

Approval Date: May 31, 2004

Parent Policy: [Firearms Policy](#)

Firearms Issuance/Approval Procedure

Office of Administrative Responsibility:	Campus Security Services
Approver:	Vice-President (Finance and Administration)
Scope:	Compliance with University procedure extends to all members of the University community.

Overview

Campus Security Services is responsible for the custody and issuance of a firearm. An inventory of University owned firearms will be maintained by Campus Security Services.

Purpose

To state the procedure for the issuance of a University owned firearm or to have a personally owned firearm approved for use in certain circumstances.

PROCEDURE

Whether you are applying for the issuance of a University owned firearm or for approval to use a privately owned firearm, first read the University's Firearms Policy and Firearms Incident Reporting Procedure. In the policy, give particular attention to user responsibilities (Section 5). Note the user is responsible for proper storage and use of a firearm and can be charged under the Criminal Code for misuse or improper storage.

1. FOR ISSUANCE OF A UNIVERSITY OF ALBERTA OWNED FIREARM:

Complete the Issuance of University of Alberta Owned Firearm Form and submit in person to Campus Security Services along with proper picture identification and all appropriate documents and licenses. Forms must be submitted 10 working days prior to the firearm being required to allow for proper processing.

2. FOR APPROVAL OF A PRIVATELY OWNED FIREARM:

Complete the Privately Owned Firearm Use Approval Form. The appropriate Dean/Unit Director must sign the Form. This approval cannot be delegated.

When requesting permission for the use of a privately owned firearm, the owner must provide a written and dated declaration from a recognized gunsmith affirming the firearm has been properly maintained and is in good working order. The declaration must be dated within 30 days of this request.

The form and the required documentation are to be submitted to Campus Security Services, who must also provide approval.

DEFINITIONS

There are no definitions for this Procedure. [[▲Top](#)]

FORMS

Should a link fail, please contact uappol@ualberta.ca. [[▲Top](#)]

[Issuance of a U of A Owned Firearm Form](#)

[Privately Owned Firearm Use Approval Form](#)

RELATED LINKS

Should a link fail, please contact uappol@ualberta.ca. [[▲Top](#)]

[Firearms Act](#) (Department of Justice)