

# Limited Permittee Transaction Report

Affix ATF Form 5400.30, Intrastate Purchase of Explosives Coupon (IPEC) - Copy B	<b>For ATF Use Only</b>
	Transaction Serial Number (Optional)

**Section A - (Must be completed by the person purchasing the explosive materials)**

- PERSON USING THIS COUPON TO PURCHASE EXPLOSIVE MATERIALS: I declare under the penalties of perjury that I am either the limited permittee identified below, a responsible person or an employee of the limited permittee authorized to receive explosive materials on the limited permittee's behalf (Name is listed on the list of names provided by the limited permittee to purchase explosive materials on their behalf)
- What is the intended use of the purchased explosive materials? (e.g., Well drilling, beaver dam, model rocket, fireworks, drilling rock, blasting, construction, theatrics, etc.)
- Under the penalties imposed by 18 U.S.C. 844, I certify that the answers are true, correct, and complete. I also certify that I am familiar with all published Federal, State laws and local ordinances related to explosive materials for the location in which I reside and intend to use these explosives.

Print Name of Distributee (Buyer or authorized employee)	Title	Date
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Distributee's (Buyer's or authorized employee's) Signature

**Section B - (Must be completed by the Federally licensed explosives distributor or seller)**

- The distributee listed above purchased the following explosive materials with this Intrastate Purchase of Explosives Coupon. (If additional space is required, use a separate sheet)

Quantity in Pound/Units	Manufacturer's/Importer's Name or Brand Name	Manufacturer's/Importer's Marks of Identification (Optional)	Description (e.g., Dynamite, detonators)	Size (Optional)
a.				
b.				
c.				
d.				
e.				

- The distribution of explosive materials was identified in the manner described below. (Check one)
  - a. The explosive materials were distributed by the distributor, or an employee of the distributor. (Complete item 2c-e and see instruction 12); or
  - b. A common or contract carrier hired by the distributor delivered the explosive materials to the distributee and identification information on the distributee was obtained by other means. (Complete item 2c-e and see instruction 13);
  - c. Distributee's Type of Identification (e.g., Driver's license or other valid government issued photo identification)
  - d. Number on Identification
  - e. Expiration Date of Identification (If any)
  - f. A common or contract carrier hired by the distributee delivered the explosive materials from distributor to the distributee. (Item 2c-e is not required to be completed) (See instruction 6)

- The above person is (Check one)
  - a. The person identified above in Section B, number 2 as the "Limited Permittee."
  - b. Listed as an employee authorized to receive explosive materials for the limited permittee. (NOTE: A current list of names of employees authorized to accept delivery of explosive materials on behalf of the limited permittee must be on file)
- The explosive materials were delivered to the limited permittee by contract or common carrier.

5. Distributor's Business Name and Address	6. Distributor's License Number	
7. Distributor's Signature	8. Title	9. Transaction Date

**Section C - Must be completed by the individual (purchaser or purchaser's employee) receiving the explosive materials if the distribution of the explosive materials takes place on a different day from the date the limited permittee signed in Section A.**

- Print name of person receiving the explosive materials
- Signature
- Date

# Limited Permittee Transaction Report

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	Transaction Serial Number (Optional)

**Section A - (Must be completed by the person purchasing the explosive materials)**

- PERSON USING THIS COUPON TO PURCHASE EXPLOSIVE MATERIALS: I declare under the penalties of perjury that I am either the limited permittee identified below, a responsible person or an employee of the limited permittee authorized to receive explosive materials on the limited permittee's behalf (Name is listed on the list of names provided by the limited permittee to purchase explosive materials on their behalf)
- What is the intended use of the purchased explosive materials? (e.g., Well drilling, beaver dam, model rocket, fireworks, drilling rock, blasting, construction, theatrics, etc.)
- Under the penalties imposed by 18 U.S.C. 844, I certify that the answers are true, correct, and complete. I also certify that I am familiar with all published Federal, State laws and local ordinances related to explosive materials for the location in which I reside and intend to use these explosives.

