



PSNI FIREARMS & EXPLOSIVES BRANCH

GUIDELINES ON HOW TO APPLY TO CANCEL YOUR FIREARM CERTIFICATE ONLINE

(Version – February 2019)

Applying to cancel your firearm certificate online:

You should complete the cancellation form if you wish to fully cancel your Firearm Certificate (FAC). The following document outlines each of the steps involved when applying to cancel your FAC. Guidance on the information required to complete the application is outlined on Page 4.

If you require advice and guidance with completing your online form then you can contact Firearms & Explosives Branch at:

- Email: firearms@psni.pnn.police.uk
- Firearms and Explosives Branch (FEB): 0800 7839899 **Monday – Friday 10am – 12pm and 2pm – 4pm.**

For all other queries please telephone the non-emergency number 101 between **Monday – Friday 2pm – 4pm** and ask for Firearms and Explosives Branch.

Facilities for completing online applications are also available at a number of locations – please see our website for details of these at: https://www.psni.police.uk/advice_information/firearms/online-application-information/ and click on the ‘General Online Application Information’ button.

Further information on firearms law may be obtained from the PSNI website at www.psni.police.uk/firearms

To make your application online:

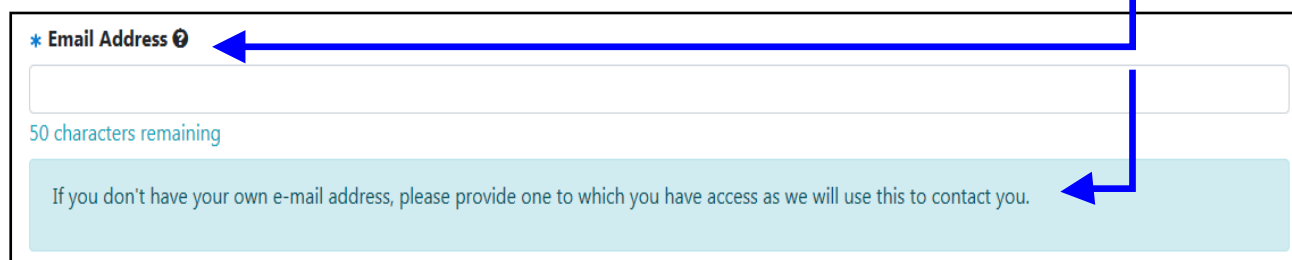
- Before you make your application, we recommend that you ensure that the operating system and browser is up to date on your device. If your operating system or browser is not up to date, then further advice on how to do this can be found on the Online Application Information page of the PSNI website https://www.psni.police.uk/advice_information/firearms/online-application-information/ , click on the button ‘General Online Application Information’ and there is guidance on how to update your browser on the right hand side of the screen.
- To complete your cancellation application please go to https://www.psni.police.uk/advice_information/firearms/online-application-information/ and click on the button ‘Cancellation of Firearm Certificate’.

General guidance to help you through the online cancellation form:

- **Question mark icons:**

At various stages throughout the application you will see question mark icons. They act as a guide to help you complete your application. For example:

A '?' icon (Tool Tip) beside a question will, once you click on it, give you examples of the type of information required or further guidance on how to respond to the question.



* Email Address ?

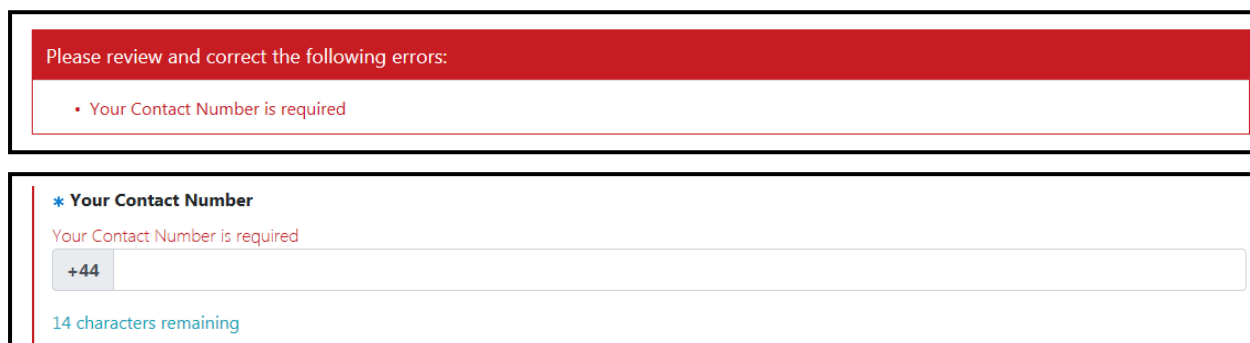
50 characters remaining

If you don't have your own e-mail address, please provide one to which you have access as we will use this to contact you.

The screenshot shows a form field for an email address. The label is '* Email Address ?' with a question mark icon. Below the input field, it says '50 characters remaining'. A light blue tooltip box is open below the input field, containing the text: 'If you don't have your own e-mail address, please provide one to which you have access as we will use this to contact you.' Blue arrows point from the question mark icon to the input field and from the tooltip to the input field.

- **Error messages:**

Should you not complete a section of the form that is required it will display a validation error at the top of the page. This error means there is a section of the form you must complete before you can move on to the next section. A sample of how this will look is provided below where the contact telephone number has not been filled in.



Please review and correct the following errors:

- Your Contact Number is required

* Your Contact Number

Your Contact Number is required

14 characters remaining

The screenshot shows an error message at the top: 'Please review and correct the following errors:' followed by a list item '• Your Contact Number is required'. Below this is a form field for the contact number. The label is '* Your Contact Number' and the text below it says 'Your Contact Number is required'. The input field contains '+44' and has '14 characters remaining' below it.

