



# **GUN PERMIT MANAGEMENT SYSTEM**

Operating manual for the user SHOOTER

Rev. 1.0 – 18/12/2022

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## 1 GENERAL DESCRIPTION OF THE SYSTEM

The system operating at the URL [gunpermit.fitav.it](http://gunpermit.fitav.it) is meant for all shooters entering or leaving Italy by plane for sports purposes and are in need of authorization for carrying own firearms (shotgun, spare barrels, ammunitions).

The shooter must firstly apply for login credentials using the registration procedure. Once obtained the credentials, he/she shall be able to apply for the gun permit according to his/her needs.

The system is available to the Police Authority in charge of custom checks at Italian airports, for due control on actual truthfulness of the gun permit.

The system is free of charges, managed and maintained by FITAV – Federazione Italiana Tiro a Volo, examining and authorizing either registration and gun permit applications.

## 2 HOW TO APPLY FOR LOGIN CREDENTIALS

### 2.1 Requirements

In order to use the system the shooter must:

- Possess a valid passport
- Be of legal age
- Have a proper reason for carrying a firearm (invitation strongly advised)
- Have a personal ordinary mailbox

The system works properly on all web browsers. It can also be used on mobile devices, its use can however be uncomfortable on particularly small screens (e.g. smartphones).

### 2.2 Registration Procedure

In order to get registered the user needs to visit the URL <https://gunpermit.fitav.it>. From the homepage (figure 1) it is possible to select the preferred language and afterwards click on “Request account”.

The registration shall set the selected language as default one, yet, upon access it will be possible to change it.

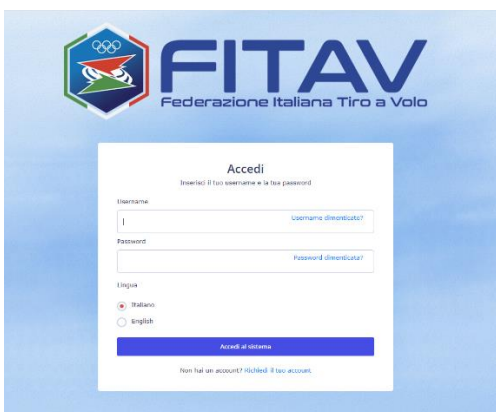


Figure 1- Access page

After viewing the short introduction text (figure 2)



**Sistema di gestione dei lasciapassare**

Questo sistema, di proprietà della FITAV - Federazione Italiana Tiro a Volo, è riservato ai tiratori maggiorenni che hanno la necessità di spostarsi da e verso l'Italia portando con sé il proprio armamento e necessitano del permesso al trasporto. Il servizio viene fornito gratuitamente dalla FITAV. L'iscrizione si richiede attraverso questo stesso sistema ed è soggetta alla valutazione ed approvazione della FITAV. Se vuoi procedere alla richiesta di registrazione, queste sono le cose da fare:

- Inserire i tuoi dati identificativi e l'email principale, che verrà utilizzata per confermare l'iscrizione e tutte le successive comunicazioni con il sistema.
- Inserire i dati relativi al tuo documento di identità valido
- Specificare i dati di residenza, un numero telefonico a cui poter essere contattato e i riferimenti sportivi
- Specificare la data di arrivo (certa o presunta). La località di destinazione o l'associazione sportiva nella quale effettuerai le attività. Indicare inoltre il tipo di attività che si svolgeranno (allenamento, gare), inserendo le informazioni che saranno utili alla FITAV per permettere l'accreditamento al sistema. Queste informazioni sono necessarie al rilascio delle credenziali di accesso. Una volta ottenute occorrerà richiedere il lasciapassare specifico, inserendo tutte le informazioni di dettaglio del viaggio.

Una volta ottenute le credenziali di accesso al sistema, sarà possibile effettuare tutte le richieste di lasciapassare che saranno necessarie.

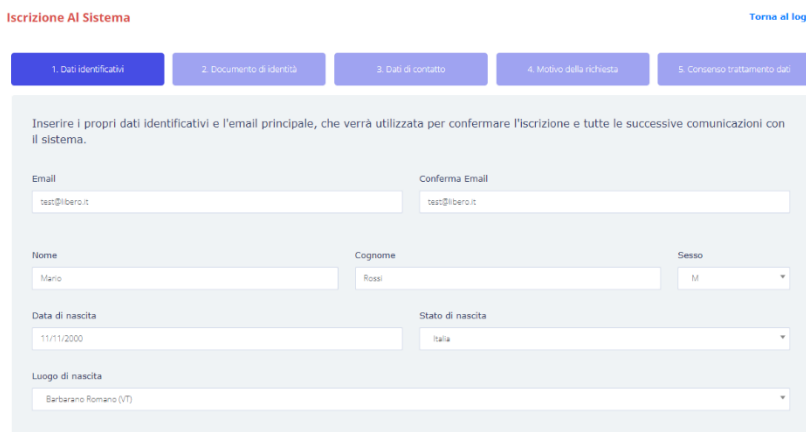
Il rilascio del lasciapassare viene effettuato dopo le opportune verifiche della FITAV e, una volta ottenuto, sarà scaricabile in PDF e consultabile comunque online tramite QRCODE.

[Indietro](#) [Clicca qui se vuoi procedere con la richiesta di iscrizione](#)

Figure 2 – Page with summary description of the system

The screen shall display the registration page, composed by 5 tabs:

### 1. Identification data



**Iscrizione Al Sistema** [Torna al login](#)

1. Dati identificativi 2. Documento di identità 3. Dati di contatto 4. Motivo della richiesta 5. Consenso trattamento dati

Inserire i propri dati identificativi e l'email principale, che verrà utilizzata per confermare l'iscrizione e tutte le successive comunicazioni con il sistema.

Email:  Confirma Email:

Nome:  Cognome:  Sesso:

Data di nascita:  Stato di nascita:

Luogo di nascita:

- email (personal email, not business, guarded)
- name, family name and gender
- place and date of birth (in the case of Italy the system guides through a list of cities)

### 2. Identity document (passport is mandatory)

**Iscrizione Al Sistema** [Torna al login](#)

1. Dati identificativi    2. Documento di identità    3. Dati di contatto    4. Motivo della richiesta    5. Consenso trattamento dati

Inserire i dati relativi al proprio documento di identità valido.

Tipo documento:     Numero:

Rilasciato da:     Data rilascio:     Data scadenza:

Allegato:  FITAV - Incarichi - rev.2.0.pdf

### 3. Contact details

**Iscrizione Al Sistema** [Torna al login](#)

1. Dati identificativi    2. Documento di identità    3. Dati di contatto    4. Motivo della richiesta    5. Consenso trattamento dati

Specificare i dati di residenza, un numero telefonico a cui poter essere contattato e i riferimenti sportivi.

Stato di residenza:     Località di residenza:

Indirizzo di residenza:     Prefisso internazionale:  Micronesia    Telefono:

Cittadinanza:

Federazione sportiva di appartenenza:     Società di appartenenza:     Codice tiratore:

- residence
- telephone
- citizenship
- Federation, club membership and relevant shooter code (optional data)

### 4. Purpose of the application

**Iscrizione Al Sistema** [Torna al login](#)

1. Dati identificativi    2. Documento di identità    3. Dati di contatto    4. Motivo della richiesta    5. Consenso trattamento dati

Specificare la data di arrivo (certa o presunta). La località di destinazione o l'associazione sportiva nella quale si effettueranno le attività. Indicare inoltre il tipo di attività che si svolgeranno (allenamento, gare), inserendo le informazioni che saranno utili alla FITAV per permettere l'accreditamento al sistema.

Queste informazioni sono necessarie al rilascio delle credenziali di accesso. Una volta ottenute occorrerà richiedere il lasciapassare specifico, inserendo tutte le informazioni di dettaglio del viaggio.

Data arrivo:     Località o società ospitante:

Motivazione:

- Arrival data
- Destination in Italy /hosting club
- Purpose of the trip

## 5. Consensus

- Processing of personal data
- Terms and conditions of use

Once the registration request has been submitted it is necessary to await until FITAV completes all required checks and validates it.

The outcome of the validation shall arrive with an email sent to the mailbox indicated by the applicant in the registration process.

In case of success the access code (username) and a temporary password shall be communicated.

It is underlined that all personal data will no longer be editable once viewed and recorded by FITAV further to passport check. The only editable data shall be residence/citizenship and contact references.

The system will, furthermore, indicate documents expired or about to expire.

## 2.3 In case of success ...

It will be possible to request the needed gun permits, see following chapter.



## 3 ACCESS AND SYSTEM DESCRIPTION

### 3.1 Password change on first access

Once obtained the access credentials it is possible to enter the system. Upon first access When accessing your account for the first time, you'll need to set up a new password.

It is important to set passwords difficult to detect or get (e.g. own personal data), respecting the set requirements and keeping it secure thus preventing it to get spilled on internet. Please take note of the short guide in the section

It is possible to add up to a maximum of 3 complete shotguns (receiver and barrels) It is possible to add up to 3 full shotguns (receiver and barrel).






It is also possible to add 3 additional barrels, reporting the relevant serial numbers.

Concerning cartridges, it is possible to carry a maximum of 1200 shells.

**Richiesta Di Lasciapassare [#111]**

1. Info Viaggio      2. Dati del volo      3. Armamento

**Fucili (fino a un massimo di 3)**

Fucile [#01]	Fucile [#02]	Fucile [#03]
Tipo: Doppietta Marca: Beretta Modello: MOD01 Calibro: 20 Bascula: MATRBSC01 Canna: MATRCNN01	Tipo: Altro tipo Marca: Perazzi Modello: PERAZZI ABC 11 Calibro: 12 Bascula: BASCULA0111 Canna: CANNA0111	
 	 	

**Canne aggiuntive**

Matricola prima canna <input type="text" value="MATRCNAGG01"/>	Matricola seconda canna <input type="text" value="MATRCNAGG02"/>	Matricola terza canna <input type="text"/>
---	---	---

**Cartucce**


Marca <input type="text" value="Focchi"/>	Quantità (max. 1200) <input type="text" value="150"/>
--	--

Figure 31 – Request entry – Weaponry completed


At the end of the entry of weapons it is necessary to click on the SAVE button to save all data inserted in the last two forms (flight and weaponry).

