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For Office Use

**Application for Renewal of Firearm Licence Issued for Protection of Property of Government, Semi- Government, Corporations, Boards, Statutory Institutions and Banks - 2023**

Instructions:-

- Part (II) of the application renews licences only for shotgun and repeater firearms as authorized by the District Secretary. Applications for pistols, revolvers and repeaters’ licences renewed through the (III) section should be forwarded to the Ministry of Defence.
- If the same institution has several firearms, only one application is sufficient and firearms register should be submitted with the signature of the relevant Head of Institution or his/her representative.
- A copy of last year's license should be attached with the application.
- Regarding licence fees / fines for applications submitted to the Ministry of Defence, “the name of the person / institution, purpose of deposit” should be mentioned and the amount credited to the account number "0007040119" of the Bank of Ceylon Taprobane Branch in the name of Secretary, Ministry of Defence. The original copy of the receipt should be attached to the application.
- The duly completed application along with the receipt should be taken to the Civil Security and Development Division outlet at the main entrance of the Defence Headquarters Complex or sent to the “Additional Secretary (Civil Security and Development Division), Ministry of Defence, Defence Headquarters Complex, Sri Jayewardenepura, Kotte” by registered post.

**Part (I)**

- (01) i. Name of the Institution:-.....  
 .....  
 ii. Address of the institution:-.....  
 iii. Position of the applicant (in charge of firearms in the institution): -  
 .....  
 vi. Telephone Number: - Residence:-..... Mobile: - .....  
 v. N.I.C. No: - .....  
 vi. Date of Birth:-.....  
 Age as at 01.01.20..... Years..... Months ..... Days.....  
 vii. District in which the institution is located : .....  
 viii. Divisional Secretariat Division relevant to the institution : .....  
 ix. Grama Niladhari Division and Number relevant to the institution : .....  
 x. Police division to which the institution belongs: .....

(02) Has the applicant been prosecuted or convicted by a court of law in relation to the institution's firearms in the past year? Mention the details below.

Name of the court	Offence	Verdict

(03) Details of firearm/firearms currently in possession of your institution (Attach document if more than one firearm)

- i. Nature of the weapon :- revolver/ automatic pistol / shotgun / repeater
- ii. Make and Number: - .....
- iii. The year the first licence was obtained: - .....
- iv. The year, number and date of the last licence:-.....
- v. If licence has not been obtained for the preceding year, reason:-.....
- vi. The year for which the last license was obtained, its number and date: -.....

Date: - ..... /...../20.....

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Signature of Institution / Applicant

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**Ref No**

**Part (II)**

**For the use of the Authorized District Secretariat**

District Secretary,

Since the firearm given for the protection of property of the above mentioned applicant has fulfilled the necessary qualifications for him/her to further obtain a licence, the renewal of the relevant licence for year ..... for the Shotgun/Repeater No ..... is submitted for approval.

.....

**Officer In Charge of Subject**

I do / do not recommend the renewal of the firearm licence.

Date:.....

.....

District Secretary/ Officer Authorized for  
District Secretary

**Part (III)**

**For use of the Ministry of Defence office**

Additional Secretary / Senior Assistant Secretary,

Since the firearm given for the protection of property of the above mentioned applicant has fulfilled the necessary qualifications for him/her to further obtain a licence, the renewal of the relevant licence for year ..... for the pistol/revolver No ..... is submitted for approval.

Licence fees / fines paid.

Amount:-Rs:-.....

Receipt No:-.....

Date:- .....

Date:-.....

.....

**Officer In Charge of Subject**

I do/do not approve the renewal of the licence for the pistol / revolver No .....

Date:-.....

.....

Additional Secretary / Senior Assistant Secretary  
For Secretary