Before beginning the online cancellation form:

Once you begin the cancellation process you must complete it in one go. The ability to make changes during the cancellation process is available however it is important to note it must be completed in one go once you begin – it cannot be saved and returned to at a later stage.

Please have the following details to hand prior to commencing your cancellation form:

- Your PID number
- Your FAC number
- A valid email address
- A valid contact number
- The first page of your Firearm Certificate
- If you are disposing of a firearm(s) to a Dealer then you will need the Dealers note, and the full name and address details of the Dealer
- If you are disposing of a firearm(s) to a person inside Northern Ireland you will need the following information:
 - *If they already hold a Firearm Certificate you will need their PID number, their FAC number, and their full name. If they have already made a variation / regrant with variation application to hold your firearm, then you will need their application reference number. You will also need a letter of transfer.*
 - *If they do not already have a Firearm Certificate you will need their full name. If they have already made an Initial Grant application to hold your firearm, then you will need their application reference number. You will also need a letter of transfer.*
 - *Please be aware that in both these cases, that until the other person has submitted their application online, we will be unable to complete your cancellation.*
- If you are disposing of a firearm(s) to a person outside Northern Ireland then you will need their full name, address and contact details, along with a letter of transfer
- If you are surrendering a firearm(s) to the PSNI for destruction, then you need to have the M29 form that you were given by the PSNI when you surrendered your firearm(s). You will also need the serial number from the top right-hand corner of this form
- If you are no longer holding a firearm(s) on loan from someone, then you will need the PID number, the FAC number, and the full name of the original holder
- If you are disposing of a firearm(s) by another means then you will need to have a proof of transfer document, and the full name, address and contact details of the person you are disposing of the firearm to

Opening the Cancellation form:

- This is the first screen that you will see when you open up the Cancellation form.

Notification of Cancellation of a Firearm Certificate

Important Information - What you need before you start your application. Please click to expand

- * Required information
- * **PID Number**

20 characters remaining

- * **FAC Number**

20 characters remaining

Verify

- We recommend that you read the **'Important Information'** section at the top of the screen before you begin your application. This section contains details on the information you will need to have to hand before beginning your application. To open the 'Important Information' section, click on the white arrow here, and the section will open up as below. **NB: to close the section, click on the white arrow again.**

Notification of Cancellation of a Firearm Certificate

Important Information - What you need before you start your application. Please click to expand

WARNING

PLEASE READ THE GUIDANCE NOTES BEFORE SUBMITTING YOUR ONLINE APPLICATION

Before you start you must have the following information to hand:

- Your PID number
- Your FAC number
- A valid email address
- A valid contact number
- The first page of your Firearm Certificate
- If you are disposing of a firearm(s) to a Dealer then you will need the Dealers note, and the full name and address details of the Dealer
- If you are disposing of a firearm(s) to a person inside Northern Ireland you will need the following information:
 - If they already hold a Firearm Certificate you will need their PID number, their FAC number, and their full name. If they have already made a variation / regrant with variation application to hold your firearm, then you will need their application reference number. You will also need a letter of transfer.
 - If they do not already have a Firearm Certificate you will need their full name. If they have already made an Initial Grant application to hold your firearm, then you will need their application reference number. You will also need a letter of transfer.
 - Please be aware that in both these cases, that until the other person has submitted their application online, we will be unable to complete your cancellation.
- If you are disposing of a firearm(s) to a person outside Northern Ireland then you will need their full name, address and contact details, along with a letter of transfer
- If you are surrendering a firearm(s) to the PSNI for destruction, then you will need to have the M29 form that you were given by the PSNI when you surrendered your firearm(s). You will also need the serial number from the top right-hand corner of this form
- If you are no longer holding a firearm(s) on loan from someone, then you will need the PID number, the FAC number, and the full name of the original holder
- If you are disposing of a firearm(s) by another means then you will need to have a proof of transfer document, and the full name, address and contact details of the person you are disposing of the firearm to

Assistance and advice may also be obtained from your local Firearms Enquiry Officer.

If you have any questions in relation to the completion of this online form then please telephone Firearms and Explosives Branch on 0800 7839899 between 9am - 4pm Monday - Friday.

For all other queries please telephone the non-emergency number 101 between 2pm - 4pm Monday - Friday and ask for Firearms and Explosives Branch.

Entering your details:

- The first thing you need to do is to enter your PID number and your FAC number in the following boxes:

Notification of Cancellation of a Firearm Certificate

Important Information - What you need before you start your application. Please click to expand

* Required information

* PID Number

123456
14 characters remaining

* FAC Number

654321
14 characters remaining

Verify

- Then click the verify button.

- Your screen will then look like this.

Notification of Cancellation of a Firearm Certificate

Important Information - What you need before you start your application. Please click to expand

* Required information

We have confirmed that FAC Number: **359581** is attached to PID Number: **152350**

* Email Address

50 characters remaining

* Confirm Email Address

50 characters remaining

If you do not have an email address or contact number, please declare that you have permission to use the email and contact number you are submitting as part of your application and that you are happy for the owner of both to view your application details and be contacted by FEB if required.

If you have lost or misplaced your Firearm Certificate, you will need to upload a signed letter to verify this.

* Your Contact Number

+44
14 characters remaining

* Please upload the first page of your Firearm Certificate

You can upload one file (Files accepted are .gif, .jpg, .jpeg, .bmp, .png and .pdf)

Choose an image to Upload

- The next step is to **enter your email address and your contact telephone number**. Please check when you are entering these that you have entered the correct details.

