

Staffordshire & West Midlands Police
Firearms & Explosives Licensing Unit
Weston Road
Stafford ST18 0YY



«Name»
«Address_1»
«Address_2»
«Address_3»
«Address_4»
«Address_5»
«Postcode_1» «Postcode_2»

Contact: Firearms Licensing
Direct Line: 01785 232790
Fax: 01785 218722
Our Ref:
Your Ref:

Date: 17 January 2023

ACT NOW

Dear Sir/Madam

Your current shotgun certificate is due to expire and to date no application for renewal has been received.

IF YOUR CERTIFICATE(S) EXPIRE WITHIN EIGHT WEEKS YOU ARE NOW REQUIRED TO LODGE YOUR GUNS FOR STORAGE WITH A REGISTERED FIREARM DEALER OR AUTHORISED CERTIFICATE HOLDER WHILST YOUR CERTIFICATE(S) IS STILL VALID AND NOTIFY THE FIREARMS LICENSING UNIT IN WRITING. AN APPLICATION RECEIVED AFTER THE EXPIRY DATE WILL NOT BE TREATED AS A RENEWAL AND WILL BE CANCELLED.

- No action is required if you have submitted your application, and have received a letter acknowledging receipt. If you have submitted your application and NOT received a letter please contact the Firearms Licensing Unit as a matter of urgency on **01785 232790**.
- If you do not wish to renew your certificate, please return it to the Firearms Licensing Unit together with written notification completing the reverse of this notice, giving details as to the transfer/disposal of your shotgun(s) where applicable.
- If you do wish to make application and have not already done so, you can apply online or download the application form from www.staffordshire.police.uk.

Please ensure an application is submitted prior to the expiry of your certificate. If all relevant sections of the form are not completed your application will be returned to you.

Please also include one recent photograph of yourself signed on the back and the appropriate payment of £49.

Following the introduction of the [Firearms Licensing: Statutory Guidance for Chief Officers of Police](#) a medical proforma is now part of the application form. If you have not done so already you are required to arrange for the proforma to be completed by your GP or a suitably qualified, GMC registered doctor and submitted to us. To avoid delay the Form 201 and Medical Information Proforma may be returned separately, however your application will not be progressed without a completed proforma and may be refused.

You are reminded that it is an offence to possess a firearm/shotgun without a valid firearm/shotgun certificate.

Telephone: (01785) 232790

Email: firearms.admin@staffordshire.police.uk

www.staffordshire.police.uk

ACT NOW

If you still possess shotguns, the following options are available:

- Sell them to a registered firearms dealer,
- Permanently transfer your shotguns to the holder of a current shotgun certificate,
- Surrender any shotgun and/or live cartridge to the local police for destruction.

You must advise the police of any transfer or disposal, in accordance with Section 33, Firearms (Amendment) Act 1997. Any transfer or disposal should be completed BEFORE the expiry date of your certificate.

You are reminded that it is an offence to possess a shotgun without a current certificate.

<p>I DO NOT WISH TO RENEW MY CERTIFICATE.</p> <p>Name: Certificate Number(s):</p> <p>I HAVE DISPOSED OF MY FIREARM(S) AS FOLLOWS:-</p> <p>By transferring them to:</p> <p>Name: Certificate Number:</p> <p>Address: Issued By:</p> <p>.....</p> <p>.....</p> <p>Description (including serial number):</p> <p>.....</p> <p>Date of Transfer:</p> <p>Name: Certificate Number:</p> <p>Address: Issued By:</p> <p>.....</p> <p>.....</p> <p>Description (including serial number):</p> <p>.....</p> <p>Date of Transfer:</p>	
<p>OR I handed them into the following police station:</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>on date:</p>	<p>I return my certificate for cancellation:</p> <p>Signature.....</p> <p>Date:</p>