

**NOTIFICATION of TRANSFER or DISPOSAL of a FIREARM or SHOT GUN**

You are under no obligation to use this form but if you do so it will ensure that all the necessary details are passed to the Police without need for further clarification or explanation.

If you buy, sell, hire, lose, destroy, de-activate, have stolen, or otherwise acquire or dispose of a firearm or shot gun you must, **within seven days**, advise this office at the address below:

Firearms, Shot Guns and Explosive Licensing (FSEL) Section  
 Police Headquarters  
 PO Box 2  
 Springfield  
 CHELMSFORD  
 Essex  
 CM2 6DA

**Tel:** 01245 452768  
**Fax:** 01245 452157  
**E-mail:** firearms@essex.pnn.police.uk

**Reminder:** If any party to the transaction resides outside the Essex Police District, they **MUST ALSO** notify their own Chief Officer of Police

**On (date)** ..... **I (full name):** ..... **DoB:**.....  
**Address:** .....  
 ..... **Post Code:** .....  
**Contact No(s):** ..... **Certificate No:** .....

**COMPLETE AS APPROPRIATE IN BLACK INK**

<p><b>(a) Acquired</b> a Firearm/Shot Gun*</p> <p><b>Type:</b> .....</p> <p><b>Gauge/Calibre:</b> .....</p> <p><b>Make:</b> .....</p> <p><b>Action:</b> .....</p> <p><b>Serial No:</b> .....</p> <p style="text-align: center;"><b>FROM:</b></p> <p><b>Name:</b> .....</p> <p><b>Address:</b> .....</p> <p>.....</p> <p>..... <b>Post Code:</b> .....</p> <p><b>Certificate No:</b> .....</p> <p><b>Issued by:</b> ..... <b>Police</b></p> <p><b>They have completed the appropriate table on my certificate.</b></p> <p><b>Signed:</b> ..... <b>Date:</b>.....</p> <p>*please delete as appropriate</p>	<p><b>(b) Sold/Disposed</b> of my Firearm/Shot Gun*</p> <p><b>Type:</b> .....</p> <p><b>Gauge/Calibre:</b> .....</p> <p><b>Make:</b> .....</p> <p><b>Action:</b> .....</p> <p><b>Serial No:</b> .....</p> <p style="text-align: center;"><b>TO:</b></p> <p><b>Name:</b> .....</p> <p><b>Address:</b> .....</p> <p>.....</p> <p>..... <b>Post Code:</b> .....</p> <p><b>Certificate No:</b> .....</p> <p><b>Issued by:</b> ..... <b>Police</b></p> <p><b>I have completed the appropriate table on their certificate.</b></p> <p><b>Signed:</b> ..... <b>Date:</b>.....</p> <p>*please delete as appropriate</p>
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**YOUR CERTIFICATE IS NOT REQUIRED** by Police unless you wish to vary your firearm certificate, in which case you will need to submit a completed Firearms Form 101.

**RESTRICTED (when complete)**

**FIREARMS (AMENDMENT) ACT 1997 (abridged)**

**Please remember - failure to comply with any of the following sections is an offence punishable by a term of imprisonment of up to six months, a fine of up to £2,000 or both**

**Transfer of firearms etc. to be in person**

32. (1) Where, in Great Britain –
- (a) a firearm or ammunition is sold, hired, lent or given or
  - (b) a shot gun is sold, hired, given or lent for more than 72 hours, to a person who is neither a registered firearms dealer nor a person who is exempt from requiring a certificate.
- (2) Where a transfer takes place in Great Britain –
- (a) the transferee must produce to the transferor the certificate or permit entitling him to purchase or acquire the firearm or ammunition being transferred.
  - (b) the transferor must comply with instructions in the certificate or permit and must hand the firearm and ammunition to the transferee in person.

**Notifications of transfers involving firearms**

33. (1) Where, in Great Britain –
- (a) any firearm to which Section 1 of the 1968 Act applies is sold, hired, lent or given
  - (b) a shot gun is sold, hired, given or lent for more than 72 hours.
- (2) Any party to a transfer who holds a firearm or shot gun certificate or a visitor's firearm or shot gun permit shall within seven days notify the chief officer of police who granted his certificate or permit.
- (3) The notice shall describe the firearm (giving its identification number if any), state the nature of the transaction and the name and address of the other party. The notice shall be sent by recorded delivery.

**Notification of deactivation, destruction or loss, of firearm etc.**

34. (1) Where, in Great Britain a firearm to which a firearm or shot gun certificate or visitor's firearm permit relates is deactivated, destroyed or lost (whether by theft or otherwise), the certificate holder who was last in possession shall within seven days notify the chief officer of police who granted his certificate or permit.
- (2) Where, in Great Britain any ammunition to which a firearm certificate or visitor's firearm permit relates, is lost (whether by theft or otherwise), the certificate or permit holder who was last in possession shall within seven days notify the chief officer of police who granted his certificate or permit.
- (3) The notice shall state the nature of the event and describe the firearm (giving its identification number) or ammunition. The notice shall be sent by recorded delivery.
- (4) A firearm is deactivated if it is rendered incapable of discharging any shot, bullet or other missile. A certificate of deactivation issued by a Proof House is evidence that this has been done to the approved standard.

**Notification of events taking place outside Great Britain involving firearms etc.**

35. (1) Where, outside Great Britain any firearm or shot gun is sold or otherwise disposed of which was authorised by a firearm or shot gun certificate, the transferor shall, within 14 days, notify the chief officer of police who granted his certificate.
- (2) Where, outside Great Britain a firearm or ammunition to which a firearm certificate or shot gun certificate relates is deactivated, destroyed or lost (whether by theft or otherwise) the certificate holder who was last in possession of the firearm or ammunition shall within 14 days notify the chief officer of police who granted the certificate.
- (3) The notice shall state the nature of the event and, in the case of a disposal the name and address of the other party and contain a description of the firearm or ammunition (giving any identification number) and shall be sent within 14 days by recorded delivery if from the UK; and if from elsewhere, in a manner which most closely corresponds to recorded delivery.

**RESTRICTED (when complete)**