

Providing a sample for examination

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What is a sample?

When you apply for a permit to import, you may be asked to provide a sample so it can be examined and tested. A sample is one example of an item within an application for a permit to import. ([Section 18](#))

When you need to provide a sample

When you apply for a permit to import, we may request that you provide a sample if it has not been classified and approved for importation by Te Tari Pūreke before.

If you agree to provide a sample, you'll receive a permit to import with a sample condition. This permit allows you to import an example of the item so that it can be examined, so a decision can be made as to whether the item can be imported.

After you have imported your sample, you must provide it to Te Tari Pūreke as soon as possible following the steps listed below.

Although rare, examinations can result in damage to the sample. Te Tari Pūreke are not liable to pay compensation for any damage resulting from examination and testing ([Section 18B](#)).

If you do not agree to import the item with the sample condition, you will not be issued with the permit to import and will be unable to import the item.

What you need to do

1. Import your sample

If you agree to providing a sample, you'll get a permit to import with a sample condition. This gives you approval to import the sample.

If you are importing on your dealer's licence

As part of your notice of importation, you must notify Te Tari Pūreke **within 30 days** of the date the item is imported into New Zealand. This date is taken from when your item has been released by Customs ([Regulation 13 Arms Regulations 1992](#))

If you are importing on your firearm licence

As part of your notice of importation, you must first register your item in the Firearms Registry, then complete your notice of importation. You must notify Te Tari Pūreke **within 30 days** of the date the item is imported into New Zealand. This date is taken from when your item has been released by Customs ([Regulation 13 Arms Regulations 1992](#)). To complete your notice of import, email importpermits@police.govt.nz with the following information:

- firearms licence number
- permit to import number
- registration case number (from your registration confirmation email).

For more information:

[After you import items into New Zealand](#)

2. Prepare your sample

It is your responsibility to properly prepare your sample before dropping it to your firearms office. If you have any questions about preparing your sample or packaging, contact your local firearms office to talk to an arms officer before you arrive.

During your drop off appointment, the arms officer will visually inspect your items and packaging. They may ask you to make another booking if you have not prepared and packaged them adequately.

You must:

- Ensure your item has not been modified in any way.
- Ensure the item is complete.
- Make the item inoperable and package vital parts separately.
- Ensure the item is made safe and a chamber safety flag added.
- Package the item in a lockable hard case.



Modification

The sample must not be modified from the original. The exception is the addition of an identification marking such as a serial number.

Complete

Firearms must be complete by providing all parts that can be assembled into an operable firearm (for example, a stock, bolt and magazine). If your firearm did not come with a stock, bolt or magazine (or any other parts), you must include ones that will fit.

Make your sample inoperable

Your sample firearm must be made inoperable by removing the bolt or another vital part. If that is not possible (for example, because the firearm is a lever action or semi-automatic or single shot firearm), you must fit your firearm with a combination trigger lock. Please provide the combination to the arms officer at drop off.

Any parts removed must be clearly labelled with the make, model, serial number, and permit to import number of the firearm it relates to. Larger parts tagged, and smaller parts placed into a bag clearly labelled with the firearm's make, model, serial number and permit to import number. It does not need to be in a lock box (eg, bubble wrapped or a clear sealed bag), but it does need to be clearly labelled.

If you have more than one sample to drop off, you can include multiple vital parts in one smaller parcel. They must be clearly labelled and easily matched to their parent firearm.

Fit your item with a chamber flag

Although you have rendered your firearm inoperable, it is helpful to insert a chamber safety flag to provide a visual indication that the chamber is cleared, and the firearm is safe. If you do not have a chamber safety flag, you can collect one from your local firearms office prior to dropping off your sample.

How to apply the chamber safety flag

1. Hold your chamber safety flag.
2. Insert the flexible rod into the chamber of the firearm.
3. Hang the flag out the side of the firearm.



A chamber flag being fitted.



