

**NOTIFICATION OF TRANSFER OR DISPOSAL  
OF A FIREARM OR SHOT GUN**

This notice is to assist you to comply with the Firearms (Amendment) Act 1997 (see reverse of this form) regarding the acquisition, transfer or disposal of a firearm or shot gun. You are under no obligation to use this form but if you do so it will ensure that all the necessary details are passed to the Police without need for further clarification or explanation.

If you buy, sell, hire, lose, destroy, de-activate, have stolen, or otherwise acquire or dispose of a firearm or shot gun you must complete the appropriate column below and post **within seven days** to:

Firearms & Explosives Licensing Unit  
Staffordshire & West Midlands Police  
Weston Road  
Stafford  
ST18 0YY  
Direct Line: 01785 232790  
Fax: 01785 218722  
[firearms.licensing@staffordshire.pnn.police.uk](mailto:firearms.licensing@staffordshire.pnn.police.uk)

On (date): ..... (full name): .....

Of (address): .....

.....

.....Certificate Number: .....

**COMPLETE AS APPROPRIATE**

(a) <b>ACQUIRED</b> a Firearm/Shot Gun	(b) <b>SOLD/DISPOSED*</b> of my Firearm/Shot Gun
Type: .....	Type: .....
Gauge/Calibre: .....	Gauge/Calibre: .....
Make: .....	Make: .....
Description: .....	Description: .....
Serial Number: .....	Serial Number: .....
<b>FROM</b>	<b>TO</b>
Name: .....	Name: .....
Address: .....	Address: .....
.....	.....
Postcode:.....	Postcode: .....
Certificate Number: .....	Certificate Number: .....
Who completed: *Table 1 of my Firearm Certificate *Table 2 of my Shot Gun Certificate (delete as appropriate)	Who completed: *Table 1 of his/her Firearm Certificate *Table 2 of his/her Shot Gun Certificate (delete as appropriate)
Signed: .....	Signed: .....

**YOUR CERTIFICATE IS NOT REQUIRED**

## FIREARMS (AMENDMENT) ACT 1997 (abridged)

Failure to comply with any of the following sections is an offence punishable by a term of imprisonment of up to six months, a fine of up to £2000, or both.

### Transfers of firearms etc. to be in person

32. Where, in Great Britain, a **shot gun, firearm or ammunition is sold, hired, lent or given for more than 72 hours** to neither a person who is neither a registered firearms dealer nor a person who is exempt from requiring a certificate:

(a) The **transferee must produce** to the transferor the **certificate or permit** entitling him to purchase or acquire the firearm or ammunition being transferred;

(b) The **transferor** must comply with instructions in the certificate or permit and **must hand the shot gun, firearm and ammunition** to the transferee **in person**.

### Notifications of transfers of firearms and shot guns

33. Where in Great Britain, **any firearm or shot gun is sold, hired, lent, or given for more than 72 hours**:

(a) Any **party to a transfer** who holds a firearm or shot gun certificate or a visitor's firearm or shot gun permit shall **within seven days notify the Chief Officer of Police** who granted his permit.

(b) The notice shall **describe the firearm** (giving its identification number); state the **nature of the transaction** and the **name and address of any other party**. **The notice shall be sent by registered post or recorded delivery.**

### Notification of deactivation, destruction or loss, of firearms etc.

34. (1) Where, in Great Britain **any firearm, shot gun or ammunition** to which a firearm or shot gun certificate or visitors permit relates is **deactivated, destroyed or lost** (whether by theft or otherwise), the certificate holder who was last in possession shall **within seven days notify the Chief Officer of Police** who granted his certificate or permit.

(2) The notice shall state the **nature of the event** and **describe the firearm** (giving its identification number) or ammunition. **The notice shall be sent by registered post or recorded delivery.**

(3) A firearm is deactivated if it is incapable of discharging any shot, bullet or other missile and has a **Certificate of Deactivation** issued from a Proof House.

### Notification of events taking place outside Great Britain involving firearms etc.

35. (1) Where, outside Great Britain, **any Firearm or Shot Gun is sold or otherwise disposed** of which was authorised by a Firearm or Shot Gun Certificate, the transferor shall **within 14 days notify the Chief Officer of Police** who granted his certificate.

(2) Where, outside Great Britain, a **Firearm or ammunition** to which a Firearm Certificate or Shot Gun to which a Shot Gun Certificate relates is **deactivated, destroyed or lost** (whether by theft or otherwise) the certificate holder who was last in possession of the Firearm or ammunition shall **within 14 days notify the Chief Officer of Police** who granted the certificate.

(3) The notice shall state the nature of the event and, in the case of a disposal, the name and address of the other party and contain a description of the firearm or ammunition (giving any identification number) and shall be sent **within 14 days by registered post or recorded delivery** if from the United Kingdom; and from elsewhere, in a manner **as most closely corresponds to registered post or recorded delivery**.

Note: *'In Great Britain' means anywhere in England, Scotland or Wales*

*'Outside Great Britain' means elsewhere in the United Kingdom or any other country in the world*

*'The United Kingdom' means England, Scotland, Wales, Northern Ireland, Channel Islands and Isle of Man*