

Department of Justice
Bureau of Alcohol, Tobacco, Firearms and Explosives
Information Collection Request

Notification of Change of Mailing or Premise Address
OMB Number 1140-0080

A. Justification

1. Necessity of Information Collection

ATF is charged with the responsibility of enforcing Title XI of the Organized Crime Control Act (Act) of 1970, and implementing the regulations contained at 27 CFR, Part 555. Subtitle C of Public Law No. 107-296, the Safe Explosive Act, which was enacted November 25, 2003, also amended various aspects of the Safe Explosives Act. Title 18 U.S.C § 842 (f) requires licensees and permittees who manufacture, import, purchase, distribute, or receive explosive materials, to keep certain records as required by regulation. Additionally, title 18 U.S.C. § 842 (j) requires persons to provide adequate storage facilities for all types and quantities of explosives being stored. Further, § 843 (f), states that federal explosives licensees and permittees, shall make their records available for inspection by the Attorney General.

During the term of a license or permit, a licensee or permittee may move his business or operations to a new address where he intends to conduct his business or operations, without procuring a new license or permit. However, in every case, the licensee or permittee shall notify the Chief, Federal Explosives Licensing Center of the business or operations address change. This collection of information is contained in 27 CFR 555.54, which states that licensees and permittees must notify the Chief, Federal Explosives Licensing Center, at least 10 days before the change of their mailing address.

2. Needs and Uses

The collected information will be used by the ATF to identify the correct location of both explosives licensees/permittees, and the address where their explosive materials are being stored, for purposes of inspection. The collected data will also be used to notify permittee/licensees about any changes in regulation or law that may affect their business activities.

3. Use of Information Technology

Notices of mailing or premise address changes must be made to the Federal Explosives Licensing Center via letter, fax (304-616-4401) or email (FELC@atf.gov). The Federal Explosives Licensing Center (FELC) requires that the federal explosives licensee/permittee (FEL) provide notification within 10 days showing the address change, and that such change must be submitted

by a Responsible Person listed on the license/permit, who has the authority to make these changes. The wet signature requirement remains in place primarily because the FELC accepts signed letters for an address change. However, in addition to a mailing a written and signed letter to the FELC, responsible persons also have the option of signing and scanning or electronically/ digitally signing (if they possess the capability) their notice of address change. Once signed, these notices can be printed and faxed, or emailed to the FELC for processing. The use of electronic signature/digital signature and the implementation e-submission capability eliminates the need for a wet signature and mail-in notification.

4. Efforts to Identify Duplication

The ATF uses a uniform subject classification system to identify duplication and to ensure that previously provided information cannot be used or modified for the purpose of this information collection. There is no duplication associated with this collection.

5. Minimizing Burden on Small Businesses

This collection will not affect small businesses.

6. Consequences of not conducting or less frequent Collection

Without this Information Collection, the ATF would be unable to locate licensees and permittees and the storage locations of their explosive materials.

7. Special Circumstances

There are no special circumstances associated with this information collection.

8. Public Comments and Consultations

No comments were received during the 60-day Federal Register Notice period. However, a 30-day notice will be published in the Federal Register to solicit public comments.

9. Provision of Payments or Gifts to Respondents

No payment or gift is associated with this collection.

10. Assurance of Confidentiality

Documents regarding this information collection are kept in a secured location. Confidentiality is not assured.

11. Justification for Sensitive Questions

No questions of a sensitive nature are asked.

12. Estimate of Respondent's Burden

We estimate that there are a total 1,000 respondents associated with this information collection. Each respondent will answer once to this information collection annually. The total number of responses is 1,000. We estimate that each respondent will spend approximately 10 minutes documenting and sending the information to ATF. The total annual burden hours associated with this request is 170.

13. Estimate of Cost Burden

There is no cost burden to the respondent.

14. Cost to Federal Government

There is no cost to the Federal government.

15. Reason for Change in Burden

There are no program changes or adjustments associated with this collection.

16. Anticipated Publication Plan and Schedule

The results of this collection will not be published.

17. Display of Expiration Date

ATF does not request approval to not display the expiration date of OMB approval for this collection.

18. Exception to the Certification Statement

There are no exceptions to the certification statement.

B. Collections of Information Employing Statistical Methods.

This collection of information employs no statistical methods.