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1. Submission of application

You are required to submit Competency Certificate applications and Firearms Licence applications to your nearest police station personally as you will be required to have your finger prints SAP91(a) taken.

Please have the following documents with you when going to the SAPS to submit:

- Your identity document.
- The original copy of your Competency Certificate.
- The original copy of your Training Certificate in order for the SAPS to certify the certificate copy included in your application.
- Any current firearms licences.
- 2 x colour passport size photographs per application.

Please note; (1) it is advisable to contact your nearest police station to confirm the days and times they accept application and (2) You are required to first apply for a SAPS Competency certificate before you can apply for firearm licences.

2. SAPS charges the following amounts for applications:

• Application for competency certificate : R70.00

Application for firearms licence : R140.00 (per firearm)
Application for renewal of firearms licence : R70.00 (per firearm)

Application for a temporary permit : R140.00
Application for duplicate licence : R70.00

Please note that police stations do not have card facilities.

3. Applicant needs to receive the following from the SAPS upon submission of an application(s):

- Acknowledgement of receipt of documentation SAPS 523(a)
- Receipt of payment to the SAPS

4. Enquiry regarding progress of application

Any queries regarding progress of your application can be confirmed telephonically with the SAPS Call Centre on 012 353 6111.