* Email Address

myemail@hotmail.com

31 characters remaining

* Confirm Email Address

myemail@hotmail.com

31 characters remaining

If you do not have an email address or contact number, please declare that you have permission to use the email and contact number you are submitting as part of your application and that you are happy for the owner of both to view your application details and be contacted by FEB if required.

If you have lost or misplaced your Firearm Certificate, you will need to upload a signed letter to verify this.

* Your Contact Number

+44 7789123456

- Then you will need to **upload a copy of the first page of your FAC**. You can do this by clicking the 'Choose an image to upload' button and selecting a file from your device, and then selecting 'upload'.

* Please upload the first page of your Firearm Certificate

You can upload one file (Files accepted are .gif, .jpg, .jpeg, .bmp, .png and .pdf)

Choose an image to Upload

* Please upload the first page of your Firearm Certificate

You can upload one file (Files accepted are .gif, .jpg, .jpeg, .bmp, .png and .pdf)

Upload 0%

- If you upload the wrong document by mistake, do not worry as there is a 'Clear Image' button which you can select, to go back and choose another document.



- Don't forget to tick the declaration box at the bottom of the screen which indicates that you acknowledge that it is an offence to make a false statement in relation to an FAC application, and that you have read the 'Important Information' section at the top of the screen.
- Then click the begin button.

It is an offence for anyone to knowingly or recklessly make a false statement in order to obtain a grant or variation of any certificate, either for themselves or for someone else (Article 73 Firearms (NI) Order 2004).

Please confirm you have read and understood the Important Information above.

Note: Ensure all your contact information is correct before advancing. You will NOT be able to edit this information later.

Begin

Telling us how you wish to dispose of each firearm or other item that is on your FAC:

- Your screen will look like the picture below, and it will contain a list of the serial numbers for all of the firearms that you have on your FAC.

This is a list of all the Firearm Serial numbers covered under your current **Firearm Certificate: 359581**

For each firearm, please tell us the '**Type of Disposal**' you have made.
Note that firearms without a serial number (e.g. Sound Moderator or Barrels) will be handled separately.

Firearm Serial Number	Type of Disposal
942367	----- Please Select -----
497152	----- Please Select -----
3941	----- Please Select -----
697391	----- Please Select -----
461397	----- Please Select -----
NONE	Other - No Serial Number
648	----- Please Select -----
73641952	----- Please Select -----

Next

- Please select a disposal method for each of the firearms on your FAC by clicking this button for each entry.
- Your options on this selection list will be as follows:
 - To a Dealer inside NI
 - To a Dealer outside NI
 - To a Person inside NI
 - To a Person outside NI
 - Surrender to the PSNI for destruction
 - No longer held on loan
 - Other
- Once you have selected an option for each of the firearms on your FAC, please click the Next button.

Disposing to a Dealer (Inside NI):

- Your screen will look like the picture below.

1 2 3 4 5 6 7 8 9

To a Dealer
inside NI

Dealer (Inside NI) Details

You have told us that the following firearm(s) are being disposed of **'To a Dealer inside NI'**.

For this stage we need evidence of your disposal, **the first step** is to upload a copy of your proof of disposal for each firearm (accepted files are .gif, .jpeg, .png, .bmp and .pdf).

[Pick a File](#)

Firearms to be Disposed to Dealer Inside Northern Ireland List

Firearm Serial Number	Dealer	Proof of Disposal
942367	----- Please Select -----	----- Please Select -----

If you need to change a firearm to a different disposal method, please use the 'Edit Disposal Options' button below.

[Edit Disposal Options](#) [Next](#)

- The first stage is to upload a copy of your dealer's note. If you are disposing of more than one firearm, and disposing of them to different dealers, please upload a copy of each dealer's note that you have received.
- If you upload the wrong document, do not worry as there is a 'Delete' button which will appear, and you can click it to go back and choose another document.

Delete

- Then we need you to tell us which firearm(s) are being disposed of to which dealer, and select the appropriate proof of disposal from the drop down list. A sample one has been completed below.

Now tell us which firearm(s) are being disposed of to which dealer, and select the appropriate proof of disposal from the drop down list.

Firearms to be Disposed to Dealer Inside Northern Ireland List


Firearm Serial Number	Dealer	Proof of Disposal
942367	Test Entry 12062017	Sample Dealers Note for uploading.pdf

If you need to change a firearm to a different disposal method, please use the 'Edit Disposal Options' button below.

[Edit Disposal Options](#) [Next](#)

- NB: If you have more than one firearm to dispose of and they are all going to the same dealer inside NI, you will see that once you have completed the first line, there is a box called 'Apply to all' that will appear. Simply tick this, and it will fill complete the rest of the list for you.

Firearm Serial Number	Dealer	Proof of Disposal	
942367	Test Entry 12062017	Sample Dealers Note for uploading.pr	<input type="checkbox"/> Apply to all
497152	----- Please Select -----	----- Please Select -----	
3941	----- Please Select -----	----- Please Select -----	
697391	----- Please Select -----	----- Please Select -----	



➤ It will then look like the picture below.

Firearms to be Disposed to Dealer Inside Northern Ireland List			
Firearm Serial Number	Dealer	Proof of Disposal	
942367	Test Entry 12062017	Sample Dealers Note for uploading.pr	<input checked="" type="checkbox"/> Apply to all
497152	Test Entry 12062017	Sample Dealers Note for uploading.pr	
3941	Test Entry 12062017	Sample Dealers Note for uploading.pr	
697391	Test Entry 12062017	Sample Dealers Note for uploading.pr	

If you need to change a firearm to a different disposal method, please use the 'Edit Disposal Options' button below.

[Edit Disposal Options](#) [Next](#)

➤ You will see that if you realise you have made a mistake and selected the wrong disposal option, e.g. you selected that you were disposing of a firearm(s) to a dealer inside NI, but instead you meant to select you were disposing of them to a person inside NI, then you have the option to Edit your disposal options by clicking on this button which will take you back and allow you to select the correct option.

➤ If you have completed this section, then please click the 'Next' button to go to the next page.

Disposing to a Dealer (Outside NI):

- Your screen will look like the picture below.

1 2 3 4 5 6 7 8 9

To a Dealer outside NI

Dealer (Outside NI) Details

You have told us that the following firearm(s) are being disposed of **'To a Dealer outside NI'**.

For this stage we need evidence of your disposal, **the first step** is to upload a copy of your proof of disposal for each firearm (accepted files are .gif, .jpeg, .png, .bmp and .pdf).

Firearms to be Disposed to a Dealer Outside Northern Ireland List

Firearm Serial Number	Dealer Name, Full Address, Contact Details	Proof of Disposal
497152	<input type="text"/>	----- Please Select -----

If you need to change a firearm to a different disposal method, please use the 'Edit Disposal Options' button below.

- The first stage is to upload a copy of your dealer's note. If you are disposing of more than one firearm, and disposing of them to different dealers, please upload a copy of each dealer's note that you have received.
- If you upload the wrong document, do not worry as there is a 'Delete' button which will appear, and you can click it to go back and choose another document.

Delete

- Then we need you to tell us which firearm(s) are being disposed of to which dealer, and select the appropriate proof of disposal from the drop down list. A sample one has been completed below.

Firearms to be Disposed to a Dealer Outside Northern Ireland List		
Firearm Serial Number	Dealer Name, Full Address, Contact Details	Proof of Disposal
497152	<input type="text" value="City Dealership, 1 Long Lane, Belfast, BT1 234"/> <small>454 characters remaining</small>	<input style="border: 1px solid cyan;" type="text" value="Sample Dealers Note for uploading.pdf"/>

If you need to change a firearm to a different disposal method, please use the 'Edit Disposal Options' button below.

- NB: If you have more than one firearm to dispose of and they are all going to the same dealer outside NI, you will see that once you have completed the first line, there is a box called 'Apply to all' that will appear. Simply tick this, and it will fill complete the rest of the list for you.

Firearms to be Disposed to a Dealer Outside Northern Ireland List		
Firearm Serial Number	Dealer Name, Full Address, Contact Details	Proof of Disposal
497152	<input type="text" value="City Dealership, 1 Long Lane, Belfast, BT1 234"/>	<input type="text" value="Sample Dealers Note for uploading.pdf"/> <input type="checkbox"/> Apply to all
942367	<input type="text"/>	<input type="text" value="----- Please Select -----"/>

- It will then look like the picture below.

Firearms to be Disposed to a Dealer Outside Northern Ireland List		
Firearm Serial Number	Dealer Name, Full Address, Contact Details	Proof of Disposal
497152	City Dealership, 1 Long Lane, Belfast, BT1 234	Sample Dealers Note for uploading.pdf <input type="checkbox"/> Apply to all
942367	City Dealership, 1 Long Lane, Belfast, BT1 234	Sample Dealers Note for uploading.pdf <input type="checkbox"/>

If you need to change a firearm to a different disposal method, please use the 'Edit Disposal Options' button below.

[Edit Disposal Options](#) [Next](#)

- You will see that if you realise you have made a mistake and selected the wrong disposal option, e.g. you selected that you were disposing of a firearm(s) to a dealer inside NI, but instead you meant to select you were disposing of them to a person inside NI, then you have the option to Edit your disposal options by clicking on this button which will take you back and allow you to select the correct option.
- If you have completed this section, then please click the 'Next' button to go to the next page.

Disposing to a Person (Inside NI):

- Your screen will look like the picture below:

1 2 3 4 5 6 7 8

To a Person inside NI

To a Person (Inside NI) Details

You have told us that the following firearm(s) are being disposed of **'To a Person (Inside NI)'**.

For this stage we need evidence of your disposal, **the first step** is to add the details of the new firearm holder(s).

Add a New Holder

Using the dropdown please select the name of the new holder

Firearm Serial Number	New Holder Name
3941	----- Please Select -----

If you need to change a firearm to a different disposal method, please use the 'Edit Disposal Options' button below.

Edit Disposal Options **Previous** **Next**

- For this stage we need you to tell us the details of the person you are disposing of the firearm(s) to, so please click the 'Add a new holder' button. If you are disposing of more than one firearm and they are each going to different people, then please click the 'Add a new holder' button for each person.
- You will be asked if the new holder has a Firearm Certificate already, and if so to fill in the PID Number, FAC Number, forename and surname. If they don't already have a Firearm Certificate then you will be asked for their forename and surname.
- In either case, the new holder must complete a variation or a regrant with variation application in order to be able to apply to have this item on their FAC. You will also be asked for the application reference number of this application when you complete the above section. *If the person hasn't applied yet, then you will still be able to complete your cancellation form to submit to PSNI, however we will be unable to fully process your cancellation until the person has submitted the necessary application to PSNI.*

➤ Your screen will look like the picture below.

New Firearm Holders List				
PID	FAC	Application Reference	Forename	Surname
N/A	N/A	N/A	Joe	Bloggs
152355	359586	N/A	Minnie	Mouse

Now tell us which firearm(s) are being disposed of to which person, and select the appropriate firearm holder from the drop down list.

Using the dropdown please select the name of the new holder

Firearm Serial Number	New Holder Name
3941	----- Please Select -----
497152	----- Please Select -----

If you need to change a firearm to a different disposal method, please use the 'Edit Disposal Options' button below.

[Edit Disposal Options](#) [Previous](#) [Next](#)

➤ Then we need you to tell us which firearm(s) are being disposed of to which person, and select the appropriate proof of disposal from the drop down list. A sample one has been completed below.

Using the dropdown please select the name of the new holder

Firearm Serial Number	New Holder Name
3941	Joe Bloggs
497152	----- Please Select -----

Apply to all

If you need to change a firearm to a different disposal method, please use the 'Edit Disposal Options' button below.

[Edit Disposal Options](#) [Previous](#) [Next](#)

- NB: If you have more than one firearm to dispose of and they are all going to the same person inside NI, you will see that once you have completed the first line, there is a box called 'Apply to all' that will appear. Simply tick this, and it will complete the rest of the list for you.

Using the dropdown please select the name of the new holder

Firearm Serial Number	New Holder Name
3941	Joe Bloggs <input checked="" type="checkbox"/> Apply to all
497152	Joe Bloggs

If you need to change a firearm to a different disposal method, please use the 'Edit Disposal Options' button below.

[Edit Disposal Options](#) [Previous](#) [Next](#)

- You will see that if you realise you have made a mistake and selected the wrong disposal option, e.g. you selected that you were disposing of a firearm(s) to a person inside NI, but instead you meant to select you were disposing of them to a person outside NI, then you have the option to edit your disposal options by clicking on this button which will take you back and allow you to select the correct option.
- If you have completed this section, then please click the 'Next' button to go to the next page.

Disposing to a Person (Outside NI):

- Your screen will look like the picture below:

1 2 3 4 5 6 7 8

To a Person
outside NI

To a Person (Outside NI) Details

You have told us that the following firearm(s) are being disposed of **'To a Person (Outside NI)'**.

For this stage we need evidence of your disposal, **the first step** is to upload a copy of your proof of disposal for each firearm (accepted files are .gif, .jpeg, .png, .bmp and .pdf).

Firearms to be Disposed to Person Outside Northern Ireland List

Firearm Serial Number	New Holder Name, Full Address, Contact Details	Proof of Disposal
697391	<input type="text"/>	----- Please Select ----- <input type="button" value="v"/>

If you need to change a firearm to a different disposal method, please use the 'Edit Disposal Options' button below.

- As you have selected that you are disposing of your firearm(s) to a person we need you to upload a copy of your proof of disposal (e.g. letter of transfer). If you are disposing of more than one firearm and they are each going to a different person (outside NI) then please upload a copy of your proof of disposal for each person.

- Then we need you to tell us which firearm(s) are being disposed of to which person, and select the appropriate proof of disposal from the drop down list. A sample one has been completed below.

Firearms to be Disposed to Person Outside Northern Ireland List

Firearm Serial Number	New Holder Name, Full Address, Contact Details	Proof of Disposal
697391	Miss Minnie Mouse, 1 Long Lane, New Town, Belfast, BT1 234 442 characters remaining	Sample Letter of Transfer for uploading.p... <input type="button" value="v"/>
3941	<input type="text"/>	----- Please Select ----- <input type="button" value="v"/>

Apply to all

- NB: If you have more than one firearm to dispose of and they are all going to the same person outside NI, you will see that once you have completed the first line, there is a box called 'Apply to all' that will appear. Simply tick this, and it will complete the rest of the list for you.

Firearms to be Disposed to Person Outside Northern Ireland List		
Firearm Serial Number	New Holder Name, Full Address, Contact Details	Proof of Disposal
697391	Miss Minnie Mouse, 1 Long Lane, New Town, Belfast, BT1 234 442 characters remaining	Sample Letter of Transfer for uploading.p... <input checked="" type="checkbox"/>
3941	Miss Minnie Mouse, 1 Long Lane, New Town, Belfast, BT1 234	Sample Letter of Transfer for uploading.p...

If you need to change a firearm to a different disposal method, please use the 'Edit Disposal Options' button below.

[Edit Disposal Options](#) [Previous](#) [Next](#)

- You will see that if you realise you have made a mistake and selected the wrong disposal option, e.g. you selected that you were disposing of a firearm(s) to a person outside NI, but instead you meant to select you were disposing of them in a different manner, then you have the option to edit your disposal options by clicking on this button which will take you back and allow you to select the correct option.

- If you have completed this section, then please click the 'Next' button to go to the next page.

Surrender to PSNI Details:

➤ Your screen will look like the picture below:

Surrender to PSNI

Surrender to PSNI Details

You have told us that the following firearm(s) are being '**Surrendered to PSNI**' for destruction.

You must have the M29 Serial number provided by local police confirming the surrender of the firearm(s) listed below. **Can't find your Serial Number? [Click Here](#)**

For this stage we need evidence of your disposal, **the first step** is to upload a copy of your proof of disposal for each firearm (accepted files are .gif, .jpeg, .png, .bmp and .pdf).

Firearm to be Surrendered to PSNI List

Firearm Serial Number	M29 Serial Number	Proof of Disposal
461397	<input type="text"/>	----- Please Select ----- <input type="button" value="v"/>

If you need to change a firearm to a different disposal method, please use the 'Edit Disposal Options' button below.

➤ As you have selected that you surrendering your firearm(s) to the PSNI for destruction, we need you to upload a copy of your M29 form. This is the receipt form that you will have been given by the PSNI when your surrendered your firearm(s).

