

FIREARM LICENSING AUTHORITY

Instructions for Completion of Application Form for Firearm User's Licence & Firearm User's Restricted Licence



1. Applicant **must be 21 years old and over** to apply.
2. A single application form (FLA204) must be completed and signed by the applicant. Application forms may be downloaded from the Authority's website (www.fla.gov.jm) or collected at any of our offices.

The following supporting documents are required for *Firearm User's Licence and or a Firearm User's Restricted Licence*:

A. **Two (2) Passport sized photographs:**

- ✓ One (1) certified by a Justice of the Peace. NB: This should bear J.P.'s registration number, signature & date. Photographs are to be taken against a white background. **(Do not seal photos)**

B. **Two (2) recommendations** from any of the following categories of persons:

- ✓ Minister of Religion (must be a Marriage Officer);
- ✓ Justice of the Peace;
- ✓ School Principal;
- ✓ Gazetted Rank Police Officer (not below the rank of Deputy Superintendent);
- ✓ Attorney-at-Law or Resident Magistrate;
- ✓ Medical Doctor;
- ✓ Member of the J.D.F (not below the rank of Major); and
- ✓ Member of Parliament.

Recommendations are to be addressed to the Firearm Licensing Authority and **MUST** state the applicant's address, the number of years the referee has known the applicant (**not less than 5 years**), as well as a reference to the applicant's character. **Recommendations and Authorization Letters are valid for 6 months**

C. **Birth Certificate.** (Original and Photocopy).

- ✓ **Proof of name change if name has been changed:** (Marriage certificate, Deed poll, Divorce Decree)

D. **Valid Government issued ID** (Passport, Driver's Licence or Voter's ID). (Original and Photocopy).

E. **Proof of Income** (Original and Photocopy):

- ✓ Employed persons-Pay Slip or Job Verification Letter from employer (Last 3 months or letter not older than 3 months. Applicants paid fortnightly should submit last 6 payslips). **Letter Must be addressed to the FLA**
- ✓ Self-employed persons/ Business owners- a valid Business or Individual Tax Compliance Certificate (TCC), Business Registration Certificate is required where the applicant is a business i.e. a Company, Sole Trader or Partnership.

F. **Purchase Fingerprint Receipt:**

- ✓ Purchase fingerprint receipt at the tax office, then visit the Criminal Records Office to complete fingerprint process. Upon completion, the **original fingerprint receipt MUST accompany the application package. (Applicable only if the applicant has not been manually fingerprinted within the last five years).**

G. **Justification Letter** stating the **Reason(s)** for the application.

H. **Members of the Jamaica Constabulary Force and Jamaica Defence Force** are to submit a letter of recommendation from their commanding officer (**Enclosed in a sealed envelope**).

I. **Members of the Department of Correctional Services** are to submit a letter of recommendation from the Superintendent in charge (**Enclosed in a sealed envelope**).

Other Information:

- Application Form(s) and supporting documents are to be submitted directly to the Firearm Licensing Authority (FLA), at any of our offices. **ONLY COMPLETE APPLICATION PACKAGES WILL BE ACCEPTED.**
- An application fee payable at any of the FLA offices is required upon submission of application. **Debit Card, Credit Card and cash transactions are accepted.**
- **The date of the interview will be scheduled for up to the 10th working day (excluding weekends and public holidays) after receipt of the application by the FLA.**

For further enquiries please contact us at:

Headquarters
91A Old Hope Road, Kingston 6,
Jamaica, W.I.
Tele: (876) 927-5159 - 60 /
927-6057 - 59

Montego Bay Regional Office
Shop #9, Bogue City Centre
Bogue, Montego Bay, St. James
Tele: (876) 978-0245

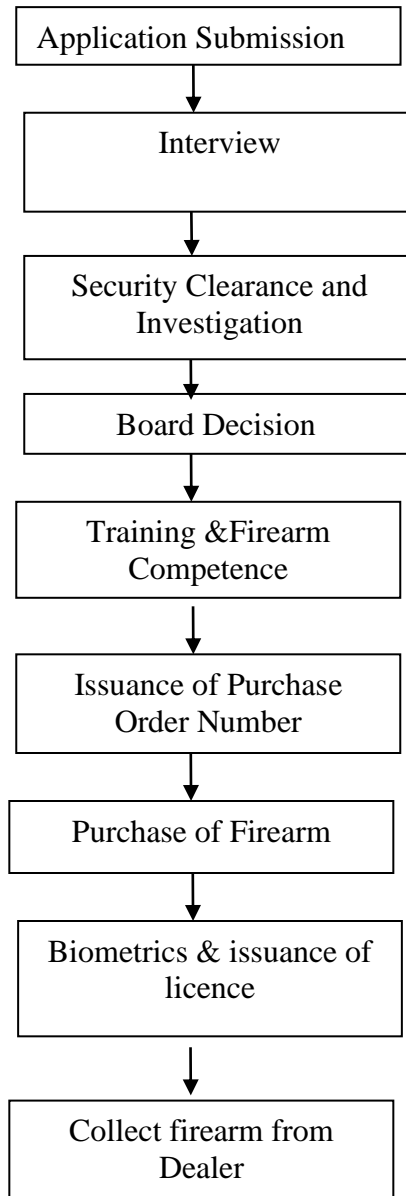
Mandeville Regional Office
Shop G15, James Warehouse Plaza
Mandeville, Manchester
Tele: (876) 927-6073 / (876) 927-6075
(876) 618-0487 (Digicel)

