

FIREARM LICENSING AUTHORITY

Instructions for Completion of Application Form for Firearm Licences, Certificates and Permits



1. A single application 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 the addresses listed below.
2. The following supporting documents are required for:
 - First time applications for new Firearm User's Licences should be accompanied by documents listed in Group 1
 - Applications for new Firearm User's (Employee's) Certificate should be accompanied by documents listed in Group 1 and Group 2
 - Applications for new Firearm User's (Special) Permits should be accompanied by documents listed in Group 1 and Group 3

GROUP 1	GROUP 2	GROUP 3
<p>A. Two (2) Passport 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.</p> <p>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, Medical Doctor or Resident Magistrate, 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.</p> <p>C. Proof of Age (Passport or Birth Certificate. Original and Photocopy).</p> <p>D. Proof of Income (Original and Photocopy):</p> <ul style="list-style-type: none"> ➤ 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). Must be addressed to the FLA ➤ Self-employed persons/ Business owners- a valid Business Tax Compliance Certificate (TCC), Business Registration and a valid Individual Tax Compliance Certificate (TCC) is required where the applicant is a business i.e. a Company, Sole Trader or Partnership <p>E. Purchase fingerprint receipt at the tax office, then visit the Criminal Records Office to complete fingerprint process. Upon completion, the original fingerprint receipt MUST accompany the application package.</p> <p>F. Members of the Jamaica Constabulary Force and Jamaica Defence Force are to submit a letter of recommendation from their commanding officer (to be enclosed in a sealed envelope).</p> <p>G. Members of the Department of Correctional Services are to submit a letter of recommendation from the Superintendent in charge (to be enclosed in a sealed envelope).</p> <p>H. Justification Letter stating the reason(s) for the application.</p> <p>I. Marriage Certificate (for females who are married)</p>	<p>a. A letter from Employer authorizing the application.</p> <p>b. A Valid Private Security Regulations Authority Registration Card (Copy and original).</p> <p>c. Proof that your Company is still operational and in good standing with the Private Security Regulations Authority.</p>	<p>a. Proof that the Firearm User Licence is in good standing (Copy of User's Licence and Firearm Licence Fee Certificate).</p> <p>b. Authorization letter from the Firearm Holder in relation to whose firearm(s) the Permit is being sought.</p>

Application Form(s) and supporting documents are to be submitted directly to the Firearm Licensing Authority (FLA), at any of the addresses listed below, or by registered mail. **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

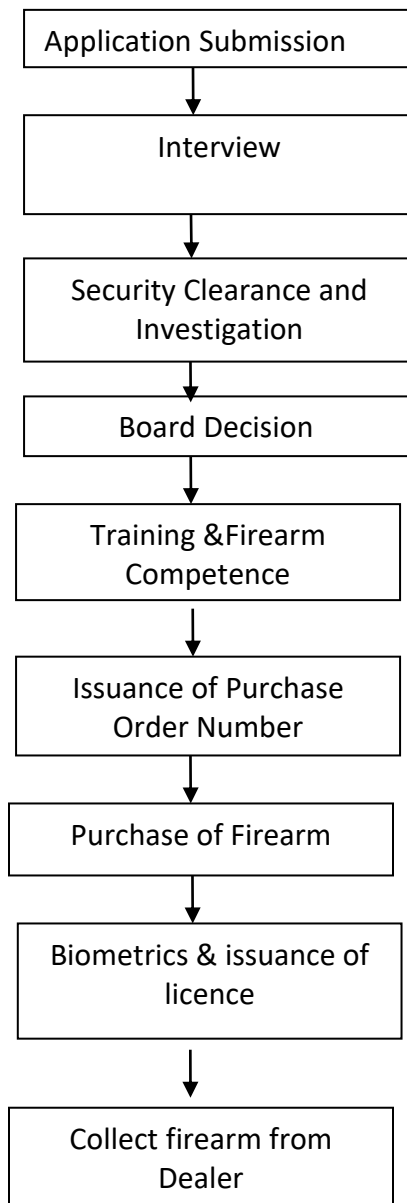
Mandeville Regional Office
Shop G15, James Warehouse Plaza
Mandeville, Manchester
Tele: (876) 927-6073 / (876) 927-6075
(876) 618-0487 (Digicel)

St. Ann Regional Office
Lot 60, Dairy Road
Discovery Bay, St. Ann
Tele: Flow- 876-670-0812
Digicel- 876-618-2920-21

Firearm Application Process

To be successful, an application must pass through the following stages:

Flowchart for Firearm User's Licence



Flowchart for Firearm User's (Special) Permit and Firearm User's (Employee's) Certificate