➤ Your M29 form will look like this

DCU STATION A 2550.1 Form M29

DATE

RECORD OF ARMS/AMMUNITION - SEIZED/SURRENDERED FOR DISPOSAL/SAFE-KEEPING/SALE TO NORTHERN IRELAND OFFICE (R.F.D.s ONLY)

Location } Surrendered
 Date } Seized FAC No.

Date of Expiry (Required)

Form No (1)	Quantity (2)	Full Description of the Articles (3)	Serial No. as shown on weapon (4)	CONDITION OF ARTICLES showing up defects and missing parts particular to safe keeping and RFO Weapons (5)

NAME AND ADDRESS OF FAC HOLDER (IF DIFFERENT FROM BELOW)

..... (Name)

CERTIFICATE OF PERSON SURRENDERING ARMS/AMMUNITION of (Address)

..... hereby certify that the surrendered article/s described in items numbered to is/are accurate.

AUTHORISATION OF OWNER OR OTHER LEGAL AUTHORITY TO DISPOSE I furthermore authorise the disposal of articles to by whatsoever means the Chief Constable deems appropriate.

..... Signature Date

**Delete if necessary.*

NB: IN THE EVENT OF A REFUSAL TO SIGN, A STATEMENT OF THE OWNER OR TRUSTEE'S REASONS SHOULD BE RECORDED OVERLEAF.

I, Name Rank acknowledge receipt

of items No. to taken into Police custody for the reasons indicated above

IMPORTANT

Persons surrendering articles for safe keeping should carefully retain this receipt and produce it when reclaiming articles surrendered.

Receipt holders must produce a valid FAC for inspection before authority to return the surrendered articles can be given.

PH 602 *To be handed to owner as receipt*

- Then we need you to tell us which firearm(s) are being surrendered to the PSNI, and select the appropriate M29 form that you have uploaded from the drop down list. A sample one has been completed below.

Now tell us which firearm(s) are being surrendered to PSNI, and select the appropriate proof of disposal from the drop down list.

Firearm to be Surrendered to PSNI List

Firearm Serial Number	M29 Serial Number	Proof of Disposal	
461397	<input type="text" value="A123456"/> <small>3 characters remaining</small>	Sample M29 for uploading.pdf ▾	<input type="checkbox"/> Apply to all
697391	<input type="text"/>	----- Please Select ----- ▾	

If you need to change a firearm to a different disposal method, please use the 'Edit Disposal Options' button below.

[Edit Disposal Options](#) [Previous](#) [Next](#)

- NB: If you have more than one firearm to surrender to the PSNI, you will see that once you have completed the first line, there is a box called 'Apply to all' that appears. Simply tick this, and it will complete the rest of the list for you.

Now tell us which firearm(s) are being surrendered to PSNI, and select the appropriate proof of disposal from the drop down list.

Firearm to be Surrendered to PSNI List

Firearm Serial Number	M29 Serial Number	Proof of Disposal	
461397	<input type="text" value="A123456"/> <small>3 characters remaining</small>	Sample M29 for uploading.pdf ▾	<input checked="" type="checkbox"/> Apply to all
697391	<input type="text" value="A123456"/>	Sample M29 for uploading.pdf ▾	

If you need to change a firearm to a different disposal method, please use the 'Edit Disposal Options' button below.

[Edit Disposal Options](#) [Previous](#) [Next](#)

- You will see that if you realise you have made a mistake and selected the wrong disposal option, then you have the option to edit your disposal options by clicking on this button which will take you back and allow you to select the correct option.
- If you have completed this section, then please click the 'Next' button to go to the next page.

No longer held on loan details:

- Your screen will look like the picture below:

1 2 3 4 5 6 7 8

No Longer on Loan

Firearm(s) No Longer Held on Loan

You have told us that the following firearm(s) are '**No Longer held on Loan**' and have been returned to their owner(s).
For this stage we need evidence of your disposal, **the first step** is to add the details of the new firearm owner(s).

Add Firearm Owner

Please select your firearm's owner

Firearm Serial Number	Owner Name
648	----- Please Select -----

If you need to change a firearm to a different disposal method, please use the 'Edit Disposal Options' button below.

Edit Disposal Options **Previous** **Next**

- What we need you to do is to provide the details of the original firearm owner. You will need to provide their PID number, their FAC number, and their forename and surname. If you have more than one firearm and they are each being returned to different owners, you will need to complete this section for each of the original owners.
- Then you need to tell us which firearm(s) are being returned to which person, and select the appropriate firearm holder from the drop down list. A sample one has been completed below.

Please select your firearm's owner

Firearm Serial Number	Owner Name
461397	Mickey Mouse
697391	----- Please Select -----

Apply to all

- NB: If you have more than one firearm being returned to its original owner, and they are all going back to the same person, then you will see that once you have completed the first line, there is a box called 'Apply to all' that appears. Simply tick this, and it will complete the rest of the list for you.

Firearm Serial Number	Owner Name
461397	Mickey Mouse <input checked="" type="checkbox"/> Apply to all
697391	Mickey Mouse

If you need to change a firearm to a different disposal method, please use the 'Edit Disposal Options' button below.

[Edit Disposal Options](#) [Previous](#) [Next](#)

- You will see that if you realise you have made a mistake and selected the wrong disposal option, then you have the option to edit your disposal options by clicking on this button which will take you back and allow you to select the correct option.
- If you have completed this section, then please click the 'Next' button to go to the next page.

Other details:

- Your screen will look like the picture below:

1 2 3 4 5 6 Other 7 8

Other Details

You have told us that the following firearm(s) are being disposed of by **Other** means.

For this stage we need evidence of your disposal, **the first step** is to upload a copy of your proof of disposal for each firearm (accepted files are .gif, .jpeg, .png, .bmp and .pdf).

