

SUID-AFRIKAANSE POLISIEDIENS



SOUTH AFRICAN POLICE SERVICE

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**CENTRAL FIREARMS REGISTER
HEAD OFFICE
PRETORIA
0001**

ALL FIREARMS STAKEHOLDERS

PROCESSING OF FIREARM APPLICATIONS BY THE CENTRAL FIREARM REGISTER (CFR)

The purpose of this informative notice is to communicate some of the issues identified by Central Firearms Register (CFR) that cause delays in the processing of firearm licence applications:

- **Applications not captured at Station Level:**
 - Applicants are reminded that "capturing" of all firearm applications require an applicant to personally appear before the Designated Firearm Official (DFO) at the Police Station where the firearm application has been submitted. This includes firearm licence and other relevant applications submitted under the Amnesty periods 2019/2020 and 2020/2021.
- DFOs are not under the direct supervision and control of the Head of CFR, with the result that an applicant who submitted any application in terms of the Firearms Control Act 60 of 2000, or the Amnesty directives issued in respect of the periods 2019/2020 and 2020/2021, must ensure that the DFO capture that application, if so required.
- **In the event that an applicant who submitted any firearm application that requires to be captured by a DFO, has not received confirmation that the application was captured, i.e. received a reference number via SMS, such applicant must follow the following process:**
 - Immediately attend the relevant Police Station and request the DFO to capture your application;
 - In the event that the DFO is unable/not willing to assist, request an attendance with the Station Commander of the relevant Station to state your case;

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- Inability and/or unwillingness to be provided with assistance of the capturing of any firearm application at Station Level must be reported either in person or in writing to the District Commissioner and if this proves unsuccessful, the applicant must approach the Provincial Commissioner;
- Should an applicant's request for assistance remains unanswered or unsatisfactory, the CFR has decided to put an URGENT INTERIM MECHANISM in place whereby an applicant may, instead of lodging a complaint with the National Head Office of the SAPS in this regard, directly lodge a complaint of non-capturing of any firearm application at CFR by email to NonCap.Applications@saps.gov.za.
- Important: An applicant's complaint of non-capturing will only be considered by CFR directly, on condition that the applicant provides a record of documentary proof that the aforesaid process has been followed without any success. Take note further that the dedicated email address is for non-captured applications only and any other complaints will be ignored and deleted. For all other complaints or enquiries please call the FLASH Call Centre at 012 353 6111 or email cfrenquiry@saps.gov.za.
- In the event that CFR receives a large number of complaints pertaining to the non-capturing of applications at a specific Station, CFR will, as an urgent interim mechanism, intervene in order to expedite the capturing of those applications. It must however be noted that such measure can only be implemented under extraordinary circumstances, taking into account that CFR personnel are working at 50% capacity and the additional workload will mean that their core functions will be affected and delayed as a result hereof.
- **Omissions, errors and outstanding information identified at Station Level are not timeously addressed by an applicant:**
 - During the capturing process, the DFO has to ensure that all the relevant information and documentation as required accompanies the application.
 - For example, all applications for new firearm licences must be signed and dated by the person who is lawfully in possession of the firearm, i.e. the private owner, firearm dealer, company, etc. An applicant bears the ultimate responsibility to ensure that the application is fully completed, signed and accompanied by all relevant documentation.
 - In the event that the applicant fails to address any omissions or errors in any firearm application submitted at Station Level, or fails to provide all the relevant documentation that is required to accompany the application, the application cannot be captured and CFR is in no position to process the application, unless the applicant address all outstanding issues.
- **Ballistic reports in relation to firearm applications submitted under the Amnesty periods 2019/2020 and 2020/2021:**
 - Each and every applicant who submitted an application for a firearm licence under the Amnesty periods 2019/2020 and 2020/2021 is well aware of the fact that the firearm must be submitted for ballistic testing and analysis. For ease of reference

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the Amended Guidelines: 2020/2021 Firearm Amnesty: Surrendering of Firearms, Ammunition and/or Firearm Parts by a Person/Institution in Unlawful Possession thereof, is attached hereto marked "A", whilst the Amended Further Additional Guidelines: 2020/2021 Firearm Amnesty: Surrendering of Firearms, Ammunition and/or Firearm Parts by Entities (Firearm Dealers and Others) in Unlawful Possession thereof, is attached hereto marked "B".

