



## New Zealand Firearms Licence

# Guide For Applicants

## MAIL ORDER SALES

### ACQUIRING FIREARMS, AMMUNITION AND AIRGUNS VIA MAIL ORDER AND INTERNET (S. 43A, ARMS ACT 1983)

#### Definition:

The term “Mail Order” is to be taken to apply to any sale / transfer (supply) of firearms, airguns or ammunition which does not take place face to face. It includes any transaction where the seller is unable to view and handle the purchaser’s (receiver’s) physical firearms licence (or evidence of age in the case of airguns) and to simultaneously compare the photo likeness to the person. It applies to sales arranged over the internet, for example, as well as to transactions by physical mail.

## Introduction

NZ Police (an Arms Office) will supply the verification (endorsement) of a mail order sale direct to the seller. Not to the purchaser (applicant for the verification) as has been the case.

This change in process will:

- Reduce opportunity for fraud
- Provide adequate physical identification of the purchaser
- Give greater confidence that the purchaser is a “fit and proper” person
- Provide confidence in maintaining firearms licence holder records
- Implement prevention into the non-face to face purchasing process

## Purchasing Firearms, Ammunition and Airguns by Mail Order

**Firearms Licence:** You require a firearms licence to possess firearms, or ammunition for them, and some special categories of airgun. You must be of or over the age of 18 years to possess (standard) airguns if you do not hold a firearms licence. Firearm licence holders are required by section 34 of the Arms Act 1983 to advise Police of any change of address. Licence holders are also required to observe the secure storage conditions of Regulation 19 of the Arms Regulations 1992.

**Sales:** Sellers / suppliers of firearms, ammunition and airguns are required by the Arms Act 1983 to ascertain that the purchaser / recipient is the holder of a firearms licence or is of or over the age of 18 years in the case of airguns. The only methods of ascertaining this which are acceptable to NZ Police are:

- a) The seller meets the purchaser face to face and personally examines their firearms licence (or photo identification of proof of age issued by the NZ Government, in the case of airguns), and compares the photo therein with the person in front of them.
- b) In the case of a non-face to face transaction, the seller / supplier receives direct from NZ Police (by email or post) advice that the purchaser / recipient holds a firearms licence or is of or over the age of 18 years (in the case of airguns) and that they are entitled to possess the firearms, ammunition or airguns listed in the purchaser's written (purchase) order in favour of the seller / supplier.
- c) Sellers, as a prudent additional step\*, may also request verification of a firearms licence number (sighted by them as in method a) above) from NZ Police by phone or email (to a Police Arms Office or the National Arms Control Section of the Police National Headquarters) or Police on-line tool (to be established in February 2016), to confirm the currency of the licence.

*\*NB: This step is in addition to, and is performed in conjunction with, method a) listed above.*

## Applying for Verification of a Firearms Licence, Written (Purchase) Order or Proof of Age

*The following process relates to the non-face to face transfer (sale or supply) of standard sporting rifles and shotguns ("A-cat firearms"), ammunition, and airguns. Restricted firearms (pistols, MSSA firearms and restricted weapons) have their own process (permit to procure and the issuing of an endorsement for the firearm).*

Ask the Police Arms Officer at your nearest district police station for further advice if required.

**Step 1:** Take a completed form into the Police Station: Use the Police mail order on-line form, or a form provided to you by the NZ Police and deliver it in person once completed.

The accepting Police Member will:

- Check that you have supplied sufficient information, otherwise verification will not proceed. For firearms and ammunition sales, this includes enough detail for Police to identify the seller / supplier. A minimum of their firearms licence number, first name and surname (or the licensed firearms dealer name which matches the licence number), and an exact description of the goods.
- Verify your details on the form with your firearms licence card and the police licence database.
- Forward the form to the District Arms Officer for completion and transmission direct to the retailer.

