

## Getting Ready to Use the Firearms Portal

### Purpose of This Information Sheet

- To apply for, renew, or manage a firearms licence under the new firearms laws, you must use the Western Australia Police Force Firearms Portal (the Portal).
- This Information Sheet explains the important steps you need to complete before you access the Portal, to help ensure your registration goes smoothly and without unnecessary delays.

### Accessing the Firearms Portal

- There are two approved ways to access the Western Australia Police Force Firearms Portal (the Portal).
- Most people will use myID, which allows you to verify your identity online.
- If you are unable to use myID, an alternative email based login (B2C) is available. This option allows you to create an account using your email address and complete Identity Verification through additional checks.
- You only need to use one access method. Once your identity has been successfully verified, you will be able to log in to the Portal to apply for, renew, or manage a firearms licence.
- The sections below explain each access method and the steps involved.



## Option 1 – myID (preferred option)



- Most people will access the Portal using myID.
- myID is a secure digital identity that allows you to prove who you are online. It is similar to a 100-point identity check but completed digitally.
- Before you can log in to the Portal using this option, you must have a myID set up.

## Setting up myID

- To set up a myID, you will be required to:
  - provide your personal details, including your name, date of birth and email address, and
  - verify your identity using approved identity documents.
- Examples of identity documents you may be asked to use include:
  - an Australian driver's licence,
  - a passport, or
  - a Medicare card.
- Once your myID has been successfully set up and verified, you can use it to log in to the Portal.
- Further information about myID, including how to set it up, is available at [myid.gov.au](http://myid.gov.au).

## Option 2 – Email based login (B2C)

- Use this option if you are unable to access the Portal using myID.
- The email based login (B2C) allows you to create an account using your email address, verify your mobile number, and complete Identity Verification through additional steps.
- The information below explains how to set up and complete access to the Portal using this option.

### Important:

- If you create an account using your email address and have previously set up a myID login for the Firearms Portal, your myID login will be disabled **and you will no longer be able to access the Firearms Portal, until you finalise the entire process.**
- Before your account can be activated, you must attend either Licensing Services or a Police Station to have your 100 points of identification verified. Once this is done, your endorsed **Identification Certificate Form (LSF129)** must be emailed to Licensing Services along with the unique support token provided at the end of the process.
- Alternatively, if you hold a National Police Clearance Certificate, you can email this to Licensing Services together with your unique support token.

## How to set up the alternative login:

1. Go to the Firearms Portal login page and choose [Apply to log in using email](#).
2. Select “[Don't have an account? Sign up now](#)” to start creating your email-based login.
3. On the [Apply for an Account](#) page, enter your email address and click “Send verification code”.
4. Next check your email inbox for the code and enter it in the [Verification Code](#) field.
5. Finally, create a password and enter your name to create the account.

6. You will now be presented with the multi-factor authenticator. Enter your phone number and click “[Send Code](#)”.
7. An authorisation code will be sent to your mobile. This should be entered into the multi-Factor Authenticator.
8. After successful validation, the portal directs you to the “[Identity Verification](#)” page. This screen collects the additional information needed to complete the alternative login setup:
  - Date of Birth
  - Current Residential Address
  - MDL — Motor Driver’s Licence number
  - FAL — Firearms Licence number
9. After submitting your details, you’ll receive a [Registration Support Token](#) on screen and by email.
  - Important: Keep this token safe, it is required to finalise your registration.

### **Completing Your Identity Verification:**

You will need to choose one of the following options to verify your identification.

#### **If Attending Licensing Services:**

- Attend Licensing Services with the registration support token number and 100 points of ID.

Address:

303 Sevenoakes Street, Cannington W.A. 6107

Business Hours: 9:00am – 3:00pm Monday to Friday (excluding public holidays)

General enquiries: 1300 894 474

Email: [FirearmsPortalLoginSupport@police.wa.gov.au](mailto:FirearmsPortalLoginSupport@police.wa.gov.au)

#### **If Attending a Police Station:**

- When attending a Police Station, take with you 100 points of ID for verification and your support token number.
- Once the identification is verified by a Police Officer or Police Employee, who then completes the LSF129 Identification Certificate and signs it.
- The Police Officer or Police Employee will then email a copy of the LSF129 Identification Certificate to Licensing Services along with the unique support token.

#### **If Providing a National Police Certificate:**

- If you have a National Police Certificate, email it along with the unique support token to Licensing Services.
- You **do not** need to attend a Police Station.
- National Police Clearance Certificates are also known as Nationally Coordinated Criminal History Checks.
- Email Account - [FirearmsPortalLoginSupport@police.wa.gov.au](mailto:FirearmsPortalLoginSupport@police.wa.gov.au)

### **After Licensing Services Completes Your Registration:**

- After the account is created, you will receive a notification email containing a link to sign in to the Firearms Portal to complete the registration process. After verifying your

email, password and completing the multi-factor authentication, you will be directed to the “My Details” screen where you can begin using the service.

