



Information Package

for

Firearm Clubs & Associations, Dealers,
Repairers and Manufacturers

issuing

Firearm Serviceability Certificates

CONTENTS

1. Contact Information
2. Guidelines for providing a Firearm Serviceability Certificate
3. Firearm Serviceability Requirements
4. Firearm Serviceability Certificate

1. Contact Information

- Police Licensing Services will maintain a call centre to assist in all firearm related matters – 1300 171 011 (Mon-Fri between 8.00am & 4.00pm)
- Police Licensing Services – Ground Floor, 297 Hay Street, East Perth WA 6004
- Email: Police.Licensing.Services@police.wa.gov.au

2. Guidelines for providing Firearm Serviceability Certificate



Firearm Serviceability
Guidelines

3. Firearm Serviceability Requirements



Firearm Serviceability
Requirements

4. Firearm Serviceability Certificate



Firearm Serviceability
Certificate - Online



Serviceability
Certificate - Handfill



Information Line
1300 171 011
www.police.wa.gov.au

Guidelines to Providing a Firearm Serviceability Certificate

REQUIREMENTS

- A Firearm Serviceability Certificate is required for each firearm subject of an application, to ensure compliance with Sections 12 and 18(5) of the Firearms Act 1973 and Regulation 24 of the Firearms Regulations.
- Certificates must be issued by participating Clubs/Associations or licensed firearm Dealers, Repairers or Manufacturers.
- Each certificate must be completed in its entirety and have a sequential number recorded in the space provided.

The following format is to be used: YY-Lic/Club No-Sequential No
(Example – 09-1234-0001).

- In the case of Dealers, Repairers and Manufactures the last four (4) numbers of the licence are used.

METHODOLOGY

- The “Serviceability Certificate” will provide the basis on which all firearms subject to an application will be identified prior to it being considered for licensing and their serviceability confirmed.
- The authorised person issuing the certificate shall ensure all fields are completed in accordance with the explanatory note (as provided).
- A complete list of descriptive fields/codes and a copy of the Serviceability Certificate can be obtained from the WA Police web site www.police.wa.gov.au and attached links.
- Once completed, the certificate is to be provided to the purchaser/applicant in order that it can be presented with their licence application at a participating Australia Post outlet.
- A certificate will be required for each firearm subject of an application.
- To minimise errors and possible delays in the application process, it is preferable the certificate be typed and not hand written.
- The firearm serviceability certificate is available for download from www.police.wa.gov.au under the select “Dealers/Associations” tab.



Guidelines to Providing a Firearm Serviceability Certificate

PROCESS

- All firearm related applications (all licence types) will be received as a first point of contact through selected Australia Post outlets.
- An application which involves the licensing of a firearm (i.e. not a licence such as a Dealers, Manufacturers, Repairers or Ammunition Collectors licence) must be accompanied by a serviceability certificate for that firearm, otherwise the application will not be accepted.
- A person seeking to licence a firearm will identify the firearm/s and obtain a serviceability certificate for that firearms from the seller.
- Where this involves a private sale, the seller is responsible for sourcing a Serviceability Certificate from an association or a dealer.

ISSUES

- **Private Sales**

There are no exceptions to the issuing of a Serviceability Certificate, with private sellers/buyers being required to obtain the necessary documentation from the persons mentioned within “**Requirements**”.

- **Acceptance of Certificates**

Serviceability Certificates will only be accepted by Australia Post if they are dated no more than three (3) months from the date of inspection. *If for example this date expires or the applicant is unsuccessful, a new certificate is to be issued, inclusive of a new identifying number.*

- **Payment for Services**

Cost recovery in providing the above mentioned certificates/service is to be negotiated between the respective parties.

- **Document Retention/Recording**

A copy of each Safety Awareness Certificate (with the actual test/result-including unsuccessful assessments) and Firearm Serviceability Certificate (including private sales) issued, should be retained on file at the point of issue. In the case of a Dealer or Manufacturers where the firearm formed part of their stock, the certificate number should be recorded on the Form 21 (stock outgoing).



