

**Federal Firearms License (FFL) RENEWAL Application**

**FFL no.:** \_\_\_\_\_

**FFL Type:** \_\_\_\_\_

**Renewal application DUE PRIOR TO:** \_\_\_\_\_

**RENEWAL FEE DUE:**

CHECK OR MONEY ORDER  
AMOUNT ENCLOSED \$ \_\_\_\_\_  
(made payable to ATF) Check Amount

AMOUNT AUTHORIZED TO BE CHARGED  
TO THE CREDIT/DEBIT CARD: \$ \_\_\_\_\_  
Charge Amount

**MAIL APPLICATION & PAYMENT TO:**  
**ATF**  
**P.O. Box 409567**  
**Atlanta, GA 30384-9567**

I am requesting that a Letter of Authorization (LOA) be sent to me so I may continue the business/operations authorized by my license until my renewal application is processed and approved.

Check Box (X)

**Method of Payment (Check one) :**

Check (Enclosed)       Cashier's Check or Money Order (Enclosed)

Visa     MasterCard     American Express     Discover     Diner's Club

\_\_\_\_\_  
Credit/Debit Card Number

\_\_\_\_\_  
M M Y Y      Name as it appears on the credit/debit card

\_\_\_\_\_  
Expiration Date

\_\_\_\_\_  
Credit/Debit Card Billing Address

\_\_\_\_\_  
Signature of Cardholder      Date

Your credit/debit card will be charged the above stated amount upon receipt of your application and a charge from ATF Licensing Fee will be reflected on your credit/debit card statement. In the event a license/permit is NOT issued, the above amount will be credited to the credit/debit card noted above.

**NOT RENEWING?**

1. Return this application and your firearms records within 30 days of discontinuance of your business to:

**ATF Out-of-Business Records Center**  
**244 Needy Road**  
**Martinsburg, WV 25405**  
**1(800)788-7133, x1590**

(Collector's of Curios or Relics are NOT required to send their firearms records to ATF.)

2. Check the box below and sign & date on the line provided.

I am NOT renewing my license and will submit my records to ATF. I understand I may NOT engage in the business or operations authorized by my license on or after the expiration date of the license.

Check Box (X)

\_\_\_\_\_  
Signature      Date

**A. CURRENT FFL Information**

Check here for a change to your current FFL Information AND complete the appropriate box below with the updated information.

<p>Licensee Name (NAME of Corporation, Partnership, OR Sole Proprietor)</p> <p>Trade or Business Name *</p> <p>PREMISES Address (Physical location of business or collection.)</p> <p>MAILING Address (The renewed license will be mailed to this address.)</p> <p>Telephone Number (business) Telephone Number (fax)</p> <p>24-hour Emergency Telephone Number E-mail Address</p>	<p>NEW Licensee Name - Federal firearms licenses (FFLs) are NOT transferable. If there has been a CHANGE in ownership of the firearms business or collection activity, you may NOT use this form to obtain a renewed license. You MUST file a NEW application.</p> <p>NEW Trade or Business Name</p> <p>NEW Premises Address**</p> <p>NEW Mailing Address</p> <p>NEW Telephone Number (business) NEW Telephone Number (fax)</p> <p>NEW 24-hour Emergency Telephone Number NEW E-mail Address</p>
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\* Listing your trade or business name with ATF in no way registers such a name, you MUST comply with Federal, State, and local laws regarding trade or business name registration.

\*\* You may NOT operate your business or conduct your collection activity at the NEW premises address until you have received a NEW License reflecting your new address.

**B. Hours Of Operation and/or Availability of Business/Activity (Please provide at least one hour in which you can be contacted by ATF personnel.)**

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Hour(s):							
	<input type="checkbox"/> Closed ALL day NO business hours.	<input type="checkbox"/> Closed ALL day NO business hours.	<input type="checkbox"/> Closed ALL day NO business hours.	<input type="checkbox"/> Closed ALL day NO business hours.	<input type="checkbox"/> Closed ALL day NO business hours.	<input type="checkbox"/> Closed ALL day NO business hours.	<input type="checkbox"/> Closed ALL day NO business hours.

**WARNING: You may NOT continue the operations authorized by your Federal firearms license (FFL) on or after the expiration date of your license UNLESS you have filed this renewal application PRIOR TO \_\_\_\_\_ . There are criminal penalties for continuing your firearms business or collectors' activities without renewing your license.**

FFL No.:

FFL Name:

FFL Type:

Premises Address:

Expiration Date:

C. Answer questions 1 - 6, and 8 by checking "yes" or "no" in the boxes to the right of the questions, or N/A, if applicable.