St. Ann Regional Office
Lot 60, Dairy Road
Discovery Bay, St. Ann
Tele: Flow- 876-670-0812
Digicel- 876-618-2920-21

Firearm Application Process

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

Flowchart for Firearm User's Licence and or Firearm User's Restricted Licence



FIREARM LICENSING AUTHORITY



Instructions for Replacement of Non-defective Firearm

1. Application for Firearm Licences, Certificates and Permits form (**FLA204**) may be downloaded from the Authority's website (www.fla.gov.jm) or collected at the FLA offices.
2. The following documents are required upon applying for Replacement of Non-Defective firearm(s):
 - a) Completed Application Form (**FLA 204**)
 - b) 1 Passport size photo (certification not required)
 - c) Fingerprint receipt applicable (*if the date of your last fingerprint done with the FLA exceeds five years*) **
 - d) Copy of licence card
 - e) Valid Government issued ID (Passport, Driver's Licence, Voter's ID)
 - f) Copy of Certificate of Registration
 - g) Pay the requisite fee by (cash, credit/debit card) at any FLA office

******The Fingerprint Receipt is purchased at the Tax Office. After purchase, the applicant is required to schedule an appointment with the Criminal Records Office (CRO), to complete the fingerprinting process. The receipt must then be taken to the CRO, where the fingerprinting will be done. CRO will stamp the fingerprint receipt and return to customer which is an indication that the finger printing was done. (Applicable only if the applicant has not been manually fingerprinted within the last five years).**

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FIREARM LICENSING AUTHORITY



Instructions for Replacement of Defective

1. Application for Firearm User's Licence and Firearm User's Restricted Licence form (FLA204) may be downloaded from the Authority's website (www.fla.gov.jm) or collected at the FLA offices.

The following is required upon submission for a Replacement of Defective firearm(s):

- A. Completed Application form (**FLA 204**)
- B. 1 Passport size photo (certification not required)
- C. Fingerprint receipt applicable (*if the date of your last fingerprint done with the FLA exceeds five years*). ****
- D. **Letter from a FLA approved Gunsmith** stating the issue with the firearm along with;
- E. **Replacement of Defective Form** signed by the holder and the Gunsmith who inspected the firearm.
- F. Copy of licence card.
- G. Copy licence fee certificate.
- H. Completed Application of Surrender Form. (**where applicable**)
- I. Defective Firearm(s). (**if not with a FLA Dealer**)
- J. Pay the requisite fee by (**cash, credit/debit card**) at any FLA office.

*****The Fingerprint Receipt is purchased at the Tax Office. After purchase, the applicant is required to schedule an appointment with the Criminal Records Office (CRO), to complete the fingerprinting process. The receipt must then be taken to the CRO, where the fingerprinting will be done. CRO will stamp the fingerprint receipt and return to customer which is an indication that the finger printing was done. (Applicable only if the applicant has not been manually fingerprinted within the last five years).*

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FIREARM LICENSING AUTHORITY

Instructions for Replacement of Stolen or Lost Firearm



1. Application for Firearm Licences, Certificates and Permits form (FLA204) may be downloaded from the Authority's website (www.fla.gov.jm) or collected at the FLA offices.
 - ❖ **Licence holder must report stolen/lost firearm immediately to the nearest police station.**
 - ❖ **Licence holder must visit the nearest FLA office and make a report of the stolen/lost firearm.**
 - ❖ **Where a holder fails to make the requisite reports without reasonable cause, he/she commits an offence.**

2. **The following is required upon submission for a Replacement of Stolen or Lost firearm(s):**
 - A. Completed Application form.
 - B. 1 Passport size photo (**certification not required**).
 - C. Fingerprint receipt applicable (*if the date of your last fingerprint done with the FLA exceeds five years*) ****
 - D. CR10 Receipt from the police station.
 - E. Valid Government issued ID (Passport, Driver's Licence, Voter's ID)
 - F. Pay the requisite fee by (**cash, credit/debit card**) at any FLA office.
 - G. Two (2) recommendations from any of the following categories of persons: -
 - ✓ Minister of Religion (must be a Marriage Officer);
 - ✓ Justice of the Peace;
 - ✓ School Principal;
 - ✓ Gazetted Rank Police Officer (not below the rank of Deputy Superintendent);
 - ✓ Attorney-at-Law or Resident Magistrate;
 - ✓ Medical Doctor;
 - ✓ Member of the J.D.F (not below the rank of Major); and
 - ✓ Member of Parliament.
 - Recommendations are to be addressed to the Firearm Licensing Authority and **MUST** state the applicant's address, the number of years the referee has known the applicant (**not less than 5 years**), as well as a reference to the applicant's character. **Recommendations and Authorization letters are valid for 6 months**
 - An application fee payable at any of the FLA offices is required upon submission of application. **Debit Card, Credit Card and cash transactions are accepted.**

