



U.S. Department of Justice

Bureau of Alcohol, Tobacco,  
Firearms and Explosives

*Firearms & Explosives Services Division*

February 13, 2012

244 Needy Rd  
Martinsburg, WV 25405  
www.atf.gov

Attention: Government Compliance Officer

**IMPORTANT NOTICE TO ALL LICENSED FIREARMS MANUFACTURERS –  
CALENDAR YEAR 2011**

**YOU MUST FILE YOUR ANNUAL FIREARMS MANUFACTURING AND EXPORTATION  
REPORT by April 2, 2012**

This notice constitutes a letter request under the provisions of 18 U.S.C. §923(g)(5)(A) for record information required to be kept under the provisions of Title 18 U.S.C., Chapter 44. All holders of either a Type 07 license (manufacturer of firearms) or a Type 10 license (manufacturer of destructive devices) are hereby required to submit an ATF Form 5300.11, "Annual Firearms Manufacturing and Exportation Report."

A copy of the form is enclosed for your convenience. **If you have not manufactured any items for calendar year 2011, you are still required to file the Form 5300.11.** If your license has expired or you discontinued business during calendar year 2011, please fill-out and send in the report as a final reporting form (Section 7b of the form). An electronically fillable version of the form, which you can print out after completion, is available on our website at: <http://www.atf.gov/forms/download/atf-f-5300-11.pdf>

If mailing your report, please mail to:  
Tom DiDomenico  
ATF  
Firearms and Explosives Services Division  
244 Needy Road  
Martinsburg, WV 25405

If submitting via facsimile,  
please fax to:  
(304) 616-4591

**You also have the option to submit your report to ATF via e-mail.** To use this option, you need to convert your signed and dated report into a PDF file and send the PDF file as an e-mail attachment to the following mailbox: [AFMER2@atf.gov](mailto:AFMER2@atf.gov). All filers using the e-mail submission method will receive a receipt confirmation reply from ATF via e-mail as evidence of your compliance with this filing requirement.

We strongly encourage e-mail or facsimile submission to ensure your required report is received by April 2, 2012. If you have already filed your report for calendar year 2011 manufacturing and export activity, you may disregard this notice. If you have any questions, please contact Tom DiDomenico at 304-616-4590.

Scott Mendoza  
Chief, Firearms and Explosives Services Division

Enclosures