

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

ATF requests approval to enhance existing instructions for OMB 1140-0017 (ATF Form 5300.11), to clarify the methods acceptable for submitting the form.

Also seeking approval to add 3 checkboxes at the top of the form where it asks the Licensee what calendar year their data is for. The form still asks what calendar year they're reporting for, but now would include a checkbox indicating the form is their original report. The other two checkboxes would indicate the form is their final out of business report, or an amended report to one they previously submitted for any particular calendar year. These checkboxes will serve to make the purpose of the form more clear and draw attention to the fact that this part of the form should be filled out- something Licensees this year often omitted.

- 1. Add checkboxes to top of form (Page 1)**
- 2. Modify instruction #9 on instruction sheet (Page 2)**
- 3. Delete instruction #10 on instruction sheet (Page 2)**

### ➤ **Current form reads:**

9. AFMER form 5300.11 can be electronically completed and submitted via eforms at [www.atf.gov/firearms/applications-eforms](http://www.atf.gov/firearms/applications-eforms). For eforms help you may contact the Helpdesk at 1-877-875-3723 or send an email for assistance to [eforms.admin@atf.gov](mailto:eforms.admin@atf.gov).

10. Submit completed form to one of the following:

Electronically submit via eForms: [www.atf.gov/firearms/application-eforms](http://www.atf.gov/firearms/application-eforms)

Mail to: ATF-FFLC, AFMER program, 244 Needy Road, Martinsburg, WV 25405

### ➤ **Requesting change to:**

9. Submission of the completed form can only be submitted in two acceptable formats:

- **Electronically submit via eForms:** [www.atf.gov/firearms/application-eforms](http://www.atf.gov/firearms/application-eforms)  
*(Electronic submissions **MUST** be completed by an active responsible person on the license and requires a one-time registration process and authorized ATF approval which can take a few days)*
- **OR - Mail** this form to: ATF-FFLC, AFMER program, 244 Needy Road, Martinsburg, WV 25405  
*(If you mail in your form you will not receive confirmation of receipt.)*

## **HELP WITH AFMER:**

- General questions regarding form completion: Call customer service @ **866-662-2750**
- Questions regarding the functionality of the E-Form system. i.e. registration, associating FFL through E-Forms, or submissions please email questions only to [eforms.admin@atf.gov](mailto:eforms.admin@atf.gov) (**DO NOT send forms by email** – forms accepted via mail or eForms only – see #9 above)