



## Howrah City Police

### Licence Section

#### Procedure for Applying for a new Arms Licence:

- ❖ Submit the Application in Prescribed Form (Form A1). Copy of Proof of Identity (ADHAR) and Proof of age, nationality, residence, PAN Card, EPIC Card, Tax Returns etc shall be submitted along with the application form. In absence of ADHAR Card other documents may be accepted by the licensing authority as proof of Identity provided an Affidavit (Please see Rule 11 of Arms Rule 2016) in original is filed as specified in Arms Rule 2016. Form for medical fitness certificate (Form S 3) and undertaking in Form S 2 and 4 copies of recent passport size coloured photograph shall also be submitted with the application.
- ❖ Local PS will contact the applicant for inquiry and submits its reports through the Divisional DCP.
- ❖ Competent authorities of Howrah City Police make through assessments regarding threat based requirements of the arms by the applicant, capabilities of use and safe handling of the arms by the applicant, physical fitness of the applicant for capabilities of handling the arms, Background, antecedent, etc. and decision is taken accordingly.
- ❖ If the application is considered and granted by the competent authority, the applicant shall fill in NDAL (National Database on Arms Licence) Data Input Form and submit it to the Licence Section, Howrah City Police for uploading in the National Database and generation of Unique ID. (Data Input Form)

### **Procedure for Applying for a new Arms Licences by Companies and Banks:**

- ❖ Submit the Application in Prescribed Form (Form A 2) with all supporting documents.
- ❖ Local PS will contact you for verification.
- ❖ On receipt of Police Report, decision is taken by competent authority.
- ❖ For Retainers Application, please submit Application in Form B 3.

### **Procedure for Applying for transfer of Licence under Heirloom Considerations:**

#### **If the Licensee is Alive:**

- ❖ The Licensee shall apply for transfer of the license to his/her legal.
- ❖ The Licensee shall also make an affidavit before a first class magistrate regarding his wish to transfer of the license to the particular legal heir. The affidavit shall contain the full list of legal heirs of the licensee also (this is required by the Licensing Authority in case of unfortunate death of the licensee while the application is pending).
- ❖ The Legal heir shall, at the same time, submit application in prescribed form (as in case of a new license) along with documents noted above.
- ❖ Rest procedure has described in the foregoing paragraph.

#### **If the Licensee is Dead:**

- ❖ One Legal heir shall submit application in prescribed form (as in case on new licence) along with attested death certificate of the licensee and other documents noted above.
- ❖ All other legal heirs shall denounce their claims, either in same or separate affidavit sworn in before a first class magistrate.
- ❖ Rest procedure described above.

### **Procedure for Registration of Licences Issued by Other Licensing Authority:**

- ❖ **Valid Arms Licence.**

- ❖ Application in prescribed Form (as in case of new licence) along with proof of residence, proof of identity and other required documents.
- ❖ Licence Section, Howrah City Police asks for Local Police Report.
- ❖ On receipt of the application, NOC of the Licensing Authority is asked for by Licence Section, Howrah City Police.
- ❖ On receipt of the NOC and Local Police Report, decision is taken.
- ❖ UIN shall be mandatory for application for Registration.

### **Procedure for Renewal of Arms Licences:**

- ❖ Please apply for renewal in prescribed form (Form A 3) at least three months before expiry of the licence along with photocopy of Proof of Residence and other required documents.
- ❖ If the Licensee is a senior citizen, the competent authority may verify physical fitness and mental alertness.
- ❖ If required, address and current antecedent may be verified through local PS.
- ❖ Please note that holding weapon/ammunition after expiry of licence is illegal which may lead to legal proceeding and cancellation of licence.
- ❖ For Banks/Companies etc. please submit application in Form A 4. These categories of licences are also liable for prosecution if the weapon(s) is/are hold illegally after expiry of validity of licence.

### **Expired Licences/ Failure of Renewal:**

- ❖ If the licensee has already expired, please deposit the gun with a Licensed Gun dealer/Local PS immediately for avoiding illegal holding which is an offence as per provision of Arms Act.
- ❖ Apply for renewal in prescribed form (Form A 3) along with the deposit slip, photocopy of Proof of Residence and other required documents.
- ❖ If the Licensee is a senior citizen, the competent authority may verify physical fitness and mental alertness proof.
- ❖ If required, address and current antecedent and use/misuse of the weapon shall be verified through local PS.

- ❖ Please note that holding weapon/ammunition after expiry of licence is illegal which may lead to legal proceeding and cancellation of licence.
- ❖ If renewal is failed for more than 2 years, the weapon shall be deposited in term of Section 21 of Arms Act. Once it is taken in custody in terms of section 21, the weapon shall be released only on receipt of order of Home Department, Government of WB. This also applies to Banks and Companies.
- ❖ For Banks/Companies etc. please submit application in [Form A 4](#). These categories of licences are also liable to face prosecution if the weapon(s) is/are hold illegally after expiry of validity of licence.

### **Procedure for Sale of Licensed Arms:**

- ❖ Please apply for sale permission along with consent letter from the buyer who wishes to buy the gun.
- ❖ Please enclose a photo copy of licence of the buyer.
- ❖ If the (seller) licence expired, it has to be renewed before issue of sale permission.
- ❖ If, at any point of time, there is illegal holding due to non renewal of the licence, Local Police Report may be required by the Licensing Authority to verify use/misuse of the gun.
- ❖ On receipt of permission and on completion of sale, the licensee shall submit original licence forthwith at Licence Section, Howrah City Police for updating record.

### **Fire Arm Free Zone:**

- ❖ For obtaining fire Arm Free Zone, please apply in [Form A 14](#).
- ❖ Please see Rule 46 of Arms Rule 2016 for details guidelines.

### **Licence for Exhibiting Fire Arms in Museums:**

- ❖ Please see rule 41 of Arms Rule 2016 for details guidelines.

### **Licence of Arms/Ammunitions for Theatrical/Film/Television Productions:**

- ❖ Please see Rule 42 of Arms Rule 2016 for details guidelines.

### **Licence for Shooting Ranges:**

- ❖ Please see Rule 38 of Arms Rule 2016 for detail guidelines.

### **Licence for Sports Shooting Clubs/Associations:**

- ❖ Please see Rule 37 of Arms Rule 2016 for detail guidelines.

### **Licence for Training and Target Practice:**

- ❖ Please see Rule 36 of Arms Rule 2016 for detail guidelines.

### **Licence for Destructions of Wild Animals:**

- ❖ Please see Rule 35 of Arms Rule 2016 for detail guidelines.

### **Fees payable for Licences & Allied Services:**

- ❖ Please see Schedule IV of Arms Rule 2016 for detail [\(Schedule IV\)](#).

### **Download All Forms:**

→ [Click Here](#)

### **Address of the License Section, Howrah City Police:**

Office of the Commissioner of Police,  
Ground Floor,  
28, Nityadhan Mukherjee Road,  
P.S & Dist. – Howrah – 711101.  
E-Mail – [licencehcp@gmail.com](mailto:licencehcp@gmail.com)  
☎ – 033-2640-4001 (Extension – 247)