



RANYATI

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1. **VERY IMPORTANT – Please Take Note:**

- No one can submit the licence application on your behalf to the South African Police Service (SAPS).
- It is advisable to contact your nearest police station to confirm the days and times they accept applications.
- Please initial each page and sign on the last page of your motivation.
- Please certify all documents after receiving your completed motivation/application and before submission to the SAPS.
- You are required to first apply for a SAPS Competency Certificate before you can apply for firearm licences.
- With regards to a Renewal Application: (1) SAPS requires the applicant to do renewal at least 90 days prior to the expiry date of the firearm licence, and (2) Your SAPS Competency certificate is linked to your longest valid licence's expiry date, even though there may be a different expiry date on the competency certificate, the SAPS made this amendment in order to manage the process better.

2. **Submission of application:**

You are required to submit Competency Certificate, Firearms Licence or Renewal applications to your nearest police station *personally* as you will be required to have your finger prints SAP91(a) taken.

Please have the following documents with you when going to the SAPS to submit:

- Your identity document.
- The original copy of your Competency Certificate.
- The original copy of your Training Certificate.
- Any current firearms licences.
- 2 x colour passport size photographs per application.

3. **SAPS charges the following amounts for applications:**

- Application for competency certificate : R70.00
- Application for firearms licence : R140.00 (per firearm)

- Application for renewal of firearms licence : R70.00 (per firearm)
- Application for a temporary permit : R140.00
- Application for duplicate licence : R70.00

Please note that police stations do not have card facilities.

4. Applicant needs to receive the following from the SAPS upon submission of an application(s):

- Acknowledgement of receipt of documentation – SAPS 523(a)
- Receipt of payment to the SAPS

5. Enquiry regarding progress of application:

Any queries regarding progress of your application can be confirmed telephonically with the SAPS Call Centre on 012 353 6111.