

Licensee:

Our records indicate that your licensed firearms business has been discontinued. Please read the information below before completing the form on reverse.

**Was your firearms business permanently discontinued?**

If your firearms business was permanently discontinued, the Gun Control Act and its implementing regulations require that your firearms records be sent within 30 days to the ATF Out-of-Business Records Center, 244 Needy Road, Martinsburg, WV 25405, or to any ATF office in the division in which the business was located. Licensed Collectors of Curios and Relics (Type 03) are NOT required to turn in their records.

**Did you maintain computerized records?**

If you maintained your firearms records in an electronic database pursuant to ATF Ruling 2016-1 (or a predecessor ruling), or an ATF approved variance, you must provide that data with column headings in an ASCII text file such as a CSV (comma separated value) file or other delimited file (tab delimited, pipe delimited, etc...) including a file description. If this option is unavailable, the computerized database must be printed and sent to the Out-of-Business Records Center, or to any ATF office in the division in which the business was located with ALL of your federally required records. The ASCII text file and print-out (if applicable) must contain the information prescribed in Subpart H of Title 27 CFR Part 478.

**Was your firearms business succeeded by a new licensee?**

If your firearms business was succeeded by a new licensee, the records required by 27 CFR 478.121-134 shall appropriately reflect such facts and shall be delivered to the successor. Please note, however, the records may instead be delivered within 30 days following the business discontinuance to the ATF Out-of-Business Records Center or to any ATF office in the division in which the business was located.

**WILLFUL FAILURE TO TURN IN YOUR OUT-OF-BUSINESS RECORDS TO ATF OR TO A SUCCESSOR IS A CRIME PUNISHABLE AS A FELONY, IMPRISONMENT FOR NOT MORE THAN 5 YEARS AND/OR A FINE OF NOT MORE THAN \$250,000.**

Your permanent acquisition and disposition (A&D) records must be complete, including: (a) An entry for EACH firearm acquired during the term of your firearms business; (b) An entry for each firearm sold or transferred (including transactions with other licensees and firearms transferred to your personal possession); and (c) An entry showing the disposition of EACH of the firearms in your inventory when you discontinued your firearms operation.

**Questions concerning your firearms records:**

If you have any questions concerning your out-of-business firearms records, please contact ATF's Out-of-Business Records Center toll-free at 1-800-788-7133, ext. 03683.

**Questions concerning your firearms license:**

If you have any questions concerning your license, please contact ATF's Federal Firearms Licensing Center (FFLC) toll-free at 1-866-662-2750.

LICENSE NUMBER
LICENSE NAME
EXPIRATION DATE
MAILING ADDRESS



COMPLETE FORM ON  
REVERSE



COMPLETE THE BELOW INFORMATION IN INK AND PLACE A CHECK MARK IN THE APPROPRIATE BOXES THAT APPLY.

My complete firearms records, which included all acquisition and disposition books and ATF Forms 4473:

WERE sent/delivered to ATF on \_\_\_\_\_  
(date)

The firearms records were sent/delivered to: \_\_\_\_\_  
(location)

WILL BE sent/delivered to ATF. I anticipate sending the records to ATF on \_\_\_\_\_  
(date)

The firearms records will be sent/delivered to: \_\_\_\_\_  
(location)

My firearms records were incomplete.  
*(Please explain in the comments section below, or on a separate sheet of paper, why the records were incomplete. Also, if you sent the incomplete records to ATF, please tell us the date they were sent and where they were sent to. If you gave the incomplete records to the firearms business successor, please tell us the date the records were delivered, the successor's name, and license number; if known. Finally, if you still have the records, please tell us the date they will be sent to ATF and the location they will be sent to.)*

ALL my firearms records were delivered to the firearms business successor (If applicable).

Date records delivered: \_\_\_\_\_

Successor's Name: \_\_\_\_\_

License Number and License Name: \_\_\_\_\_

No firearms business was conducted, therefore, I had no firearms records.

Comments \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature	Date	Printed Name
Telephone Number	Alternate Contact Number and/or E-mail Address	

**RETURN COMPLETED FORM via email, fax, or mail to:**  
email: [NTC-OBRRReceivingSection@atf.gov](mailto:NTC-OBRRReceivingSection@atf.gov)  
Fax number: 1-877-283-0288  
ATF OUT-OF- BUSINESS RECORDS CENTER  
244 NEEDEY ROAD  
MARTINSBURG, WV 25405

PAPERWORK REDUCTION ACT NOTICE

The information required on this form is in accordance with the Paperwork Reduction Act of 1995. The information is used to facilitate firearms tracing. The information requested is required by 18 U.S.C. § 923. The estimated average burden associated with this collection is 5 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.