



Sporting Shooters Pistol Club (Vic)

www.sspc.org.au
info@sspc.org.au

714-716 Princes Hwy
Springvale, VIC 3171

ABN: 57 692 843 442



Info Sheet # 100

Full handgun Licence Application

You will need to hold your provisional handgun licence for between 6 and 12 months, depending on which term you selected when you made your original application (we always recommend 12 months).

About 6 weeks before your provisional handgun licence expires, LRD (Licencing Regulation Department, Victoria Police) will post you a full licence application form. This form, with various attachments, needs to be endorsed by a nominated officer of the SSPC before it can be processed by LRD

To have your application endorsed you will need to do the following:

1. You are required to have participated in at least 5 pistol competitions with SSPC while on your provisional licence
(The 5 competition prerequisite is a requirement by LRD) . This is required before we are able to endorse your application)
2. You need to complete the application online via VicPol's eSerevices portal, print, and sign/date the application form and attach all required documents. Eg. National Police Certificate, Safety Course Certificate etc. (Do not submit original copies.
3. You need to attach a copy of your SSPC membership card (the one with your photo and barcode)
4. Place the documents into the green letter box in front of range 1 in Springvale.

We generally collect and process all documentation from the letter box at least once per week. Your form will be collected, endorsed and processed directly with LRD. We don't return the forms to you.

LRD will generally take about some time to process the application and then you will receive your full license. You will need to get a new photo taken, the same process as when you received your provisional license.

Please make sure that you get your form to us at least 3 weeks before your provisional license expires. If your provisional license expires you will not be able to shoot until your full license arrives.

Please also note that before you can apply for a full license you must have had your fingerprints taken by the police and applied for, and received a National Police Check. See the website for more details on this.

If you have any questions please email: info@sspc.org.au