**Step 2:** The District Arms Officer will then:

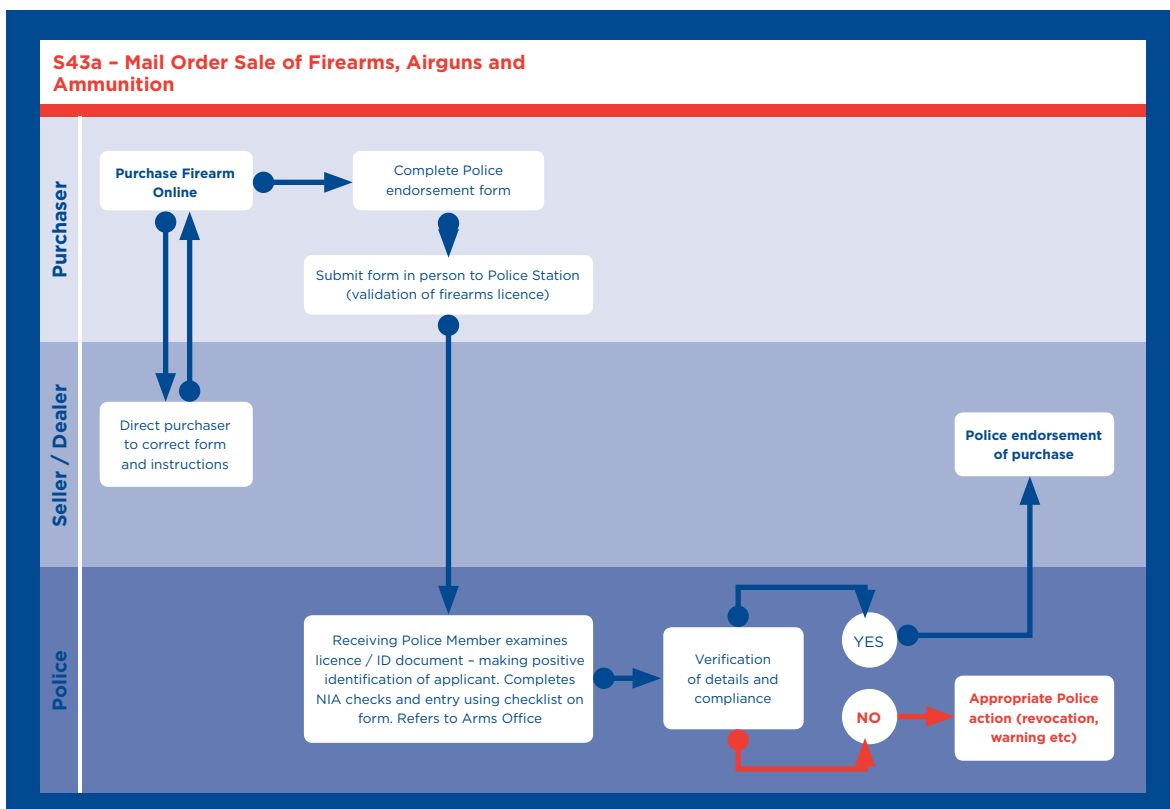
- Verify the seller's identity.
- Verify your details.
- Verify your delivery address – if the address is different on the form in comparison to your firearms licence record, the form will not be completed until Police has carried out the appropriate residential security checks.
- Verify that you do not have any convictions or incidents which have occurred since your licence was issued that will influence your status as a "fit and proper person".
- Endorse the Form.

**Step 3:** If you meet all of the requirements of the Arms Act 1983, the Police will email your form **direct to the seller**\*

*\*NB: Only a "Police Form" from a Police email address, or the original, certified by the Police District Arms Officer and mailed direct to the seller, will satisfy the Arms Act requirement for the seller to take reasonable steps to ascertain whether you are a holder of a firearms licence, or in the case of an airgun, are of or over the age of 18 years.*

### Police Requirements in Respect of Endorsement of Mail Orders:

- Application may be made at any attended Police Station.
- Each and every firearm / airgun / ammunition transaction will require Police verification. Verifications will be valid for seven (7) consecutive days from the date upon which they are approved / completed by Police.
- The verification is valid **only for the items listed therein and the named supplier** and does not apply to any subsequent order/s, whether similar in content and for that supplier or not.
- Application is made by the purchaser / receiver **in person** at a Police Station by letter or form letter. **There is no exception to this.**
- The address for delivery of the items **must be** a physical address. In the case of firearms or ammunition, the address **must be** either the purchaser's recorded and verified firearms security location address or the recorded and verified place of residence. i.e. the address values recorded by Police against the firearms licence number, which have been inspected by police. A licensed firearm dealer's address is also acceptable.
- The purchaser **must be** present at the address to receive the delivery, or the goods are to be held at the premises of the mail /courier company which is making the delivery. Sellers are to give this instruction to the mail / courier company which they engage for the delivery.
- All firearms and ammunition are to be fully and correctly described. In the case of firearms: Make; Model; Calibre are required.



Application date:  /  /

Authorisation expiry date:

## Mail Order Sales of Standard Sporting Firearm(s), Airgun(s) and / or Ammunition (Section – 43A Arms Act)

**SELLER / SUPPLIER:**

Surname:  Forename(s):

Date of birth if not a licence holder:  /  /  Phone No.:  *Mobile*  *Home*

Email:  Business name:

Firearms Licence No.:  Expiry date:

**FIREARM(S) OR AIRGUN(S):**

Quantity	Description (e.g. Rifle)	Make	Model	Calibre	Serial Number

**AMMUNITION:**

Type of firearm(s) the ammunition will be used in	No. of boxes	No. rounds per box	Quantity	Type	Calibre

**PURCHASER DETAILS:**

Surname:  Forename(s):

Date of birth if not a licence holder:  /  /  Phone No.:  *Mobile*  *Home*

Delivery address:

Email:

Firearms Licence No.:

Expiry date:

**PROOF OF AGE:**

Drivers licence No.:  Expiry date:

Other NZ Government issued photo ID: Document attached

Number:  Expiry date:

You may append pages to this application (including attachments) if there is insufficient room for your full application.

**POLICE USE ONLY: ARMS OFFICE**

I have inspected the Purchaser's Firearms Licence and I am satisfied that he / she is a fit and proper person to purchase the firearm(s), Airgun(s) and / or ammunition listed herein.

Member of Police: Name:

Designation:  QID:  Station:

Arms Office email:  Arms Office phone No.:

Authorisation sent direct to seller:  Yes /  No

Original purchaser order attached (if relevant):

Copy of this application (and purchase order) filed

Police Employee Signature / Stamp and Date

**PURCHASERS DECLARATION:**

I declare that the information I have supplied for this application is true and correct.

Purchasers signature:

Date:

**Acquiring Firearms, Ammunition and Airguns by Mail Order**

**The Form:**

- **Purchase firearm(s) and / or ammunition by mail order sale.**  
Sellers by mail order / internet web site may use this form to meet their obligation under section 43A of the Arms Act 1983 to sell a firearm and / or any ammunition pursuant to a written order, which has been endorsed by NZ Police.
- **Purchase airguns**  
Proof of age must be established by a current NZ drivers licence or a current NZ passport. Sellers of airguns have an obligation under the Arms Act 1983 to establish that any purchaser is of or over the age of 18 years or holds a firearms licence.
- **Purchase restricted airguns**  
People who do not hold a firearms licence who wish to purchase a restricted airgun from a licensed firearms dealer are required by Police to establish their bona fide membership of a NZ Police recognised airgun sport club. Proof of age must be established by a current NZ drivers licence or a current NZ passport. Club bona fides is established by providing to Police the original of a letter of good standing from the club which is dated within 14 days of the day of application to Police.
- **Verify firearms licence**  
NZ firearms licence holders, whose licence has been issued by NZ Police, but have yet to receive their firearms licence card, may establish the currency of their licence to the seller of an airgun, restricted airgun, firearm and / or ammunition by presenting their current NZ drivers licence or current NZ passport to Police, and, if collecting the goods in person, to the supplier of the goods once the supplier has received the Police verification from the Arms Office.

Ask the Police Arms Officer at your nearest district police station for further advice if required.

**The Process**

**Step 1:** Take this form into the Police Station. The accepting Police Member will:

- Satisfy themselves that you have provided sufficient information for the verification to proceed. For sales of firearms or ammunition this includes enough detail for Police to identify seller / supplier. Their

firearms licence number, first name and surname, or the licensed firearms dealer trade name which matches the licence number, and an exact description of the goods, is the minimum required.

- Verify your details on the form with your firearms licence or drivers licence record (as the case may require).
- Forward the form to the District Arms Officer for completion and transmission direct to the seller.

**Step 2:** The *District Arms Officer* will then:

- Verify the seller's identity.
- Verify your details.
- Verify your address – if the address is different on the form in comparison to your Firearms Licence record, the form will not be completed until Police has carried out the appropriate residential security checks.
- Verify that you do not have any convictions or events which have occurred since your licence was issued that will influence your status as a “fit and proper person”.
- Endorse the Form.

**Step 3:** If you meet all of the requirements of the Arms Act 1983, the Police will email your form direct to the seller / supplier\*.

The address for delivery of the items must be an address recorded against the purchaser's firearms licence. The purchaser must be present at the address to receive the delivery, or the goods are to be held at the premises of the mail / courier company which is making the delivery. Sellers are to give this instruction to the mail / courier company which they engage for the delivery.

*\* NB: Only a “Police Form” from a Police email address, or the original, certified by a NZ Police Arms Officer and mailed direct to the seller, will satisfy the Arms Act requirement for the seller to take reasonable steps to ascertain whether you are a holder of a firearms licence, or in the case of an airgun, are of or over the age of 18 years.*

There is a detailed guide to the requirements of mail order of firearms, ammunition and airguns on the NZ Police web site firearms licensing pages. Refer to guide for instructions relating to acceptable method of delivery.

**POLICE USE ONLY: RECEIVING OFFICE**

Seller / Supplier ID Verified <input type="checkbox"/>	Seller / Supplier Licence confirmed as current (NIA Checked) <input type="checkbox"/>				
Purchaser ID Verified <input type="checkbox"/>	Purchaser Licence sighted and confirmed as current (NIA Checked) <input type="checkbox"/>	Purchasers address checked <input type="checkbox"/>	Firearm(s), Airgun(s) correct <input type="checkbox"/>	Club letter attached <input type="checkbox"/>	

Approved	Reporting member of Police: <input style="width: 600px;" type="text"/>
Refused	Designation: <input style="width: 150px;" type="text"/> QID: <input style="width: 100px;" type="text"/> Station: <input style="width: 50px;" type="text"/>
	Office email: <input style="width: 200px;" type="text"/> Office phone No.: <input style="width: 100px;" type="text"/>
	Signature: <input style="width: 300px; height: 40px;" type="text"/>