The following figure shows the details of the newly inserted request.


### Dettaglio Richiesta

 **Dati Richiesta (\*)**

<b>Id</b>	111
<b>Numero</b>	(non ancora assegnato)
<b>Data invio</b>	(non ancora inviata)
<b>Stato</b>	<span style="background-color: #ff9900; padding: 2px;">Compilata</span> - La richiesta può essere inviata.
<b>Documenti validi</b>	Passaporto Invito


 **Dati richiedente**

<b>Nome e cognome</b>	Paolo Rossetti
<b>Luogo di nascita</b>	Tokio - Isole Cocos
<b>Residenza</b>	Australia, New York, Via Vittorio Veneto 234
<b>Cittadinanza</b>	Australia
<b>Email</b>	paolo.rossetti@gmail.com
<b>Telefono</b>	+61 23424234
<b>Federazione</b>	FITAV - Federazione Italiana Tiro a Volo
<b>Società</b>	ASD Tutti Tiratori
<b>Numero tessera o codice tiratore</b>	AS3CS11


 **Destinazione (\*)**

<b>Località</b>	Firenze (FI) - Italia
<b>Periodo</b>	dal 01/01/2022 al 01/02/2023
<b>Aeroporto di arrivo</b>	LIN - Aeroporto di Linate, Milano, Italia
<b>Volo e ora di arrivo</b>	AX111AA - 11:11
<b>Compagnia</b>	1B - Abacus International (Singapore)

(\*) Dati soggetti a possibili variazioni.

 **Società ospitante e scopo**

<b>ASD/Società</b>	ASD Tiro a Volo
<b>Scopo</b>	Gare internazionali, Altro
<b>Altre informazioni</b>	Invito amichevole da parte del sig. Rossetti

 **Armamento**

<div style="background-color: #002060; color: white; padding: 2px; margin-bottom: 5px;"><b>Fucile [#33]</b></div> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>Tipo: Doppietta</td></tr> <tr><td>Marca: Beretta</td></tr> <tr><td>Modello: MOD01</td></tr> <tr><td>Calibro: 20</td></tr> <tr><td>Bascula: MATRBSC01</td></tr> <tr><td>Canna: MATRCNN01</td></tr> </table>	Tipo: Doppietta	Marca: Beretta	Modello: MOD01	Calibro: 20	Bascula: MATRBSC01	Canna: MATRCNN01	<div style="background-color: #002060; color: white; padding: 2px; margin-bottom: 5px;"><b>Fucile [#34]</b></div> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>Tipo: Altro tipo</td></tr> <tr><td>Marca: Perazzi</td></tr> <tr><td>Modello: PERAZZI ABC 11</td></tr> <tr><td>Calibro: 12</td></tr> <tr><td>Bascula: BASCULA0111</td></tr> <tr><td>Canna: CANNA0111</td></tr> </table>	Tipo: Altro tipo	Marca: Perazzi	Modello: PERAZZI ABC 11	Calibro: 12	Bascula: BASCULA0111	Canna: CANNA0111	<div style="background-color: #002060; color: white; padding: 2px; margin-bottom: 5px;"><b>Canne aggiuntive</b></div> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>Matricola: MATRCNNAGG01</td></tr> <tr><td>Matricola: MATRCNNAGG02</td></tr> <tr><td>Totale canne aggiuntive: 2</td></tr> </table>	Matricola: MATRCNNAGG01	Matricola: MATRCNNAGG02	Totale canne aggiuntive: 2
Tipo: Doppietta																	
Marca: Beretta																	
Modello: MOD01																	
Calibro: 20																	
Bascula: MATRBSC01																	
Canna: MATRCNN01																	
Tipo: Altro tipo																	
Marca: Perazzi																	
Modello: PERAZZI ABC 11																	
Calibro: 12																	
Bascula: BASCULA0111																	
Canna: CANNA0111																	
Matricola: MATRCNNAGG01																	
Matricola: MATRCNNAGG02																	
Totale canne aggiuntive: 2																	
<div style="background-color: #002060; color: white; padding: 2px; margin-bottom: 5px;"><b>Cartucce</b></div> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>Marca: FIOCCHI</td></tr> <tr><td>Quantità: 150</td></tr> </table>			Marca: FIOCCHI	Quantità: 150													
Marca: FIOCCHI																	
Quantità: 150																	

✎ Modifica
➤ Invia

### Request submission

From the previous figure it can be noted how the reference number and the date of submission are still missing, this is because the application has not yet been sent to FITAV.

At this stage by clicking on the “SEND” button the submission is completed.

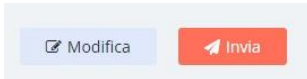
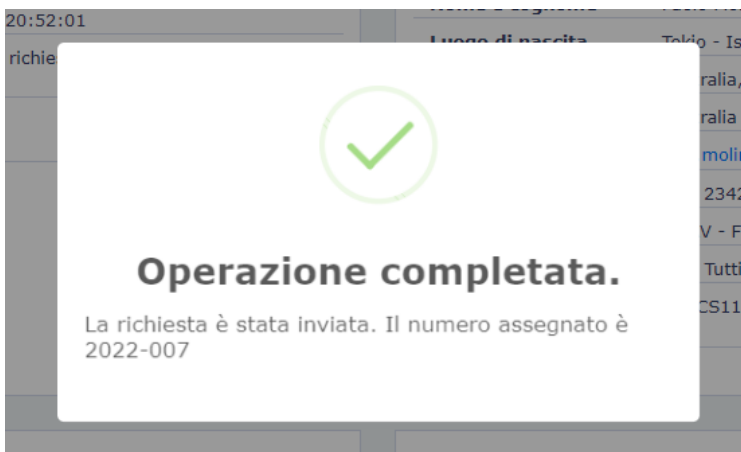


Figure 32 – Request entry - Detail – Button SEND

Should the submission be successful, the display will show a specific notification featuring the request number.

### 3.2



### 3.3

3.4 Figure 33 – Request entry – Successful submission notification

In the next figure there is a show of the information added by the system and the absence of the buttons modify and send.

From this moment on the request is held by FITAV. As the gun permit is issued a notification e-mail will be sent, with a link to download the document. The system will always grant view of data, status and download of the issued gun permit.

**Dettaglio Richiesta**

**Dati Richiesta (\*)**

<b>Numero</b>	2022-007
<b>Data invio</b>	18/12/2022 20:52:01
<b>Stato</b>	<b>Inviata</b> - La richiesta è in carico alla FITAV. Devi attendere.
<b>Documenti validi</b>	Passaporto Invito


**Dati richiedente**

<b>Nome e cognome</b>	[Redacted]
<b>Luogo di nascita</b>	Tokio - Isole Cocos
<b>Residenza</b>	Australia, New York, Via Vittorio Veneto 234
<b>Cittadinanza</b>	Australia
<b>Email</b>	[Redacted]@gmail.com
<b>Telefono</b>	+61 23424234
<b>Federazione</b>	FITAV - Federazione Italiana Tiro a Volo
<b>Società</b>	ASD Tutti Tiratori
<b>Numero tessera o codice tiratore</b>	AS3CS11


**Destinazione (\*)**

<b>Località</b>	Firenze (FI) - Italia
<b>Periodo</b>	dal 01/01/2022 al 01/02/2023
<b>Aeroporto di arrivo</b>	LIN - Aeroporto di Linate, Milano, Italia
<b>Volo e ora di arrivo</b>	AX111AA - 11:11
<b>Compagnia</b>	1B - Abacus International (Singapore)

(\*) Dati soggetti a possibili variazioni.


**Società ospitante e scopo**

<b>ASD/Società</b>	ASD Tiro a Volo
<b>Scopo</b>	Gare internazionali, Altro
<b>Altre informazioni</b>	Invito amichevole da parte del sig. Rossetti


**Armamento**
**Fucile [#33]**

Tipo: Doppietta
Marca: Beretta
Modello: MOD01
Calibro: 20
Bascula: MATRBSC01
Canna: MATRCNN01

**Fucile [#34]**

Tipo: Altro tipo
Marca: Perazzi
Modello: PERAZZI ABC 11
Calibro: 12
Bascula: BASCULA0111
Canna: CANNA0111

**Canne aggiuntive**

Matricola: MATRCNNAGG01
Matricola: MATRCNNAGG02
Totale canne aggiuntive: 2

**Cartucce**

Marca: FIOCCHI
Quantità: 150

Figure 34 – Request entry – added data and absence of action buttons

## HOW TO DOWNLOAD THE GUN PERMIT

After receiving the notification of the issued gun permit it will be possible to download it either using the link sent with e-mail or accessing the system and viewing the request details.

**Le tue richieste di lasciapassare**

Visualizza  elementi Cerca:

#	Numero	Data creazione	Dal	Al	Destinazione	Data invio	Stato	Azione
108	2022-006		01/01/2023	10/10/2023	Milano (MI) - Italia	06/12/2022	Compilata	
111	2022-007		01/01/2023	01/02/2023	Firenzuola (FI) - Italia	18/12/2022	Approvata	

Vista da 1 a 2 di 2 elementi Precedente  Successivo

Figure 35 – List of requests with approved submissions

**Dettaglio Richiesta**

**Dati Richiesta (\*)**

<b>Numero</b>	2022-007
<b>Data invio</b>	18/12/2022 20:52:01
<b>Stato</b>	<span style="background-color: #28a745; color: white; padding: 2px;">Approvata</span> - Il lasciapassare è stato rilasciato.
<b>Documenti validi</b>	<a href="#">Passaporto</a> <a href="#">Invito</a> <a href="#">Lasciapassare</a>

(\*) Si fa notare che i dati di residenza, cittadinanza e contatto del tiratore, visualizzati in questa pagina, potrebbero essere cambiati dopo aver emesso il lasciapassare.

**Nome e cognome**

**Luogo di residenza**

**Residenza**

**Cittadinanza**

**Email**

**Telefono**

**Federazione**

**Società**

**Numero telefono e codice tiratore**

Figure 36 – Request approved – Gun permit download

Clicking on the link “GUN PERMIT” it will be possible to download the requested gun permit.

