

FIREARM LICENSING AUTHORITY

Procedure For Amendment to Firearm User's (Employee's) Certificate



Supporting Documents for Addition to Employee Certificate

Application Form/Certificate

Letter from Employer authorizing the application

A valid Private Security Regulation Authority Registration Card

Proof that your company is still operational and in good standing with the P.S.R.A.

2 recent passport size photographs certified by any of the following persons, a Justice of the Peace, Minister of Religion, Gazetted Rank Police Officer, School Principal or Resident Magistrate.

Proof of payment of required fee (Permission to make payment will be granted by the FLA)

Current Firearm User's (Employee's) Certificate

Proof of Age (Passport or Birth Certificate)

T.R.N. Copy

A list of all firearms present on the current Firearm User's (Employee's) Certificate. The list should include:

- Firearm Make (eg: Smith & Wesson, Remington, Beretta)
- Licence Booklet to which the Firearm is Registered
- Serial Number of the Firearm
- Firearm Calibre and Type (eg: 9MM Pistol, .38 Revolver)

Supporting Documents for Change of Company

Photocopy of previous Employee Certificate

Recommendation from previous employer

Character Reference {Two (2) references}

P.S.R.A. proof of registration under new company

NB. Two services are being offered;

Additional firearms being put on the permit or taken off the permit (first listing applies)

Security guards who are changing companies within three months of working at the first company (both listings apply)

Application Forms and Supporting Documents should be taken to the Firearm Licensing Authority, Ground Floor, MiPhone Building, 30-36 Knutsford Boulevard, Kingston 5.