

South African Police Service



South African Police Services

X 94, Pretoria, 0001

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THE NATIONAL COMMISSIONER  
OF THE NATIONAL COMMISSION

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- A. The National Head  
**DIRECTORATE FOR PRIORITY CRIME INVESTIGATION**
- B. **ALL PROVINCIAL COMMISSIONERS**
- C. **ALL DIVISIONAL COMMISSIONERS**
- D. All Heads  
**HEAD OFFICE**
- E. All Section Heads  
**HEAD OFFICE**
- F. All Commanders  
**SAPS COLLEGES AND TRAINING CENTRES**
- G. **ALL DEPUTY NATIONAL COMMISSIONERS**
- H. The Chief of Staff  
**MINISTRY OF POLICE**

**PROCESSING OF FIREARM LICENCE AND COMPETENCY CERTIFICATE APPLICATIONS UNDER AMNESTY 2019/2020 AS DECLARED BY THE MINISTER OF POLICE IN TERMS OF SECTION 139 OF THE FIREARM CONTROL ACT, 2000 (ACT NO. 60 OF 2000)**

- A-H.1. The Minister of Police declared an amnesty in terms of section 139(1) of the Firearms Control Act, 2000 (Act No. 60 of 2000) hereunder referred to as the Act, on 27 November 2019.
- 2. In accordance with section 139(4)(a) of the Act, a person who surrenders a firearm in compliance with a notice published by the Minister may apply for a licence in respect of such a firearm.
  - 3. However section 6(2) of the Act, requires that a person must be in possession of a competency certificate before being issued with a license.
  - 4. A person contemplated in paragraph 2 above must within fourteen (14) days after handing over the firearm(s) at the police station submit a duly completed application form (SAPS 271) to a Designated Amnesty Official at a police station where a firearm was handed in.

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5. In the event a person is not in possession of a valid competency certificate to be issued with a licence to possess a firearm, the person may be permitted to submit a fully completed (SAPS 271) form for a licence to possess a firearm together with a fully completed (SAPS 517)(g) form for a competency certificate.
6. All applications relating to Amnesty must be marked, "**Amnesty 2019/2020**" in **Red** at the top of the front page of each application. Applications for a licence to possess a firearm as well as application for a competency certificate must be bundled together, marked "**Amnesty 2019/2020**" in **Red**.
7. Copy of the expired licence must be attached to the application form to confirm ownership of the firearm by the applicant or a certified copy of the executor's letter for firearms belonging to deceased persons, whichever is applicable.
8. **The station Designated Firearm Officer (DFO) must:**
  - 8.1 Hand over the application form (SAPS 271) to the applicant and provide advice on the completion of the form and required supporting documents;
  - 8.2 Confirm the validity of the competency certificate, if not, hand over the application form (SAPS 517)(g) to the applicant and provide advice on the completion of the form and required supporting documents;
  - 8.3 Receive application form(s) from the applicant; (A date stamp must only be placed on the application form after the verification process have been done);
  - 8.4 Check for completeness and correctness of the application(s);
  - 8.5 Check firearm status on EFRS function 10.5 to ensure that the firearm is on the correct State Department code;
  - 8.6 Forward a copy of SAPS 548 to the Provincial DFO for firearm status update.
  - 8.7 Receive back SAPS 548 form from Provincial DFO and capture the application.
  - 8.8 **Capture the application on the EFRS system within 72 hours;**
  - 8.9 Write application number(s) on the application form(s) on the provided space in red ink;
  - 8.10 Hand the remittance advice to the applicant to make payment at the finance office at the station;



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- 8.11 Upon receipt of proof of payment from finance office, DFO must check receipt and confirm payment received on the EFRS;
- 8.12 Confirm on the checklist that the payment receipt is attached on the application form;
- 8.13 Complete forwarding schedule (SAPS 535) with confirmation of number of pages on the application form;
- 8.14 Applications related to "Amnesty 2019/2020" must be packed separately from normal applications; and
- 8.15 Forward all documents to Provincial office.
- 9. **The station finance personnel must:**
  - 9.1 Receive remittance advice and payment from the applicant;
  - 9.2 Capture payment on the POLFIN with reference as application number;
  - 9.3 Stamp and sign the receipt;
  - 9.4 Attach the receipt on the relevant application; and
  - 9.5 Hand back the application(s) to the applicant.
- 10. **The Provincial Designated Firearm Officer (DFO) must:**
  - 10.1 Receive copy of SAPS 548 from station and capture/ update firearm status on function 22.4.1 on the EFRS.
  - 10.2 Send back an updated copy of SAPS 548 to the station;
  - 10.3 Receive applications from the station DFO;
  - 10.4 Conduct quality check on applications to confirm if they are according to the forwarding schedule;
  - 10.5 Conduct quality check for the completeness and correctness of each application;
  - 10.6 Check on the system if the date the application was captured is within 72 hours with received date stamped on the application and update status of applications on the EFRS;

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- 10.7 Confirm on function 3.7 of the EFRS if the applicant is still in possession of a valid competency certificate where there is only SAPS 271 application for the applicant.
- 10.8 Send incomplete applications back to the station including applications without payment receipts and mark them on the forwarding schedule;
- 10.9 Acknowledge receipt of applications on the forwarding schedule and hand back signed forwarding schedule together with incomplete applications to the station DFO;
- 10.11 Compile new forwarding schedule for applications to be forwarded to Central Firearms Register (CFR) under the signature of a commissioned officer;
- 10.12 The application related to “**Amnesty 2019/2020**”, must be packed separately from normal applications; and
- 10.13 Forward applications for Amnesty 2019/2020 to the Central Firearms Register, Amnesty Nodal Point at 4<sup>th</sup> Floor, Veritas Building, Pretoria.
11. **Amnesty Nodal Point must:**
  - 11.1 Receive application(s) from Provincial DFO;
  - 11.2 Conduct quality check on applications to confirm if they are according to the forwarding schedule;
  - 11.3 Conduct quality check for the completeness and correctness of each application;
  - 11.4 Update status of applications on the EFRS;
  - 11.5 Send incomplete applications if any back to Provincial DFO including applications without payment receipts and mark them accordingly on the forwarding schedule; and
  - 11.6 Acknowledge receipt of applications on the forwarding schedule and hand back signed copy of forwarding schedule together with incomplete applications if any, to the Provincial FLASH office.
12. It must be emphasised that this directive is valid only for applications submitted in terms of section 139(4)(a) of the Act for “**Amnesty 2019/2020**”.
13. This directive must be brought to the attention of all Designated Firearm Officers and Designated Amnesty Officials for compliance.

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GENERAL  
NATIONAL COMMISSIONER: SOUTH AFRICAN POLICE SERVICE  
KESITOLE (SOEG)

Date:

2020/01/21