



INFORMATION SHEET

Application to Register Firearms for Businesses (including Museums)

BEFORE YOU START...

USE THIS FORM, if you are a business or museum, to register newly manufactured firearms or to notify the Registrar of a change to the description of a registered firearm.

TO REGISTER A FIREARM you must have a valid business firearms licence. To apply for a business firearms licence, complete and submit the form "Application for a Firearms Licence for Businesses (Including Museums)" (RCMP GRC 5486 / CAFC 672).

OTHER WAYS TO PROVIDE INFORMATION:

- Submit this information electronically. Call 1 800 731-4000 for more information.
- You may attach a separate sheet of paper, such as a printout of your inventory, as long as it contains all firearm information requested in Section E of this form. An approved verifier is required to complete Section D of this form to show that the firearms on the list have been verified.

DO NOT USE THIS FORM TO TRANSFER FIREARMS. To transfer a restricted or prohibited firearm to another licensed business (including museums) or licensed individual, use form "Application to Register Restricted or Prohibited Firearms Acquired by Transfer" (RCMP GRC 5492 / CAFC 681). To transfer non-restricted firearms, use form "Application to Register Non-restricted Firearms Acquired by Transfer" (RCMP GRC 5493 / CAFC 682).

IF YOU NEED ADDITIONAL SPACE, list all information requested on a separate sheet of paper, add your business' legal name and licence number to the top of each sheet and attach the sheet to your application.

IF YOU NEED HELP COMPLETING THIS APPLICATION FORM or require another form, call 1 800 731-4000. Additional information and some application forms are also available on our Web site at www.cfc-cafc.gc.ca.

Mail your completed application form and all attachment(s) to:

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

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.

A - TYPE OF APPLICATION

Box 1

You **MUST** advise the Registrar, within 30 days, of any of the following modifications to a firearm that changes the description of the firearm:

- any modification that changes the class of the firearm.
- any modification to a frame/receiver that makes it capable of discharging ammunition.
- any modification to the type, action or calibre/gauge of the firearm.
- any modification to an altered automatic firearm.

B - BUSINESS / MUSEUM INFORMATION

Box 4

The legal name that you print in Box 4 is the name that will appear on the Registration Certificate.

Box 5

Print your legal name (last, first and middle name), position title and contact information in case we need to get in touch with you to answer questions regarding the application. If you have a firearms licence print your firearms licence number in Box 5 d).

D - VERIFIER INFORMATION

The Registrar may request verification of a firearm after its description has changed.

Businesses and museums are required to have all firearms in their inventories verified by an approved verifier before they may be registered. A verifier must sign and date the application to indicate that the firearms on the list have been verified.

Verification is a way to confirm that the information you have provided about the firearm correctly identifies and classifies it. It is a free process done, in most cases, by a community volunteer such as a firearms dealer, gun club member or safety instructor. If you have an approved verifier on your staff, this person may act as your verifier.

If you do not know an approved verifier, call 1 800 731-4000 to obtain the name of a verifier in your area.

E - FIREARM INFORMATION

If you are reporting a change to a registered firearm, you MUST provide the reference number, registration certificate number, and firearm identification number. Complete the boxes for the information that has changed.

a) Reference number

Number your entries so that, if we need to contact you, we can identify the entry by its number. This number may be a sequential number or it may refer to one of your internal inventory control numbers, whichever you prefer.

b) Registration certificate number

If you are reporting a change to a registered firearm, you MUST provide the registration certificate number.

c) Firearm identification number

The firearm identification number (FIN) is a unique identifying number that is assigned to a firearm by the Registrar of Firearms. The FIN may be stamped or engraved on the firearm. A newly manufactured firearm will not have a FIN. If you are reporting a change to a registered firearm, you MUST provide the FIN.

d) Frame/receiver only

If the firearm being reported is a frame or receiver only and cannot discharge ammunition, put an "X" in Box d), provide the serial number in Box e) and complete all boxes for which you have information.

i) Type

Use the abbreviation shown in the legend at the top of page 2 to indicate the type of firearm you are applying to register. For example, if you are registering a rifle, print RI in the box.

j) Action

Use the abbreviation shown in the legend at the top of page 2 to indicate the action of the firearm you are applying to register. For example, if you are registering a firearm with a bolt action, print BA in the box. Only print one code. If none of the codes is applicable, enter OT (Other) and specify the action in the space provided.

