

Department of Justice
Bureau of Alcohol, Tobacco, Firearms and Explosives
Information Collection Request

Notification of Change of Mailing or Premise Address
OMB Number 1140-0080

A. Justification

1. Necessity of Information Collection

ATF is charged with the responsibility for enforcing Title XI of the Organized Crime Control Act (Act) of 1970 and the implementing regulations contained at 27 CFR, Part 555. Subtitle C of Public Law No. 107-296, the Safe Explosive Act, enacted November 25, 2003, amended various aspects of the Act. 18 U.S.C., Section 842 (f) requires licensees and permittees who manufacture, import, purchase, distribute, or receive explosive materials to keep certain records as required by regulation. 18 U.S.C. Section 842 (j) requires persons to provide adequate storage facilities for the types and quantities of explosives being stored. Section 843 (f), states that federal explosives licensees and permittees shall make their records available for inspection by the Attorney General.

During the term of a license or permit, a licensee or permittee may move his business or operations to a new address at which he intends to regularly carry on his business or operations, without procuring a new license or permit. However, in every case, the licensee or permittee shall notify the Chief, Federal Explosives Licensing Center of the change. This collection of information is contained in 27 CFR 555.54 which states that licensees and permittees whose mailing address will change must notify the Chief, Federal Explosives Licensing Center, at least 10 days before the change.

2. Needs and Uses

This information will be used by ATF to identify correct locations of explosives licensees/permittees and location of storage of explosive materials for purposes of inspection, as well as to notify permittee/licensees of any changes in regulation or law that may affect their business activities.

3. Use of Information Technology

Notices of changes of addresses will be made via letter to the Federal Explosives Licensing Center. No automated, electronic, other mechanical means of reporting will be utilized. The Federal Explosives Licensing Center requires that the federal explosives licensee/permittee (FEL) supply written notification on company letterhead showing the change, which is signed and

dated by a Responsible Person listed on the license/permit who has the authority to make such a change. We require the written notification with signature and date as this will ultimately be microfilmed as part of the FEL's permanent record.

Further, if an FEL were to provide this notification online, there is no means to provide an electronic signature. Therefore, the notification would not be authentic and could not be entered as part of their permanent record. Currently, ATF does not have the capability of electronic signature.

4. Efforts to Identify Duplication

ATF uses an uniform subject classification system to identify duplication and to ensure that any similar information already available cannot be used or modified for use for the purpose of this information collection. There is no duplication associated with this collection.

5. Minimizing Burden on Small Businesses

This collection will not affect small businesses.

6. Consequences of not conducting or less frequent Collection

The consequences of not conducting this information collection would result in ATF not being able to locate licensees and permittees and storage of their explosive materials.

7. Special Circumstances

There are no special circumstances associated with this information collection.

8. Public Comments and Consultations

ATF consulted with the explosives industry. A 60-day and 30-day Federal Register notice was published in order to solicit comments from the general public. No comments were received.

9. Provision of Payments or Gifts to Respondents

No payment or gift is associated with this collection.

10. Assurance of Confidentiality

Documents regarding this information collection are kept in a secured location. Confidentiality is not assured.

11. Justification for Sensitive Questions

No questions of a sensitive nature are asked.

12. Estimate of Respondent's Burden

We estimate that there are a total of 1,000 respondents that are associated with this collection of information. Each respondent will respond one time. The total number of responses is 1,000. We estimate that each respondent will spend approximately 10 minutes documenting and sending the information. The total annual burden hours associated with this request is 170. There are no changes from the previous submission.

13. Estimate of Cost Burden

There is no cost burden to the respondent.

14. Cost to Federal Government

There is no cost to the Federal government.

15. Reason for Change in Burden

There are no program changes or adjustments associated with this collection.

16. Anticipated Publication Plan and Schedule

The results of this collection will not be published.

17. Display of Expiration Date

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

18. Exception to the Certification Statement

There are no exceptions to the certification statement.

B. Collections of Information Employing Statistical Methods.

This collection of information employs no statistical methods.