act 2004*, *Control of Weapons Act 1990* and the *Information Privacy Act 2000*. Your information may be disclosed to employers, approved bodies and other statutory authorities by Victoria Police for the purpose of law enforcement and the administration of justice. You may gain access to their information through application to the Victoria Police Freedom of Information Unit.

Part 4 – Written Consent from Parent or Guardian of Junior Receiving Instruction

A junior (aged between 12 and 17 years) cannot receive instruction until this part is completed.

This statement is made by a Parent or Guardian (cross relevant choice) Parent Guardian (legally appointed)

I, (Print family name) (Print given names)

of (Print residential address)

Telephone (Home) (Work) (Mobile)

have given consent for (Junior's full name)

to receive instruction from (Instructor's full name)

for the purpose of receiving instruction in the use of a general category handgun.

Parent/Guardian's Signature Date / /

Part 5 – Instruction Details (to be completed by Instructor)

Name of approved club and shooting range where the instruction took place Date of Instruction / /

Instructor's Name

Instructor's Firearm Licence Number Expiry Date / /

Part 6 – Declaration by Instructor

I declare that I have sighted the required identification documents and verify that the particulars in this notification and any attachments are true and correct. I further declare that I have questioned this person as to whether or not they are a prohibited person under the *Firearms Act 1996* and to the number of occasions on which they have received instructions. Based on the answers received in response to these questions and on available facts, I believe that the person is a non-prohibited person and is eligible to receive instruction. I make this declaration knowing that it is an offence against section 54(5) of the *Firearms Act 1996* to provide false information in this notification (maximum penalty 120 penalty units or 2 years imprisonment).

Instructor's Signature Date / /

Note: The Instructor is to give this notification & any attachments to Victoria Police's Licensing Services Division within 7 days of the instruction occurring.