

## Licensing Questionnaire

Last Name:	First Name:	Middle Name:	Suffix:	SSN (last 4 digits):
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The Department of Justice (DOJ) and the Bureau of Alcohol, Tobacco, Firearms and Explosives (ATF) have specific regulations and policies that an individual must comply with so they can be granted access to ATF information, information technology systems, and/or ATF facilities. To ensure compliance with these regulations and policies, you must respond to the questions below and sign and date this questionnaire in the certification section. If you do not wish to respond to these questions, please sign and date in the declination section below.

Federal Regulations state that no ATF employee, his/her spouse, or his/her minor child shall directly or indirectly have any financial interest, including compensated employment, stock, or proprietary interest in the alcohol, tobacco, firearms, or explosives industries. *(This includes being listed as a responsible person on a Federal Firearms License or Federal Explosives License or Permit.)* You should be aware that you, your spouse, or your minor child may be asked to relinquish any ownership of, or interests in, the alcohol, tobacco, firearms, or explosives industries.

1. Provide spouse's and minor children's legal names and dates of birth *(If necessary, provide spouse and/or minor children information on a separate sheet of paper.)*

Last Name	First Name	Middle Name	Suffix	Date of Birth

2. Do you, your spouse, or your minor child directly or indirectly have any financial interest, including compensated employment, stock, or proprietary interest, in the alcohol, tobacco, firearms, or explosives industries? *(This includes being listed as a responsible person on a Federal Firearms License or Federal Explosives License or Permit.)* Yes  No  *(If yes, provide the business names and addresses, types of businesses, and, if applicable, associated license/permit numbers.)*

3. Do you, your spouse, or your minor child currently hold a Federal Firearms License or Federal Explosives License or Permit? Yes  No

4. If you, your spouse, or your minor child currently hold a Federal Firearms License or Federal Explosives License or Permit, would either of you be willing to relinquish the license/permit? N/A  Yes  No  *(If no, explain why you, your spouse, or your minor child are unwilling to relinquish the license/permit.)*

**Certification of Licensing Questionnaire:** My responses to the above questions are true and correct to the best of my knowledge and belief and are made in good faith. I understand that intentionally withholding, misrepresenting, or falsifying information will have a negative effect on my employment or service opportunities with ATF.

Signature:	Date:
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**Declination to Complete Licensing Questionnaire:** I hereby decline to answer the above questions. I understand that by doing so, ATF will make a determination of my eligibility for employment or service opportunities based on the information available.

Signature:	Date:
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**Privacy Act Statement**

The following information is provided pursuant to Sections 3 and 7(b) of the Privacy Act of 1974 (5 U.S.C. § 552a(e)(3)):

1. **Authority.** Solicitation of this information is made pursuant to Executive Orders 13764 and 13467. Disclosure of this information by the individual is voluntary.
2. **Purpose.** To determine the eligibility of the individual for employment, continued employment, or service opportunities with ATF based on its agency specific qualifications.
3. **Routine uses.** The information will be used by ATF to make a determination as set forth in the "Purpose" section above. This information becomes a part of the permanent personnel security record of all candidates, is included in Internal Security Record System - Justice/ATF-006 (68 FR 3555-6), and is subject to all of the published routine uses of that system of records. Specifically, the information may be disclosed by ATF to third parties while making a determination as to the individual's fitness for employment or service opportunities with ATF.
4. **Effects of not supplying the requested information.** Failure to supply complete information may require ATF to determine an individual's eligibility for employment or service opportunities based on the information available.
5. **Disclosure of social security number.** Disclosure of the individual's social security number is voluntary. Under Executive Order 9397, ATF has the authority to solicit an individual's social security number. The number may be used to verify the individual's identity.