L'ASCLAPASSARE


**LASCIAPASSARE**  
 numero 2022-007


Si dichiara che il Sig. ██████████ nato a Tokio - Isole Cocos il 15/04/1969 e domiciliato in Australia, New York, Via Vittorio Veneto 234 si reca a Firenzuola (FI) - Italia per partecipare a Gare internazionali, Altro che avranno luogo dal 01/01/2023 al 01/02/2023.

**Il predetto porta al seguito il seguente armamento:**

Fucile	Cal	Marca	Modello	Matricola	Matricola canna
Doppietta	20	Beretta	MOD01	MATRBSC01	MATRCNN01
Altro tipo	12	Perazzi	PERAZZI ABC 11	BASCULA0111	CANNA0111

**Canne aggiuntive:** MATRCNNAGG01, MATRCNNAGG02

**Cartucce:** Marca: Fiocchi. Quantità: 150

Rilasciato il 18/12/2022, valido dal 30/12/2022 al 03/02/2023.

 IL PRESIDENTE  
 ██████████

QUESTURA di .....

Visto: SI AUTORIZZA

La reimportazione dei suddetti materiali dovrà avvenire entro il .....

..... li, .....

 IL QUESTORE  
 .....

UFFICIO di P.S. di .....

UFFICIO di P.S. di .....

Visto uscire il .....

Visto entrare il .....

 IL DIRIGENTE  
 .....

 IL DIRIGENTE  
 .....

Figure 37 – Gun permit sample

The QRCode certifies the authenticity of the document and allows a fast verification by the users aimed at controlling.

The gun permit number is the reference for any need for FITAV and the control officers.

APPENDIX: create a secure password

Our system requires that the following rules be followed:

- at least one uppercase character
- at least one lowercase character
- at least one number
- at least one special character among @#%\$%^&+=!?
- Minimum length 10 characters
- Maximum length 16 characters
- Cannot contain blank spaces

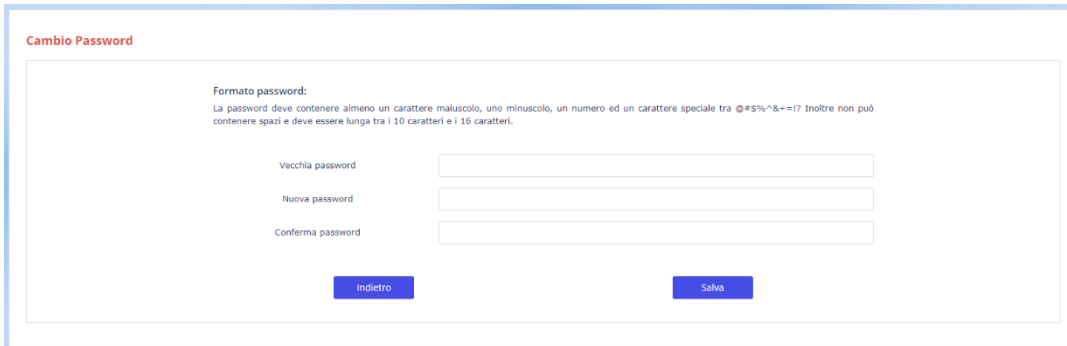


Figure 3 – Change password page

The inserted password shall however be limited in time and, once expired, you will be asked to change it again.

### 3.5 Page structure

The page is composed by a top part ([header](#)), a central part ([body](#)) and a lower part ([footer](#)). The header is subject to change according to the user function, the footer never changes, body is constantly different as it displays the dynamic part, changing during the use of the software.

In the central part of the page time by time will be displayed all information and buttons or links required to operate on the requests.

After login you shall view the list of your gun permit applications. This page is called “dashboard”.





**FITAV** Lasciapassare Paolo Molinari (Ruolo Tiratore registrato) ▾

[DASHBOARD](#) [LASCIAPASSARE ▾](#) [IL TUO PROFILO](#)

### Le tue richieste di lasciapassare

Visualizza  elementi Cerca:

#	Numero	Data creazione	Dal	Al	Destinazione	Data invio	Stato	Azione
108	2022-006	01/01/2023	10/10/2023	Milano (MI) - Italia	06/12/2022	Approvata		

Vista da 1 a 1 di 1 elementi Precedente  Successivo

FITAV - Federazione Italiana Tiro a Volo - Viale Tiziano n.74, 00196 Roma (RM) Copyright © 2021 - Tutti i diritti sono riservati. - Privacy Policy - Terms of service

Figure 4 – Dashboard, highlighting the header, body and footer sections of the page

### 3.6 Header

In the top part of the page you can find the navigation menu and the information on the logged user.

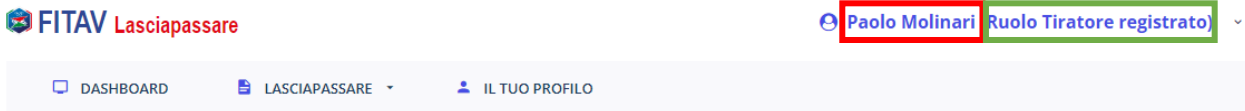


Figure 5 - Name, surname and function of the logged user

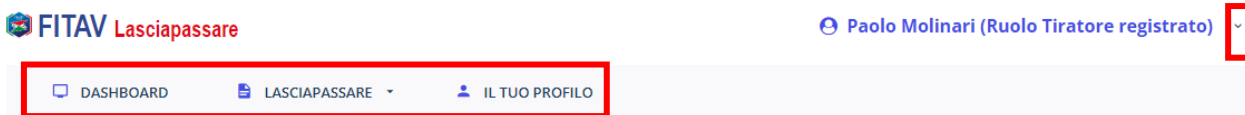


Figure 6 – Navigation menu (main and sub.menu)

The **main menu** features:

- the link to access the gun permit management and, particularly, to submit a new request
- the link to manage your own data

The **sub menu**, accessible by clicking on the small downward “v” icon, features:

- the link to manage your own data
- the link to change password and system language
- the link to proceed to logout

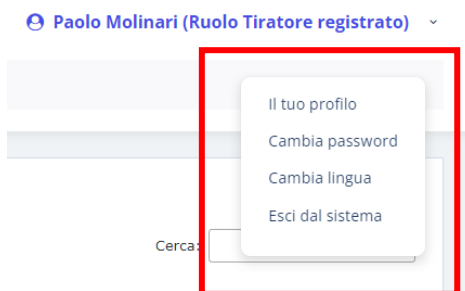


Figure 7 – Sub menu

### 3.7 Footer

On the bottom part of the page we can find the caption-like section and the links regarding the data management and the terms of service, always available and instant access.



Figure 8 – Page footer

### 3.8 Body

The software dynamic contents of the software and the sectors effectively operated by the users are being developed within the body part of the page.

#### 3.8.1 Requests list (dashboard)



Figure 9 – Requests list

All gun permit requests are listed in the central frame. Each one getting identified in two ways:

- Always with a system reference (under the sign #)
- Requests sent to FITAV are labelled with a number, composed by the year of submission and a progressive number (e.g. 2022-006), defined as “request number”.



Le tue ri

Visualizza 15 elementi

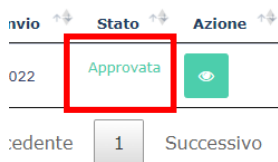
#	Numero	Data creazione	Dal
108	2022-006		01/01/2023


Vista da 1 a 1 di 1 elementi

FITAV - Federazione Italiana Tiro a Volo - Viale Tiziano n.74, 00196 Roma (RM)

Figure 10 – Internal identifier and request number (this request has already been sent)

Another important data shown in the dashboard is the status of the request.



Invio	Stato	Azione
022	Approvata	

Precedente 1 Successivo

Figure 11 – Status of the request

Possible statuses are:

- **Draft:** when you are filing the request yet not all data or required documents have been inserted. You will be able to complete and send it at a later time.
- **Filed:** when all mandatory fields have been inserted. A filed application is a request that can be sent to FITAV
- **Sent:** when the request has been sent and held by FITAV. From now on the request can no longer be modified. In case of need you will be contacted at your phone or e-mail contacts.

- **Approved:** the request has been approved, the gun permit has been issued and is currently at your disposal
- **Rejected:** the request has been rejected, you will be allowed to read the reasons or contact FITAV for any clarification.

In the action column there is a button allowing to access the modification or display of the request.

Cerca:

↕ Data invio ↕	↕ Stato ↕	↕ Azione ↕
06/12/2022	Approvata	

Figure 12 - Button action (view details or modify)

A very important function in the central section is the search function:

Cerca:



↕ Data invio ↕	↕ Stato ↕	↕ Azione ↕
06/12/2022	Approvata	

Figure 13 – Search function



By inserting a key word it will be possible to browse among all requests and spot in a very fast way the preferred one. Search is performed on all information displayed in the columns, and can thus be sorted by number, date, status, destination, ...

## 3.8.2 Details of the request


### Dettaglio Richiesta

 <b>Dati Richiesta (*)</b>		 <b>Dati richiedente</b>	
<b>Numero</b>	2022-006	<b>Nome e cognome</b>	Marco Malinzi
<b>Data invio</b>	06/12/2022 20:51:06	<b>Luogo di nascita</b>	Tokio - Isole Cocos
<b>Stato</b>	Bozza	<b>Residenza</b>	Australia, New York, Via Vittorio Veneto 234
	- E' necessario completare la compilazione	<b>Cittadinanza</b>	Australia
<b>Documenti validi</b>	Passaporto	<b>Email</b>	g.malinzi@posteo@gmail.com
		<b>Telefono</b>	+61 23424234
		<b>Federazione</b>	FITAV - Federazione Italiana Tiro a Volo
		<b>Società</b>	ASD Tutti Tiratori
		<b>Numero tessera o codice tiratore</b>	AS3CS11

 <b>Destinazione (*)</b>		 <b>Società ospitante e scopo</b>	
<b>Località</b>	Milano (MI) - Italia	<b>ASD/Società</b>	TAV Tiro a Volo
<b>Periodo</b>	dal 01/01/2022 al 10/10/2023	<b>Scopo</b>	Allenamenti, Stage
<b>Aeroporto di arrivo</b>	NAP - Napoli, Italia	<b>Altre informazioni</b>	Nessuna ulteriore informazione da specificare
<b>Volo e ora di arrivo</b>	AXAXXAX - 11:11		
<b>Compagnia</b>	A6 - Air Alps (Italia)		
	(*) Dati soggetti a possibili variazioni.		

