Restricted Firearm/Magazine Endorsement
Department of Conservation
Employee Application Form

Firearms Safety and Education New Zealand

This form is only for employees of the Department of Conservation applying for a restricted firearm/magazine endorsement under section 7(1)(a) of the Arms Act 2026 – a person who is employed or engaged by the Department of Conservation and involved in operations for the purpose of controlling animals in accordance with a specified Act (**specified Act** means—the Wildlife Act 1953, the Wild Animal Control Act 1977, the Conservation Act 1987, or the Biosecurity Act 1993) subject to prescribed limits, if any.

Note that all sections of this form must be completed for Firearms Safety and Education New Zealand to assess this application.

Section A – Personal Information

You need to provide a minimum of your name AND either your firearms licence number OR driver licence number. If you do not have a firearms licence or driver licence, then all other fields must be filled in.

Name:			
Firearms Licence No:			
Driver Licence No:			
Date of Birth:			
Home Address:			
Workshop Address:			
Mobile Phone:		Home Phone:	
Email Address:			

Section B – Referees

You need to provide three referees who can attest to your character and fitness to handle, use and possess restricted firearms and magazines. They need to be available for an in-person interview.

Referee 1 must be your spouse/partner or next of kin.
Firearms Safety and Education New Zealand needs this information about your referee to identify them, verify their information and get in contact with them.

You only need to provide your referee's name, a phone number and either a firearms

licence number or driver licence number. If your referee does not have a firearms licence or driver licence, then all other fields must be filled in. Ensure you have consent from your referees before providing this information.			
Referee 1: Spouse/Partner or Next of Kin (usually the person who lives with you)			
Name:			
Mobile Phone:		Home Phone:	
Firearms Licence No:			
Driver Licence No:			
The following information for referee 1 is only required if the referee does not have a firearms or driver licence number.			
Date of Birth:			
Address:			
Email Address:			
Relationship to Applicant:			

Referee 2: Should have a current animal and biosecurity controller restricted firearm endorsement (provided they are not your employee) or have held an E-Endorsement (as of 12th April 2019).			
Name:			
Mobile Phone:		Home Phone:	
Firearms Licence No:			
Driver Licence No:			
The following information for referee 2 is only required if the referee does not have a firearms or driver licence number.			
Date of Birth:			
Address:			
Email Address:			

Relationship to Applicant:	

Referee 3: A person who is 20 years or older, not related to you, but knows you well and can demonstrate long-term experience with firearms.			
Name:			
Mobile Phone:		Home Phone:	
Firearms Licence No:			
Driver Licence No:			
The following information for referee 3 is only required if the referee does not have a firearms or driver licence number.			
Date of Birth:			
Address:			
Email Address:			
Relationship to Applicant:			

Section C – Employer Information

Please provide your operations manager's details. Your manager will be asked to verify your information and sign the declaration in Appendix A.			
Manager's Name:		Manager's Job Title:	
Manager's Email:		Manager's Phone:	
Licence No:			

Section D – Employment Information and Work Experience

Please provide the following information about your employment or engagement and duties at the Department of Conservation.	
Job Title:	

Commencement Date:		
Nature of Employment or Engagement (tick applicable)	Permanent (Full Time)	☐
	Permanent (Part Time)	☐
	Fixed Term (specify period)	☐
	Casual/Temporary	☐
What are your primary duties at the Department of Conservation?		
Describe your experience in conducting wild animal and biosecurity control and/or recovery.		
Approximately what percentage of your time is spent on animal and biosecurity control work?		%
Describe why restricted firearms are necessary to carry out this work and indicate why other types of firearms are unsuitable.		
Describe your experience in handling firearms, with particular reference to restricted firearms.		

Which animal types are you dealing with? Is your work ground-based or aerial-based? (tick all that apply)		
	Ground-based	Aerial-based

Wild deer	☐	☐
Chamois or tahr	☐	☐
Wild pigs	☐	☐
Wild goats	☐	☐
Feral rabbit or hare	☐	☐
Canada geese	☐	☐
Other (Specify)		

Indicate the areas you work in as part of your role (tick all that apply).					
Northland	☐	Hawke's Bay	☐	Marlborough	☐
Auckland	☐	Taranaki	☐	West Coast	☐
Waikato	☐	Manawatū - Wanganui	☐	Canterbury	☐
Bay of Plenty	☐	Wellington	☐	Otago	☐
Gisborne	☐	Tasman/Nelson	☐	Southland	☐

Section E - Restricted Firearms

List all Department of Conservation (DOC) restricted firearms at your business location that you already have a permit to possess or that you are applying for an endorsement for and permit to possess.

