


# Firearms & Explosives Licensing Unit Staffordshire & West Midlands Police

## FIREARM AND/OR SHOTGUN CERTIFICATE APPLICATION CHECK LIST TO BE READ IN CONJUNCTION WITH HOME OFFICE CHECK LIST NOTES (201A)


Follow the check list below before you post the completed application form to:

**Staffordshire & West Midlands Police Firearms Licensing Unit**  
Weston Road  
STAFFORD  
ST18 0YY  
Tel 01785 232790

1. Read the completed “**Application for the grant or renewal of a firearm and/or shotgun certificate Form 201**”  carefully to ensure you have not omitted any information.  
**Important Note:** You may be committing an offence if you omit information or do not answer questions truthfully. **ALL PREVIOUS CONVICTIONS must be declared on the application form when applying. Both a conditional discharge and an absolute discharge count as convictions for this purpose.**
2. The applicant must print their name, sign and date page 1 and page 7 as instructed. If you are under 18 years of age your parent or guardian must countersign your **DECLARATION**.
3. Referees – The referee(s) who have agreed to act for you must have known you personally for at least two years and must be resident in Great Britain. Referees must not be a member of your family, or a registered firearms dealer, or a serving police officer or police employee. Referees must be of good character and references must be given freely and not on payment.  
**Firearms/Coterminous Applications - Parts F & G of Form 201 must be completed in full.**  
**Shotgun Applications - ONLY Part F to be completed in full.**
4. **Photographs** – **FOUR** identical photographs to be provided - even if you are applying for a coterminous certificate, one signed in ink on the back, by you the applicant.  
Scanned photographs are only acceptable if printed on good quality photographic paper.
5. **Payment – See important notes below table**

				Coterminous	
	Grant	Renewal	Variation	Grant	Renewal
<b>Firearm</b>	£88	£62	£20	£90	£65
<b>Shotgun</b>	£79.50	£49	N/A		

- Applications must be accompanied by a cheque or postal order for the correct amount
  - **Staffordshire Residents** - payments are to be made payable to ‘**OPCC Staffordshire**’
  - **West Midlands Residents** - payments are to be made payable to ‘**West Midlands Police**’
  - Ensure your cheque is signed and dated - neither post-dated cheques or cash are acceptable
  - Fees are also applicable to RSPCA Inspectors and Veterinary Surgeons
6. **Firearms Applications ONLY - Land / Club Information** - If you intend to shoot on land other than your own, please arrange for the landowner to complete a Land Approval form. If you intend to shoot at a club, please arrange for a club official to complete the Club Membership form.

 With effect from 1/12/2013 the Home Office have introduced an amalgamated firearm and/or shotgun application form (called **Form 201**), which cancels the requirement for completion of separate Firearms and Shotgun applications and referee forms (previously Form 125) for Firearms certificates. **Form 202** is the separate application form required to apply to vary a firearms certificate.