Firearm to be Disposed for Other Reasons List

Firearm Serial Number	Name	Address	Proof of Disposal
73641952	<input type="text"/>	<input type="text"/>	----- Please Select ----- <input type="button" value="v"/>

Please specify further details if required

If you need to change a firearm to a different disposal method, please use the 'Edit Disposal Options' button below.

- The first step is for you to upload a copy of the proof of disposal for each firearm(s) that you are disposing of by 'other' means. An example of this could be you are donating a firearm to a museum.

- Now please tell us which firearm(s) are being disposed of to whom and where, and select the appropriate proof of disposal from the drop down list. A sample one has been completed below.

Firearm to be Disposed for Other Reasons List

Firearm Serial Number	Name	Address	Proof of Disposal
73641952	Historical Museum of Firearms 71 characters remaining	1 Long Lane, New Town, Belfast, BT1 461 characters remaining	Sample Letter of Transfer for uploadin <input type="button" value="v"/>
648	<input type="text"/>	<input type="text"/>	----- Please Select ----- <input type="button" value="v"/>

Please specify further details if required

Donated as of historical interest
467 characters remaining

- NB: If you have more than one firearm being disposed of by other means, and they are all going to the same person or place, then you will see that once you have completed the first line, there is a box called 'Apply to all' that appears. Simply tick this, and it will complete the rest of the list for you.

Firearm to be Disposed for Other Reasons List

Firearm Serial Number	Name	Address	Proof of Disposal	
73641952	<div style="border: 1px solid #ccc; padding: 2px;">Historical Museum of Firearms</div> 71 characters remaining	<div style="border: 1px solid #ccc; padding: 2px;">1 Long Lane, New Town, Belfast, BT1</div> 461 characters remaining	<div style="border: 1px solid #ccc; padding: 2px;">Sample Letter of Transfer for uploadin ▾</div>	<input checked="" type="checkbox"/> Apply to all
648	<div style="border: 1px solid #ccc; padding: 2px;">Historical Museum of Firearms</div>	<div style="border: 1px solid #ccc; padding: 2px;">1 Long Lane, New Town, Belfast, BT1</div>	<div style="border: 1px solid #ccc; padding: 2px;">Sample Letter of Transfer for uploadin ▾</div>	

Please specify further details if required

Donated as of historical interest

467 characters remaining

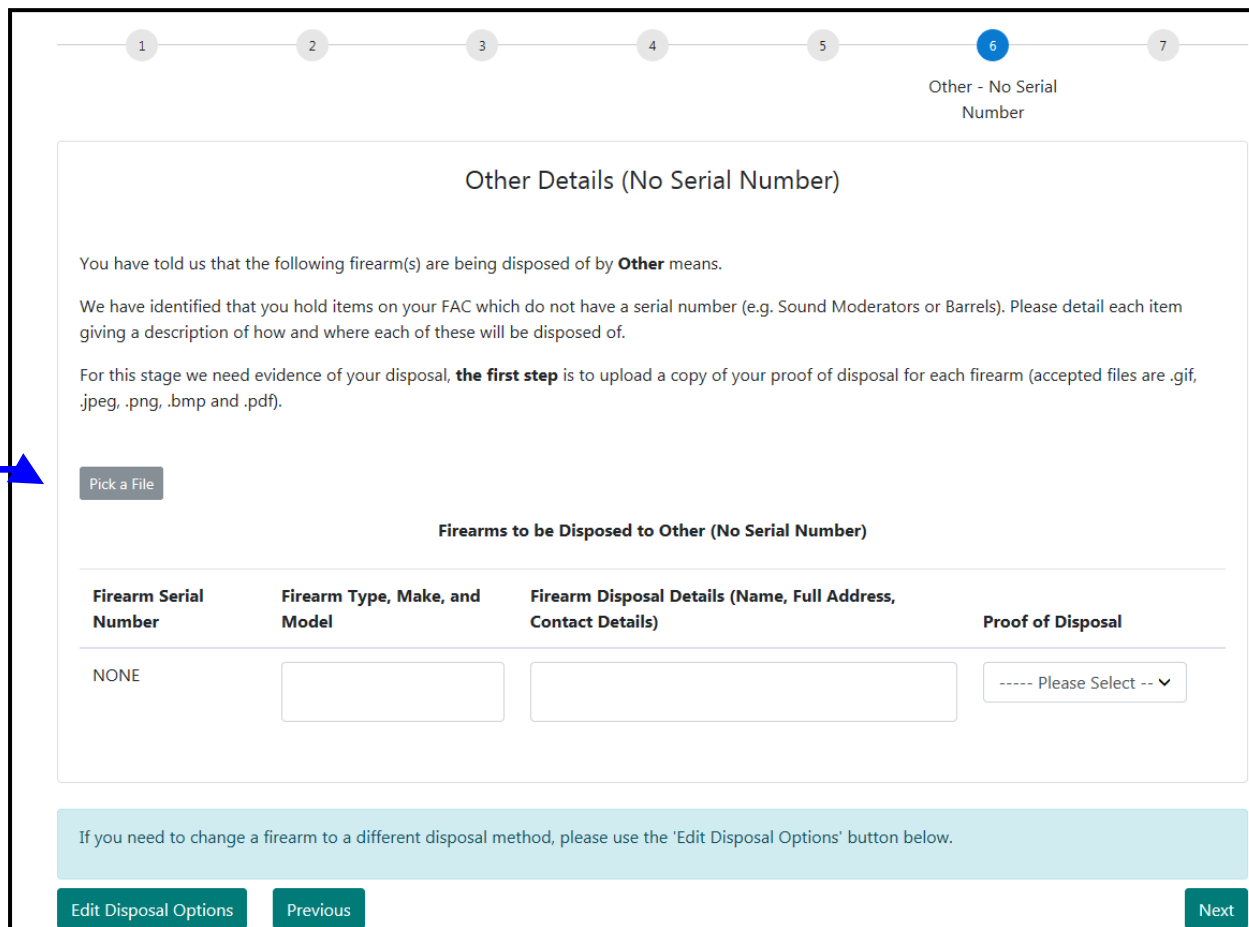
If you need to change a firearm to a different disposal method, please use the 'Edit Disposal Options' button below.

