



**FIREARMS LICENSING**  
**MEDICAL INFORMATION PROFORMA**

**Grant or renewal of firearm and/or shotgun certificate, or registration as a Firearms Dealer**

Any person making any attempt at amending this form after the Medical Practitioner (GP) has completed it commits a criminal offence under Section 28A(7) of the Firearms Act 1968, for which the maximum penalty is six months imprisonment and/or a fine. Commission of this offence is likely to result in the refusal or revocation of certificate/s.

<b>GRANT</b> (First Application) <input type="checkbox"/>	<b>RENEWAL</b> (Subsequent Applications) <input type="checkbox"/>
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**APPLICANT DETAILS** *(To be completed by applicant/patient)*

Title:		Full Name:	
Home Address:			
Date of Birth (dd/mm/yyyy):			

**MEDICAL INFORMATION** *(To be completed by GP)*

Please check the patient's medical record for any history of the following and tick those that apply (**whole record for a grant application, last 10 years only for a renewal.**) Where any apply, please add further brief details in the box below, limited to a statement of fact, **not an opinion.** Please cover the nature of the condition and date of onset, treatment and/or medication, any referral and when the patient was last consulted regarding the condition/s in question.

Acute stress reaction as a result of trauma		Personality disorder	
Suicidal thoughts or self-harm		Any severe neurological impairment <i>(eg: MS, Parkinson's, Huntington's or epilepsy, or any condition which has required consultation by a neurologist)</i>	
Depression or anxiety		Alcohol or drug abuse	
Dementia		Any other mental or physical condition which may affect safe possession of a firearm or shotgun, <b>or lead the patient to consider taking their own life.</b>	
Mania, bipolar disorder or psychotic illness		Terminal illness within the last 2 years	

**BRIEF DETAILS** *(Use additional page if required)*

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GP – please confirm patient name:	
Date records begin (dd/mm/yyyy):	
Name of GP:	Practice Stamp:
Signature of GP:	
Date:	

## GUIDANCE NOTES

This form has been designed and agreed jointly by the Firearms Licensing Department of Hampshire Constabulary and Wessex Local Medical Committees for Hampshire and the Isle of Wight (with thanks to BBO LMCs). The applicant should fill in their personal details and then request their GP completes the rest of the form.

Whilst it is not a legal requirement to complete this form, completion will expedite and assist the application. Any application that does not include this form will be regarded as incomplete, and will be returned to the applicant for completion.

### A fee may be charged by the GP prior to completion.

GPs should refer to the relevant British Medical Association (BMA) (<https://www.bma.org.uk/what-we-do/committees/professional-fees-committee/professional-fees-committee-overview>) and Wessex LMCs guidance (<https://www.wessexlmcs.com/firearmscertification>).

### INTRODUCTION:

Wessex LMCs and Hampshire Constabulary have worked together to create this form and a medical process which meets the following criteria:

- Enables effective risk management and maximises public safety
- Minimises workload for both the Firearms Licensing Department and GPs
- Provides clarity and consistency to applicants within Hampshire and the Isle of Wight
- Improves efficiency of service.

The applicant should ensure this form is completed prior to submitting an application and the completed form should be submitted to the Licensing Department by the applicant with the rest of their application material.

### GENERAL GUIDANCE TO GENERAL PRACTITIONERS:

The BMA advice to GPs regarding shotgun and firearm licensing emphasises GPs must engage with the process of licensing. BMA guidance advises GPs to select one of five possible responses, which are:

1. Refusal due to conscientious objection
2. Refusal due to lack of expertise\*
3. Completion of report for a fee
4. Completion of summary for a fee
5. Completion of report/summary for no fee

This standardised form is for use where the GP has opted for response 3, 4 or 5. As independent contractors, GPs remain free to select option 1 if they so wish, and also to use their own form/letter in place of this one for options 3, 4 & 5.

*\*It should be noted that option 2 should not be used for applicants/patients in Hampshire and the Isle of Wight, as Hampshire Constabulary are requesting a factual medical statement, rather than an opinion. Should a GP wish to express an opinion, this will be accepted, but is not a requirement.*

### DATA REVIEW PERIOD:

It has been agreed with the Wessex LMCs that in the interest of public safety, for new grant applications, records should be checked as far back as they go, with paper records checked where present. In the case of a renewal of certificate, the requirement is for the records only to be checked for the previous 10 years. In all cases, GPs are asked to specify the date of the first entry in the records in the box provided in the pro-forma.

It is understood that the increased workload for grant applications may attract a higher fee than for renewals and that GPs are not responsible for any data which is not within their possession in such cases.

### CONSENT:

As completion of the form is at the direct request of the applicant (patient), no written consent is required.

### FEES:

BMA guidance makes it clear that providing medical information for shotgun or firearm certificates is not NHS work and falls outside the contractual obligations of GPs. Thus, GPs are entitled to remuneration for this work and may withhold the work until payment is made. **Such a fee must be paid by the applicant.**

LMCs cannot prescribe a set fee for legal reasons, although they can advise practices on how to calculate their fees, based on the guidance of the Professional Fees Committee (PFC) of the BMA. Current advice is that practices set a fee that takes account of the GP time required, administrative burden to the practice, overheads, indemnity and other such costs.

On average the amount of GP time taken for these reports should be approximately 30 mins for a renewal (subsequent application) and 1 hour for a grant (new application). Some cases may take more or less time than this and practices may adjust their fees accordingly.

The Wessex LMCs remind practices that it is their responsibility to set their own fees and to make patients aware of these fees prior to the work being undertaken.

### FURTHER REPORTS:

Occasionally, when required, following the receipt of this form the Police may need further material from the GP or other clinicians such as consultants, for a more detailed report or specialist opinion. Such reports fall outside the scope of this form, and will be subject to negotiation between Police and practitioners.

### FLAGS:

Wessex LMCs and the BMA support the application of flags on patient notes identifying them as a Firearm/Shotgun Certificate holder, with the Home Office having now confirmed that the legal responsibility for monitoring firearms holders always rests with the police. Further detail on this is available through Wessex LMCs: <https://www.wessexlmcs.com/firearmscertification>

### RESPONSIBILITY:

It remains the absolute responsibility of the Police to decide on the grant, refusal or revocation of any shotgun or firearm certificate, with the role of the GP being the provision of information by way of statement of fact. However, should a GP wish to express an opinion, this will be accepted, but is not a requirement.

### AUDIT:

In the interests of public safety, the Police reserve the right to check the accuracy of forms from time to time with the GP who completed it.