## What Constitutes 100 Points of ID:

- When completing the Identity Verification (Step 8), you will be able to click the link at the top of the page to download the **Identification Form (LSF129)**.
- This form lists the acceptable identification documents and their point values, which you will need to provide as part of the verification process.



## Identification Certificate

WESTERN AUSTRALIA  
POLICE FORCE  
LICENSING SERVICES  
[FirearmsProject@police.wa.gov.au](mailto:FirearmsProject@police.wa.gov.au)  
Phone: 1300 171 011

Primary Documents				
Tick if included	You must supply at least ONE Primary document Foreign Documents must be accompanied by an official translation	Required on document N = Name, P = Photo, A = Address, S = Signature	Points Worth	Points Gained
	Full Birth Certificate (not birth certificate extract)	N	70	
	Australian Passport (current or expired within 2 years but not cancelled)	N - P	70	
	Australian Citizenship Certificate	N	70	
	Foreign Pasport (current)	N - P	70	
	Certificate of Identity issued by the Australian Government to refugees and non Australian citizens for entry into Australia	N	70	
	Australian Drivers Licence/Learners Permit	N - A - P	40	
	Government Employee ID (Australian Federal/State/Territory)	N - P	40	
	Photo identification card issued for Australian regulatory purposes (e.g. Aviation/Maritime Security identification, security industry etc)	N - P	40	
	Current (Australian) Tertiary Student Identification Card	N - P	40	
	Defence Force Identity Card (with photo or signature)	N - P	40	
Secondary Documents				
	Department of Veterans Affairs (DVA) card	N - A	40	
	Centrelink card (with reference number)	N - A	40	
	Birth Certificate Extract	N - A	25	
	Medicare card	N	25	
	Credit card or account card	N	25	
	Australian Marriage Certificate (Australian Registry issue only)	N - S	25	
	Decree Nisi / Decree Absolute (Australian Registry issue only)	N - S	25	
	Change of Name certificate (Australian Registry issue only)	N - S	25	
	Bank Statement (showing transactions)	N - A	25	
	Property Lease Agreement - current address	N - A	25	
	Taxation Assessment Notice	N - A	25	
	Australian Mortgage Documents - current address	N - A	25	
	Rating Authority - Current address e.g. Land Rates	N - A	25	
	Property Insurance Papers	N - A	25	
	Motor Vehicle Registration or Insurance Documents	N - A	25	
	Professional or Trade Association card	N	25	
	Utility Bill - electricity, gas, telephone - Current address (less than 12 months old)	N - A	20	
	Reference from Indigenous Organisation	N - P	20	
	Documents issued outside Australia (equivalent to Australian documents) must have official translation attached	N - P	20	
Total points provided (minimum 100) :				

## Important Checks That Apply to Everyone

- The following steps apply to all users, regardless of how you access the Portal.

## Check Your Department of Transport Details

- Your name and residential address must be current and correct with the Department of Transport (DoT) before you use the Portal.
- If your details do not match, you may not be able to register successfully.
- You can update your DoTDirect details in one of the following ways:
  - Online using your DoTDirect account (you can register for an account if needed).
  - By form Complete a Change of Personal Details (C4) form and submit it:
    - at a Driver and Vehicle Services Centre,
    - at a DoT regional office or agent, or
    - by post to Driver and Vehicle Services, GPO Box R1290, Perth WA 6844.
  - By phone:
    - Contact the DoT Customer Contact Centre on 131 156.
    - You will be required to verify your identity.

## Locate Your Landgate ID (If Required)

- If you need property information for your application, you may be required to provide your Landgate ID, also known as a Volume and Folio number.
- You can find this information by visiting [landgate.wa.gov.au](http://landgate.wa.gov.au) and using the search function.
  - search for “firearms”.
  - from the search results, select “Finding your Landgate ID (also known as Volume and Folio number)” and follow the instructions provided.
- Important:
  - You do not need to pay a fee to view your Landgate ID.
  - The required information is visible before any payment option appears.

## Important – Make Sure Your Details Match

- Your personal details must be identical across:
  - your myID,
  - Department of Transport records, and
  - firearms licence records held by the WA Police Force.
- Any difference in name or address may result in an error and prevent you from registering or using the Portal.

## Need More Information?

- More information about the *Firearms Act 2024*, the *Firearms Regulations 2024*, and additional guidance material is available on the WA Police Force website:  
[www.wa.gov.au/organisation/western-australia-police-force/licensing-services-firearms](http://www.wa.gov.au/organisation/western-australia-police-force/licensing-services-firearms)

## References to Legislation:

Legislation	Relevant Provision
<i>Firearms Act 2024</i>	Sections 160, 165
<i>Firearms Regulations 2024</i>	Regulations