

Description of changes for April 2022 renewal

- Red required asterisks have been moved to the beginning of fields instead of at the end to make them more easily visible.
- Validation has been added to fields to enforce correct formatting of data (phone numbers, email addresses, dates) and completion of fields that are marked as required.
 - To enforce formatting on phone number fields, a separate “Ext.” field was added after each to provide the user the option to also add an extension if needed.
- SSN field is broken out into a “comb” of 4 digits to reduce the likelihood that someone would try to give their full SSN.
- The Applicant Name from Field #1 is concatenated into Field #35 as First Name MI Last Name Suffix so the sponsor does not have to retype it.
- The Employer Name from Field #4 auto-populates into Field #36 so the sponsor does not need to retype it. If the Employer needs to be changed, it needs to be changed in Field #4.
- At your request, the responses on Field #18 were changed from “True/False” to “Yes/No” to reduce user confusion.
- In Field #19, the word “Primary” has been underlined and made bold, and the “Description” field was replaced with “Make”, “Model”, and “Caliber” to discourage users from listing multiple qualified weapons.
- Field #25 has been updated to be a dropdown list of districts.
- Field #39 set up so that it expands automatically for users who are typing into the field, and its height was also increased for users who end up filling out the form by hand.
- Text has been added before the SUBMIT button to remind the sponsor of all the documents that may need to be attached to their submission email along with the application itself.
- The SDB section was given a border and an updated heading to more clearly show users that this section is for USMS-SDB use only. The two separate signature fields have been replaced with “Approved/Disapproved” checkboxes. When either option is selected, a button will appear that says “Submit XML to Spec.Dep@usdoj.gov”. This will attach the form’s data in XML format to an email that can then be sent to SDB.