 **Armamento**

Fucile [#31]	Canne aggiuntive	Cartucce
Tipo: Sovrapposto	Matricola:BAR01	Marca: Fiocchi
Marca: BUMBUM	Matricola:BAR02	Quantità: 1200
Modello: SUPERBOTTO	Matricola:BAR03	
Calibro: 20	Totale canne aggiuntive:3	
Bascula: AXSDSD		
Canna: ASDASDAS		

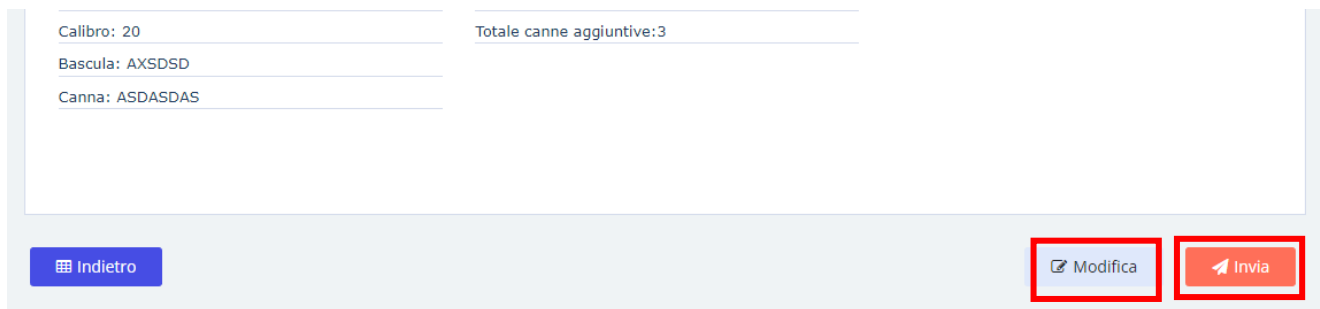
Figure 14 – Details of the request

As can easily be seen, the page is divided into the following areas:

- Request data

- All data concerning a specific request, including status and related documents (purpose and gun permit, if issued) available for download.
- **Applicant's data**
  - Personal, address, sports and contact data
- **Destination data**
  - Data about flight
- **Data on the hosting club and purpose**
- **Weaponry section**

At the right end bottom of the page you will find the action buttons:



The screenshot shows a form with three input fields on the left: 'Calibro: 20', 'Bascula: AXSDSD', and 'Canna: ASDASDAS'. To the right, there is a label 'Totale canne aggiuntive:3'. At the bottom left is a blue button labeled 'Indietro'. At the bottom right are two buttons: 'Modifica' (highlighted with a red box) and 'Invia' (highlighted with a red box).

Figure 15 – Buttons in the request details page

Buttons on the right side may vary depending on the status of the request.

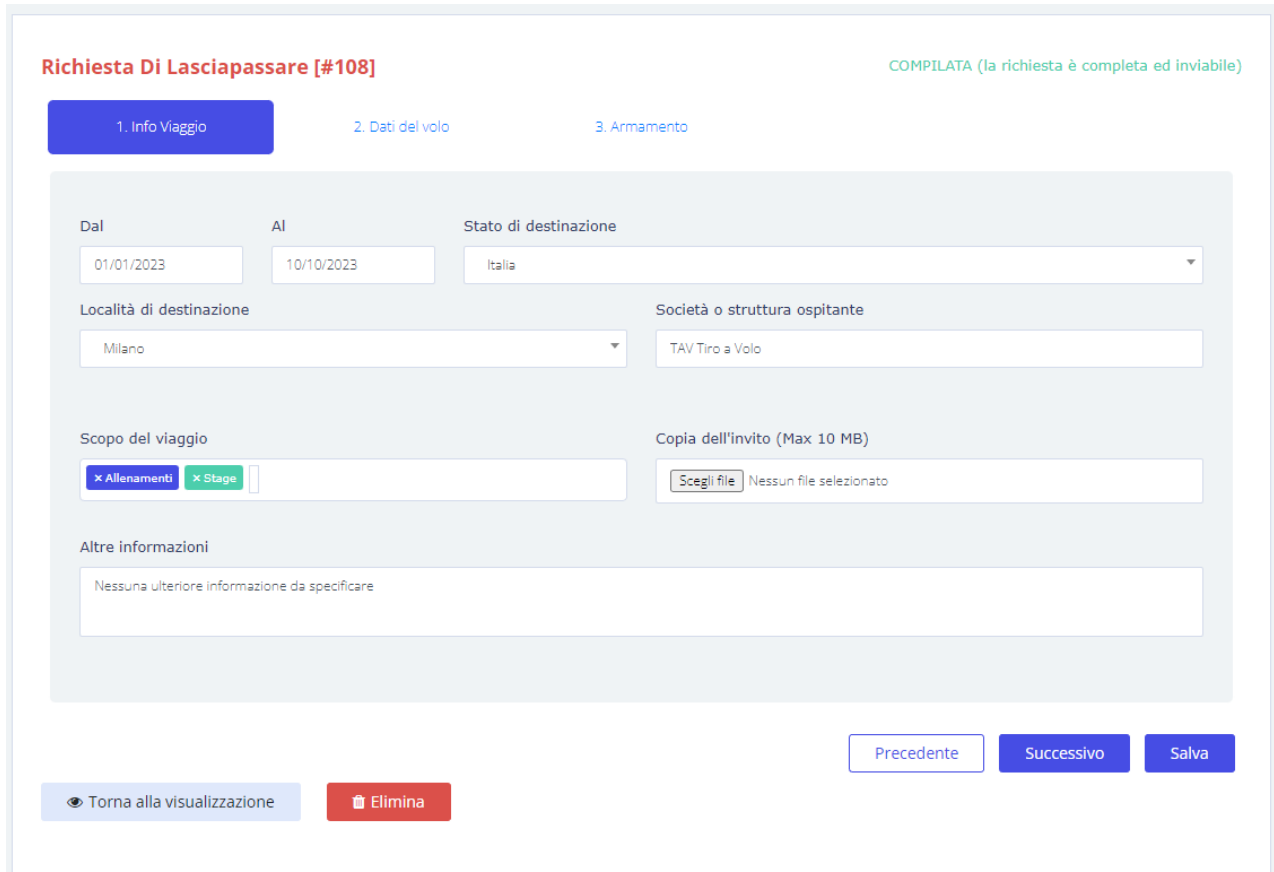
In particular:

- modify is present only if the request is editable
- send is present only if the request contains all mandatory info and can be sent to FITAV

A request can be eliminated only if not yet sent to FITAV, the button has however been inserted in the modification page, accessed by clicking on “MODIFY”.

### 3.8.3 Gun permit request

The other important central part is the one related to modification/submission of a request.



**Richiesta Di Lasciapassare [#108]** COMPILATA (la richiesta è completa ed inviabile)

1. Info Viaggio    2. Dati del volo    3. Armamento

Dal: 01/01/2023    Al: 10/10/2023    Stato di destinazione: Italia

Località di destinazione: Milano    Società o struttura ospitante: TAV Tiro a Volo

Scopo del viaggio:  Allenamenti     Stage    Copia dell'invito (Max 10 MB):  Nessun file selezionato

Altre informazioni: Nessuna ulteriore informazione da specificare

Figure 16 – Page request modification

This will be fully described in next chapter HOW TO APPLY FOR A GUN PERMIT.



## 4 HOW TO APPLY FOR A GUN PERMIT

Introduction: no matter if travel details were inserted upon registration request, they are all used to identify the shooter and evaluate the real purposes of the request thus not to survey the trip nor issue any gun permit.

Hence, in the process of requesting a gun permit all data must be newly re-inserted, jointly with all required details, as shown in the following paragraphs.

Given the above, to request a new gun permit it is necessary to access the section clicking on the main menu GUN PERMIT->New request