Check YES or NO

1. Is the firearms or ammunition activity to be conducted under the Federal firearms license (FFL) at the "premises address" shown above and on the front of this renewal application permitted by State and local law?	<input type="checkbox"/>	<input type="checkbox"/>
2. Within thirty days after this application has been approved, will the firearms or ammunition activity comply with the requirements of State and local law applicable to the conduct of the firearms or ammunition business or collection of curios or relics?	<input type="checkbox"/>	<input type="checkbox"/>
3. Will the requirements of State and local law that are applicable to the firearms or ammunition activity or collection of curios or relics, be met prior to the start of the business or collection activity?	<input type="checkbox"/>	<input type="checkbox"/>
4. Has a completed COPY of this renewal application form (front & back) been sent or delivered to the Chief Law Enforcement Officer (CLEO) of the locality in which the premises is located?	<input type="checkbox"/>	<input type="checkbox"/>
5. As required by 18 U.S.C. 923(d)(1)(G), will secure gun storage or safety devices be made available at any place in which firearms are sold under the FFL to persons who are NOT licensees. Check "N/A" if you are a Collector of Curios and Relics or a Manufacturer of Ammunition. N/A <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Are there any new responsible persons to be added and/or any responsible persons to be removed from the license? If yes, please attach a separate sheet of paper to provide their identifying information as listed in #3 on the application Instruction Sheet that accompanied this application.	<input type="checkbox"/>	<input type="checkbox"/>
7 a. How many firearms have you bought or acquired with your firearms license over the past 3 years? If none, enter '0'. <input type="text"/> * If you hold multiple FFLs, please only indicate the number of firearms relating to this FFL you are renewing. b. How many firearms have you sold or disposed of with your firearms license over the past 3 years? If none, enter '0'. <input type="text"/> * If you hold multiple FFLs, please only indicate the number of firearms relating to this FFL you are renewing. (Write "N/A" if you are solely a gunsmith or a manufacturer of ammunition.)	MAILING ADDRESS	
8. Have you conducted or do you intend to conduct internet sales of firearms? If yes, list websites from which you conduct your internet business: <input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>

D. The following questions apply to YOU and to any other responsible person who has the power to direct the management and policies of your firearms activities. Answer questions 9 - 19 by checking "yes" or "no" in the boxes to the right of the questions.

Check YES or NO

9. Are you charged by information or under indictment in any court for a felony or any other crime for which the judge could imprison you for more than one year? An "information" is a formal accusation of a crime made by a prosecuting attorney.	<input type="checkbox"/>	<input type="checkbox"/>
10. Have you ever been convicted in any court of a felony or any other crime for which the judge could have imprisoned you for more than one year, even if you received a shorter sentence, including probation?	<input type="checkbox"/>	<input type="checkbox"/>
11. Are you presently appealing a conviction of a crime punishable by imprisonment for a term exceeding one year? (If "yes," attach an explanatory statement showing date of conviction, court in which convicted, and court in which appeal is pending.)	<input type="checkbox"/>	<input type="checkbox"/>
12. Are you a fugitive from justice?	<input type="checkbox"/>	<input type="checkbox"/>
13. Are you an unlawful user of or addicted to marijuana or any depressant, stimulant, narcotic drug, or any other controlled substance?	<input type="checkbox"/>	<input type="checkbox"/>
14. Have you ever been adjudicated mentally defective, (which includes a determination by a court, board, commission, or other lawful authority that you are a danger to yourself or to others or are incompetent to manage your own affairs) OR have you ever been committed to any mental institution?	<input type="checkbox"/>	<input type="checkbox"/>
15. Have you been discharged from the Armed Forces under dishonorable conditions?	<input type="checkbox"/>	<input type="checkbox"/>
16. Are you an alien illegally or unlawfully in the United States?	<input type="checkbox"/>	<input type="checkbox"/>
17. Have you ever renounced your United States citizenship?	<input type="checkbox"/>	<input type="checkbox"/>
18. Are you subject to a court order restraining you from harassing, stalking, or threatening your child or an intimate partner or child of such partner?	<input type="checkbox"/>	<input type="checkbox"/>
19. Have you been convicted in any court of a misdemeanor crime of domestic violence? This includes any misdemeanor conviction involving the use or attempted use of physical force committed by a current or former spouse, parent, or guardian of the victim or by a person with a similar relationship with the victim.	<input type="checkbox"/>	<input type="checkbox"/>

Under penalties imposed by 18 U.S.C. 924, I certify that the statements contained in this renewal application, and any attached statements, are true and correct to the best of my knowledge and belief.