Information Line
1300 171 011
www.police.wa.gov.au

Guidelines to Providing a Firearm Serviceability Certificate

CONTACT

- Police Licensing Services will maintain a call centre to assist in all firearm related matters – 1300 171 011 (Mon-Fri between 8.00am & 4.00pm)
- Police Licensing Services – Ground Floor, 297 Hay Street, East Perth WA 6004
- Email: Police.Licensing.Services@police.wa.gov.au



Information Line
1300 171 011
www.police.wa.gov.au



Firearm Serviceability Requirements

1. The firearm shall be fitted with an effective trigger guard;
2. Generally the firearm shall be in a complete condition without any loose or missing parts, components, screws/retainers.
3. The firearms have no visible flaws or defects that affect its operation.
 - For example, barrel condition, shotgun bulges.
4. In every case, where fitted, the stock/grips shall be serviceable without any cracks or breaks that would affect the safe use and handling of the firearm;
 - For example, shotgun splits
5. The trigger mechanism is not to operate when a force of one (1) kilogram is exerted on the central point of the trigger in the direction in which the trigger operates, except, in the case of a firearm designed with a trigger mechanism capable of being “set”, when the trigger mechanism has been “set”.
6. In subparagraph (2) – “set” means to operate a trigger, button, stud, lever or other device so as to reduce the trigger pressure that is required to operate the trigger mechanism;
7. (a) The firearm, unless it is a hammer firearm fitted with a cock mechanism or safety bent, shall be fitted with a safety device which when engaged in the “safe” position prevents operation of the trigger mechanism and which can be disengaged only by a distinct pressure of the finger or thumb.

(b) The safety device shall clearly indicate that the firearm is in either a “safe” or “fire” condition;
8. Target rifles, target handguns, trap guns and other special purpose firearms may be exempted from some or all of the safety tests at the discretion of the Commissioner;
9. An underwater explosive device, in addition, shall have a hydraulic safety lock incorporated in the design to prevent the power head discharging out of the water and which shall become effective within a maximum of ten (10) seconds after the power head has been removed from water;
10. Further examples that could deem a firearm unsuitable are inconsistent functioning and sticking or jamming.

Sept. 2009

Association/Club Name

West Australian Pistol Association
President

Club Number	Club Name
B001	ALBANY
B002	BOYUP BROOK
B003	BROOME
B004	BUNBURY
B005	BUSSELTON
B006	COCKBURN FREMANTLE
B007	COLLIE
B008	DAMPIER
B009	DERBY
B010	DONGARA
B011	ESPERANCE
B012	EXMOUTH
B013	GERALDTON
B014	GNOWANGERUP
B015	BINDOON
B016	KALAMUNDA
B017	KALGOORLIE BOULDER
B018	KELLERBERRIN
B019	KENT DISTRICT
B020	KOJONUP
B021	KOORDA
B022	MERREDIN
B023	MOORA
B024	MUKINBUDIN
B025	MURRAY DISTRICTS
B026	NEWMAN
B027	NORTHAM
B028	NORTHAMPTON
B029	NORTHERN DISTRICTS
B030	ORD
B031	PERENJORI
B032	PERTH (CEASED OPERATING)
B033	PORT BOUVARD
B034	PORT HEDLAND
B035	RHEIN DONAU
B036	SHARK BAY
B037	WARREN
B038	WHITEMAN PARK INT. PISTOL CLUB
B039	WONGAN HILLS



Information line
1300 171 011
www.police.wa.gov.au



WA Police Firearm Serviceability Certificate

This certificate is required when a firearm is licensed by any person for any purpose (Section 12 of the Firearms Act 1973).

Serviceability Certificate number

Details of Firearms Dealer/Firearms Club

Dealership name/Club name

Dealers/Club Licence Number Unit number/Lot number/Level floor Street number

Street name Street type in full (eg. Road, Avenue, Court)

Suburb/town/locality State Postcode

Details of Firearm

Make

Model

Firearm type Category Ammunition type

Calibre Serial number 1 Serial number 2

Magazine type Internal External N/A Magazine capacity Barrel length (handguns only) mm

Is the firearm a hand gun? Yes No

Firearm Currently Licensed by

If you only have one name, complete the same name in the Family name and All given names boxes below

Owners family name (as appears on the Firearms Licence) All given names

Unit number/Lot number/Level floor Street number

Street name Street type in full (eg. Road, Avenue, Court)

Suburb/town/locality State Postcode

Owners Firearm Licence number

I am a and I certify that I have examined the firearm described above, checked the details of the firearm and can confirm that the firearm is correctly described.

The firearm is Serviceable Unserviceable (may still be licensed under Collectors Licence)

Signature of authorised person

Date signed
DD MM YYYY

This check has effect and nothing done by a firearm dealer/repairer/manufacture/club in good faith in accordance with the Firearm Regulations gives rise to a criminal or civil remedy.