## **INFORMATION SHEET**

## Request a Public Agency Identification Number or Report Changes to the Registrar of Firearms

## **BEFORE YOU START...**

**USE THIS FORM IF** you are a public service agency requesting a Public Agency Identification Number or reporting changes to agency information to the Registrar of Firearms.

**COMPLETE A SEPARATE FORM** for each Public Agency Identification Number you require.

**REPORT CHANGES TO AGENCY NAME AND ADDRESS INFORMATION** within 30 days after the change has taken place. You must use a separate form for each Public Agency Identification Number assigned to your agency that is affected by the change.

A "PUBLIC SERVICE AGENCY" IS a police force, a department or agency of the public service of Canada or of a province or municipality, a police academy or other public agency that employs or has under its authority public agents.

A "UNIT" MEANS any part of a public service agency.

**IF YOU NEED HELP COMPLETING THIS APPLICATION FORM** or require another 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 and all attachment(s) to:

Central Processing Site P.O. Box 1200 Miramichi, N.B. 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 - TYPE OF REQUEST

# REQUESTING A PUBLIC AGENCY IDENTIFICATION NUMBER

#### Box 1

Every public service agency that possesses or handles agency or protected firearms is required to report those firearms to the Registrar. To do so public service agencies require a Public Agency Identification Number. If you require a Public Agency Identification Number put an "X" in Box 1 a).

Complete Sections B, C, and D.

#### **REPORTING A CHANGE**

#### Box 1

Changes to agency name and/or address information must be reported to the Registrar of Firearms within 30 days after the change has taken place. Complete a separate form for each Public Agency Identification Number assigned to your agency that is affected by the change. To report changes to agency name and/or address information put an "X" in Box 1 b) and provide the Public Agency Identification Number in Box 1 c). Complete Section B of the form where applicable.

To report changes to other agency information or agency representative information complete Section C and D of the form where applicable.

#### **B - PUBLIC SERVICE AGENCY** INFORMATION

#### Box 2

Provide the public service agency name in Box 2 a). If you are requesting a Public Agency Identification Number for a particular unit within the public service agency, provide the unit name in Box 2 b). A "unit" means any part of a public service agency.



#### D - PUBLIC SERVICE AGENCY REPRESENTATIVE INFORMATION AND DECLARATION

#### Box 9

Print the name, position title, office telephone number and email address (if applicable) of the public service representative who has the authority to answer questions about the information provided on this form. Sign and date the request.

### CHECKLIST

Before mailing your application, have you...

answered all relevant questions?

signed and dated the form?

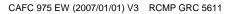


#### REQUEST A PUBLIC AGENCY IDENTIFICATION NUMBER OR REPORT CHANGES TO THE REGISTRAR OF FIREARMS

#### ATTENTION:

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

I would like to receive all information in:							
English French							
A TYPE OF REQUEST							
1. Type of request / report							
a) Request for a Public Agency Identification Nu	ublic Agency Identification number						
b) Report changes, indicate Public Agency Identification Number							
B PUBLIC SERVICE AGENCY INFORMATION							
2. a) Name of public service agency		b) Unit (if applicable)					
PUBLIC SERVICE AGENCY ADDRESS							
3. a) Street / Land location		b) Suite	e / Unit				
c) City	d) Province / Territory	e) Post	tal code				
f) Telephone number Extension	g) Fax number (if applica	ble) h) E-Mail address (if appl	licable)				
( ) -	() -						
PUBLIC SERVICE AGENCY MAILING ADDRESS  Same as above							
4. a) Street / Rural route / PO Box number		b) Suite	e / Unit				
c) City	d) Province / Territory	e) Post	al code				



				Fo	r Administrative Use
C TYPE OF AGENCY					
5. Type of agency (check one only)					
Federal government department or agency	Provincial or territorial g	government depar	tment or agei	ncy	Municipal or other local government
Police force	Other, please specify	•			
6. Describe duties of people handling the firearms					
7. Are the individuals handling the firearms employee	s of the agency ?				
Yes No (If no, please explain b		he agency)			
8. Relationship to the agency of the individuals handli	ng firearms				
	ng mounno				
D PUBLIC SERVICE AGENCY REPRESENT				oo Inforn	nation Shoot)
9. a) Last name		b) First name	KATION (S	ee mom	c) Middle name
		b) i not name			
d) Position title	e) Telephone nu	imber	Extension	f) E-Mail	address (if applicable)
	( )	-			
g) I declare that the information provided on this form	is true and correct to the	e best of my know	leage.		

Representative's signature	Date (Y / M / D)