

FIREARM LICENSING AUTHORITY

Instructions for Completion of Application Form for Firearm User's (Employee's) Certificate



1. Applicant **must be 21 years old and over** to apply.
2. A single application form (**FLA 207**) must be completed and signed by the applicant. Application forms may be downloaded from the Authority's website (www.fla.gov.jm) or collected at any of the offices of the FLA.

The following supporting documents are required for *Firearm User's Employee's Certificate*:

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. Fingerprint receipt:

- ✓ Purchase a fingerprint receipt at the tax office, visit the Criminal Records Office to complete fingerprint process. Upon completion, the original fingerprint receipt **MUST** accompany the application package for submission. (**Applicable only if the applicant has not been manually fingerprinted within the last five years**).

G. A valid Private Security Regulations Authority (PSRA) Certificate for company.

H. A valid individual Private Security Regulations Authority (PSRA) Card in applicant's name.

I. Letter from employer authorizing the application with a list of firearms that will be used by the applicant.

- Application Form(s) and supporting documents are to be submitted directly to the Firearm Licensing Authority (FLA), or any of the offices. **ONLY COMPLETE APPLICATION PACKAGES WILL BE ACCEPTED.**
- Recommendations and Authorization Letters issued more than 6 months prior to the submission of the application will **NOT** 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 10th 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 LICENSING AUTHORITY

Application for Firearm User's (Employee's) Certificate



To Be Completed in BLOCK LETTERS

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, petname)			
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)

Referees (Must not be the person who wrote the recommendation)			
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)

Section C
Are you domiciled or ordinarily a resident in Jamaica, (2 consecutive years) immediately preceding this application? YES <input type="checkbox"/> NO <input type="checkbox"/>

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			
Have you previously been employed as a Private Security Guard? <input type="checkbox"/> YES <input type="checkbox"/> NO			
Name and Address of Present Business/Employer	Date/Time Period e.g. (2000-Present)	Occupation	Private Security Regulation Authority I.D. Card No (Company)
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"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> No <input type="checkbox"/> <input type="checkbox"/>
If yes, state period(s), name of organization(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 Type and Calibre of Firearm(s) for which the Licence & Certificate 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 <input type="checkbox"/> No <input type="checkbox"/>	
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 <input type="checkbox"/> , cancelled <input type="checkbox"/> , suspended <input type="checkbox"/> , surrendered <input type="checkbox"/> . If yes, state reason:	
Has any previous Firearm issued to you been: seized <input type="checkbox"/> , lost <input type="checkbox"/> , or stolen <input type="checkbox"/> , Neither <input type="checkbox"/>	
Have you or any other member of your household ever been detained by police, arrested, charged and/or convicted of a criminal offence locally or abroad? Yes <input type="checkbox"/> No <input type="checkbox"/>	
If yes, give details	
Have you ever been deported from a foreign country? YES <input type="checkbox"/> NO <input type="checkbox"/>	
If yes, give details	
Have you ever engaged in alcohol, drugs or substance abuse? YES <input type="checkbox"/> NO <input type="checkbox"/>	
Have you ever suffered from any mental health issues? YES <input type="checkbox"/> NO <input type="checkbox"/>	
Have you ever been detained/convicted or charged with domestic violence? YES <input type="checkbox"/> NO <input type="checkbox"/>	

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:
Name of Supervisor:	Signature of Supervisor: