



CHECKLIST GUIDELINE
APPLICATION FOR FURTHER COMPETENCY
CERTIFICATE



APPLICANT NAME		SAPS 86 NO	
APPLICANT ID NO		APPLICATION NO	
SAPS 271 PENDING (YES/NO)		STATION	
CHECKED BY			
NO	DESCRIPTION OF DOCUMENTS	YES	NO
1.	<ul style="list-style-type: none"> • Original SAPS 517(a) (Application for further competency certificate) completed in black ink: <ul style="list-style-type: none"> - SAPS 86 nr completed in red ink - Section A + B completed - System generated application nr completed - Recommendation by DFO on page 6 of 6: relevant to fit and proper person 		
2.	<ul style="list-style-type: none"> • 2 x Colour photo's as prescribed 		
3.	<ul style="list-style-type: none"> • 2 x Certified copies of official ID/passport document on which the photograph and particulars of applicant appears 		
4.	<ul style="list-style-type: none"> • Non-SA citizen: <ul style="list-style-type: none"> - Certified copy of permanent residence permit / Letter from Dept of Home Affairs confirming permanent residence 		
5.	<ul style="list-style-type: none"> • Certified copy of proof of payment - (Z263) R70 		
6.	<ul style="list-style-type: none"> • SAPS 523 (Acknowledgment of receipt of firearm documentation) 		
7.	<ul style="list-style-type: none"> • SAPS 523(a) [Remittance advice for firearm licence application] 		
8.	<ul style="list-style-type: none"> • 2 x SAPS 91(a) [Fingerprints] completed forms 		
9.	<ul style="list-style-type: none"> • Certified copy of relevant and applicable proficiency/training certificate 		
10.	<ul style="list-style-type: none"> • Certified copy of already issued competency certificate 		
CHECKED BY			
SIGNATURE	PERSAL NR	RANK	INITIALS & SURNAME
PLACE			

DOCUMENT ORDER

- The application must be placed in the following order:

- The checklist
- 1 x SAPS 91(a)
- 1 x ID
- SAPS 517 (a)
- Proficiency Certificate
- Receipt
- Other supporting documents
- 2nd SAPS 91(a)
- 2nd ID