



«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 shotgun certificate is 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 certificate 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 **£49.00** made payable to **OPCC Staffordshire**, payment is required by cheque or postal order. Please note we do not accept cash.
- Application can be made online via 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 www.staffordshire.police.uk. 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 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 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