

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

ATF requests approval to enhance existing instructions for OMB 1140-0018 (ATF Form 7(5310.12)/7CR(5310.16)), to clarify the procedures for adding a Responsible Person (RP) to a Federal Firearms License:

1. Modify 2nd sentence in instruction #1 at the top of Part B – Responsible Person Questionnaire (Page 3)

In the future, if you need to add an additional Responsible Person (RP) to your FFL, the RP being added may complete this Part B-Responsible Person Questionnaire. **If adding a responsible person to an existing license, be sure to include a signed written request from an existing RP on the license, giving permission to add the new Responsible Person (see instruction #7).**

2. Add sentence to instruction box, under heading “**If only adding a RP to an existing FFL:**” (Page 4)

Each Responsible Person being added must complete a separate questionnaire/ATF Form 7/7CR Part B and mail it, along with their fingerprint card and photograph, to: ATF, Attn: FFLC, 244 Needy Rd, Martinsburg, WV 25405. **Each questionnaire must be accompanied by a signed written request from a current/existing RP on the license, giving permission to add the Responsible Person.**

3. Add verbiage to instruction #7 on the form’s Instruction/Definition Sheet

You can use Part B of this application to add a Responsible Person(s) to an existing FFL. **You must include a signed written request from a current/existing RP already on the license, giving permission to add the new Responsible Person. We cannot process a form to add an additional RP to an existing license without the written consent from an existing RP on the license giving authorization for this action. If you are only submitting Part B for this purpose...**