

**Staffordshire & West Midlands Police  
Firearms & Explosives Licensing Unit  
Weston Road  
Stafford Staffordshire 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: As postmark

Dear Applicant

**Your current co-terminous firearm and shotgun certificates are due to expire on «Expiry\_Date».**

To enable you to **LEGALLY** retain your shotguns/firearms during the application process you **MUST** submit your application at least **EIGHT WEEKS PRIOR TO EXPIRY**, as you will qualify for an extension letter as provided by the Firearms Act 1968. Applications received **LATER** than 8 weeks prior to expiry will **NOT** qualify for an extension letter and will result in a requirement for you to **LODGE YOUR GUNS FOR STORAGE WITH A REGISTERED FIREARM DEALER OR AUTHORISED CERTIFICATE HOLDER. AN APPLICATION RECEIVED AFTER THE EXPIRY DATE WILL NOT BE TREATED AS A RENEWAL AND WILL BE CANCELLED.**

**If you wish to renew the certificates please undertake the following actions before the expiry date:**

- Take Medical Information Proforma to GP or independent medical professional. To avoid delay the Form 201 and Medical Information Proforma may be returned separately, however an application **CANNOT** be processed without it.
- Complete all relevant sections of the form (ensuring your signed photograph is securely attached).
- The fee for renewal is £65.00 made payable to **OPCC Staffordshire**, payment is required by cheque or postal order. Please note we do not accept cash.
- If you use your firearms for target shooting please submit proof of club membership with your application. Similarly, if your firearms are for vermin control or deer stalking please provide proof of permission from the land owner. Forms for this are also enclosed.
- Application can be made online via [www.staffordshire.police.uk](http://www.staffordshire.police.uk) or your completed form, photograph and fee can be returned via post, covered by the appropriate postal tariff (**failure to use the correct postal tariff could result in your application not being delivered, leading to the possibility of your unlawful possession**).

Staffordshire and West Midlands Police will no longer provide application packages. All application forms and supporting information relating to your application should be downloaded from the STAFFORDSHIRE POLICE WEBSITE (address below). Only in exceptional circumstances will we provide a hard copy application form following a request via telephone or email.

**Should the application form not be completed correctly or submitted without photographs and payment, it will not be accepted as an application and therefore returned to you.**

**Please be reminded it is an offence to possess a shotgun, firearm and/or firearms ammunition without a current certificate.**

**All forms and/or certificates must be posted to:**

**Staffordshire & West Midlands Firearms Licensing, Staffordshire Police HQ, Weston Road, Stafford ST18 0YY**

**If you do not wish to renew the certificate, please complete the declaration attached and return it via post.**

Yours sincerely

A handwritten signature in black ink, appearing to read 'J. Cumberbatch'.

Mr J Cumberbatch

Firearms & Explosives Licensing Manager

Telephone: (01785) 232790

Fax: (01785) 218722

Email: [firearms.admin@staffordshire.police.uk](mailto:firearms.admin@staffordshire.police.uk)