

Serial No.

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**Request for Renewal of Licenses for the Firearms Issued to the Private Security Agencies – 2025**

**Instructions:**

- If there are several firearms for an agency, submission of one application is sufficient, and a list of firearms should be submitted with the signature of the Officer-in-Charge of the Police Station or his representative.
- A copy of the valid license to operate a Private Security Agency should be attached.
- A copy of the previous year’s license should be attached to the application.
- All the license fees/fines should be paid to the A/C No. 0007040119 of Taprobane Branch of Bank, Ceylon on behalf of the Secretary Ministry of Defence including the details such as “name of the Person/Agency, purpose for depositing money”, and the original copy of the cash deposit slip should be attached to the application.
- The duly completed application with the cash deposit slip can be handed over to the place where the letters of the Civil Security and Development Division are handed over, at the Main Gate of Defence Headquarters Complex or sent to the “Additional Secretary (Civil Security & Development Division), Ministry of Defence, Defence Headquarters Complex, Sri Jayawardenapura, Kotte” by registered post.

**Part I**

**01. Details of the Agency**

- I. Name of the Private Security Agency: .....
- II. Name of the Managing Director/Proprietor: .....
- III. Name and Service of the Security Manager: .....
- IV. Address of the Agency: .....
- V. Telephone Number : Residence ..... Mobile .....
- VI. NIC No. of the Owner: .....
- VII. District in which the institution located: .....
- VIII. Divisional Secretariat Division, Grama Niladhari Division and Number: .....  
.....
- IX. Police Division: .....
- X. Local Government Body: .....

**02. Details of the Agencies which provide services using Guns / Firearms**

.....  
..... (to be submitted by an annexure)

**03. Details of Firearms**

Type of the Firearm	Firearm No.

(If there is more than one firearm, the details should be submitted by an Annexure as per the above format)

**04. For the existing Gun/firearm in your possession at present**

- I. Initial date of license obtained: .....
- II. License number If have been obtained for the previous year: .....
- III. Give the reason, If the license has not been obtained for the previous year  
.....

Date .....

.....  
Signature of the Applicant  
(Managing Director/Security Manager)

**Part (II)**

**Police clearance report (from the Police Division of the Agency/ Applicant)**

- (1) No crime reported against the applicant/institute. Below-mentioned crimes have been reported. ....
- (2) Has anyone else living in the household of the applicant of firearm engaged in or supported activities? .....  
.....
- (3) The applicant was called to the police station and inquired personally; examined the firearm and its number, and I certify/ do not certify that the details of the firearm are correct.....
- (4) There is/is not an armoury facilitywith a proper and adequate security.....  
.....
- (5) A register on issuance/receipt of firearms is /is not maintaining.....  
.....
- (6) The application is recommended/is not recommended due to the following reasons.....  
.....

Date: .....

.....  
OIC/Chief Inspector of Police  
Headquarters  
Official seal

I Agree/do not agree with the recommendation of the OIC.

Date :.....

.....  
Senior Superintendent of Police /  
Superintendent of Police

**Part III**

**For office use**

The application was examined and recorded in the documents; since the information is correct, submitted for the approval.

License fees / Fines was paid.

Amount: Rs..... Receipt No. : ..... Date: .....

Date: .....  
Subject Clerk

The application is approved / not approved due to the following reasons.

.....

Date :.....  
.....  
Additional Secretary/Senior Assistant  
Secretary  
(Civil Security & Development)