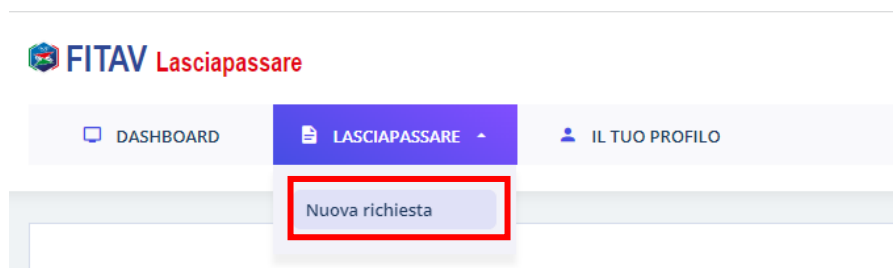
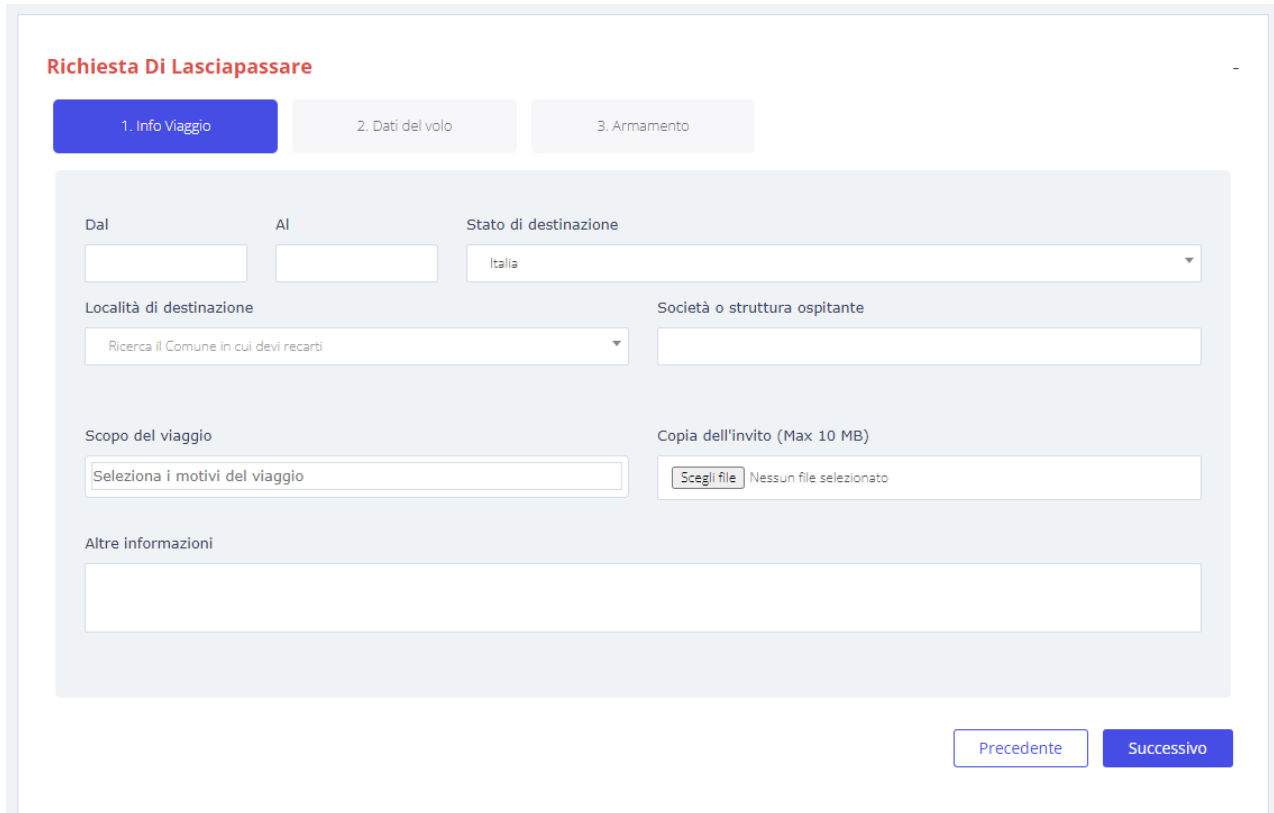


Figure 17 - Link creation of new request

The page for the gun permit entry is composed by 3 tabs:

1. Travel information
2. Flight data
3. weaponry

## 4.1 Travel information



**Richiesta Di Lasciapassare**

1. Info Viaggio | 2. Dati del volo | 3. Armamento

Dal:  Al:  Stato di destinazione: Italia

Località di destinazione: Ricerca il Comune in cui devi recarti Società o struttura ospitante:

Scopo del viaggio: Seleziona i motivi del viaggio Copia dell'invito (Max 10 MB): Scegli file Nessun file selezionato

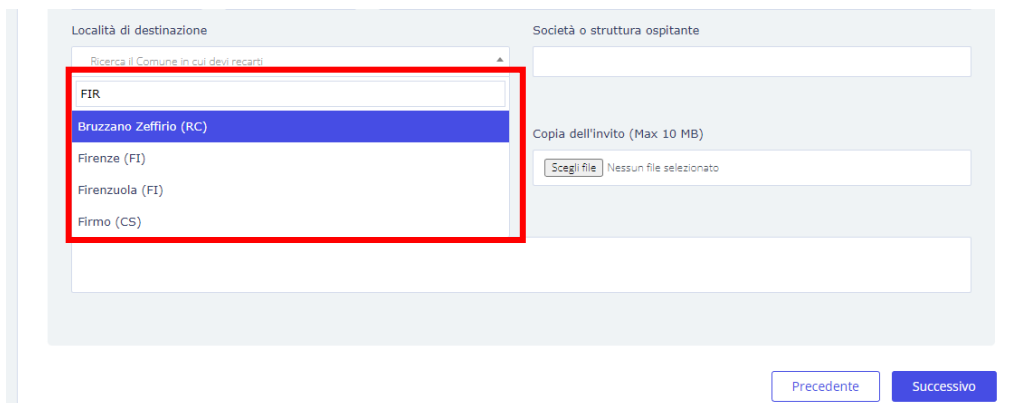
Altre informazioni:

Precedente Successivo

Figure 18 – Request entry – travel information

### 4.1.1 Destination

To select the destination simply click on the field digiting at least three initial letters of its name (e.g. FIR):



Località di destinazione: Ricerca il Comune in cui devi recarti

- FIR
- Bruzzano Zeffirio (RC)
- Firenze (FI)
- Firenzuola (FI)
- Firno (CS)

Società o struttura ospitante:

Copia dell'invito (Max 10 MB): Scegli file Nessun file selezionato

Precedente Successivo

Figure 19 – Entry of destination venue

The system will display all venues featuring the three inserted letters and the destination can then be selected by the result list by clicking on the corresponding line.

#### 4.1.2 Purpose of the trip

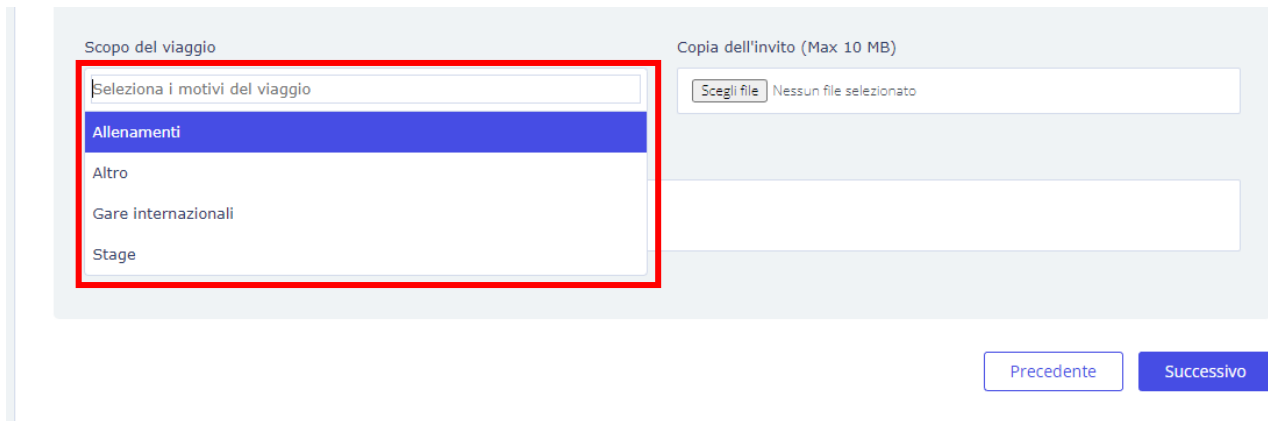


Figure 20 – Request entry – Purpose of the trip

The purpose of the trip should preferably be matching those listed by FITAV: training, international competition and technical stage. Multiple options are admitted.

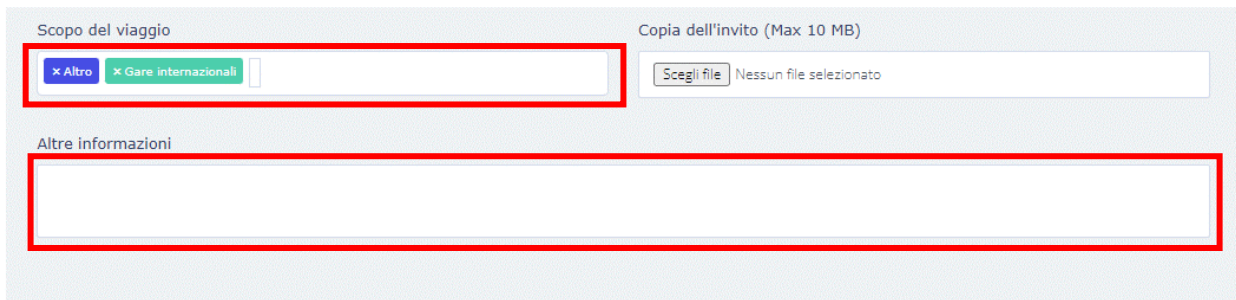
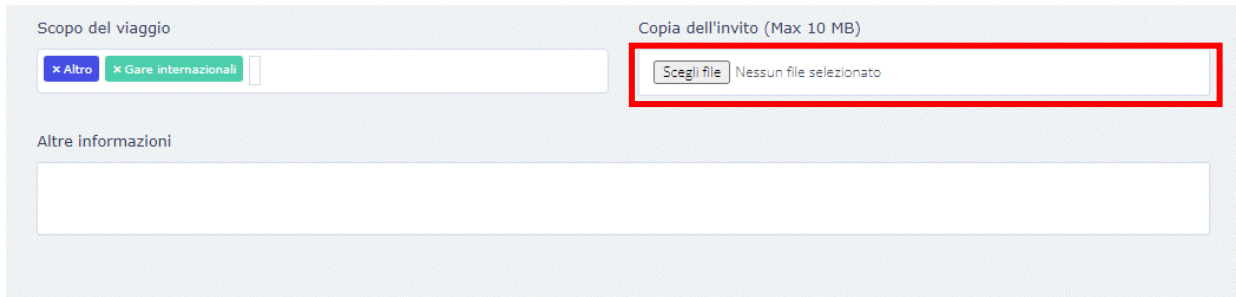


Figure 21 – Request entry – Purpose of the trip – Other information

In the case of other purpose, please select “OTHER” and insert additional info in the field “OTHER INFORMATION”.

If invitation is available, it is strongly advised to upload it, so to simplify and expedite the checking and verification procedures by FITAV. On the contrary is still possible to continue submitting the request.



