



## **B APPLICATION FOR A FIREARM LICENCE**

## **B APPLICATION PROCEDURE TO RENEW A FIREARM LICENCE**

Complete the renewal application form and hand it in at the designated firearm officer (DFO) at the police station in the area where you reside.

- Complete **SAPS 518(a)** application form to renew your firearm licence.
- Complete one SAPS 518(a) form only, even if you are renewing more than one firearm.
- Download **SAPS 518(a)** [here](#).
- Complete **Annexure A** for **every** firearm licence you wish to renew and attach to the **SAPS 518 (a)** application form.

Download **Annexure A** [here](#).

### **Attach the following documents to your firearm licence renewal application**

- 2 certified copies of your identity document
- Copy of the licence you want to renew
- Copy of your competency certificate or card (front and back)
- Copy of competency training certificate (not required by law, but certain DFOs ask for it)
- Proof of residential address (not older than 3 months)
- Three good quality full colour photographs of the safe in which the firearm will be stored:
  - a. One full length photograph of the exterior of the safe (with door closed);
  - b. One photograph of the interior of the safe (with door open); and
  - c. A close-up photograph that shows the bolts that secures the safe in position
- 2 full colour passport photographs
- SAHGCA supporting documents

It is not necessary to submit a detailed motivation.

Complete only paragraph 6 (MOTIVATION THAT I DID COMPLY...) to declare that you still use the firearm for the original purpose as motivated when the licence was issued with a short explanation.



The following SA Hunters' supporting documents are available on your personal profile on the online member administration system.

- Copy of your current SAHGCA membership certificate
- Members with dedicated status:
  - Dedicated hunter certificate and *Letter of Good Standing*
  - Dedicated sport shooter certificate and *Letter of Good Standing*  
(request it from the national office)
- Endorsement regarding the suitability of the firearm (request from the national office).  
Download request for endorsement [here](#).
- Copy of your hunting and sport shooting activity report (available on the online member administration system)
- R84-00 cash per application

The DFO might request additional documentation, e.g., proof of utilisation of the firearm, hunting photographs, or invitations from landowners.

Your licence will remain valid providing the renewal application was submitted at least 90 days prior to the expiry date.

Keep your receipt.

Make a copy of your application documents in case they get lost in the system.