



## GUIDE TO APPLICATION TO RENEW LICENCE Form 6A or Form 6B

Weapons Licensing Branch  
46 Charlotte Street, Brisbane Qld 4001  
Phone: (07) 3015 7777

### When must my application to renew my Weapons Act licence be lodged?

- At least **one day before** your licence expires. If any application is lodged on or after the expiry date it will be refused. Currently there is no legislative provision to grant extensions on expiry dates for any reason, or to consider extenuating circumstances.

### How do I lodge my application?

- **Applications can only be lodged in person at any Queensland Police station.** It is highly recommended that you make contact with a Queensland Police station as early as possible to arrange a suitable time to lodge your application, as some have limited opening hours.

### What do I need to provide when applying to renew my licence?

- **Proof of identification and photographs (Form 30).**
  - Two passport-size photographs **not more than twelve months old** attached to the Form 30;
  - You must be looking directly at the camera and the shot is to be from the shoulders up.  
**Note:** The wearing of sunglasses and hats is not acceptable.
- **Genuine Reason**
  - Current proof of genuine reason for the continued possession of weapons by completing the annexure attached or providing supporting documentation duly signed and dated.
- **Weapons List**
  - A Weapons List is included in your renewal kit. Please check the details and make any corrections if necessary. **SIGN** the declaration at the bottom of each page and return with your application.
  - If you possess weapons not included on this list, please provide full details of the weapon(s) and include the date, name, address and licence number of the person you acquired the weapon from. Alternatively, if you no longer possess any weapons listed on the Weapons List please provide the date, name, address and licence number of the person who now possesses the weapon.

### Fees are payable for renewal of licence.

- The fee payable is located on page one of the Form 6A or 6B Application to Renew Licence. This fee is current at the time of printing and is subject to change after the application is printed and forwarded to applicants.

### How long will it take to get my new licence card? And what if it doesn't arrive by the time my licence expires?

- Every effort will be made to determine your application to renew before your licence expires. The time taken depends on the volume of applications received and on how early you lodge your application. **It is highly recommended that you lodge your application as soon as possible.**
- If you have submitted your application prior to the expiry date and you do not receive your new licence card by the time your licence expires, your licence will continue in force for a period of 42 days until such time as an authorised officer makes a determination on your application.

Further information regarding the renewal process can be obtained via the;

**Internet site:**

[www.police.qld.gov.au/programs/weaponslicensing](http://www.police.qld.gov.au/programs/weaponslicensing)

**OR**

**E-Mail:**

[weapons.renewals@police.qld.gov.au](mailto:weapons.renewals@police.qld.gov.au)

**OR**

**Telephone:**

Weapons Licensing Branch on 3015 7777 Monday – Friday 8am-4pm







(POLICE STATION USE ONLY)

QUEENSLAND  
Weapons Act 1990  
Section 18



COVER SHEET FOR APPLICATION TO  
RENEW LICENCE—FORM 6A OR 6B

04/09  
Δ1

Due to legislative  
timeframe  
restrictions,  
PLEASE ENSURE  
ALL documents  
are forwarded  
to WEAPONS  
LICENSING  
BRANCH  
IMMEDIATELY

Grid of 20 boxes for POLICE STATION OR

POLICE STATION  
OR

Large empty box for POLICE STATION STAMP

POLICE STATION STAMP

PERSON RECEIVING THE APPLICATION TO RENEW LICENCE

Police Check

QPRIME

Intel/Other  (Please attach separate report with specific details)  
(specify)

Documentation attached (Where applicable)

Form 6A (two pages) or  
Form 6B (three pages)

Genuine Reason Annexure

List of weapons to be registered   
(with any amendments initialled)  
(Completed QP 415)

Form 30 and two passport  
sized photographs

Form4—Change of particulars   
(if relevant)

Supporting documentation for  
genuine reason (as per Annexure)

Date        
Day Month Year

If lodged **ON OR AFTER** the expiry date, RENEWAL WILL NOT BE APPROVED.  
A NEW FORM 1 APPLICATION FOR A LICENCE AND APPLICATION FEE ARE REQUIRED.  
For assistance please telephone WEAPONS LICENSING BRANCH on (07) 3015 7777

Police Station Receipt No.:

Amount received \$       -

Signature box for designated receiving member

Signature of designated receiving member

Name

Rank and Reg. No./  
Level and payroll:

OFFICER IN CHARGE RECOMMENDATION

This application is

Recommended

Not recommended for reasons attached

Name

Rank  Reg. No.:

Date        
Day Month Year

Signature box

Signature