Attach details of others if necessary.

There is no need to list existing restricted firearms you are already authorised to possess.

Type (rifle, shotgun)	Make	Model	Calibre	Serial number	DOC Operations Manager's Name	Where is this firearm currently secured (address)?

Section F - Restricted Magazines and Parts

List all Department of Conservation restricted magazines that you already have a permit to possess or are applying for an endorsement for and permit to possess.

Attach details of others if necessary.

There is no need to list existing restricted magazines and parts you are already authorised to possess.

Type Magazine, scope, suppressor, etc.	**Make**	**Model**	**Size/Rounds** (If applicable)	**Serial number**	**DOC Operations Manager's Name**	**Where is this item currently secured (address)?**

Section G – Security Arrangements
When not in use, restricted firearms and restricted magazines are required to be safely and securely stored in a security arrangement meeting Arms Regulation 19 criteria. Describe how the firearms security arrangements at the business address meet Regulation 19? (For example, construction of secure storage, external security measures, alarm system, etc.). • Include information about racks, cabinets or strong room, access and locks • Indicate the number and types of firearms currently held there (if applicable).
When restricted firearms are taken out of their normal security and in physical possession of the endorsement holder, describe security arrangements to be taken on-site during pauses in pest control activities. • Include information about racks, cabinets or strong room, access and locks • Indicate the number and types of firearms currently held there (if applicable).
Describe the security arrangements you will have in place for transporting restricted firearms. Please note that restricted firearms and magazines can only be transported by a restricted firearms endorsement holder with the relevant permit to possess.
Describe the arrangements you have made for health and safety, range training, and testing/sighting.

Section H – Declaration

The information provided is collected for the purpose of administration of the Arms Act 2026. Firearms Safety and Education New Zealand (FSE) will hold, store, use or disclose the personal information collected in accordance with the provisions of the Privacy Act 2020. This means that, where necessary, FSE may use or disclose your personal information to enable it to carry out its lawful functions, including prevention, detection, investigation and prosecution of offences. Please refer to the 'How We Manage Personal Information' section of the FSE website for more information.

Please read the following statements and show your acceptance by ticking each box.	I Agree
I declare that I have a genuine need to possess the restricted items detailed in this form. It is appropriate that I possess these restricted items in my capacity as a Department of Conservation employee because I cannot effectively achieve the purpose of controlling wild animals by using a non-restricted firearm and/or non-restricted magazine.	☐
I will advise Firearms Safety and Education New Zealand when I cease working for the employer(s) I have named.	☐
I declare that the information I have supplied for this application is true and correct. I understand that it is an offence to intentionally supply incorrect particulars or misleading details.	☐
I consent to Firearms Safety and Education New Zealand making inquiries into my fitness to possess restricted firearms and authorise any person or organisation approached by the Firearms Safety and Education New Zealand in this matter to release or disclose all relevant information.	☐

If you have printed / handwritten this form, please sign below. **Signature**		**Date**	

Appendix A- To be Completed and Signed by Your Operations Manager

Section A - Employer Personal Information

Name:		Date of Birth:	
Job Title			
Business Phone:		Mobile Phone:	
Email Address:			

Section B – Declaration

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Please read the following statements and show your acceptance by ticking each box.			I Agree
I have read the details provided by my employee. I have checked the Department of Conservation records and confirm that the details provided are true and correct. I understand that it is an offence to intentionally supply incorrect particulars or misleading details.			☐
I confirm that the security arrangements for the restricted firearms and magazines described in the employee application are in place, meet the requirements of Arms Regulation 19 and Department of Conservation practices and procedures for firearms management and safety.			☐
I confirm that the operations for the purposes of controlling prescribed animals that the applicant is involved in are in accordance with one or more of the following Acts (Wildlife Act 1953, Wild Animal Control Act 1977, The Conservation Act 1987 or the Biosecurity Act 1993).			☐
If you have printed / handwritten this form, please sign below. **Signature**		**Date**	