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Application for Firearm User's Licence



To Be Completed BLOCK LETTERS

PERSONAL

Section A

<i>Application Type</i> - New <input type="checkbox"/> , Replacement: Defective <input type="checkbox"/> , Non-Defective <input type="checkbox"/> , Stolen <input type="checkbox"/> , Lost <input type="checkbox"/>				Photograph of Applicant		
<i>Applicant's Name</i> -Last Name, First Name, Middle Name Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Ms. <input type="checkbox"/> Other <input type="checkbox"/> Please state: _____						
Other names (Nickname, alias, pet name)						
Date of Birth	Age	Gender Male <input type="checkbox"/> Female <input type="checkbox"/>	Place and Parish of Birth (Hospital/Home, Clinic)			
Nationality		Marital Status		Email Address		
Home Telephone No.		Mobile Telephone No.		Business Telephone No. (including Ext.)		
Next Of Kin Information						
<i>Name</i> -Last name, First Name, Middle Name Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Ms. <input type="checkbox"/>				Occupation		
Email		Home Telephone No.		Mobile	Business Telephone No. (including extension)	

Referees (Must not be the person who wrote the recommendation)

<i>Name</i> -Last name, First Name, Middle Name Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Ms. <input type="checkbox"/>				Occupation	
Email		Home Telephone No.		Mobile	Business Telephone No. (including extension)
<i>Name</i> -Last name, First Name, Middle Name Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Ms. <input type="checkbox"/>				Occupation	
Email		Home Telephone No.		Mobile	Business Telephone No. (including extension)

Section B

Tax Registration No. (TRN)	I.D Type and Number(Driver's Licence, Passport, National ID)
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Section C

Present Address of Residence	Country	Parish	City/Town	Period of Residence (e.g.1987-Present)
Previous Address of Residence	Country	Parish	City/Town	Period of Residence (e.g.1943-1987)

Section D

Name and Address of Present Business/Employer	Date/Time Period e.g. (2000-Present)	Occupation
Name and Address of Previous Business/Employer	Date/Time Period e.g. (1999-2000)	Occupation

"WARNING:IT IS AN OFFENCE TO KNOWINGLY MAKE A FALSE DECLARATION ON THIS APPLICATION AND THIS MAY RESULT IN THE DENIAL AND/OR REVOCATION OF YOUR APPLICATION AND/OR AUTHORISATION.

Section E

Have you ever lived or worked outside of Jamaica? Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, state period(s), name of organisation(s), location(s) and nature of employment in the space below.
If yes, state address of last residence in the space below (if exceeds more than six months)

Section F

State Type and Calibre of Firearm(s) for which the application is being made	
Nearest Police Station to Place of Residence	Nearest Police Station to Place of Employment/Business

Section G

Have you ever applied for a Firearm Authorisation? Yes <input type="checkbox"/> No <input type="checkbox"/>	
What was the result?	
If yes, complete the section below.	
Type of Licence	Date of Issue
Has any Firearm Authorisation previously issued to you been revoked, cancelled, suspended, or surrendered? <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> If yes, state reason:	
Has any previous Firearm issued to you been seized, lost or stolen? <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> Not applicable If yes, give details:	
Have you or any member of your household ever been detained by police, arrested, charged and/or convicted of a criminal offence locally or abroad? Yes <input type="checkbox"/> No <input type="checkbox"/>	
If yes, give details	
Have you ever been deported from a foreign country? <input type="checkbox"/> YES <input type="checkbox"/> NO	
Have you ever suffered from any mental health issues? <input type="checkbox"/> YES <input type="checkbox"/> NO If yes, give details:	
Have you ever engaged in alcohol, drugs or substance abuse? <input type="checkbox"/> YES <input type="checkbox"/> NO	
Have you ever been detained, convicted or charged with domestic violence? If yes, give details	
Are you domiciled or ordinarily a resident in Jamaica, (2 consecutive years) immediately preceding this application? YES <input type="checkbox"/> NO <input type="checkbox"/>	

Section H

State your reason(s) for application-

"WARNING: IT IS AN OFFENCE TO KNOWINGLY MAKE A FALSE DECLARATION ON THIS APPLICATION AND THIS MAY RESULT IN THE DENIAL AND/OR REVOCATION OF YOUR APPLICATION AND/OR AUTHORISATION."

Section I (Please read and indicate your agreement to each statement by ticking the boxes)

- I consent to be fingerprinted and consent that such prints may be used to facilitate background security checks.
- I am aware that this application may be discarded should I fail to complete the processes as required by the Authority.

Declaration of Truth

I certify that the information provided on this application is true to the best of my knowledge, information and belief.

Applicant's Signature _____ Date _____

Section J

For Official Use Only

Date of Interview:	Method of submission:
Fees paid:	Tax receipt number:
Name of Interviewing Officer:	Signature of Interviewing Officer:

NOT TO BE SOLD

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