Scopo del viaggio

× Altro × Gare internazionali

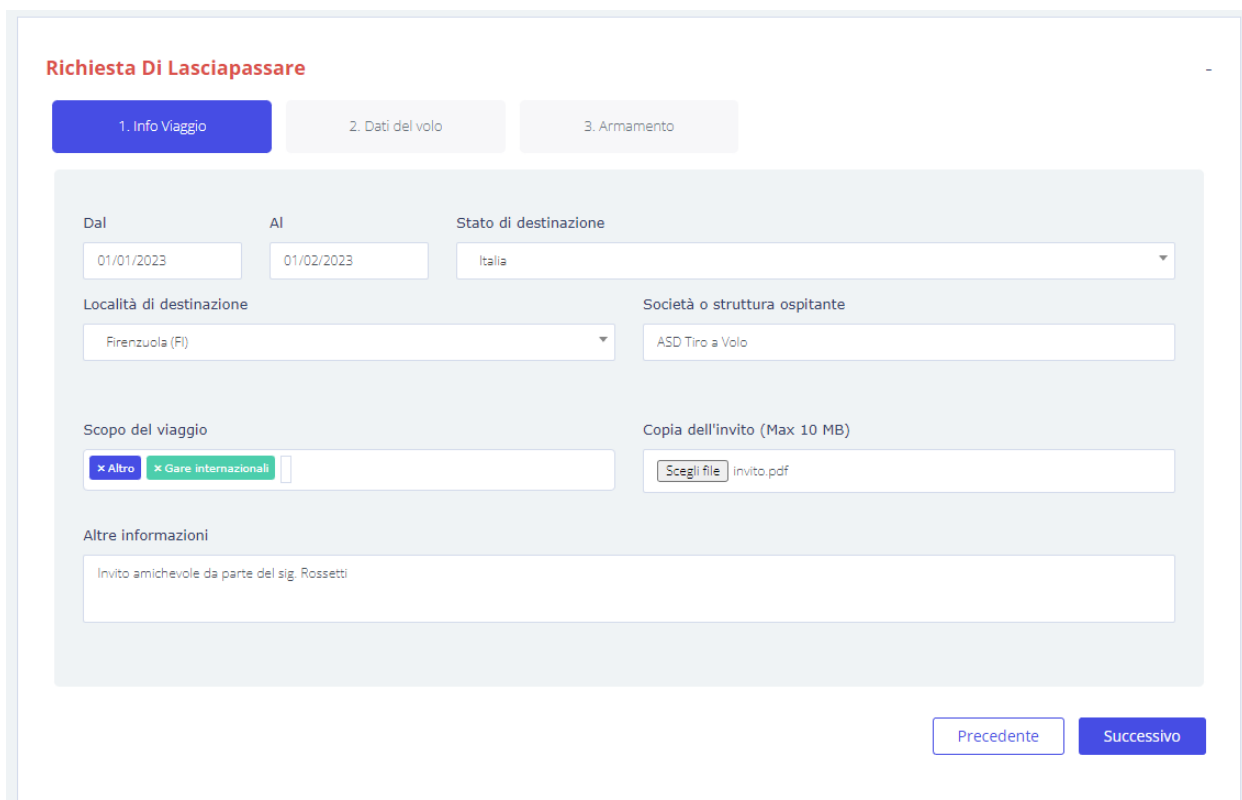
Copia dell'invito (Max 10 MB)

Scegli file Nessun file selezionato

Altre informazioni

Figure 22 – Request entry - Invitation

Here is a show of the first filed mask:



**Richiesta Di Lasciapassare**

1. Info Viaggio 2. Dati del volo 3. Armamento

Dal 01/01/2023 Al 01/02/2023 Stato di destinazione Italia

Località di destinazione Firenze (FI) Società o struttura ospitante ASD Tiro a Volo

Scopo del viaggio × Altro × Gare internazionali Copia dell'invito (Max 10 MB) Scegli file invito.pdf

Altre informazioni

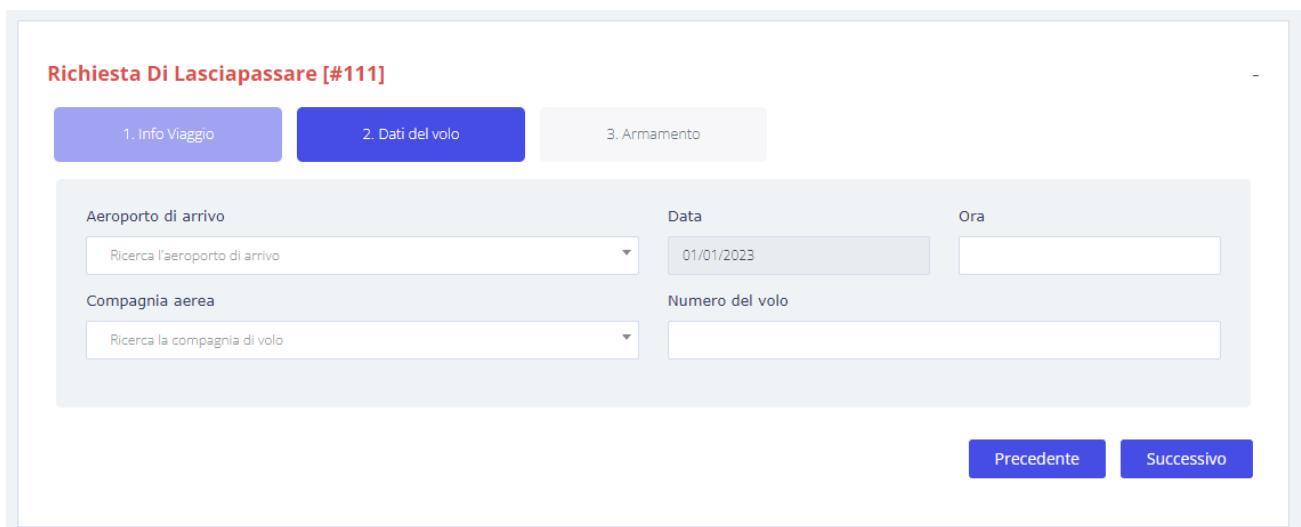
Invito amichevole da parte del sig. Rossetti

Precedente Successivo

Figure 23 – Request entry – Travel information complete

To save and secure the inserted data it is required to click on the button “NEXT”. By operating so, an internal identification shall be assigned to the request, and the application shall proceed on to the flight details tab.

## 4.2 Flight details



The screenshot shows a web form titled "Richiesta Di Lasciapassare [#111]". At the top, there are three tabs: "1. Info Viaggio", "2. Dati del volo" (which is active), and "3. Armamento". Below the tabs, there are several input fields: "Aeroporto di arrivo" (with a dropdown menu), "Data" (with a date input field containing "01/01/2023"), "Ora" (with an empty time input field), "Compagnia aerea" (with a dropdown menu), and "Numero del volo" (with an empty text input field). At the bottom right, there are two buttons: "Precedente" and "Successivo".

Figure 24 – Request entry – Flight details

As can be noted, differently from previous tabs, here the request has been assigned the identification reference 111



This screenshot is a close-up of the top part of the form. The title "Richiesta Di Lasciapassare [#111]" is visible, with the "#111" part highlighted by a red rectangular box. Below the title, the "1. Info Viaggio" and "2. Dati del volo" tabs are shown.

Figure 25 – Request entry – Internal identification

Operating of fields in this form is similar to the one previously described. Entry of the airport can be performed either by typing the 3 letters of the airport code or 3 or more letters of the name. Should an airport or airline be missing, you are invited to notify by sending a mail to: <mailto:gunpermit@fitav.it>.

**Richiesta Di Lasciapassare [#111]**

1. Info Viaggio    2. Dati del volo    3. Armamento

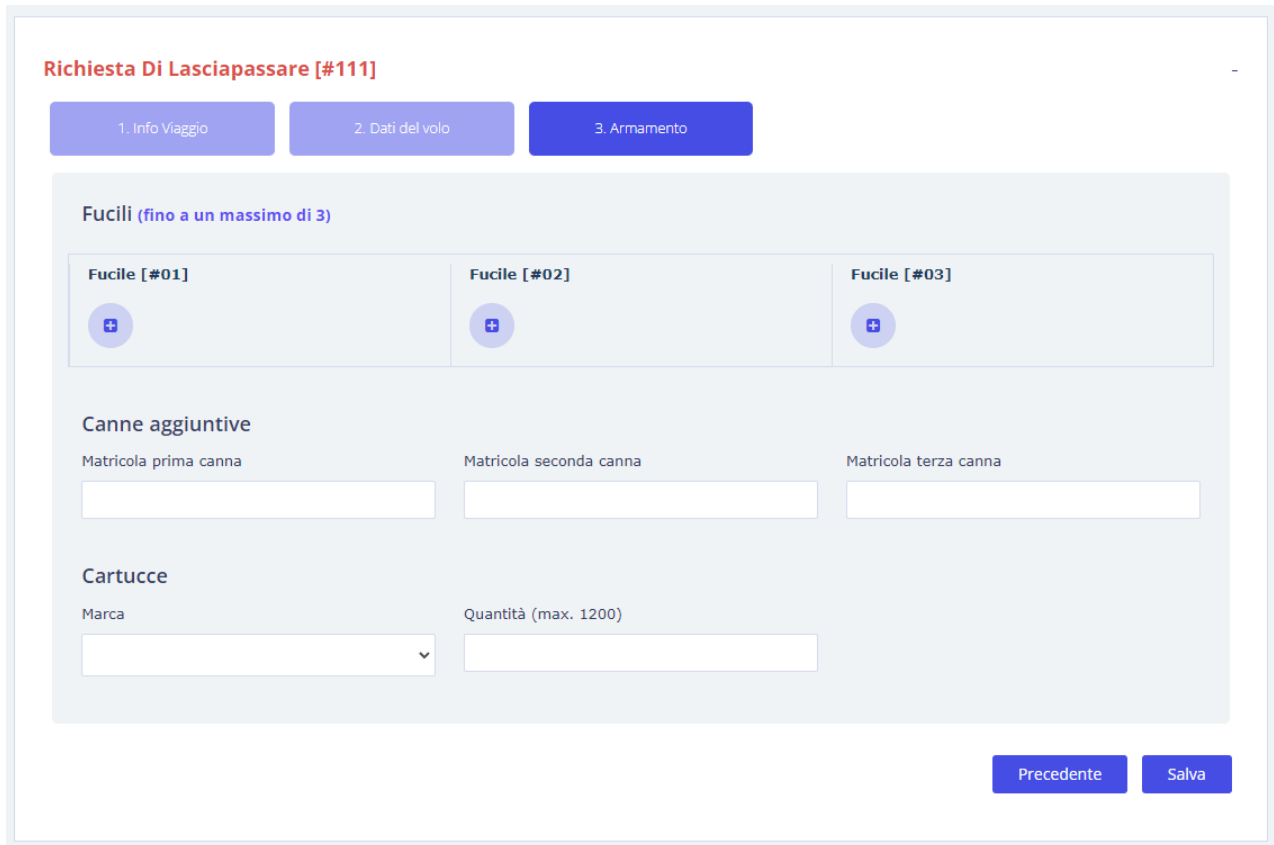
Aeroporto di arrivo	Data	Ora
[LIN] Aeroporto di Linate, Milano, Italia	01/01/2023	11:11
Compagnia aerea	Numero del volo	
Abacus International (Singapore)	AX111AA	

