

# FIREARM LICENSING AUTHORITY

## Instructions For Completion of Application Form for Firearm Licences, Certificates and Permits



1. Application Package may be downloaded from the Authority's website ([www.fla.gov.jm](http://www.fla.gov.jm)) or collected at the Firearm Licensing Authority, 12 – 14 Worthington Terrace, Kingston 5.
2. A single application form should be completed in the Applicant's own handwriting. Where available, a valid secure email address should accompany each application.
3. The following supporting documents are required:
  - Applications for new Firearm User's Licences should be accompanied by documents listed in Group 1
  - Application for new Firearm User's (Employee's) Certificate should be accompanied by documents listed in Group 1 and Group 2
  - Applications for new Firearm User's (Special) Permits should be accompanied by documents listed in Group 1 and Group 3

GROUP 1	GROUP 2	GROUP 3
<p>Two (2) Passport photographs certified by a Justice of the Peace. NB: seal should include the J.P.'s registration number. Photographs are to be taken on white background.</p> <p>One (1) of the two (2) photographs should be affixed to the Application Form in the prescribed place. The other photograph should be enclosed in the application package.</p> <p>Two (2) recommendations from any of the following categories of persons; Minister of Religion, Justice of the Peace, School Principal, Gazetted Rank Police Officer (not below the rank of Deputy Superintendent), Attorney-at-law, Medical Doctor or Resident Magistrate, Member of the J.D.F (Major and above).</p> <p>Proof of Age (Passport or Birth Certificate. Original and Photocopy).</p> <p><b>Original and Photocopy of both the Licence Fee Receipt and Fingerprint Receipt MUST accompany the application package.</b></p> <p>A valid Business Tax Compliance Certificate (TCC) and a valid Individual Tax Compliance Certificate (TCC) is required where the applicant is a business i.e. a Company, Sole Trader or Partnership.</p>	<ul style="list-style-type: none"> <li>- A letter from Employer authorizing the application.</li> <li>- A Valid Private Security Regulations Authority Registration Card (Copy and original).</li> <li>- Proof that your Company is still operational and in good standing with the Private Security Regulations Authority.</li> </ul>	<ul style="list-style-type: none"> <li>- Proof that the Firearm User Licence is in good standing (Copy of 2<sup>nd</sup> page of User's Licence and Firearm Licence Fee Certificate).</li> <li>- Authorization letter from the Firearm Holder in relation to whose firearm(s) the Permit is being sought.</li> </ul>

Method of Submission

Application Forms and supporting documents are to be submitted directly to the Firearm Licensing Authority, 12 – 14 Worthington Terrace, Kingston 5. Applications may be submitted in person or by registered mail.

All applicants are required to be fingerprinted on the day of interview. **The date of the interview will be scheduled for up to the 10<sup>th</sup> working day (excluding weekends and public holidays) after receipt of the application by the FLA.**

Fingerprint Receipts may be obtained at any office of the Inland Revenue Department or at the Firearm Licensing Authority. Only Debit Card or Credit Card transactions are accepted.

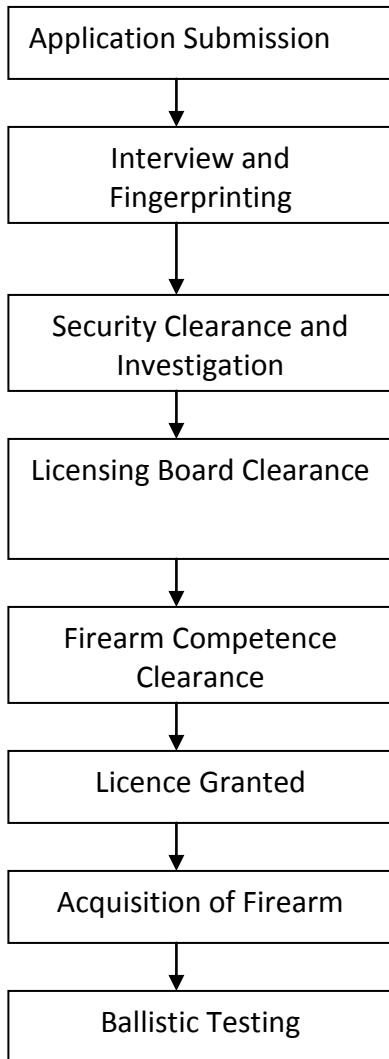
Recommendations and Authorization Letters should not have been issued more than 6 months prior to submitting the application.

**ONLY COMPLETE APPLICATION PACKGES WILL BE ACCEPTED.**

## Firearm Application Process

To be successful, an application must pass through the following stages:

*Flowchart for Firearm User's Licence*



*Flowchart for Firearm User's (Special) Permit and Firearm User's (Employee's) Certificate*

