

1	Applicant visits any collector of tax office (Tax office) and collects, in duplicate, FLA Application Form for Licences, certificates and permits. Instruction form. FLA Medical certificate. Tax Compliance Certificate Application Form.
2	FLA Application form should be completed in duplicate and in Applicants own handwriting. Where available, a valid email address should accompany each application.
2	Three (3) Passport size photographs certified by a Justice of the Peace. NB, seal should include the J.P's registration number.
3	Two (2) of the three (3) photographs should be affixed, one (1) each to the Application Form in the prescribed place. The other photograph should be enclosed in the application package.
4	Three (3) recommendations from any of the following categories of persons; Minister of Religion, Justice of the Peace, Gazetted Rank Police Officer, School Principal or Resident Magistrate.
5	A Firearm Licensing Authority Medical Certificate, completed by a registered Medical Doctor.
6	For employed persons, a valid Individual Tax Compliance Certificate (TCC), a photocopy of which should be submitted with the application. The original should be presented to the Authority on the day of interview (Both FLA Application forms should be stamped by the Inland Revenue Department on receipt of a TCC).
7	For business owners and self employed persons both a valid Individual Tax Compliance Certificate (TCC) and a valid Business Tax Compliance Certificate (TCC) should be submitted.
8	Original and a photocopy of both the Licence Fee Receipt and Fingerprint Receipt should be presented on the day of interview.
	<b>Application Forms and supporting documents should be placed in a sealed envelope addressed to the Authority and deposited in receptacles located at any of the nineteen (19) Police Divisional Headquarters, the FLA Office or at any other approved FLA locations which may be listed on the FLA website (<a href="http://www.fla.gov.jm">www.fla.gov.jm</a>). Applications may also be submitted through registered mail.</b>
10	All applicants will be required to complete a written assessment on the day of interview. Information to prepare applicants for this assessment is available at <a href="http://www.fla.gov.jm">www.fla.gov.jm</a> . Where internet access is unavailable, applicants may contact the Authority after a period not less than 10 working days after submission of application package, to make arrangements for receiving this information. <b>All Applicants should contact the Authority to schedule an interview when they are fully prepared for the written assessment.</b>