



### **Process for the Renewal of a Firearm Licence**

The process for the Renewal of a Firearm Licence is as follows:

1. All licensed firearm holders are required to renew their firearm licence at the beginning of every calendar year.
2. Licensed firearm holders are required to complete the 'Application for Renewal of Firearm Licence' and submit along with a Firearm Licence Medical Report, the required documents and their firearm to the respective Divisional Headquarters.
3. A police officer will verify that the firearm holder and firearm meet the conditions for renewal of licence. He/she will issue the applicant an acknowledgement letter, and prepare a firearm licence renewal report for the Commander's recommendation.
4. The Divisional Commander will make recommendations on the firearm licence renewal report and submit to the Commissioner of Police.
5. The Commissioner of Police will append his comments to the Divisional Commander's report and forward to the Minister of Public Security, and Firearms Licensing Approval Board where a "no objection" will be granted or withheld.
6. The Commissioner of Police will be notified on the outcome of the application for firearm licence renewal.
7. The Commissioner of Police, through the Divisional Commander, will notify the applicant on the outcome of the application.
8. All applicants who are successful in renewing their firearm licences will be required to pay the annual licensing fee at their respective Divisional Firearm Registry, following which they will receive the new licence.
9. Unsuccessful applicants will be required to lodge their firearms at the nearest police station.

**A. GENERAL INFORMATION**

Last Name :		Maiden Name:	
First Name:		Alias:	
Middle Name:			
Has your name ever been changed?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
If <b>YES</b> , what was your previous name? _____			
How was it changed?		<input type="checkbox"/> Deed Poll	<input type="checkbox"/> Court Order
Date of Birth: _____ yyyy/mm/dd	Place of Birth:	Nationality:	
Marital Status:	<input type="checkbox"/> Single	<input type="checkbox"/> Married	<input type="checkbox"/> Divorced
	<input type="checkbox"/> Separated	<input type="checkbox"/> Widowed	<input type="checkbox"/> Common Law
Address:			
Present: _____			
_____			
Previous: _____			
_____			
Tel. No.:	Cell No.:	E-mail:	
National I.D. No.:	Passport No.:	TIN:	

**B. TYPE OF FIREARM(S) LICENCE BEING RENEWED**

Type of Firearm Licence	<input type="checkbox"/> Pistol/Revolver	<input type="checkbox"/> Shotgun	<input type="checkbox"/> Rifle	<input type="checkbox"/> Bolt Action	<input type="checkbox"/> Semi-Automatic
Calibre/Gauge: _____					
Firearm Serial Number: _____			Guyana Marking: _____		
Firearm Holder Licence Number: _____					
Date Original Licence (first licence) Issued: _____					

**C. FIREARM BACKGROUND INFORMATION**

Have you ever lost or misplaced your firearm?  Yes  No

If **YES**, please give details \_\_\_\_\_

\_\_\_\_\_

**D. DECLARATION**

I hereby declare that the information provided by me is true and correct to the best of my knowledge.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

**Person preparing this application other than applicant**

I hereby certify that this application was prepared by me on the basis of information of which I have knowledge.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

If the applicant is unable to sign, the person filling the form should sign the form and the applicant should place his right thumb print in the space reserved for signature of applicant.