

How to guide

Link your MyServiceNSW Account to NSW Police Force

- 1 Click** 'Services' on your MyServiceNSW Account dashboard.
Click on 'NSW Police Force' from the 'Linked Services' screen.
- 2 Select** the identity document you have the details for on the 'Link to NSW Police Force' screen, for example an Australian:
 - Driver Licence
 - Birth Certificate
 - Passport
 - Citizenship Certificate
- 3 Complete** the required fields and read and agree to the Terms and Conditions
Click 'Next'.

Note: If linking is **unsuccessful**, check your details and try again or use a different identity document.

Create your MyServiceNSW Account

- 1 Visit** www.service.nsw.gov.au and click on 'Sign Up' in the top right hand corner.
- 2** The 'Create an account' screen will appear.
Enter your email address and create a password. Password must be a minimum of 7 characters including 1 capital letter and 1 number.
Read and agree to the Terms & Conditions.
Tick the box to show you are not a robot.
Click 'Next'.
- 3 A verification email** will be sent to your email address with a security code.
Enter the code into the security code box on the 'Activate your account' page.
Click on 'Create account'.
- 4 Login** to your MyServiceNSW Account by entering your email address and password.
Enter your personal details ensuring you verify your mobile number (should you have one).
Click 'Next'.

This will take you to the personal dashboard of your MyServiceNSW Account.

Apply for NSW Police Force Firearm Licences & Permits to Acquire

Before you begin, have your supporting documentation scanned and ready to upload. As the application cannot be saved, make sure you complete the entire application.

- 1** From your MyServiceNSW Account, select NSW Police Force.
- 2 Choose** application form you need to submit
- 3 Complete** required fields and upload supporting documentation as required.
Note: the application form will be pre-populated with details of the identity document you provided when linking your account eg Driver Licence.
- 4 Submit** application.

For any enquiries regarding your application and information requirements, please call 1300 362 562