If the firearm has a large chamber, (eg 12 or 20 ga shotguns), bend or kink the chamber flag rod so that it fits snugly into the chamber, or use a cable tie to hold the flag in place.



Example of a bent chamber flag rod being fitted into a shotgun chamber.

Lock in a hard firearms case

You'll need to provide your own hard case for transport of your sample firearm to your local firearms office, and then on to the National Armoury. Do not bring any unnecessary packaging (for example, factory packaging, cardboard or plastic wrapping) to the drop off.

Your hard case must:

- Be tough, rugged, rigid, dent and shatter resistant.
- Be a transit case designed for firearms.
- Have adequate linings to protect against movement or damage during transit.
- Have strong latches.
- Have at least three padlock or lock holes for a rifle or shotgun case, or one for a pistol.

If your hard case is not adequate, your arms officer may ask you to book a new drop off date while you obtain a case that is.

Hard case lock points

Your hard case must be able to be securely locked. Hard cases for rifles and shotguns need at least three locks. One lock at each end, and one in the middle to prevent the case from being levered or prised open. Pistols need at least one lock. Your padlock shackle should be an appropriate length for the case.

When you drop off your sample, we'll remove your locks and replace them with security seal cable locks. We'll give you back your padlocks.





A Pelican hard firearms case.

Include a copy of your permit

Include a copy of your permit with your sample in the hard case, and in the vital parts package.

3. Deliver the sample to your local firearms office

Once you have prepared your sample, [contact your local firearms office](#) to organise an appointment for delivery. Delivery is strictly by appointment only.

When you deliver your sample to the firearms office, the arms officer will open and check your packages, including your vital parts parcel. If your sample is not appropriately packaged, complete, or made inoperable, the arms officer may ask you to make a booking for another day so you can make any required changes before returning.

Your sample will be examined at the National Armoury. Do not attempt to deliver it directly to the National Armoury yourself.

Although rare, examinations can result in damage from examination and testing to the sample. Te Tari Pūreke are not liable for any damage ([Section 18B\(3\)](#)).

After your sample is examined

Once your item has been examined, our team will let you know if it has been approved or not approved for import.



If your sample is approved

The sample will be released back to you. To collect your sample, [contact your local firearms office](#) to book an appointment. Remember to bring your padlocks to secure the hard case.

You'll need to apply for a new permit to import if you want to import more of your approved items.

If your sample is not approved for import

You may surrender your sample to Te Tari Pūreke for destruction without compensation, or you may export it **within 12 months** of being informed of the refusal.

Email permitfirearms@police.govt.nz to either:

- surrender the items to Te Tari Pūreke for destruction without compensation, or
- arrange for the items to be exported.

If the item is not surrendered or exported within 12 months, Te Tari Pūreke will dispose of or deal with the item in the manner the Commissioner directs ([Section 18B\(4\) and \(5\)](#)).

Exporting a not approved sample

1. Reply to the refusal decision email with the following:
 - Ministry of Foreign Affairs and Trade permit to export
 - Confirmed shipping information and date
 - Import confirmation in English (from the country accepting the items).

For information about applying for an export permit:

[How to export military and dual use goods – MFAT.govt.nz](#)

- [Contact your local firearms office](#) to organise an appointment to collect your sample for export. Remember to bring your padlocks to secure the hard case. Collection is only possible immediately prior to export.
2. Once exported you must:
 - Within five days, notify us via permitfirearms@police.govt.nz

Relevant legislation

- [Arms Act 1983, section 18 Issue of permit to import firearms, etc](#)
- [Arms Act 1983 section 18B Production of samples](#)
- [Arms Act 1983 section 18C Export of specified items not corresponding with sample or otherwise approved for importation](#)
- [Arms Regulations 1992, regulation 12 – Identification markings](#)
- [Arms Regulations 1992, regulation 13 – Notification of importation](#)
- [Arms Regulation 1992, Schedule 1B – relevant details for registry](#)