- The processing of each and every firearm licence application submitted under the Amnesty periods 2019/2020 and 2020/2021 requires the receipt of a ballistic report by CFR in respect of the firearm.
- Any firearm which is the subject of ballistic testing and for which a firearm licence application was submitted under the aforesaid Amnesty periods cannot be finalised by CFR before a ballistic report has been received.
- **Criminal record verification in respect of competency applications:**
 - It is trite that no firearm licence may be issued to a person who is not in possession of the relevant competency certificate. It is furthermore common cause that a competency certificate may only be issued if the applicant, inter alia, has not been convicted of any offence under or in terms of the Firearms Control Act 60 of 2000, or the previous Act. In each and every competency application, CFR must therefore verify the aforesaid by requesting a criminal record verification report from the Criminal Record Centre (CRC) in respect of an applicant.
 - A competency application can only be finalised by CFR once a criminal record verification report has been received.
- **The printing of firearm licences:**
 - Since 2017, the SAPS has awarded a contract to Government Printing Works (GPW) to supply, print and distribute firearm licences and related cards. This tender has been extended until 30 September 2021 and it is expected to be subject to a further extension.
 - In short, the process is that CFR provides GPW with a schedule of the licences to be printed, whereafter GPW prints same, sort and package it per Province and arrange with the contracted courier service for collection to be distributed to the various Provincial Head Offices of the SAPS. Once it is received at the Provincial Office, the licences are thereafter sorted according to the respective Stations, to be collected by the station or dispatched by the Provincial Office.
 - As an URGENT INTERIM MECHANISM, CFR has decided to negotiate with GPW to adopt a process by which the licences supplied, printed and distributed for the Gauteng Province only, are distributed directly to CFR instead of the Provincial Office.
 - To this end CFR propose to receive the printed firearm licences and related cards for the Gauteng Province, to acknowledge receipt of the licences and related cards on the system, whereafter the Provincial Office will be provided with the printed

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firearm licences and related cards for distribution to the relevant Stations on each and every occasion when the Provincial Office attends CFR to deliver applications received from the Stations.

- The aforesaid proposal is however subject to the negotiations with GPW and feedback will be provided on whether or not such an arrangement could be concluded under the terms of the current contract.
- **Gunsmith reports and SAPS 521(g) Forms required by CFR in respect of firearm applications:**
 - In the event that there is a discrepancy identified between the information of the firearm on the system as opposed to the information provided by the applicant on the application form, the applicant is required to provide a Gunsmith report (who provides an expert authentication of the relevant firearm) and a duly completed SAPS 521(g).
 - CFR records that there is an inordinately delay in receiving Gunsmith reports and SAPS 521(g) Forms, with the result that the finalisation and consideration of the applications are delayed.
 - In this regard, CFR confirms that the applicant bears the responsibility of ensuring that a Gunsmith report and SAPS 521(g) Form is submitted to CFR, if required.
 - CFR propose to create a dedicated email address, as an interim mechanism to which applicants can directly send the Gunsmith reports and SAPS 521(g) Forms to CFR, in order to ensure that firearms applications be considered and finalised expediently once those documents have been received. The relevant email address will be created and communicated in due course.
- **Notifications of change of address, change of premises or change of circumstances, or replacement of a responsible person:**
 - The holder of a licence, permit or authorisation issued in terms of Chapter 6 of the Firearms Control Act 60 of 2000, must in writing notify the Registrar of any change in his or her physical or postal address, or any change with regard to any information which was submitted in respect of the application for the issue of that licence, permit or authorisation, within 30 days of such change occurring.
 - Similarly, a dealer, manufacturer and gunsmith may apply to the Registrar in the prescribed manner for removal of the business from the premises specified in the licence to different premises, or must notify the Registrar in writing within 30 days if there is any change with regard to any information which was submitted in respect of the application for the issue of that licence.
 - If it becomes necessary to replace a responsible person for any reason, the juristic person must in writing nominate a new responsible person who must be in possession of the relevant competency certificate, and notify the Registrar of the nomination within seven days from the date of nomination.

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- CFR records that there is an inordinately delay in receiving notifications of change of address, applications for the change of premises and notifications of change of circumstances and assignment of new responsible person for juristic person which are handed in at Station Level. Only CFR can acknowledge receipt of such applications and notifications and affect the necessary changes on the system.
- For example, a failure to ensure the timeous change of a person's address or the details of a new responsible person of a juristic person or the change of premises of a dealer, will in all probability result in the non-capture of any future applications lodged at Station Level by such person, juristic person or dealer. In the event that the new application contains the changed details, without the changes being received and/or affected by CFR.
- As an interim mechanism, CFR propose to create a dedicated email address to which notifications of change of address, circumstances or the assignment of new responsible persons for juristic persons and applications for change of premises can be sent directly to CFR, in order to ensure that such changes are timeously affected. The relevant email address will be created and communicated in due course.

In conclusion, an undertaking in herewith made to provide a quarterly update on the processing of firearm licences in order to report whether the urgent interim mechanisms are effective or not, to relay further issues identified within the process that cause delays and whether different mechanisms must be adopted in order to address those issues. Urgent issues will be addressed when and as the need arise.

This communique and all subsequent communications will be sent to stakeholders and published on the SAPS website under the Firearms section.

Regards,



**Pp/REGIATRAR OF FIREARMS
BRIGADIER LJ MABULA**

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