

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

ATF requests approval to make the following changes to OMB 1140-0011 (Application to Make and Register a Firearm - ATF Form 1 (5320.1)):

- Item 3 – was reformatted to position the applicant’s name address for use with new window envelopes (that we are designing). No information was changed nor additional information requested
 - 3b – removed formatting dots;
 - 3c – moved to bottom of field
 - 3d – moved to top right side of field and changed title to ‘Telephone Number’
 - 3e – moved to middle right side of field
 - 3f – moved to bottom right side of field (immediately above 3c)
- Item 4 – was amended to clarify what information is being requested. No new information is being requested
 - 4d – amended title field as ‘Model (as marked on firearm)’ to clarify what model information is to be entered on the form
 - 4e and 4f – removed box titled ‘Length (inches)’ currently located next to item 4e; expand items 4e and 4f to fill the space resulting from the deletion; re-title item 4e to ‘Barrel length’ and re-title 4f to ‘Overall length’. A common error was for the applicant to try to enter the information in the wrong box.
 - 4h – revised language to: Additional Description (Indicate required maker’s markings to include maker’s name (as registered), city and state as each will appear on firearm) to provide guidance to the applicant as to what markings are required on the firearm.
 - 4i – removed ‘State’ and replace with ‘Specify’ for field title. Applicants often would enter their State of residence.
- Relocation of item 12 Photograph – the current location of item 12 is on the fold line (where the form will be folded for mailing and have the name and address of the applicant appear in the window). If the field is not relocated, the mailing will not be efficient as the envelope may have to be hand-written.
 - Moved item 12 to above the halfway fold of the form 1 for the new envelope
 - The top of item 12 now abuts the bottom line of item 10
 - the gray space below item 12 was increased vertically)
 - To accommodate the relocation of item 12
 - The horizontal size was decreased for the ‘Information for the Chief Law Enforcement Officer’ field and the text was wrapped within the smaller box. The vertical size of the field was increased to accommodate the decrease of the horizontal space.
 - The horizontal size of the Item 11 field was also decreased and the text wrapped within the field. The vertical size was increased slightly as necessary (item 12 will be the right side border).
- Item 12 – revised current instructions within the field with the language below to allow identification of the photo if it became detached and to make the scanning of the form more efficient by asking that the photograph be taped rather than stapled as staples typically have to be removed.

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- o **'Affix a 2" X 2" Photograph Here. No staples.** Tape the sides of photo to the application. 1. Photo must have been taken within the last year. 2. Photo must have been taken in full face view without a hat or head covering that obscures the hair or hairline. 3. On back of photograph print full name, last 4 of SSN, and business address.
- Instruction 2e – amended after the 3rd line after 'each copy' by inserting ', except for the CLEO copy,' as the field is grayed-out on the CLEO copy
- Instruction 2j(7) –1st sentence revised to read 'Marking: The maker is required to mark the firearm with the maker's name, city and state as shown in item 3b.' to clarify regulatory marking requirements.
- Instructions 4 and 8 – revised to allow for the email submission of withdrawal requests for forms or general inquiries about procedures.
 - o Instruction 4 –The 1st sentence revised to read 'The maker may withdraw the application prior to approval by the submission of a signed, written request to the Chief, NFA Division either by mail to 244 Needy Road, Martinsburg, WV 25405 or by emailing a signed copy to nfafax@atf.gov.
 - o Instruction 8 – The 2nd sentence was revised to add after the telephone number 'or emailed to nfa@atf.gov'