



## INFORMATION SHEET

### Declaration of Authority to Act on Behalf of an Estate

#### **BEFORE YOU START...**

If you have come into possession of firearms, ammunition, explosives etc. and are concerned for your safety or the safety of others please contact your local police.

#### **FIREARMS SAFETY**

For public safety reasons, it is important that firearms and ammunition be handled in a safe and secure manner. It is important to store, transport and display firearms safely to deter loss, theft and prevent accidents.

General information on the storage, display and transportation of firearms can be found on our website at [www.cfc-cafc.gc.ca](http://www.cfc-cafc.gc.ca). For legal references, please refer to the *Storage, Display, Transportation and Handling of Firearms by Individuals Regulations*.

Provincial, territorial and municipal laws, regulations and by-laws may also apply.

**USE THIS FORM** if you have the authority to act on the behalf of the estate of a deceased individual regarding firearms. In addition to this form you will need to provide a copy of the deceased's Death Certificate.

#### **PLEASE NOTE**

This form must be completed and returned to the Canadian Firearms Program before any transactions involving a deceased individual's firearms can be processed.

You must complete all sections of this form and provide the required copy of the Death Certificate, failure to do so will result in delays.

This form is required before the Canadian Firearms Program can complete processes such as:

- Application to transfer firearms
- Application to de-activate a firearm

**IF YOU NEED HELP COMPLETING THIS FORM** or require another form call 1 800 731-4000. Additional information and some forms are also available on our website at [www.cfc-cafc.gc.ca](http://www.cfc-cafc.gc.ca).

The following information explains certain parts of the form and will help you answer some of the questions. You should read the instructions as you fill in your form. If you are still unsure about a question, call 1 800 731-4000 for assistance.

Mail your completed application form and all attachments to:

**Central Processing Site**  
**P.O. Box 1200**  
**Miramichi, N.B. E1N 5Z3**

#### **A - Personal Information of the deceased**

Provide all the requested information regarding the deceased.

#### **Boxes 1 a), b) and c)**

Please do not use initials or nicknames. The deceased's, last, first and middle name must be written in full. Junior (Jr.) or Senior (Sr.) can only be used if they form part of deceased's legal name.

#### **Box 3**

Provide the deceased's firearms licence number if known.

#### **B - Personal Information of the Executor of the Estate**

**Please note that in Quebec, the Executor of an Estate is referred to as the Liquidator of the Succession.**

Provide all requested information regarding the individual declaring themselves to be the executor (liquidator of the succession).

#### **Boxes 5 a), b) and c)**

Please do not use initials or nicknames. Your last, first and middle name must be written in full. Junior (Jr.) or Senior (Sr.) can only be used if they form part of your legal name.

#### **Box 8 a) Street or land location**

If you live in a rural area and do not have an address with a street number and name, provide your rural address (for example: lot and concession number). If you live on a reserve, provide the reserve number, or if you live in an Inuit community, provide your house number, box number or lot number. If your legal land location is unavailable please provide a general description of your home location e.g. 2 km east of route 6.

**Note:** To act as the executor (liquidator of the succession) you may generally possess firearms left in an estate for a reasonable amount of time while the estate is being settled, even if you are not personally licensed to possess them. If a court has prohibited you from possessing firearms, you cannot take possession of firearms left in an estate, but you can still act as the executor in transferring the firearms to someone who can lawfully acquire them. Heirs to the estate will require a firearm licence before you can transfer any firearm to them. This includes yourself, if you are also an heir.

### **C - Copy of Death Certificate**

In order to confirm that the registered firearm owner is deceased a copy of the death certificate must be provided. If not included with this form it will need to be provided at a later date.

Please check the provided box if you have included a copy of the Death Certificate with this form.

#### **CHECKLIST**

**Before mailing your application, have you...**

- answered all questions?
- signed and dated the declaration?
- attached a copy of the Death Certificate (if you have not already provided it)?



For Administrative Use

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### A PERSONAL INFORMATION OF THE DECEASED

1. a) Last name		b) First name	c) Middle name
2. Date of birth (Y / M / D)	3. Firearms licence number (if known)		4. Date of death (Y / M / D)

### B PERSONAL INFORMATION OF THE EXECUTOR OF THE ESTATE (Liquidator of the Succession)

5. a) Last name		b) First name	c) Middle name
6. Date of birth (Y / M / D)	7. Firearms licence number (if applicable)		

**HOME ADDRESS** You must provide the physical location where you live (see Information Sheet).

8. a) Street or land location			
b) Apt. / Unit	c) City	d) Province / Territory	
e) Country	f) Postal code	9. Telephone number (       )       -	

**MAILING ADDRESS** Your mailing address is the address where you receive your mail.  Same as home address

10. a) Street / Rural route / PO Box number			b) Apt. / Unit
c) City	d) Province / Territory	e) Country	f) Postal code

### C COPY OF DEATH CERTIFICATE

I have attached a copy of the Deceased's Death Certificate

### D DECLARATION

It is an offence under section 106 of the *Firearms Act* to knowingly make a false or misleading statement, either orally or in writing, or to knowingly fail to disclose relevant information, for the purpose of obtaining a licence, registration certificate or authorization.

I hereby declare that the information provided on this form is true and correct to the best of my knowledge and I have legal authority to act on behalf of the estate of the individual identified in this document as the Deceased, in regards to the transfer of any firearms currently held by the estate.

\_\_\_\_\_ Date (Y / M / D)

Executor's signature (Liquidator of the Succession)

Information contained in this application is obtained under the authority of the *Firearms Act*. The information will be used to determine eligibility and to administer and enforce the firearms legislation. In addition to the provisions in the *Firearms Act*, individual rights regarding personal information are governed by the appropriate federal, provincial or territorial legislation governing access to information and privacy rights.