Authorized Signature: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

PRINTED NAME of signature above: \_\_\_\_\_ Telephone no.: \_\_\_\_\_

FOR ATF USE ONLY - Application Status  Approved  Abandoned  Withdrawn  Denied

Signature of Licensing Official: \_\_\_\_\_ Date: \_\_\_\_\_

Reason for Denial: \_\_\_\_\_

**Instruction Sheet for ATF Form 8 (5310.11) Part II**  
***(Do not return this sheet when submitting your renewal form)***

1. TYPE or PRINT with ball-point pen and provide your signature on back of form. Any attached sheets must:
  - a. Be identified at the top of each page with your license name and license number.
  - b. Refer to the question(s) being answered.
2. Issuance of your license will be delayed if the fee is not included or incorrect, or if the form is incomplete or otherwise improperly prepared.
3. If you need to add or remove a Responsible Person (RP), send in a letter with your renewal application indicating the appropriate RP(s) to be added or removed. Please include in your letter the following identification information for each individual to be added as a RP: Full Name, Position, Social Security Number, Home Address, Telephone Number, Date of Birth, Place of Birth, Country/Countries of Citizenship, Sex, Race and Ethnicity (American Indian or Alaska Native, Asian, Black or African American, Hispanic or Latino, Native Hawaiian or Other Pacific Islander, White).

IMPORTANT! All new responsible persons must submit a properly prepared FD-258 (Fingerprint Card) with this application. Fingerprints must be taken by appropriate law enforcement authorities. The pre-printed FD-258 should include "WVATF100 ATF-FFLC, MARTINSBURG, WV" to facilitate processing of fingerprints. A 2" x 2" photograph, taken in full face view within the last 6 months without a hat or head covering that obscures the hair or hairline, must also accompany this application. Please ensure that each photograph is clearly identified on the reverse with the full name of the responsible person to whom the photograph applies, and attach the photograph to a separate sheet of paper with person's full name under the picture. You may affix multiple photographs to one sheet of paper ensuring that the responsible person's full name is written under each picture.
4. A license issued under 18 U.S.C. Chapter 44:
  - a. Is NOT a license to carry, use, or possess a firearm.
  - b. Is NOT a license to sell ammunition only.
  - c. Is NOT a license to buy and sell firearms at gun shows only.
  - d. Confers NO right or privilege to conduct business or activity contrary to State or other law.
5. In most cases, ATF will contact you prior to issuance of a license. If you do not qualify for renewal, you will be advised in writing of the reasons for denial and your renewal application fee will be refunded.
6. Applicants must submit a copy of the completed renewal application to the Chief Law Enforcement Officer (CLEO) of the locality in which the proposed premises is located. Item C4 requires certification that the CLEO has been notified. Failure to supply the information requested in item C4 will delay processing and may result in denial of the application.
7. The certification of the renewal form must be signed by the collector, owner, a partner, or in the case of a corporation, association, etc., by an officer duly authorized to sign for the applicant.
8. Applicants intending to import firearms and/or ammunition may need to register with ATF under the provisions of the Arms Export Control Act (AECA). Contact the Firearms and Explosives Imports Branch at (304)616-4550 for further information on registration.  
<http://www.atf.gov/firearms/faq/imports>
9. Applicants intending to deal in, import, or manufacture weapons subject to the National Firearms Act (NFA) (e.g., machineguns, short-barrel shotguns, destructive devices, etc) are required to pay a special occupational tax. Contact the National Firearms Act at (304)616-4500.  
<http://www.atf.gov/firearms/faq/national-firearms-act-firearms>
10. If this is a renewal application for a collector of curios and relics license, upon approval, the license will entitle you to acquire firearms classified as curios or relics, in interstate or foreign commerce. You may dispose of curios and relics to any person not otherwise prohibited by the Gun Control Act of 1968, residing within your state, and to any other Federal firearms licensee in any state. It must be emphasized that the collector's license pertains exclusively to firearms classified as curios or relics, and its purpose is to facilitate a personal collection. You may NOT engage in the business of buying and selling curios and relics under this license. Applicants intending to engage in the firearms business are required to be licensed under 18 U.S.C. 923. Such persons need to complete ATF Form 7. Contact the Federal Firearms Licensing Center at (866)662-2750 for further information.

**Instruction Sheet for ATF Form 8 (5310.11) Part II**  
**(Do not return this sheet when submitting your renewal form)**