Precedente    Successivo

Figure 26 – Request entry – Complete travel info

The button “NEXT” does not save data, yet allows to move on to page Weaponry

## 4.3 Weaponry



**Richiesta Di Lasciapassare [#111]**

1. Info Viaggio    2. Dati del volo    3. Armamento

**Fucili (fino a un massimo di 3)**

Fucile [#01]    Fucile [#02]    Fucile [#03]

Canne aggiuntive

Matricola prima canna    Matricola seconda canna    Matricola terza canna

Cartucce


Marca    Quantità (max. 1200)

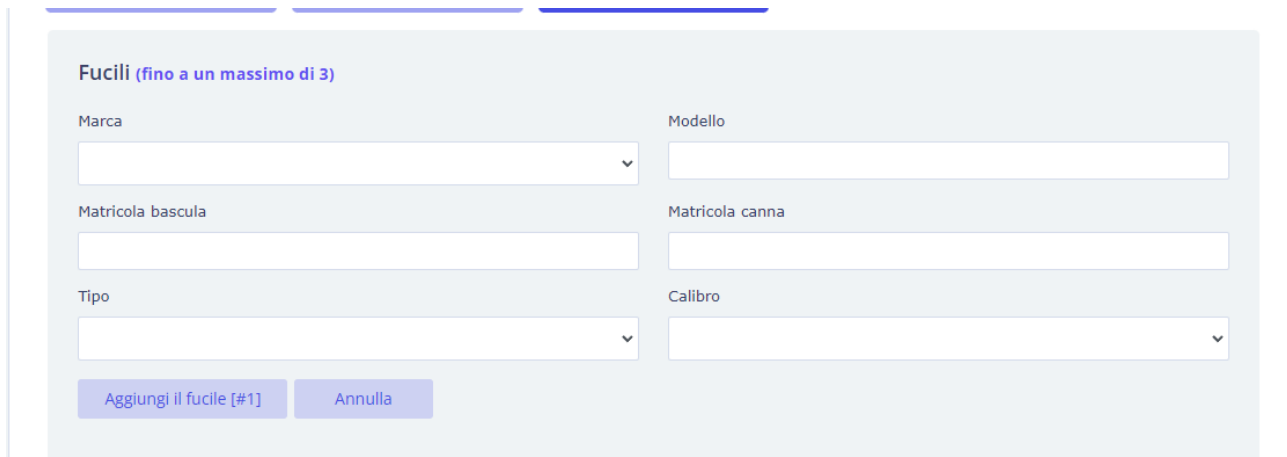
Precedente    Salva

Figure 27 – Request entry - Weaponry

This page is composed by three sections:

- Section shotguns
- Section additional barrels
- Section cartridges

By clicking on the  icon you access the shotgun entry form.



**Fucili (fino a un massimo di 3)**

Marca

Modello

Matricola bascula

Matricola canna

Tipo

Calibro

Figure 28 – Request entry - Weaponry - Shotguns

After entering all data proceed by clicking on “ADD SHOTGUN”.



Figure 29 – Request entry - Weaponry – Add shotgun button

After entering a shotgun the weaponry page displays the relevant data, which can eventually be modified or removed.



**Fucili (fino a un massimo di 3)**

**Fucile [#01]**

Tipo: Doppietta  
Marca: Beretta  
Modello: MOD01  
Calibro: 20  
Bascula: MATRBSC01  
Canna: MATRCNN01

**Fucile [#02]**

**Fucile [#03]**

**Canne aggiuntive**

Matricola prima canna  Matricola seconda canna  Matricola terza canna

Figure 30 – Request entry - Weaponry – Shotgun entered



It is possible to add up to 3 full shotguns (receiver and barrel).






It is also possible to add 3 additional barrels, reporting the relevant serial numbers.

Concerning cartridges, it is possible to carry a maximum of 1200 shells.

**Richiesta Di Lasciapassare [#111]**

1. Info Viaggio    2. Dati del volo    3. Armamento

**Fucili (fino a un massimo di 3)**

Fucile [#01]	Fucile [#02]	Fucile [#03]
Tipo: Doppietta Marca: Beretta Modello: MOD01 Calibro: 20 Bascula: MATRBSC01 Canna: MATRCNN01	Tipo: Altro tipo Marca: Perazzi Modello: PERAZZI ABC 11 Calibro: 12 Bascula: BASCULA0111 Canna: CANNA0111	
 	 	

**Canne aggiuntive**

Matricola prima canna <input type="text" value="MATRCNNAGG01"/>	Matricola seconda canna <input type="text" value="MATRCNNAGG02"/>	Matricola terza canna <input type="text"/>
--	--	---

**Cartucce**

Marca <input type="text" value="FIOCCHI"/>	Quantità (max. 1200) <input type="text" value="150"/>
---	--


Precedente    **Salva**

Figure 31 – Request entry – Weaponry completed


At the end of the entry of weapons it is necessary to click on the SAVE button to save all data inserted in the last two forms (flight and weaponry).

The following figure shows the details of the newly inserted request.


### Dettaglio Richiesta


**Dati Richiesta (\*)**

<b>Id</b>	111
<b>Numero</b>	(non ancora assegnato)
<b>Data invio</b>	(non ancora inviata)
<b>Stato</b>	Compilata
<b>Documenti validi</b>	Passaporto Invito



**Dati richiedente**

<b>Nome e cognome</b>	Paolo Rossetti
<b>Luogo di nascita</b>	Tokio - Isole Cocos
<b>Residenza</b>	Australia, New York, Via Vittorio Veneto 234
<b>Cittadinanza</b>	Australia
<b>Email</b>	paolo.rossetti@gmail.com
<b>Telefono</b>	+61 23424234
<b>Federazione</b>	FITAV - Federazione Italiana Tiro a Volo
<b>Società</b>	ASD Tutti Tiratori
<b>Numero tessera o codice tiratore</b>	AS3CS11



**Destinazione (\*)**

<b>Località</b>	Firenze (FI) - Italia
<b>Periodo</b>	dal 01/01/2022 al 01/02/2023
<b>Aeroporto di arrivo</b>	LIN - Aeroporto di Linate, Milano, Italia
<b>Volo e ora di arrivo</b>	AX111AA - 11:11
<b>Compagnia</b>	1B - Abacus International (Singapore)

(\*) Dati soggetti a possibili variazioni.


**Società ospitante e scopo**

<b>ASD/Società</b>	ASD Tiro a Volo
<b>Scopo</b>	Gare internazionali, Altro
<b>Altre informazioni</b>	Invito amichevole da parte del sig. Rossetti


**Armamento**

<div style="background-color: #1a3d4d; color: white; padding: 2px; margin-bottom: 5px;"><b>Fucile [#33]</b></div> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>Tipo: Doppietta</td></tr> <tr><td>Marca: Beretta</td></tr> <tr><td>Modello: MOD01</td></tr> <tr><td>Calibro: 20</td></tr> <tr><td>Bascula: MATRBSC01</td></tr> <tr><td>Canna: MATRCNN01</td></tr> </table>	Tipo: Doppietta	Marca: Beretta	Modello: MOD01	Calibro: 20	Bascula: MATRBSC01	Canna: MATRCNN01	<div style="background-color: #1a3d4d; color: white; padding: 2px; margin-bottom: 5px;"><b>Fucile [#34]</b></div> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>Tipo: Altro tipo</td></tr> <tr><td>Marca: Perazzi</td></tr> <tr><td>Modello: PERAZZI ABC 11</td></tr> <tr><td>Calibro: 12</td></tr> <tr><td>Bascula: BASCULA0111</td></tr> <tr><td>Canna: CANNA0111</td></tr> </table>	Tipo: Altro tipo	Marca: Perazzi	Modello: PERAZZI ABC 11	Calibro: 12	Bascula: BASCULA0111	Canna: CANNA0111	<div style="background-color: #1a3d4d; color: white; padding: 2px; margin-bottom: 5px;"><b>Canne aggiuntive</b></div> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>Matricola: MATRCNNAGG01</td></tr> <tr><td>Matricola: MATRCNNAGG02</td></tr> <tr><td>Totale canne aggiuntive: 2</td></tr> </table>	Matricola: MATRCNNAGG01	Matricola: MATRCNNAGG02	Totale canne aggiuntive: 2
Tipo: Doppietta																	
Marca: Beretta																	
Modello: MOD01																	
Calibro: 20																	
Bascula: MATRBSC01																	
Canna: MATRCNN01																	
Tipo: Altro tipo																	
Marca: Perazzi																	
Modello: PERAZZI ABC 11																	
Calibro: 12																	
Bascula: BASCULA0111																	
Canna: CANNA0111																	
Matricola: MATRCNNAGG01																	
Matricola: MATRCNNAGG02																	
Totale canne aggiuntive: 2																	
<div style="background-color: #1a3d4d; color: white; padding: 2px; margin-bottom: 5px;"><b>Cartucce</b></div> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>Marca: FIOCCHI</td></tr> <tr><td>Quantità: 150</td></tr> </table>			Marca: FIOCCHI	Quantità: 150													
Marca: FIOCCHI																	
Quantità: 150																	

Modifica
Invia

#### 4.4 Request submission

From the previous figure it can be noted how the reference number and the date of submission are still missing, this is because the application has not yet been sent to FITAV.

