

# 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](http://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 10<sup>th</sup> 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

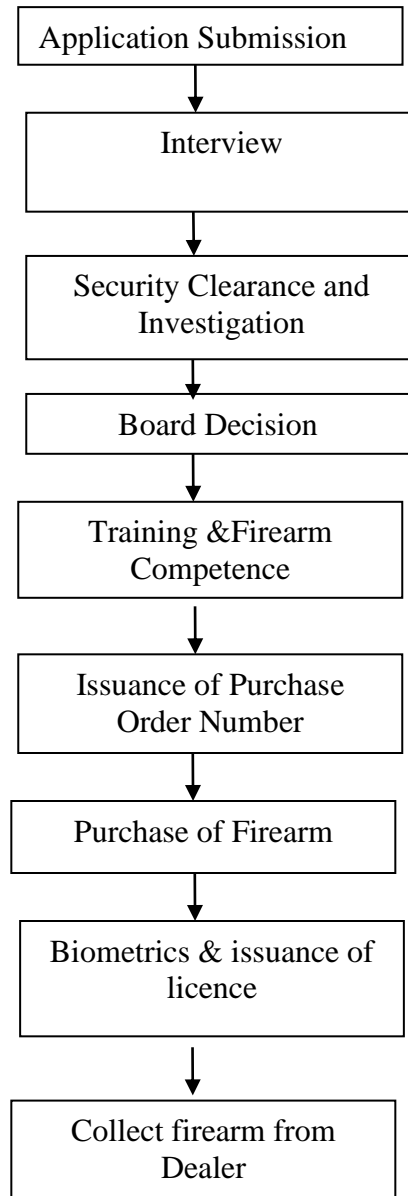
**Mandeville Regional Office**  
Shop G15, James Warehouse Plaza  
Mandeville, Manchester  
Tele: (876) 927-6073 / (876) 927-6075  
(876) 618-0487 (Digicel)

**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

## Application for Firearm User's (Restricted) Licence



To Be Completed BLOCK LETTERS

### PERSONAL

#### Section A

Applicant's Name – Last Name, First Name, Middle Name Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Ms. <input type="checkbox"/> Other <input type="checkbox"/> Please state: _____				Photograph of Applicant
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.)
<i>Next Of Kin Information</i>				
Name–Last Name, First Name, Middle Name Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Ms. <input type="checkbox"/>			Relationship to Applicant	Occupation
Email Address		Home Telephone No.	Mobile No.	Business Telephone No. (including extension)
<b>Referees (Must not be the person who wrote the recommendation)</b>				
Name – Last Name, First Name, Middle Name Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Ms. <input type="checkbox"/>			Occupation	
Email Address		Home Telephone No.	Mobile No.	Business Telephone No. (including extension)
Name – Last Name, First Name, Middle Name Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Ms. <input type="checkbox"/>			Occupation	
Email Address		Home Telephone No.	Mobile No.	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

#### 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 Calibre and Type 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  No 

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 ? Yes  No   
If yes, state reason:Has any previous Firearm issued to you been seized, lost or stolen? Yes  No  Not applicable 

If yes, give details:

Have you ever been detained by police, arrested, charged and/or convicted of a criminal offence locally or abroad? Yes  No 

If yes, give details

Have you ever been deported from a foreign country? Yes  No 

Have you ever suffered from any mental health issues?

If yes, give details:

Have you ever engaged in alcohol, drugs or substance abuse? Yes  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  No **Section H**

State your reason(s) for application- Justification Letter is required.

**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: