

U.S. Department of Justice
Bureau of Alcohol, Tobacco, Firearms and Explosives

FFL Out-of-Business Records Request

All entries must be in ink. Please read the below information before completing this form.

Dear Sir/Madam:

License Number

Our records indicate that your licensed firearms business has been discontinued.

Was your firearms business permanently discontinued? If your firearms business was permanently discontinued, the Gun Control Act and its implementing regulations require that your firearms records be sent within 30 days to the ATF Out-of-Business Records Center, 244 Needy Road, Martinsburg, West Virginia 25401, or to any ATF office in the division in which the business was located. Licensed Collectors of Curios and Relics type 03, are **NOT** required to turn in their records since the license did NOT authorize any business with respect to firearms. Any records submitted by Collectors will be returned.

Did you have a variance to keep computer records? If you had a computer recordkeeping variance and maintained your firearms records in a computerized database, you must provide an ASCII text file (*conforming to common industry standards*) and a file description, in addition to printout(s) of all records, to the Out-of-Business Records Center, or to any ATF office in the division in which the business was located. The printouts and ASCII text file must contain the information prescribed in 27 CFR 478.125(e).

Was your firearms business succeeded by a new licensee? If your firearms business was succeeded by a new licensee, the records required by 27 CFR 478.121-134 shall appropriately reflect such facts and shall be delivered to the successor. Please note, however, the records may instead be delivered within 30 days following the business discontinuance to the ATF Out-of-Business Records Center or to any ATF office in the division in which the business was located.

WILLFUL FAILURE TO TURN IN YOUR OUT-OF-BUSINESS RECORDS TO ATF OR TO A SUCCESSOR IS A CRIME PUNISHABLE AS A FELONY, IMPRISONMENT FOR NOT MORE THAN 5 YEARS AND/OR A FINE OF NOT MORE THAN \$250,000.

Your permanent records must be complete, including: (a) An entry for EACH firearm acquired during the term of your firearms business; (b) An entry for each firearm sold or transferred (*including transactions with other licensees and firearms transferred to your personal possession*); and (c) An entry showing the disposition of EACH of the firearms in your inventory when you discontinued your firearms operation.

Questions concerning your firearms records. If you have any questions concerning your out-of-business firearms records, please contact ATF's Out-of-Business Records Center toll-free at 1-800-788-7133, ext. 1590.

Questions concerning your firearms license. If you have any questions concerning your license, please contact ATF's Federal Firearms Licensing Center (FFLC) toll-free at 1-866-662-2750.

Sincerely,

Chief, Federal Firearms Licensing Center

COMPLETE THE BELOW INFORMATION AND PLACE A CHECK MARK IN THE APPROPRIATE BOX.

RETURN THIS FORM TO: ATF OUT-OF-BUSINESS RECORDS CENTER 244 NEEDY ROAD MARTINSBURG, WEST VIRGINIA 25401	Name and Address
--	------------------

1. My complete firearms records, which included all acquisition and disposition books and ATF Forms 4473:

A. WERE sent/delivered to ATF on _____ (date). The firearms records were sent/delivered to: _____ (location).

B. WILL BE sent/delivered to ATF. I anticipate sending the records to ATF on _____ (date). The firearms records will be sent/delivered to: _____ (location).

2. My firearms records were incomplete. (*Please explain on the reverse side of this form, or on a separate sheet of paper, why the records were incomplete. Also, if you sent the incomplete records to ATF, please tell us the date they were sent and where they were sent to. If you gave the incomplete records to the firearms business successor, please tell us the date the records were delivered, the successor's name, and license number, if known. Finally, if you still have the records, please tell us the date they will be sent to ATF and the location they will be sent to.*)

3. ALL my firearms records were delivered to the firearms business successor. Date records delivered: _____
Successor's Name: _____ License No. (*if known*): _____

4. No firearms business was conducted, therefore, I had NO firearms records.

Signature:

Date:

Telephone Number:

Printed Name:

Alternative Contact Number and/or E-mail Address:

Paperwork Reduction Act Notice

The information required on this form is in accordance with the Paperwork Reduction Act of 1995. The information is used to facilitate weapons tracing. The information is required by 18 USC 923.

The estimated average burden associated with this collection is 5 minutes per respondent or recordkeeper, depending on individual circumstances. Comments concerning the accuracy of this burden estimate and suggestions for reducing this burden should be addressed to Reports Management Officer, Document Services Branch, Bureau of Alcohol, Tobacco, Firearms and Explosives, Washington, DC 20226.

An agency may not conduct or sponsor and a person is not required to respond to, a collection of information if it does not display a currently valid OMB control number.