



Online Application Process: Permit to Acquire

The Weapons Licensing Management System (WLMS) is currently being fully replaced and upgraded to enhance the user experience. During this upgrade, we have outlined several tips that applicants can follow in the current system to ensure they provide the necessary information when applying for a Permit to Acquire (PTA).

Tips for PTA Application Processing

The *Weapons Act 1990* requires applicants to provide a genuine reason for acquiring a weapon. This means you must clearly explain the genuine reason and the need for the weapon, this can also include providing the supporting documentation to justify your application.

This document is here to help navigate the online application process specifically for a Permit to Acquire (PTA) for a Category B, C, D, or H weapon under the *Weapons Act 1990*.

When applying for a PTA a Category B, C, D, or H weapon, it's important to provide as much information as possible, **including supporting documentation**, as part of your online application. This helps avoid unnecessary delays from being asked for more details later. We understand the current system – the Weapons Act Online portal – doesn't make this easy as you are unable to select more than one genuine reason, and you are unable to provide further information. It is recommended that giving more information upfront the process can be smoother. Depending on the weapon category, you might not receive an automatic prompt to provide supporting documentation during the application process.

When you are applying online you are prompted to select the weapon category and to provide weapon details. You also then required to choose your genuine need from a dropdown box.

We recommend for Category B, C, D, or H weapons – Select 'Other' for your need.

Genuine Need

Legislation restricts the use of weapons to the following approved purpose. Please select your genuine need below:

* Need: Other

* Please state the reason why the weapon is required: Recreational Shooting on Rural Lands

Sports or Target Shooting

Other

500 characters remaining

This opens a free text box where you should detail your need (e.g., sports/target shooting), explain why the weapon is required, and why your need can't be met in another way. Also, its important to include the **reason(s) why any of your currently registered weapons can't satisfy your need.**

For example – 'I require a category B for sports and target shooting. As this is my first acquisition the need cannot be met another way'.

Please note: If you are applying with a need for Sports and Target and have a current RE1 licence condition and intend to use this firearm for recreational shooting or hunting on rural lands, please include further information to support your application.

In most cases, the next online screen will prompt you to upload supporting documents specific to the genuine need you have selected.

ONLINE APPLICATION PROCESS: PERMIT TO ACQUIRE

Permit To Acquire Application (4 of 6): Supporting Documentation

Documentation List

Please upload the supporting documentation listed below to continue processing this application.

Please upload supporting documentation with the following criteria:

1. File format can be gif, tiff, jpeg, jpg or pdf.
2. Maximum file size is 2MB.
3. A maximum of 3 files can be uploaded per document.
4. Digital photographs of documents are acceptable.

To ensure your application is assessed in a timely manner, it is important the documents supplied are correct and complete. For further information on Supporting Documentation, please click the **Help** button at the bottom of the form.

If you are not prompted to upload your supporting documentation, you should forward this directly to our office. Please include your Case ID or licence number and send to:

- Email us at weaponslicensingenquiry@police.qld.gov.au. Please ensure email attachments are in .pdf or .jpeg format and do not exceed 5MB each.
- Post mail to "The Authorised Officer", Weapons Licensing, GPO Box 892, Brisbane Qld 4001.

Supporting documentation

Different weapon categories require specific supporting documentation. Current requirements are available online at <https://www.police.qld.gov.au/weapon-licensing/additional-requirements-permits-acquire>.

Assessment timeframes

There is a legislated 28-day waiting period from the date of lodgement for your first PTA application. To avoid unnecessary delays after this timeframe, **please ensure that you provide all information and supporting documents at the time of lodgement.**

Where an Authorised Officer is still required to and requests further details, it's important to read these requests carefully and respond promptly. If you don't provide the details in time, your application may be withdrawn or rejected. We are here to help you through this process.



Current processing times are available online at www.police.qld.gov.au/units/weapons-licensing.

System Enhancements Underway

We are currently working on system enhancements to improve the online application process for Category B, C, D, or H weapons under the *Weapons Act 1990*. These improvements aim to enhance functionality and provide a better customer experience. We appreciate your patience and understanding during this time.

Contact us

For further information:

- Find us at www.police.qld.gov.au/units/weapons-licensing, or
- Email us at weaponslicensingenquiry@police.qld.gov.au.

