



Kolkata Police

Arms License Department

Procedure for Applying for a new Arms License:

- 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 Kolkata 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 (Notational Database on Arms License) Data Input Form and submit it to the Arms Act Dept for uploading in the National Database and generation of Unique ID. The form is available at Kolkata Police Website.**

Procedure for Applying for a new Arms License 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 License under Heirloom Considerations:

If the License is Alive:

- The Licensee shall apply for transfer of the license to his/her legal.
- The License 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 heir of the licensee also (this is required by the Licensing Authority in case of unfortunate death of the license 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 forgoing paragraph.

If the Licensee is Dead:

- One Legal heir shall submit application in prescribed form (as in case on new license) 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 Obtaining Transit License:

The following documents are mandatory for obtaining Transit License:

- **Valid** Arms License
- NOC of the Licensing Authority addressed to the Commissioner of Police, Kolkata or Deputy Commissioner of Police (AAD), RF, Kolkata
- For Ordnance Factory allottee only:
Allotment Letter of Ordnance factory (If it is system generated or printout of email, it has to be signed and stamped for authentication).
- Application in [Form A 12](#)
- **Please note that no Transit License shall be issued if the License do not bear the Application ID or Unique ID (generated by the licensing authority through the NDAL system).**

Procedure for Registration of Licences Issued by Other Licensing Authority:

- **Valid** Arms License
- Application in prescribed Form (as in case of new license) along with proof of residence, proof of identity and other required documents.
- AAD Kolkata Police asks for Local Police Report.
- On receipt of the application, NOC of the Licensing Authority is asked for by AAD Kolkata 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 license along with photocopy of Proof of Residence and other required documents.
- If the License 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 license is illegal which may leads to legal proceeding and cancellation of license.
- **For Banks/Companies etc:** Please submit application in [Form A 4](#). These categories of licenses are also liable for prosecution if the weapon(s) is/are hold illegally after expiry of validity of license.

Expired Licences/ Failure of Renewal:

- If the license 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 License is a senior citizen, the competent authority may verify physical fitness and mental alertness proof.
- If required, address and current antecedent and use/mi use of the weapon shall be verified through local PS.
- Please note that holding weapon/ammunition after expiry of license is illegal which may leads to legal proceeding and cancellation of license.
- If renewal is fail 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 licenses are also liable to face prosecution if the weapon(s) is/are hold illegally after expiry of validity of license.

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 license of the buyer.

- If the (seller) license 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 license, 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 license shall submit original license forthwith at Arms Department, Kolkata 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.

License for Exhibiting Fire Arms in Museums:

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

License of Arms/Ammunitions for Theatrical/Film/Television Productions:

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

License for Shooting Ranges:

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

License for Sports Shooting Clubs/Associations:

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

License for Training and Target Practice:

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

License for Destructions of Wild Animals:

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

Address of the Arms License Department, Kolkata Police:

Kolkata Police HQ
Ground Floor, Main Building,
18 Lalbazar Street,
Kolkata 700 001
West Bengal.
E Mail ID: aad@kolkatapolice.gov.in
Fax No: 033 2250 5070

Working Hours for Issue of Transit License:

10.30 hrs to 15.00 hrs

Address of DCP, RF (Arms Act Department):

1st Floor, East Block (Northern Wing),

18 Lalbazar Street,

Kolkata 700 001

West Bengal.

E Mail ID: dcrf@kolkatapolice.gov.in

Fax no: 033 2214 5512

Download Forms:



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