

Dealer Employee Application Form

This application form is for all applicants for an endorsement to a New Zealand Firearms Licence in their capacity as an employee of a licensed dealer so that they can handle pistols, restricted weapons, prohibited firearms, and/or prohibited magazines possessed by their employer in the course of their employment.

You do not need an endorsement if your work activities do not include pistols, pistol carbine conversion kits, restricted weapons or prohibited items.

Note: Holders of this endorsement may only handle their employer's arms items while at work. This endorsement does not allow them to apply for a permit to possess any pistols, restricted weapons, prohibited firearms, and/or prohibited magazines, or pistol carbine conversion kits (see s35(2A), s35AAA(2)(b), s35A(2A), Arms Act 1983).

This application form is for those who are:

1. An existing firearms licence holder who wishes to work as an employee of a licensed firearms dealer and in the course of their duties needs to be able to handle pistols, restricted weapons, prohibited firearms, and/or prohibited magazines; OR
2. Applying for a New Zealand Firearms Licence for the first time AND a dealer employee endorsement at the same time; OR
3. Reapplying for their New Zealand Firearms Licence and wish to also:
 - a. reapply for their existing dealer employee endorsement; OR
 - b. apply for a dealer employee endorsement for the first time

Important note:

1. Where you are a current licence holder and are applying for this endorsement for the first time, your application must contain both:
 - This endorsement application form; AND
 - A firearms licence application (FRM23FLA) with only sections A, F, G, L and N completed.
2. In all other cases, your application must contain both:
 - This endorsement application form; AND
 - A firearms licence application form completed in full to ensure Police has the latest information about you and your circumstances.

When applying for two or more endorsements at the same time only submit one application for a firearms licence.

Who can apply

To apply for a firearms licence endorsement you need to meet the following criteria:

- » You are sixteen years of age if applying for an endorsement to possess pistols and restricted weapons as the employee of a registered dealer; OR
- » You are at least eighteen years of age or older if applying for an endorsement to possess prohibited firearms and prohibited magazines as the employee of a registered dealer; AND
- » You must hold a current New Zealand Firearms Licence, or be applying for a Firearms Licence.

What you need to do

Did you know you can now complete your application online at MyFirearms? MyFirearms is our new secure online portal where you can apply and pay for your licensing and most endorsements online. You can even save your application and complete it later. Visit www.firearmssafetyauthority.govt.nz to find out more.

Need help? Call the Registry and Services Team on **0800 844 431**.

Please ensure you read the following carefully before you begin your application for a firearms licence. An incomplete form will cause delays in processing your application.

1. Complete the endorsement application form

Download the endorsement application form to your computer or device. Enter the information requested and save the form.

Important note: Please save the form to your device and open it using your PDF software. We recommend using [Adobe Acrobat Reader](#). If the form is completed using a browser, the entered information may be lost if you click on the 'back' button or if you try to save it.

Print out and sign the completed endorsement application form, or print out a blank form and handwrite your responses.

2. Complete the firearms licence application form as appropriate

Download the firearms licence application form to your computer or device.

- Where you are a current licence holder and are applying for this endorsement for the first time, complete only sections A, F, G, L and N.
- In all other cases you must complete the firearms licence application in full.

Important note: Please save the form to your device and open it using your PDF software. We recommend using [Adobe Acrobat Reader](#). If the form is completed using a browser, the entered information may be lost if you click on the 'back' button or if you try to save it.

Print out and sign the completed firearms licence application form, or print out a blank form and handwrite your responses.

3. Pay the fee

Pay the non-refundable endorsement application fee at a New Zealand PostShop and keep a receipt to include with your application.

NOTE: If you already have a current firearms licence you don't need to pay another firearms licence application fee.

4. Get the required documents

To submit a printed application form at a Police station you'll need to include:

- a copy of the PostShop receipt of your application fee
- the completed endorsement application form
- a completed firearms licence application form

5. Submit your applications to Police

Submit your printed application at your nearest [Police station](#) or post it to Kapiti Digital Services Centre, PO Box 722, Paraparaumu 5032.

What you will need to apply

For your application to be considered, you will need to:

- » meet the endorsement eligibility criteria, and
- » have employment evidence from your current employer

In your endorsement application, you will need to be able to:

- » supply the name and contact details for an endorsement related referee who will be interviewed by Police as to your suitability to possess firearms in your position as an employee working for a firearms dealer.

What happens next

Once your application has been received, Police will perform further checks in order to assess whether you are suitable to possess pistols, restricted weapons, prohibited firearms and/or prohibited magazines.

NOTE: Applying for or renewing a firearms licence or an endorsement is an activating circumstance. If this is your first activating circumstance, you are required to register all firearms in your personal possession, or declare you possess no firearms, within 30 days. You can do this online in MyFirearms or calling the Registry and Services Team on 0800 844 431.

Find out more about the Registry at firearmssafetyauthority.govt.nz/registry.



Endorsement application form for Dealer Employee

Section 29(2)(f) and/or 30A(3) Arms Act 1983

Note to Applicants

Endorsement supplementary application forms include questions which you may have been asked and answered in previous licence and / or endorsement applications. The purpose of asking these questions again is to ensure that we have the most current information available on which to review your application; and to ensure our record for you is correct and up to date.

Privacy Statement

The information provided is collected for the purpose of administration of the Arms Act 1983. New Zealand Police (Police) will hold, store, use or disclose the personal information collected in accordance with the provisions of the Privacy Act 2020. This means that, where necessary, Police may use or disclose your personal information to enable it to carry out its lawful functions, including prevention, detection, investigation and prosecution of offences. Please refer to the [How we manage personal information](#) section of the Police website for more information.

