



## APPLICATION SUBMISSION CHECKLIST

**Please use this checklist to ensure you submit a full and completed application, failure to do so will result in your application being returned.**

Have you:-

- Answered ALL questions on the application form (If not relevant, strike through or NA will be acceptable)
- Signed both Declarations on Page 1 and Page 7
- Declared any Historic/Current Medical Issues
- Declared any Historic/Current Convictions
- Enclosed the appropriate fee - Cheques made payable to: **Police & Crime Commissioner for Hertfordshire**  
(Cash can only be accepted by prior arrangements with the Firearms Licensing Department).
- Completed the Referee Form/s in full. \*See Footnote 2
- For Firearm certificate applications, completed the land authority or club membership form on the next page
- Enclosed ONE photograph, signed by yourself
- Return to the address at the bottom of this Checklist

**1. Fees:**

	Renewal	Grant
<b>Shotgun</b>	<b>£49.00</b>	<b>£79.50</b>
<b>Firearm</b>	<b>£62.00</b>	<b>£88</b>
<b>Coterminous</b>	<b>£65.00</b>	<b>£90</b> <b>Includes -</b> <b>FAC Renewal &amp; SGC Grant</b> <b>FAC Grant &amp; SGC Renewal</b>

- 2. Referees - Must be known to you for minimum of 2 years and cannot be a Registered Firearms dealer, be employed by the Police or be a family member or someone that you live with.**