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**GUIDE AND IMPORTANT INFORMATION FOR A FIREARM OR SHOT GUN APPLICATION**

***PLEASE READ CAREFULLY BEFORE SUBMITTING YOUR APPICATION***

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| **IMPORTANT INFORMATION FOR NOTING** |
| Application form Page 2  | Question 13 | You must declare all convictions. Do NOT withhold information about ANY conviction or written caution, (regardless of age or it being spent).**You must tick YES if you have any convictions/cautions and provide full details including date and type of offence on the application form.****Failure to disclose and provide full details may result in prosecution and or refusal/revocation of your certificate.** |
| IT IS AN OFFENCE UNDER SECTION 28A(7) OF THE FIREARMS ACT TO KNOWINGLY OR RECKLESSLY MAKE A FALSE STATEMENT FOR THE PURPOSE OF PROCURING THE GRANT OR RENEWAL OF A CERTIFICATE. **(The maximum penalty for which is six months imprisonment and/or a fine)** |

**Please use this check list to ensure you have included everything we need to process your application efficiently**

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| **CHECKLIST**  |
| **PAGE1**  | **COMPLETED** |
| **YES** | **NO** |
| * Personal details section
 |  |  |
| * Application form – signed and dated
 |  |  |
| * GP details - completed fully, including full surgery address and postcode
 |  |  |
| * Part B Medical declaration - signed and dated
 |  |  |
| **ADDITIONAL INFORMATION/ACTIONS** | **YES** | **NO** |
| * Photographs – 4 passport size and quality.

 These will be scanned and saved digitally for our records. If you require the photographs to be returned, include a stamped self-addressed envelope when submitting your application form. **Failure to provide a stamped address envelope will result in your photographs being destroyed.** |  |  |
| * One photograph - signed in ink on the back by you
 |  |  |
| * Part F/G Referee details completed
 |  |  |
| * Pro-forma re: permission to shoot over land or target shooting club membership – completed, signed and enclosed (This is a non-statutory form but completion will assist the processing of your application)
 |  |  |
| * Cheque or postal order - Correct fee and made payable to: **The Police & CC for South Wales**
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| Please return completed application forms to | South Wales Police, Firearms Licensing, Data Management & Disclosure Unit, Police Headquarters, Cowbridge Road, Bridgend. CF31 3SU |