

Supplemental Document: Justification for a no material/non-substantive change

ATF requests the following printing change to ATF Form F7(5310.12)-7CR(5310.16), collection 1140-0018:

1. A second copy of the form to be added, following the form and instruction sheet. This second copy is for applicants to submit to their Chief Law Enforcement Officer(CLEO), as required by the form. “CLEO Copy” will be printed at the bottom of the form pages, before the form page numbers (i.e. **CLEO Copy – Page 1**). On page 1, the Method of Payment information will be redacted (it will be a gray box just like on the additional copies included in the previous version of the Form 7).
2. On the first form “ATF Copy” will be printed at the bottom of the form pages, before the form page numbers (i.e. **ATF Copy – Page 1**).

ATF requests the following additional printing option regarding ATF Form F7(5310.12)-7CR(5310.16), collection 1140-0018 – printing of Part B as a stand-alone supplement: “Part B – Responsible Person Questionnaire (supplement for use by additional responsible persons)”

1. Printing Part B of the form only, as an official form supplement, to be incorporated with applicant packages sent from the ATF Distribution Center and to be made available online at atf.gov. The instruction pages would be also be included in the supplement.

On the form itself it states every Responsible Person (RP) to be on the license must complete a separate/their own F7/7CR Part B. The majority of Licensees have more than one RP, and will thus need multiple copies of Part B of the form. Applications cannot be considered complete unless a Part B of the form is received for each and every RP. Each RP is NOT required to submit the entire form for review, as Part A is business-only information. Further, the form states Licensees can obtain and submit F7/7CR Part B in the future, to add additional RPs to their license. Having the ability to print just Part B of the form to provide in these instances will be beneficial/convenient for respondents, and will serve to reduce printing costs, as well as paper, since multiple copies of Part A of the form are not needed. For these reasons, we request permission to print Part B supplements.