

Department of Justice
Bureau of Alcohol, Tobacco, Firearms and Explosives
Supporting Statement

1140-0065

Requisition For Forms or Publications, ATF F 1370.3

Requisition For Firearms/Explosives Forms, ATF F 1370.2

A. Justification

1. The forms are used by the general public to request and obtain forms and publications from the Bureau of ATF Distribution Center. The information requested on the forms is necessary in order to fill orders properly and promptly. Without the use of these forms, the general public would have to request forms and publications from the Bureau using any number of different vehicles, including postcards, letters etc. The forms provide a uniform form for maintaining supplies and rendering more timely service to the public.
2. The information collected is used by the Bureau to maintain proper quantities of forms and publications on hand for distribution. Requests are maintained for historical value and when tabulations of different requests are made, the Bureau can determine the volume of forms and publications likely to be received during a given time period. This information is used in the upkeep of adequate stock levels. Also, when reprinting of materials is required, the information is used in determining which forms and publications can be ordered in large quantities, thereby reducing printing costs.
3. The forms associated with this information collection are available on ATF's website as fillable and printable. ATF also provides the option of ordering via paper or by telephone. However, this information can not be submitted electronically because the ATF Distribution Center currently does not have the capability to receive the transactions and of the 103 thousand Federal Firearms Licensees the majority of them do not have access to the internet.
4. ATF uses a subject classification code on all ATF forms. This code ensures that there is no duplication within ATF. Similar information is not available elsewhere for this information collection requirement.
5. This information collection does not impact small business or other small entities.

6. There is no consequence to the Federal government if the information collection is not conducted or conducted less frequent however, the forms do provide a uniform format for maintaining supplies and rendering a more timely service to the public.
7. There are no special circumstances for this information collection and it is in conformance with the guidelines of 5 CFR 1320.6.
8. ATF had a need to design a tool to assist the ATF Distribution Center with requests for ordering forms. Distribution Center employees were consulted on the designing of both forms. A 60 day and 30 day notice was published in the Federal Register to solicit comments from the general public. No comments were received.
9. No payment or gift is associated with this collection.
10. The information requested on the forms are necessary to fulfill requests from the public for agency forms concerning firearms and explosives. The information will be used solely to process and return information/forms to the public. The forms are maintained on the premises and kept in a secure location. Confidentiality is not assured.
11. No questions of a sensitive nature are asked.
12. Approximately 30,000 respondents will submit one of these forms per year. There are 30,000 annual responses. It has been estimated that it takes an average of 3 minutes to complete the forms. The resulting annual burden is 1,500 hours.
13. There is no start-up cost associated with this collection. Although the usage of these forms is voluntary on the part of the respondent, ATF estimates that there is a \$13,200.00 postage cost based on the number of respondents.
14. Estimates of annual cost to the Federal Government are as follows:

Printing	3,510
Distribution	1,668
Administrative	3,025
Total	8,203
15. The annual cost to the respondent has been updated to reflect current postage costs. The previous cost was \$10,000. The new cost is \$13,200 the difference is \$3,200.
16. The results of this information collection will not be published.

17. ATF does not request approval to not display the expiration date for OMB approval of the information for this collection.

18. There are no exceptions to the certification statement.

B. Collections of Information Employing Statistical Methods

None