Section A. Applicant information

Section A1. Personal information

A.1. Name

NOTE: Please do not use initials or nicknames. Your last, first and middle names must be written in full. If you have changed your name several times, please indicate the most recent previous name on the form and list all other previously used names on a separate sheet. Return this sheet with your completed application.

Last name

First name

Middle names

A.2. Date of birth

DD	MM	YYYY
<input type="text"/>	<input type="text"/>	<input type="text"/>

A.3. Gender

Male Female Gender diverse

Section A2. Firearms licence status *(select the option that applies)*

A.4. I have a current firearms licence

Firearms licence number:

Endorsements currently held

A.5. I am currently applying for a firearms licence

You must have applied for or been granted a New Zealand Firearms Licence before you can apply for any additional endorsement(s).

Section B. Endorsement(s) sought?

B.1. I wish to apply for a pistol and restricted weapons endorsement under section 29(2)(f) of the Arms Act 1983

No Yes

B.2. I wish to apply for a prohibited arms items endorsement under section 30A(3) of the Arms Act 1983

No Yes

Section C. Dealer employee details

The following questions cover your employment history as an employee of a licenced firearms dealer.

Please attach evidence (e.g. letter from your employer confirming employment) to show you are currently employed by a licensed firearms dealer.

Section C1. Current dealer business details

C.1. **Name of business that employs you**

C.2. **Name of dealer licence holder**

C.3. **Dealer licence number**

C.4. **Contact phone number**

Area code	Number
<input type="text"/>	<input type="text"/>

C.5. **Contact email address**

C.6. **What is/are the dealer's principal business activity/ties**

- Retail
 Hire / supply / lending
 Auctioneering
 Wholesale / importation
 Museum
 Gunsmithing
 Manufacturing

C.7. **For which class(es) of firearms does the dealer conduct their business activities?**

Note: You do not need an endorsement if your work activities do not include pistols, pistol carbine conversion kits, restricted weapons or prohibited items.

- Hunting and target rifles
 Shotguns
 Pistols
 Pistol carbine conversion kits
 Restricted weapons
 Prohibited items (firearms, magazines, parts)

Section C2. Your employment history

C.8. **Job title**

C.9. **Commencement date with current employer**

DD	MM	YYYY
<input type="text"/>	<input type="text"/>	<input type="text"/>

C.10. **Nature of employment**

- Permanent
 Fixed term
 Casual

And

- Full time
 Part time

C.11. **If you currently work for more than one firearms dealer business, please provide details**

Name of business

Owner / Dealer licence holder

Dealer licence number

C.12. **Your previous firearms dealer employers (within the last 5 years)**

Name of business

Owner / Dealer licence holder

Dealer licence number

C.13. Describe your primary duties at work

C.14. How long have you been in firearms related employment in total

Years

Months

Section D. Dealer employee possessing pistols, restricted weapons, prohibited firearms and/or prohibited magazines (as relevant) in the course of employment

The following questions cover your experience with and knowledge of handling pistols, restricted weapons, prohibited firearms and/or prohibited magazines (as relevant) in a business environment as an employee of a licenced firearms dealer.

D.1. Describe the reasons why you are seeking an endorsement as the employee of a licensed dealer in respect of pistols, restricted weapons, prohibited firearms and/or prohibited magazines (as relevant)

D.2. Describe your experience with selling, hiring, manufacture, repair or curating displays of pistols, restricted weapons, prohibited firearms and/or prohibited magazines (as relevant)

D.3. Describe your necessary technical skills and knowledge to safely undertake this work

D.4. Describe your general experience in the safe use and possession of firearms

D.5. Describe your personal attributes that make you a suitable person to have, or have access to, pistols, restricted weapons, prohibited firearms and/or prohibited magazines (as relevant)

D.6. Describe in your own words the obligations you are required to fulfil as a dealer employee endorsement holder

Describe in respect of the Arms Act and Arms Regulations

D.7. Describe in your own words how you will ensure you meet these obligations**Describe in respect of the Arms Act and Arms Regulations**

Section E. Dealer / Business owner referee (ONLY if different from current employer mentioned in Section C1)

A referee who is not related to you and knows you well. This may include someone you've known and been in regular face-to-face contact with for a significant period of your life, or at least three years, preferably more.

They must have a good knowledge of your participation in the activities covered by the endorsement application, and knowledge of your engagement in this / these activity/ies.

E.1. Name

Last name

First name

Middle names

E.2. Email address

E.3. Phone (at least one)

Mobile

Area code

Number

Home

Area code

Number

Section F. Checklist

Before submitting your application, have you:

- answered all questions?
- enclosed the applicable fee receipt, confirming your payment?
- attached the letter of confirmation of employment from your dealer employer?
- attached all attachments with additional information if necessary?
- confirmed with your endorsement referee that they are willing to be a referee for you, and are available for a face to face interview?
- dated (and signed if printed and handwritten) the declaration [below]?

Section G. Declaration

Please read the following statements and show your acceptance by ticking each box.

- The information I have supplied for this application is true and correct.
- I understand that it is an offence to supply details knowing them to be incorrect or misleading. ([section 42\(d\) of the Arms Act 1983](#))
- I consent to the Police making inquiries into my fitness to possess firearms and authorise any person or organisation approached by the Police in this matter to release or disclose all relevant information.

Date of application

DD	MM	YYYY
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Please sign below

Signature

