

FACT SHEET

How to Add a Genuine Reason to Your Licence (Step-by-Step)



Step 1 Update Your SSAA Membership (**your membership should always reflect what is listed on your firearms licence**) by calling 02 8805 3900 or emailing membership@ssaa.org.au

- Ensure your SSAA NSW membership includes:
 - Target Shooting, and/or
 - Collecting (if applicable)
 - Rec Hunting
- This must be completed BEFORE applying to the Registry.

Step 2 Obtain Club Confirmation from the National Membership Office

- SSAA provides confirmation letters after updates.
- Branch letters are required for collecting applications.

Step 3 Apply via the NSW Firearms Registry (Gun Safe Portal)

- Log in online
- Select "Add Genuine Reason"
- Upload supporting documents
- Complete identity verification

Step 4 Identity Verification

These steps are mandatory for:

- New applications
- Renewals
- Genuine reason changes

Failure to complete identity checks will delay or stop processing.

Common Mistakes to Avoid

- Applying before updating membership
- Selecting the wrong genuine reason
- Uploading outdated branch letters
- Missing identity verification steps

Message from SSAA NSW

Shooting continues. Licences continue. We remain actively engaged.

SSAA NSW is actively working through regulation development to ensure practical, workable outcomes for members.

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