Edit Disposal Options
Previous
Next

- You will see that if you realise you have made a mistake and selected the wrong disposal option, then you have the option to edit your disposal options by clicking on this button which will take you back and allow you to select the correct option.
- If you have completed this section, then please click the 'Next' button to go to the next page.

Other details (items with no serial number):

➤ Your screen will look like this:



1 2 3 4 5 6 7

Other - No Serial Number

Other Details (No Serial Number)

You have told us that the following firearm(s) are being disposed of by **Other** means.

We have identified that you hold items on your FAC which do not have a serial number (e.g. Sound Moderators or Barrels). Please detail each item giving a description of how and where each of these will be disposed of.

For this stage we need evidence of your disposal, **the first step** is to upload a copy of your proof of disposal for each firearm (accepted files are .gif, .jpeg, .png, .bmp and .pdf).

Pick a File

Firearms to be Disposed to Other (No Serial Number)

Firearm Serial Number	Firearm Type, Make, and Model	Firearm Disposal Details (Name, Full Address, Contact Details)	Proof of Disposal
NONE	<input type="text"/>	<input type="text"/>	----- Please Select -- ▾

If you need to change a firearm to a different disposal method, please use the 'Edit Disposal Options' button below.

Edit Disposal Options Previous Next

➤ The first step is to upload a copy of your proof of disposal for each item which doesn't have a serial number. E.g. if you have three firearms and one sound moderator that don't have serial numbers and you are selling them to a dealer, please upload a copy of your dealer's note, or if you are selling or giving them to another person, then please upload a copy of your letter of transfer.

- Now please tell us which item(s) are being disposed of to whom and where, and select the appropriate proof of disposal from the drop down list. A sample is completed below.

Now tell us which firearm(s) are being disposed of to How and Where, and select the appropriate proof of disposal from the drop down list.

Firearms to be Disposed to Other (No Serial Number)

Firearm Serial Number	Firearm Type, Make, and Model	Firearm Disposal Details (Name, Full Address, Contact Details)	Proof of Disposal
NONE	<input type="text" value="Sound moderator for rifle x"/> 173 characters remaining	<input type="text" value="Miss Minnie Mouse, 1 Long Lane, Belfast, BT1 234"/> 452 characters remaining	<input type="text" value="Sample Letter of Transfer for up"/> ▾

If you need to change a firearm to a different disposal method, please use the 'Edit Disposal Options' button below.

- You will see that if you realise you have made a mistake and selected the wrong disposal option, then you have the option to edit your disposal options by clicking on this button which will take you back and allow you to select the correct option.
- If you have completed this section, then please click the 'Next' button to go to the next page.

Summary of firearms to be disposed:

- This is where you will be presented with a summary of the details of your Cancellation form.

Summary of Firearms to be Disposed

Please review your application details below.
Please note that you will not be able to modify any of the information once you have clicked the "Confirm" button below.

Applicant Personal Details

Your FAC Number : **359585**
Your PID Number : **152354**
Your Email Address : **thisisatest@hotmail.com**
Your Contact Number : **+447788123456**

Firearm(s) Disposal Details for the FAC: **359585**

Dealer (Inside NI) Details

Firearm Serial Number	Dealer	Proof of Disposal
123456	Test Entry 12062017	Sample Dealers Note for uploading.pdf

Finally, we need you to sign a declaration. Please read the declaration carefully. When you select the CHECKBOX below and finish, we will record this as your electronic signature. This is a legally binding signature.

I/We declare that the statements made on this application are true. I/We understand that I/we will be subject to a check of police records both within and outside the UK 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 themselves or for another person the grant of a firearm certificate.

If you need to change a firearm to a different disposal method, please use the 'Edit Disposal Options' button below.

Edit Disposal OptionsPreviousConfirm

- **It is very important that you check all the details in the summary.** If you find that you need to edit any of the details in your disposal options, or go back a screen, then please do this using the 'Edit disposal options' or 'Previous' buttons **BEFORE** you click on the 'Confirm' button.
- Please also make sure that you have ticked the declaration section. Once you are content that your details are correct, then please click on the 'Confirm' button.

- You will then get a summary of your completed application.

Summary of Firearms to be Disposed

[Home](#) [Rate this service](#)

Your application has been completed and will be processed as soon as possible. You should receive a confirmation email shortly, please check your junk mail if you cannot find the email in your inbox.

Click the print button to make a copy of your application [Print](#)

Your Application Reference Number is **PSNI-CFAC 3419**

Note: Please make a note of this reference number for future correspondence.

Applicant Personal Details

Your FAC Number : **359585**

Your PID Number : **152354**

Your Email Address : **thisisatest@hotmail.com**

Your Contact Number : **+447788123456**

Firearm(s) Disposal Details for the FAC: **359585**

Dealer (Inside NI) Details

Firearm Serial Number	Dealer	Proof of Disposal
123456	Test Entry 1206/017	Sample Dealers Note for uploading.pdf

- You can print this page if you wish.
- You can also see your application reference number, we would recommend you make a note of this reference number.