

# Reference Form

**Notes for guidance on completion of the Reference Form**  
Please write in BLOCK LETTERS except when signing

## General

- 1 The Firearms Acts require an applicant for the grant or renewal of a firearm certificate to supply the names and addresses of two people who have agreed to act as referees. You have been nominated by the applicant as a referee in his or her application for the grant or renewal of their firearm certificate. **You are not guaranteeing their future good behaviour or conduct.**

## Acceptability

- 2 You must be resident in Great Britain. Members of the applicant's immediate family, registered firearms dealers, serving police officers and police employees may not act as referees except as set out below in Note 4. A referee should be of good character. A reference should be given freely and not on payment.

## Knowledge of the Applicant

- 3 Except in the case of a club official acting as a referee in accordance with Note 4 below, you should have known the applicant personally for at least the last two years. Please also state the capacity in which you have known the applicant: eg business or social, employer/ employee.
- 4 If the application is made in respect of a renewal of a firearm certificate for a firearm for target shooting then one referee must be a club official of the approved club named on the applicant's firearm certificate. Dealers may act as referees in these circumstances. The second referee must not be a member of any target shooting club. For the grant of a certificate it is not essential that one of the referees is a club official.
- 5 You must sign and date the declarations.
- 6 Section 27 of the Firearms Act 1968 (as amended by the 1997 Act) requires a chief officer to be satisfied that the applicant is fit to be entrusted with a firearm and is not prohibited by the Act from possessing a firearm. The chief officer must also be satisfied that the applicant can be permitted to have the firearm or ammunition in his possession without danger to the public safety or to the peace. In reaching his decision the chief officer will take into account whether there is any known history of alcohol, drug or medication abuse, violent or unsociable behaviour, or mental or psychiatric disorder. If you know of any matter or occurrence of which you think the chief officer should be aware then you should include it on the form. You should mention anything that gives rise to any concern you have about the applicant's suitability to possess firearms.
- 7 You may be interviewed by the police to clarify any statement on the form.

## Confidentiality

- 8 When you have completed this form, you must return it direct to the police. It is not to be returned or shown to the applicant. It will be treated with strict confidentiality.

However, if the application is refused, the form will have to be produced in court in the event of an appeal.

## Data Protection Act

- 9 You may be vetted against police records. Your personal details may be held on computer.

## Returning the Form

- 10 THE FORM SHOULD BE RETURNED DIRECT TO THE POLICE FIREARMS LICENSING DEPARTMENT (not returned to the applicant) as soon as possible and in any case no later than 28 days after receipt.

## Part A Details of applicant

- 1 Applicant (name)

- 2 Address

- 3 Date of birth (DD/ MM/ YY)

- 4 Has applied for a firearm certificate in order to possess (insert type of firearm)

for the purpose of

## Part B Details of referee

- 5 Referee's (surname)

Referee's (forenames)

- 6 Address

- 7 Telephone (daytime)

Telephone (evenings)

- 8 Date of Birth

9 Place of Birth

- 10 Occupation

- 11 Your firearm/ shot gun certificate/ dealer's registration number (if applicable) and issuing authority

- 12 How long have you known the applicant?  years

- 13 In what capacity do you know the applicant (eg employer/ employee/ club official)?

- 14 Are you an official of an approved target shooting club?

no  yes

If yes what is the name of the club?

Home Department Approval No.

What is your role in the club?