



Sporting Shooters Pistol Club (Vic)

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Info Sheet # 101

Full handgun Licence Renewal

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

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

1. You are required to have participated in at least 1 pistol competition with SSPC in the last 6 months before your renewal. *(The competition prerequisite is an internal requirement from SSPC, and allows us to ensure that you are safe and maintain a sound knowledge of handguns. This is required before we are able to endorse your application),*
2. You need to complete the licence renewal and sign/date the declaration on the back of the form and any attachments,
3. You need to attach a copy of your current SSPC membership card (the one with your photo and barcode),
4. You need to attach a copy of your current SSAA Membership Card (as SSPC is a sub-club of SSAA),
5. Submit all documents via Green Letterbox outside Range 1 or Email to sspc.springvale@gmail.com in good scanned pdf format. * **Email submission of paperwork is preferred.**

All documentation submitted via the letter box that is cleared weekly however, timely completion and submission by the license holder is still required.

LRD will/may take 28 days to complete the renewal and then you will receive your new paper licence. You will need to make your payment and get a new photo taken at a photo point and then you will receive your new plastic licence. (This is the same process as when you received your initial licence).

Please make sure that you get your form to us at least 2 weeks before your licence expires. If your licence expires you will not be able to shoot until your new licence arrives.

NOTE: If you own any handguns and your licence expires then you will most likely receive a visit for your local police to collect your guns. If you believe that your licence will expire before you can renew it then you must contact LRD and discuss the situation with them as soon as possible.

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