**Definitions**

1. **Restraining Order** - Under 18 U.S.C. 922(g)(8), firearms may not be possessed or received by persons subject to a court order that: (A) was issued after a hearing of which the person received actual notice and had an opportunity to participate in; (B) restrains such person from harassing, stalking, or threatening an intimate partner or child of such intimate partner or person, or engaging in other conduct that would place an intimate partner in reasonable fear of bodily injury to the partner or child; and (C)(i) includes a finding that such person represents a credible threat to the physical safety of such intimate partner or child, or (ii) by its terms explicitly prohibits the use, attempted use, or threatened use of physical force against such intimate partner or child that would reasonably be expected to cause bodily injury.
2. **Intimate Partner** - With respect to a person, the spouse of the person, a former spouse of the person, an individual who is a parent of a child of the person, or an individual who cohabitates or has cohabitated with the person.
3. **Misdemeanor Crime of Domestic Violence** - A Federal, State, or local offense that is a misdemeanor under Federal or State law and has, as an element, the use or attempted use of physical force, or the threatened use of a deadly weapon, committed by a current or former spouse, parent, or guardian of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse, parent, or guardian, or by a person similarly situated to a spouse, parent, or guardian of the victim. The term includes all misdemeanors that have as an element the use or attempted use of physical force or the threatened use of a deadly weapon (*e.g., assault and battery*), if the offense is committed by one of the defined parties.
4. **Secure Gun Storage or Safety Device** - (A) a device that, when installed on a firearm, is designed to prevent the firearm from being operated without first deactivating the device; (B) a device incorporated into the design of the firearm that is designed to prevent the operation of the firearm by anyone not having access to the device; or (C) a safe, gun safe, gun case, lock box, or other device that is designed to be or can be used to store a firearm and that is designed to be unlocked only by means of a key, a combination, or other similar means.
5. **Nonimmigrant Alien** - An alien admitted to the United States under a nonimmigrant visa includes, among others, persons visiting the United States temporarily for business or pleasure, persons studying in the United States who maintain a residence abroad, and certain temporary foreign workers. The definition does **NOT** include permanent resident aliens nor does it apply to nonimmigrant aliens admitted to the United States pursuant to either the Visa Waiver Program or to regulations otherwise exempting them from visa requirements.
6. **Nonimmigrant Alien Exceptions** - An alien admitted to the United States under a nonimmigrant visa is not prohibited from purchasing, receiving, or possessing a firearm if the alien: (1) is in possession of a hunting license or permit lawfully issued by the Federal Government, a State, or local government, or an Indian tribe federally recognized by the Bureau of Indian Affairs, which is valid and unexpired; (2) was admitted to the United States for lawful hunting or sporting purposes; (3) has received a waiver from the prohibition from the Attorney General of the United States; (4) is an official representative of a foreign government who is accredited to the United States Government or the Government's mission to an international organization having its headquarters in the United States; (5) is en route to or from another country to which that alien is accredited; (6) is an official of a foreign government or a distinguished foreign visitor who has been so designated by the Department of State, or (7) is a foreign law enforcement officer of a friendly foreign government entering the United States on official law enforcement business.
7. **Responsible Person** - In the case of a corporation, partnership, or association, any individual possessing, directly or indirectly, the power to direct or cause the direction of the management, policies, and practices of the corporation, partnership, or association, in so far as they pertain to firearms.
8. **Chief Law Enforcement Officer** - The Chief of Police, the Sheriff, or an equivalent designee of such individual.

**Privacy Act Information**

The following information is provided pursuant to Section 3 of the Privacy Act of 1974 (5 U.S.C. 552 a (e)(3)):

1. **Authority.** Solicitation of this information is authorized pursuant to 18 U.S.C. 923 (a) of the Gun Control Act of 1968. Disclosure of this information is mandatory if the applicant wishes to obtain a Federal Firearms License. **System of Record Notice (SORN) Justice/ATF-008 Regulatory Enforcement Record System FR Vol. 68 No. 16 3558 dated January 24, 2003.**
2. **Purpose.** To determine the eligibility of the applicant to obtain a firearms license, to determine the identity of the responsible person(s) in the business or activity, to determine the ownership of the business or activity, and to determine the type of firearms or ammunition to be dealt in, the business hours, and the business history, if applicable.
3. **Routine Uses.** The information will be used by ATF to make determinations set forth in paragraph 2. In addition, information may be disclosed to other Federal, State, foreign, and local law enforcement and regulatory agency personnel to verify information on the application and to aid in the performance of their duties with respect to the enforcement and regulation of firearms and/or ammunition where such disclosure is not prohibited by law. The information may further be disclosed to the Justice Department if it appears that the furnishing of false information may constitute a violation of Federal law. Finally, the information may be disclosed to members of the public in order to verify the information on the application when such disclosure is not prohibited by law.
4. **Effects of Not Supplying Information Requested.** Failure to supply complete information will delay processing and may result in denial of the application.
5. **Disclosure of Social Security Number.** Disclosure of the individual's social security number is voluntary. Under 18 U.S.C. 923 (a), ATF has the authority to solicit this information. The number may be used to verify the individual's identity. See Section 7(b) of the Privacy Act.

**PAPERWORK REDUCTION ACT NOTICE**

This request is in accordance with the Paperwork Reduction Act of 1995. The information collection is used to determine location and extent of operations, and to determine whether the operations will be in conformity with Federal laws and regulations. The information requested is required to retain a benefit and is mandatory by statute (18 U.S.C. 923).

The average burden associated with this collection is 30 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 directed 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 unless it displays a currently valid OMB control number.