

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) 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 size 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).</p> <p>Photocopy of both the Licence Fee Receipt and Fingerprint Receipt may accompany the application however, original receipts MUST be presented on the day of interview.</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"> - A letter from Employer authorizing the application. - A Valid Private Security Regulations Authority Registration Card. - Proof that your Company is still operational and in good standing with the Private Security Regulations Authority. 	<ul style="list-style-type: none"> - Proof that the Firearm User Licence is in good standing. - Authorization letter from the Firearm Holder in relation to whose firearm(s) the Permit is being sought.

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.

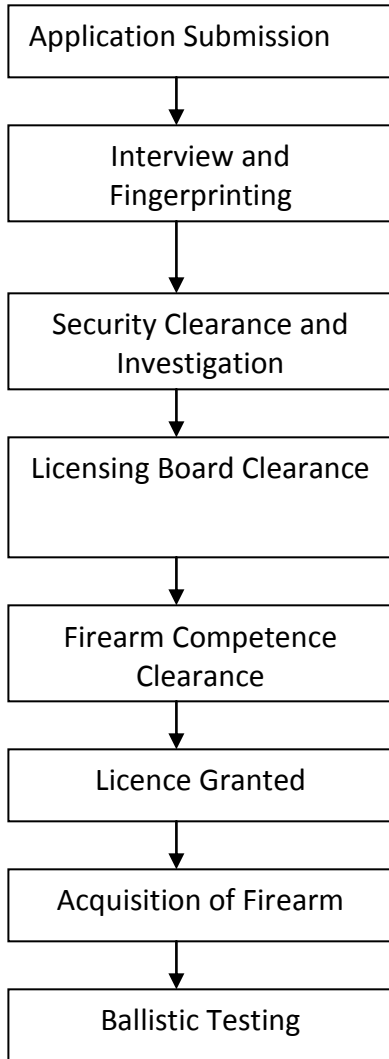
All applicants are required to be fingerprinted and complete a written assessment on the day of interview. Information to prepare applicants for this assessment is available at www.fla.gov.jm. Where applications are submitted via registered mail and where internet access is unavailable, applicants may contact the Authority after a period not less than 10 working days after submission of the application package, to make arrangements for receiving this information. **The date of the interview will be scheduled for the 10th, 15th, 30th or 45th day (excluding weekends and public holidays) after receipt of the application by the FLA.**

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

