

GUIDELINES FOR NRA MEMBER'S FIREARMS CERTIFICATE RENEWALS

As The NRA staff member responsible for acting as a 'referee' I am regularly receiving member's applications for renewal of Firearms Certificates, or telephone calls for assistance in completing the process.

In order to ensure that renewals sent contain all essential details and all necessary documentation and to enable me to deal with renewals speedily and accurately, please find set out below some guidelines for your information:

- 1 Get your other referee to sign Part 'E' of your Firearms Form 101 and to endorse the back of one of your photographs accordingly. He/She should also complete a referee's form and send it direct to the police
- 2 Send the following to me:
 - Fully completed Firearms Form F101 and please make sure your other referee has completed and signed Part 'E'
 - Your 4 photographs – one has been endorsed by your other referee, you sign one and I will endorse another
 - A referee's form for me to complete
 - A shooting record request form. Some police forces send this out and I will complete it from NRA records or I will create an original NRA Shooting record and attach it to your renewal application papers.
 - Your cheque for renewal made out to the relevant police force
 - Your existing firearm certificate (and shotgun certificate if coterminous application is being made) or photocopies of same
 - A stamped and addressed envelope for me to use, addressed to the relevant police force

If you are also making a coterminous shotgun certificate application, then get your other referee to endorse the application form and a photograph. Include these - and the other photographs - with the papers relating to your Firearms Certificate that you send me and I will send them to the police with your firearms renewal application.