



## TEMPORARY IMPORT/EXPORT PERMIT APPLICATION

### A GUIDE FOR MEMBERS ON HOW TO APPLY FOR AN APPLICATION FOR A TEMPORARY EXPORT/IMPORT PERMIT USING THE SAPS 520 FORM, AND INFO ON SUPPLEMENTARY DOCUMENTATION REQUIRED.

#### **Here's what to do:**

1. Complete the SAPS 520 form.

You can [click here](#) to download a digitally fillable PDF, or ask the SA Wingshooters office to email the form to you. The form is downloadable from our website:

<https://www.wingshooters.org.za/ALL-DOWNLOADS/>

2. On the SAPS 520 form, on page 4, Section G, point 5 – “Reason for permit” – Write there the reason, eg. **International Hunting trip**, etc, **AND See attached full reasons and facts for permit**. You have to add additional information –

You must add a full description, reason and factual motivation for your permit application and attach it to your permit application.

#### **You should include the following information:**

- 2.1 State your full names, ID number and physical address and state the purpose of your international hunting/travel. What are you going to hunt, etc.
- 2.2 State the country, place/area and nearest town where you are going to hunt/shoot.
- 2.3 State the outfitter/safari company you are hunting with, as well as the names and contact details of the owner and the professional hunter/guide of the company.
- 2.4 State the dates that you will be hunting/shooting
- 2.5 Provide a copy of the invitation letter from the outfitter/safari company/PH/farm owner that states that you've booked the hunt/shoot.
- 2.6 State that you require the permit in order to participate in the activity explained above and you need the following firearm/s for this purpose. Give the details of the firearm/s (Make, Model, Calibre, Serial number) and a copy of the licence card front and back.
- 2.7 You must include a recent copy of your Dedicated Hunter and/or Sport shooter certificate, proof of current SA Wingshooters membership, and a Letter of Good Standing from the SA Wingshooters Association. We will also provide supplementary proof and motivation documents.
- 2.8 Include copies of your hotel/s, air ticket/s and any other bookings made and proof, such as payments, letters etc.



**Once you've done the above, below is the procedure at your DFO and getting your application to the CFR in Pretoria:**

Due to the time it takes to process any SAPS application, we suggest you send your SAPS 520 application and supplementary documentation directly to the CFR. Your DFO must approve of this of course, as it is not standard procedure! Here's what you need to do:

Take your completed application form and supplementary documentation to your local DFO (Designated Firearms Officer) at your police station.

Ask your DFO to record your application on the SAPS computer system and ask him/her to make the status to show "**SENT TO CFR**", and NOT Sent To Provincial.

Then, send your application via a courier to the CFR in Pretoria. Use the below address exactly as it is typed below:

**ATTENTION PAC N VAN HEERDEN  
ADMINISTRATOR  
CENTRAL FIREARMS REGISTER  
VERITAS BUILDING  
VOLKSTEM LANE 275  
PRETORIA  
0001**

In order to follow up your application, you can contact Natasha:

email: [vanheerdennatasha@saps.gov.za](mailto:vanheerdennatasha@saps.gov.za)

Natasha : 074 2108 223 on WhatsApp and DO NOT CALL!

Your application must reach the CFR at least 21 days prior to your departure – but hand it in way sooner if you can (6 to 8 weeks ahead of time)!

Once your permit is approved it will be sent to your DFO where you logged the initial application for collection.

***Any questions you might have –  
Please call the SA Wingshooters Association's office: 071 132 5450  
[www.wingshooters.org.za](http://www.wingshooters.org.za)***