

Serial No.

Form C

For office use

**Request for Renewal of Licenses for Firearms Issued for the Protection of Property in the Government Institutions, Semi-Government Institutions, Corporations, Boards, Statutory Institutions and Banks– Year 2026**

**Instructions**

- Only the licenses of shotgun and repeater guns authorized for the District Secretary will be renewed by the Part (III) of the application. Applications for pistols, Revolvers and Repeaters renewed by the Part (IV) should be forwarded to the Ministry of Defence.
- If one institution has several firearms, submission of one application with a list of firearms signed by the OIC or a representative of him is sufficient.
- A copy of the license for the last year should be attached to the application.
- For the application submitted to the Ministry of Defence, the cash deposit slip of license fees/Fines that paid to the A/C No. 0007040119 of Taprobane Branch of Bank of Ceylon on behalf of the Ministry of Defence of which included the details such as “name of the person/institution, purpose for depositing the money” should be attached to the duly completed application.
- The duly completed application with the payment receipt can be handed over to the place where the letters of the Civil Security and Development Division are handed over at the Main Gate of Defence Headquarters complex or sent to the “Additional Secretary (Civil Security & Development Division), Ministry of Defence, Defence Headquarters Complex, Sri Jayawardenapura, Kotte” by registered post.

**Part I**

**(01). Details of the Institution:-**

- i. Name of the institution: .....
- ii. Address of the institution: .....
- iii. Designation of the Applicant (who is in-charge for firearm): .....
- iv. Telephone Number. : Institution: ..... Mobile: .....
- v. NIC Number. : .....
- vi. District in which the institution located : .....
- vii. Divisional Secretary Division related to the institution : .....
- viii. Grama Niladhari Division & number related to the institution : .....
- ix. Police Division of the Institution : .....

**(02) Details of the firearm/firearms currently in the possession of the institution (Please attach a list of firearms if more than one)**

- i. Type / Nature: - Revolver/ pistol/ Shotgun/ repeater/ .....
- ii. Serial Number of the firearm: .....
- iii. Number and date of the firearm license of the last year: .....
- iv. The reason If the license has not been obtained for the last year: .....  
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- v. The year of which the license has been obtained for the last time, and number & date of it  
.....

Date: .....

.....  
Signature of the Applicant of the  
Institution (Place the Seal)

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**Part (II)**

**Recommendation of Senior Superintendent of Police/ Superintendent of Police**

The firearms mentioned in the application are in the possession of this institution/bank branch. Since the top management of the institution uses the firearms according to the relevant laws and rules, I recommend/ do not recommend the renewal. (Obtain a report, after checking the armoury or firearms storage, by an officer nominated by the Officer in Charge of the police jurisdiction where the institution or bank branch is located)

Date:.....

.....  
Senior Superintendent of Police/  
Superintendent of Police  
  
Official Seal

**Part – III**

Reference No

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**For use of the District Secretary's Office**

District Secretary,

Since the above applicant has further fulfilled all the requirements to obtain the license for the firearm provided for the protection of his property, renewal of relevant license of Shotgun/ Repeater No ..... for the year ..... is submitted for the approval.

License fees/fines were paid.

Amount: Rs:..... Receipt Number: ..... Date: .....

Date: ..... .....

Officer in-Charge of Subject

Renewal of the firearm license is approved/ not approved.

Date: ..... .....

District Secretary/ Officer  
Authorized by District Secretary

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**Part – IV**

**For use of the Office of the Ministry of Defence**

Additional Secretary/Senior Assistant Secretary,

Since the above applicant has further fulfilled the entire requirement to obtain the license for the firearm provided for the protection of his property, renewal of relevant license of Pistol/Revolver/ Repeater number ..... for the year ..... is submitted for the approval.

License fees/Fines were paid.

Amount: Rs. .... Receipt No: .....

Date: ..... .....

Officer in-Charge of Subject

Renewal of license relevant to the Pistol/Revolver/Repeater bearing number ..... is approved/not approved.

Date : ..... .....

Additional Secretary/ Senior  
Assistant Secretary  
for Secretary