At this stage by clicking on the “SEND” button the submission is completed.



Figure 32 – Request entry - Detail – Button SEND

Should the submission be successful, the display will show a specific notification featuring the request number.

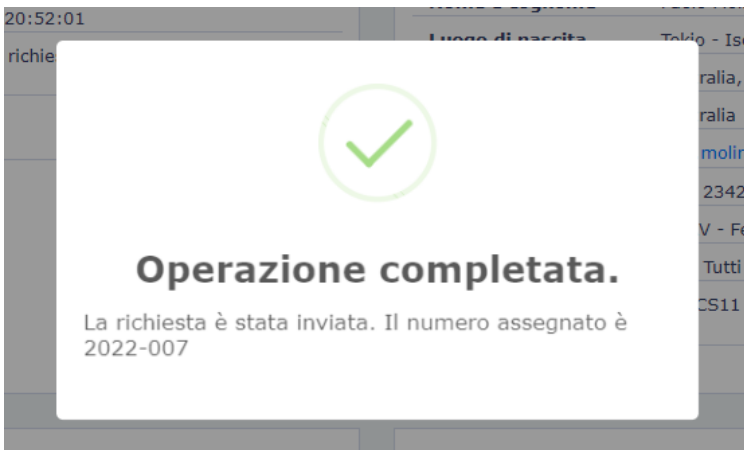




Figure 33 – Request entry – Successful submission notification



In the next figure there is a show of the information added by the system and the absence of the buttons modify and send.

From this moment on the request is held by FITAV. As the gun permit is issued a notification e-mail will be sent, with a link to download the document. The system will always grant view of data, status and download of the issued gun permit.

**Dettaglio Richiesta**

 <b>Dati Richiesta (*)</b>		 <b>Dati richiedente</b>	
<b>Numero</b>	2022-007	<b>Nome e cognome</b>	[Redacted]
<b>Data invio</b>	18/12/2022 20:52:01	<b>Luogo di nascita</b>	Tokio - Isole Cocos
<b>Stato</b>	Inviata - La richiesta è in carico alla FITAV. Devi attendere.	<b>Residenza</b>	Australia, New York, Via Vittorio Veneto 234
<b>Documenti validi</b>	Passaporto Invito	<b>Cittadinanza</b>	Australia
		<b>Email</b>	[Redacted]@gmail.com
		<b>Telefono</b>	+61 23424234
		<b>Federazione</b>	FITAV - Federazione Italiana Tiro a Volo
		<b>Società</b>	ASD Tutti Tiratori
		<b>Numero tessera o codice tiratore</b>	AS3CS11

 <b>Destinazione (*)</b>		 <b>Società ospitante e scopo</b>	
<b>Località</b>	Firenze (FI) - Italia	<b>ASD/Società</b>	ASD Tiro a Volo
<b>Periodo</b>	dal 01/01/2022 al 01/02/2023	<b>Scopo</b>	Gare internazionali, Altro
<b>Aeroporto di arrivo</b>	LIN - Aeroporto di Linate, Milano, Italia	<b>Altre informazioni</b>	Invito amichevole da parte del sig. Rossetti
<b>Volo e ora di arrivo</b>	AX111AA - 11:11		
<b>Compagnia</b>	1B - Abacus International (Singapore)		
	(*) Dati soggetti a possibili variazioni.		


 <b>Armamento</b>		
<b>Fucile [#33]</b>	<b>Fucile [#34]</b>	<b>Canne aggiuntive</b>
Tipo: Doppietta	Tipo: Altro tipo	Matricola: MATRCNNAGG01
Marca: Beretta	Marca: Perazzi	Matricola: MATRCNNAGG02
Modello: MOD01	Modello: PERAZZI ABC 11	Totale canne aggiuntive: 2
Calibro: 20	Calibro: 12	
Bascula: MATRBSC01	Bascula: BASCULA0111	
Canna: MATRCNN01	Canna: CANNA0111	
<b>Cartucce</b>		
Marca: FIOCCHI		
Quantità: 150		

Figure 34 – Request entry – added data and absence of action buttons

## 5 HOW TO DOWNLOAD THE GUN PERMIT

After receiving the notification of the issued gun permit it will be possible to download it either using the link sent with e-mail or accessing the system and viewing the request details.

Le tue richieste di lasciapassare

Visualizza  elementi Cerca:

#	Numero	Data creazione	Dal	Al	Destinazione	Data invio	Stato	Azione
108	2022-006		01/01/2023	10/10/2023	Milano (MI) - Italia	06/12/2022	Compilata	
111	2022-007		01/01/2023	01/02/2023	Firenzuola (FI) - Italia	18/12/2022	Approvata	

Vista da 1 a 2 di 2 elementi Precedente  Successivo

Figure 35 – List of requests with approved submissions

### Dettaglio Richiesta

**Dati Richiesta (\*)**

<b>Numero</b>	2022-007
<b>Data invio</b>	18/12/2022 20:52:01
<b>Stato</b>	Approvata - Il lasciapassare è stato rilasciato.
<b>Documenti validi</b>	Passaporto Tiro <b>Lasciapassare</b>

(\*) Si fa notare che i dati di residenza, cittadinanza e contatto del tiratore, visualizzati in questa pagina, potrebbero essere cambiati dopo aver emesso il lasciapassare.

**Nome e cognome**

**Luogo di nascita**

**Residenza**

**Cittadinanza**

**Email**

**Telefono**

**Federazione**

**Società**

**Numero tiro e codice**

Figure 36 – Request approved – Gun permit download

Clicking on the link “GUN PERMIT” it will be possible to download the requested gun permit.

## 6 LASCIAPASSARE



**LASCIAPASSARE**  
 numero 2022-007



Si dichiara che il Sig. ██████████ nato a Tokio - Isole Cocos il 15/04/1969 e domiciliato in Australia, New York, Via Vittorio Veneto 234 si reca a Firenzuola (FI) - Italia per partecipare a Gare internazionali, Altro che avranno luogo dal 01/01/2023 al 01/02/2023.

**Il predetto porta al seguito il seguente armamento:**

Fucile	Cal	Marca	Modello	Matricola	Matricola canna
Doppietta	20	Beretta	MOD01	MATRBSC01	MATRCNN01
Altro tipo	12	Perazzi	PERAZZI ABC 11	BASCULA0111	CANNA0111

**Canne aggiuntive:** MATRCNNAGG01, MATRCNNAGG02

**Cartucce:** Marca: Fiocchi. Quantità: 150

Rilasciato il 18/12/2022, valido dal 30/12/2022 al 03/02/2023.

IL PRESIDENTE

QUESTURA di .....

Visto: SI AUTORIZZA

La reimportazione dei suddetti materiali dovrà avvenire entro il .....

..... li, .....

IL QUESTORE

UFFICIO di P.S. di .....

UFFICIO di P.S. di .....

Visto uscire il .....

Visto entrare il .....

IL DIRIGENTE

IL DIRIGENTE

Figure 37 – Gun permit sample

The QRCode certifies the authenticity of the document and allows a fast verification by the users aimed at controlling.

The gun permit number is the reference for any need for FITAV and the control officers.

## 7 APPENDIX: create a secure password

The criteria to keep in mind for this action are pretty simple: use upper and lower case letters, numbers and special characters and set a rather long password. These are common indications required by the majority of websites when creating an account. Keep them in mind mostly in the case you decide to use words or names you can remember: you need to disguise them wisely in order to make them more complex. Going into detail let's see how to create an effective alphanumeric password.

Choose invented words: it is not advisable to use names or words you often use or easily linked to your lifestyle. Dates and names of your personal connected to your personal sphere are also not really secure: it is so easy in this social networks era to retrieve your partner or your parents' names. This not to mention dates of birth: a photo with a birthday cake can be enough to trace day and also year of birth, in case the cake has candles indicating your age. As a matter of fact it does not necessarily take a hacker to retrieve personal data, sometimes even a nosy friend might do that. So what to do? No to personal information, yes to made-up words or not referable to you. Also avoid letters or number sequences as for example "12345" or "qwerty": easily traceable.

Make it complex and solid: how to do it? Alternate uppercase and lowercase letters, don't limit yourself to uppercase on the first letter yet another in the middle of the password. Use numbers and, most of all, special characters (not simply semicolon, yet also !, ?, %, &, £, etc.), so to make it even more complex. It is also suggested to replace letters in a word with symbols. For example if the password contains the letter "S" it is possible to replace it with the symbol "\$". Do not apply the same criteria with all letters as everyone knows that "a" can be substituted with "@", if you do it on all letters then a name can be retraced using these symbols.

Length: even though in creating an account you are asked to set a password at least 8 characters long, set one even longer. Here are the criteria: the longer it is, the higher the safety level will be. You can even set passwords with a length from 17 to 20 characters.

Do not use the same password everywhere: if you want to feel comfortable on websites featuring your personal data the best advice is to choose at least a couple of passwords to use on different types of websites. You'll agree on the fact that having your instagram password hacked is different from having your social security or your bank account hacked. For these reasons you need to make distinctions otherwise once your password gets detected it will be extremely easy to access all of the websites you are registered at. Last but not least, avoid using old recycled passwords and follow these advices I am giving you, always striving to create brand new passwords.

That said, you may ask yourselves how should an effective access code be composed. Here is a show of a secure password: let's say you are thinking about using "lebronjames23". In this case, as I already suggested, you can replace letters with symbols and numbers so to generate, for example "l3eBr0nj@m3\$23". What is missing? You are right, the uppercase letters. At this point the password can become "l3eBr0nJ@m3\$23". Do you want to make it even more solid? Move the number "23" at the beginning or in the middle, like "23l3eBr0nJam3\$" or "l3eBr0n23J@m3\$". As a matter of fact you can reverse everything with everything, even name and surname, as well as you can put "2" at the beginning and "3" at the end.

If you wish, you can set rules which you only you know about and use them as basis to build your passwords in a "rational" way, being able to rebuild them in case of need.



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