

Form S-4
Standard format of police report
(See rule 14)

DRAFT COVERING LETTER

Office of the DM/Commissioner of Police

Ref. No. _____

Date : _____

To

The Station House Officer,

Police Station _____,

_____.

Sub. : Report under section 13(2) of Arms Act, 1959 of the officer in charge of the nearest police station (of present address of the applicant) on application for grant of arms licence or renewal of an arms licence

S.No.	Particulars	Contents
1	Name of the applicant	Mr./Mrs./Messrs
2	Nature of licence applied for (fresh applications)	
3	Licence No. (renewal application)	
4	Address of the applicant	

Note: As per provisions of Section 13(2) of Arms Act, 1959, on receipt of an application, the licensing authority shall call for the report from the officer-in-charge of the nearest police station on the application and such officer shall send his report within the prescribed time. Accordingly the report be sent in the format attached here within 30 days.

Enclosures:

For DM/CoP

Copy of application form (original)/renewal form along with enclosures

ANTECEDENT VERIFICATION REPORT

(TO BE FILLED IN BY THE POLICE DEPARTMENT)

1.	Name of the applicant		
2.	Father/Spouse Name		
3.	Present address Nearest police station of the present address		
4.	Whether the applicant has ever been convicted?	Yes	No
(a)	If so, the offence(s) the sentence and date of sentence		
(b)	Ordered to execute a bond under Chapter VII of Code of Criminal Procedure, 1973 (2 to 1974) for keeping the peace or for good behavior.		
	If so, when and for what period?		
(c)	Prohibited under the Arms Act, 1959, or any other law from acquiring, having in his possession or carrying any arms or ammunition		
	If yes, the details thereof		
5.	Has the applicant any serious enmity or quarrel which is likely to lead to a breach of peace? If yes, Give details	Yes	No
6.	Has the address and date of birth of the applicant been verified? Give details.	Yes	No
7.	Has the profession/business of the applicant been verified? Give details.	Yes	No
8.	Is any complaint registered against applicant in the Police Station? If so, give details.	Yes	No
9.	Is the applicant involved in any criminal case? If so, give	Yes	No
10.	Has applicant been arrested in any criminal case? If so, give details	Yes	No
11.	Is applicant's name enlisted in police station's bad character register ? If so, give details according to the records of police station?	Yes	No
12.	Is applicant's name appears in any case registered by other department of Government of India such as CBI, Narcotics Control Bureau, DRI, Enforcement Directorate etc. which finds mention in the Daily Diary Register of the police station (summons, warrants etc.). If so, give details.		
13.	Has the applicant registered a complaint in Police Station regarding threat to life? If so, give details.	Yes	No
14.	Detail of any political or communal organisation of which the applicant is a member.		

Certified that, I have checked the contents of the application form for grant of arms licence submitted by the applicant.

Dated:



Signatures
SHO
Police Station