

**AUTHORISATION TO ACQUIRE, SELL, GIFT, OR DISPOSE OF A FIREARM FORM**

**CONTACT THE [ASSOCIATE DIRECTOR, HSW](#) (ext 36079)  
IF YOU ARE ACQUIRING A FIREARM FOR THE FIRST TIME**

**STAFF MEMBER DETAILS**

Staff ID number		Surname	
School/Branch		Given names	
Work contact number		Mobile	

**FIREARMS LICENCE DETAILS** *(Please attach a copy of licence)*

Firearms licence

Licence Number \_\_\_\_\_ Classes \_\_\_\_\_ Categories \_\_\_\_\_ Expiration \_\_\_\_\_

**AQUISITION OF FIREARM** *(if applicable)*

<input type="checkbox"/> New <input type="checkbox"/> Used <i>Please tick one</i>	Reason for acquisition
Firearm Description	
Make:	
Model:	
Type:	
Calibre	
Associate Director HSW advice sought: <input type="checkbox"/> Yes <input type="checkbox"/> N/A	
<i>(For a School/Branch currently not owning Firearms)</i>	

**SALE, GIFT, OR DISPOSAL OF FIREARM** *(if applicable)*

<input type="checkbox"/> Sale <input type="checkbox"/> Gift <input type="checkbox"/> Disposal <i>Please tick one</i>	Firearm Serial number: _____	Reason for sale, gift, or disposal:
Firearm Description		
Make:		
Model:		
Type:		
Calibre:		

**AUTHORISATION** *(By Head of School/Branch)*

I hereby authorise the above mentioned Firearms Officer/Deputy Firearms Officer to acquire/sell/dispose of the listed Firearm.  
*(Delete actions above which are not applicable)*

Expiration Date of Authorisation \_\_\_\_\_

Name: \_\_\_\_\_ School/Branch: \_\_\_\_\_ Signature \_\_\_\_\_ Date: \_\_\_\_\_

**INSTRUCTIONS**

- Firearms Officer**
- Forward a copy of the completed form and Firearms licence (i.e. scanned and sent electronically) to the [Associate Director, HSW](#) and cc to Legal and Risk for insurance purposes.
  - Ensure the SAPOL form(s) has/have been completed. ([http://www.sapolice.sa.gov.au/sapol/services/firearms\\_weapons/firearms\\_forms.jsp](http://www.sapolice.sa.gov.au/sapol/services/firearms_weapons/firearms_forms.jsp))
  - Maintain a copy of the completed form in the University's records management system.

HSW Handbook	<b>Firearms Safety Management</b>	Effective Date:	<b>25 July 2018</b>	Version 3.0
Authorised by	Chief Operating Officer (University Operations)	Review Date:	<b>25 July 2021</b>	Page 1 of 1
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