k) Gauge / calibre

Gauge or calibre refers to the size of ammunition the firearm uses. It is usually stamped on the barrel of the firearm. If your firearm has more than one barrel with a different gauge or calibre, put both numbers separated by a slash.

l) Shots

For single-shot firearms, the number of shots is always "1". For multi-barreled firearms, the number of shots is the same as the number of barrels. For revolvers, "shots" refers to the number of chambers in the cylinder. For magazine-fed firearms, "shots" refers to the maximum number of cartridges that the magazine holds; it does not include the cartridge that fits in the chamber.

m) Barrel length

For firearms other than revolvers, the barrel length is the distance from the muzzle of the barrel to and including the chamber, but does not include the length of any attachments. The barrel length of a revolver does not include the cylinder. Revolver barrel length is measured from the muzzle of the barrel to the breach end immediately in front of the cylinder.

Measure from the muzzle up to and including the chamber (for example, by measuring how much of the cleaning rod fits in the barrel when the action is closed). Put an "X" in the appropriate box to indicate the units of measurement (inches or millimetres).

Firearms Reference Table Number (FRT)

A verifier must provide the complete Firearms Reference Table (FRT) number for each firearm you are applying to register. A missing or incomplete FRT number will delay processing.

The verifier may use the box after Box m) at the end of each firearm description to provide the Firearms Reference Table (FRT) number. The verifier must ensure that when they record the Firearms Reference Table (FRT) number that they include the Barrel, Calibre and Shot (BCS) identifier exactly as shown on the FRT (i.e. "parent" and "child" records).

CHECKLIST

Before you mail your application, have you...

- answered all relevant questions?
- provided all required firearm information?
- had the firearm(s) verified by an approved verifier?
- attached a separate sheet of paper with additional information (if necessary)?
- signed and dated the declaration?



For Administrative Use

APPLICATION TO REGISTER FIREARMS FOR BUSINESSES (including Museums)

ATTENTION:

Read the Information Sheet for explanations. Use an "X" to indicate your answers (where required). Print clearly in blue or black ink.

A TYPE OF APPLICATION

1. Type of application (check one only) <input type="checkbox"/> Register firearm(s) <input type="checkbox"/> Change to firearm description	2. Total number of firearms included on this application
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B BUSINESS / MUSEUM INFORMATION (see Information Sheet)

3. Firearms business licence number	4. Legal name of business or museum		
BUSINESS / MUSEUM REPRESENTATIVE			
5 a) Last name	b) First name	c) Middle name	
d) Firearms licence number (if applicable)	e) Position title		
f) Telephone number () -	Extension	g) E-Mail address (if applicable)	

C BUSINESS / MUSEUM REPRESENTATIVE 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 registration certificate.

I declare that the information provided on this form and any attachments is true and correct to the best of my knowledge.

 Business or museum representative's signature

| | | | | | | | | |
 Date (Y / M / D)

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 outlined in the *Firearms Act*, individual rights regarding personal information are governed by the applicable federal, provincial or territorial legislation relating to access to information and privacy.

D VERIFIER INFORMATION (see Information Sheet)

All firearms must be verified by an approved verifier.

6 a) Verifier's number	b) Last name	c) First name
d) Verifier's signature		e) Date (Y / M / D)



E FIREARM INFORMATION

Photocopy this blank page if you require more space. (see Information Sheet for other ways to provide this information)

LEGEND - TYPE: CG = Combination Gun CV = Commercial HG = Handgun MG = Machine gun RI = Rifle SG = Shotgun SM = Submachine gun	LEGEND - ACTION: A = Air, spring or gas exceeding 152.4 m/sec (500 ft/sec) and 5.7 joules (4.2 foot pounds) BA = Bolt action CA = Converted automatic FA = Full automatic LA = Lever action MB = Multi-barrel PA = Pump action R = Revolver SA = Semi-automatic SS = Single shot OT = Other, please specify	
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a) Reference number	b) Registration certificate number (if applicable)	c) Firearm identification number (if applicable)				
d) If firearm is a frame / receiver only and cannot discharge ammunition, check this box. <input type="checkbox"/>	e) Serial number	f) Make		g) Manufacturer (if different from make)		
h) Model	i) Type	j) Action	k) Gauge / calibre	l) Shots	m) Barrel length <input type="checkbox"/> mm <input type="checkbox"/> in	FRT number (to be completed by a firearms verifier)

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Check this box if you have attached an additional page(s) listing firearms.