



INFORMATION SHEET

Application for Renewal of a Firearms Licence for an Individual

BEFORE YOU START...

USE THIS FORM to renew your firearms licence.

DO NOT USE THIS FORM to apply for a first-time licence or to change your existing Possession Only Licence to a Possession and Acquisition Licence. Call 1 800 731-4000 and ask for an "Application for a Possession and Acquisition Licence under the *Firearms Act* (for Individuals Aged 18 and Over)" (CAFC 921).

IF YOU CURRENTLY POSSESS FIREARMS, YOU MUST APPLY TO RENEW YOUR LICENCE BEFORE THE EXPIRY DATE INDICATED ON YOUR CURRENT LICENCE.

PLEASE NOTE

You must complete all sections of the form. An incomplete form will cause delays in processing your application.

- A firearms licence is valid for five (5) years. There is a fee to renew your licence.
- You do not need to renew your licence if you have lawfully disposed of all firearms in your possession, are not required to handle firearms for employment purposes and do not intend to obtain, transport, store or borrow firearms or obtain ammunition.

IF YOU NEED ADDITIONAL SPACE, list all information requested on a separate sheet of paper, add your name and licence number to the top of each sheet and attach the sheet to your application.

IF YOU NEED HELP COMPLETING THIS APPLICATION FORM, call 1 800 731-4000. Additional information and some application forms are also available on our Web site at www.cfc-cafc.gc.ca.

Mail your completed application form, all attachments and enclosed payment, if you are paying by cheque or money order, to:

**Central Processing Site
P.O. Box 1200
Miramichi, NB E1N 5Z3**

The following information explains certain parts of the form and will help you answer some of the questions. You should read the instructions as you fill in your form. If you are still unsure about a question, call 1 800 731-4000 for assistance.

A - LICENCE INFORMATION

If you want to change the class of firearm you may possess and/or acquire you must apply for a new licence using the form "Application for a Possession and Acquisition Licence Under the *Firearms Act* (for Individuals Aged 18 and Over)" (CAFC 921).

D - INFORMATION ABOUT CONJUGAL PARTNER

You must include the name of your spouse, common-law partner or person with whom you have or have had a conjugal relationship within the past two (2) years.

Conjugal partner includes spouses and common law partners and all other persons with whom you have lived in a similar relationship within the last 2 years.

A spouse is a person to whom you are legally married. A common-law partner is a person who is living with you in a conjugal relationship, having so lived for a period of at least one year.

Box 7 and 8

The signature(s) of your current and former conjugal partner(s) is not legally required. However, if their signature(s) is not provided, the Chief Firearms Officer has a duty to notify them of your application to renew your firearms licence.



E - FEES

The fee payable depends on the type of licence you are applying to renew. From the list below identify the type of licence you currently hold and are applying to renew and write the corresponding fee amount in Section F - Fees, Box 9.

Only one of the following fee amounts is payable.

Possession Only Licence..... **\$60**

Possession and Acquisition Licence
(Non-restricted firearms only)..... **\$60**

Possession and Acquisition Licence
(Restricted or prohibited firearms)..... **\$80**

The fee is non-refundable.

Indicate the method of payment. Do not send cash. Make your cheque or money order payable to the Receiver General for Canada.

Please note: If paying by personal cheque, please allow a minimum of ten (10) business days for bank clearance.

Administrative fees and any applicable interest will be applied to all dishonoured payments.

If you are not a resident of Canada and are paying by cheque or money order, please make your fee payable in Canadian dollars.

Fee waiver

You are not required to pay the fee to renew your non-restricted firearms licence if you need firearms to hunt or trap in order to sustain yourself or your family. This fee waiver does not apply to restricted or prohibited firearms licences.

CHECKLIST

Before mailing your application, have you...

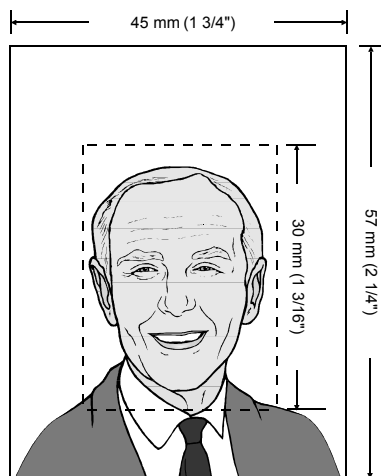
- answered all questions?
- enclosed the applicable fee?
- attached your photo to your application?
- attached a separate sheet of paper with additional information with your name and licence number if necessary?
- signed and dated the declaration?



PHOTO INSTRUCTIONS

You are not required to submit a passport type photograph or a photograph that has been taken by a professional photographer. However your photograph must meet the following criteria:

- Show a full front view of your head and shoulders.
- Use a plain, contrasting background without shadows.
- Do not wear a hat or sunglasses. Your eyes should be clearly visible and should not appear to be red.
- The photo should have been taken within the last twelve (12) months.
- Size: the photo should be no larger than 45 mm x 57 mm (1 3/4" x 2 1/4"). Your head in the photograph must be at least 30 mm (1 3/16") high.
- The photo must be original, not taken from an existing photo.
- Digitally produced photos are acceptable provided all other requirements are met.
- **Cut the photograph to fit the size requirements before sending it to us.**



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SIGNATURE INSTRUCTIONS

- Print and sign your name on the back of your photograph.

STICKER INSTRUCTIONS:

- Print your name on the label below.
- Cut and affix the label to the back of your photograph.
- Enclose the photograph with your application.

Name of applicant





For Administrative Use

APPLICATION FOR RENEWAL OF A FIREARMS LICENCE FOR AN INDIVIDUAL

ATTENTION:

Read the Information Sheet for explanations. Use an "X" to indicate your answers (where required). Print clearly in blue or black ink.

A LICENCE INFORMATION

1. Firearms licence number		2. Licence expiry date	
3. Class of firearm on current licence (See the class of firearm information on the back of your current licence card)			
a) Possession		b) Acquisition	

B PERSONAL INFORMATION

PERSONAL INFORMATION			
4. a) Last name			
b) First name		c) Middle name	d) Date of birth (Y / M / D)
e) Street / Land location			f) Apt. / Unit
g) City	h) Province / Territory	i) Country	j) Postal code
k) Daytime telephone number	Extension	l) Evening telephone number	Extension
() -		() -	
m) E-Mail address (if applicable)			
MAILING ADDRESS <input type="checkbox"/> Check this box if your mailing address is the same as your home address.			
5. a) Street / Rural route / PO box number			b) Apt. / Unit
c) City	d) Province / Territory	e) Country	f) Postal code

C PERSONAL HISTORY

If you answer **YES** to any of the questions in this section, you **MUST** provide details on a separate page. Add your name and licence number to the top of each page you attach. If details are not provided, your application cannot be processed.
A **YES** answer **does not mean** your application will be refused but it may lead to further examination.

6. a) During the past five (5) years, have you been subject to a peace bond, protection order or an order under section 810 of the <i>Criminal Code</i> ?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
b) Is any member of your household prohibited from possessing any firearm?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
c) During the past five (5) years, have you threatened or attempted suicide, or have you suffered from or been diagnosed or treated by a medical practitioner for: depression; alcohol, drug or substance abuse; behavioural problems; or emotional problems?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
d) During the past two (2) years, have you experienced a divorce, a separation, a breakdown of a significant relationship, job loss or bankruptcy?		<input type="checkbox"/> Yes	<input type="checkbox"/> No



