

**Part E Declaration**

I/We declare that the statements made on this form are true.

I/We understand that I will be subject to a check of police records and that my details may be held on computer.

It is an offence for any person to knowingly or recklessly make a statement which is false in any material particular for the purpose of procuring either for himself or for another person the grant or renewal of a shotgun certificate.

The maximum penalty is six months imprisonment and/or a fine.

Usual Signature of applicant

Date

Usual Signature of parent or guardian  
(if the applicant is under 17 years of age)

Date

**Notes**

\* You should use this form to apply for the **grant or renewal of a shotgun certificate**. It is - with certain statutory exceptions - an offence for a person to have in his possession, purchase or acquire, any shot gun, without holding a shot gun certificate.

**A shotgun is defined as:**

- a a smooth-bore gun (not being an air weapon) which - has a barrel not less than 60.96cm (24 inches) in length and does not have any barrel with a bore exceeding 5.08cm (two inches) in diameter;
- b either has no magazine or a non-detachable magazine incapable of holding more than two cartridges; and
- c is not a revolver gun.

*Other smooth bore guns may require a firearm certificate.*

A shot gun certificate is granted subject to the conditions prescribed by the Firearms Rules 1998. It is an offence to fail to comply with any condition shown on a shot gun certificate.

In answering question 14 You are not entitled to withhold information about any offence. This includes motoring offences, convictions in places outside Great Britain, and (by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975) convictions which are spent under the 1974 Act. Both a conditional discharge and an absolute discharge count as convictions for this purpose.

**Grant or renewal of a shotgun certificate**

This form must be accompanied by four identical photographs of you. The photographs should show you full face and without a hat and must bear a current true likeness. The size of the photographs should be 45mm x 35mm. They should be printed on normal thin photographic paper and be unmounted.

One of the photographs must be signed in ink, on the back with your usual signature. A second photograph should be endorsed on the back in ink by the countersignatory using the words given in the notes to **Part D** on page 3.

**In the case of an application for both a shotgun and a firearm certificate —**

- \* the shot gun application requires that **one** photograph must be endorsed by the countersignatory and one by you;
- \* the firearm application requires that each of the referees should endorse a separate photograph and that two photographs must be signed by you.

**This form must be accompanied by the appropriate fee**

Unless otherwise advised by the police, you should post or take the completed form together with the fee and photographs to your local police headquarters.

ISBN 0113411979

©Crown Copyright 1998. Published for the Home Office under licence from the Controller of Her Majesty's Stationery Office.

Application for reproduction should be made in writing to:  
The Copyright Unit, Her Majesty's Stationery Office, St.Clements House,  
2-16 Colegate, Norwich NR3 1BQ  
Third Impression 1999

Data Protection Act 1984

Personal data supplied may be held or verified by computer

**For official  
use only**

Fee paid £

Signature

Receipt No.

Rank/No.

Date

Station

Firearms Act 1968 to 1997

Firearms Form 103

**Application for a  
Shot Gun Certificate**

*I am applying for (tick box which applies):*

- the grant of a Shot Gun Certificate
- the renewal of a Shot Gun Certificate

You should use this form to apply for the grant or renewal of a shot gun certificate

Please read the notes on the back of this form carefully before completing this application.

Write in **BLOCK CAPITALS** throughout except when signing.

If you wish to provide any information further to the questions below separately to this form, you must sign and date that information.

**Part A Personal details to be completed in all cases****1** Title (Mr, Mrs, Ms, Dr etc.)
**2** Surname
**3** Forename(s)

**4** If you have at any time used a name other than those quoted at **2** and **3** above, please give details - if not write NONE  
Other surname  
(if a married woman, give surname before marriage)

**5** Other forename(s)
**6** Home address

Post Code

Home telephone number

**7** Height
**8** Date of birth (DD/MM/YY)
**9** Place of birth
**10** Nationality
**11** Occupation
**12** Business address

Post Code

Daytime telephone number

**13** If you have lived at addresses other than that stated at **6** during the last five years enter them here

**14** Have you been convicted of any offence (*see notes at the end of this form*)?  
On renewal details need only be given of convictions since the existing certificate was issued

no  yes  If yes give details

**15a** Do you suffer from any medical condition or disability including alcohol and drug related conditions?

no  yes  If yes give details

**15b** Have you now, or have you ever had Epilepsy?

no  yes  If yes give details

**15c** Have you ever attended your present or a previous General Practitioner (GP) for treatment of depression or any other kind of mental or nervous disorder?

no  yes  If yes give details

**16** Please give details of your current GP

Name of GP

Address

I hereby give permission for the police to approach my GP to obtain factual details of my medical history.

Usual Signature of applicant

Date