Print Name of Distributee (Buyer or authorized employee)	Title	Date
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Distributee's (Buyer's or authorized employee's) Signature

**Section B - (Must be completed by the Federally licensed explosives distributor or seller)**

- The distributee listed above purchased the following explosive materials with this Intrastate Purchase of Explosives Coupon. (If additional space is required, use a separate sheet)

Quantity in Pound/Units	Manufacturer's/Importer's Name or Brand Name	Manufacturer's/Importer's Marks of Identification (Optional)	Description (e.g., Dynamite, detonators)	Size (Optional)
a.				
b.				
c.				
d.				
e.				

- The distribution of explosive materials was identified in the manner described below. (Check one)
  - a. The explosive materials were distributed by the distributor, or an employee of the distributor. (Complete item 2c-e and see instruction 12); or
  - b. A common or contract carrier hired by the distributor delivered the explosive materials to the distributee and identification information on the distributee was obtained by other means. (Complete item 2c-e and see instruction 13);
  - c. Distributee's Type of Identification (e.g., Driver's license or other valid government issued photo identification)
  - d. Number on Identification
  - e. Expiration Date of Identification (If any)
  - f. A common or contract carrier hired by the distributee delivered the explosive materials from distributor to the distributee. (Item 2c-e is not required to be completed) (See instruction 6)

- The above person is (Check one)
  - a. The person identified above in Section B, number 2 as the "Limited Permittee."
  - b. Listed as an employee authorized to receive explosive materials for the limited permittee. (NOTE: A current list of names of employees authorized to accept delivery of explosive materials on behalf of the limited permittee must be on file)
- The explosive materials were delivered to the limited permittee by contract or common carrier.

5. Distributor's Business Name and Address	6. Distributor's License Number	
7. Distributor's Signature	8. Title	9. Transaction Date

**Section C - Must be completed by the individual (purchaser or purchaser's employee) receiving the explosive materials if the distribution of the explosive materials takes place on a different day from the date the limited permittee signed in Section A.**

- Print name of person receiving the explosive materials

2. Signature	3. Date
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## Instructions

1. THIS FORM IS TO BE UTILIZED ON AND AFTER MAY 24, 2003. ATF FORM 5400.4, TITLE EXPLOSIVES TRANSACTION RECORD, DATED 12-2002 IS OBSOLETE AS OF MAY 24, 2003, AND CANNOT BE USED. (These dates will change once approved)
2. All signatures on this form must be in ink and all other entries must be in ink or typewritten.
3. This form must be prepared for each transaction involving distribution of explosive materials to persons who have been issued a Federal explosives limited permit.

### Distributee - (Purchaser)

4. Prior to receipt of explosive materials, the limited permittee must complete Section A of ATF Form 5400.4 and affix one of his six original Intrastate Purchase of Explosives Coupon(s) (IPEC), ATF F 5400.30, onto copies 1 and 2 of ATF Form 5400.4. The coupon must bear the name, address, permit number, and the coupon number.
5. A licensed importer, licensed manufacturer or a licensed dealer may distribute explosive materials to a holder of a limited permit if such permittee is a resident of the same State in which the licensee's premises are located.
6. Delivery by common or contract carrier hired by the distributee: Under the requirements of 27 CFR § 555.105(b)(6)(iv), where a common or contract carrier will transport explosive materials from the distributor to a holder of a limited permit, the limited permittee will, prior to delivery of the explosive materials, complete Section A on ATF Form 5400.4, affix to the form one of the six IPECs he has been issued, and provide the form to the distributor in person or by mail. Before the delivery at the distributor's premises to the common or contract carrier who will transport explosive materials to the holder of a limited permit, the distributor must verify the identity of the person accepting possession for the common or contract carrier by examining such person's valid, unexpired driver's license and record the name of the driver's employer and the full name of the driver. This information must be maintained in the distributor's permanent records in accordance with 27 CFR § 555.121.
7. If the distribution of the explosive materials takes place on a different day from the date on which the limited permittee, or employee, signed in Section A, then the person receiving the explosive materials must complete Section C.
8. When any Intrastate Purchase of Explosives Coupon (IPEC), ATF Form 5400.30, is stolen, lost, or destroyed, the person losing possession will, upon discovery of the theft, loss or destruction, immediately, but in all cases before 24 hours have elapsed since the discovery, report the matter to the Director by telephoning 1-888-ATF-BOMB.

### Distributor - (Seller)

9. The distributor (seller) of explosive materials, will, in every instance, require the limited permittee to complete all items in Section A prior to receipt of explosive materials by the purchaser.
10. The seller will complete Section B and retain one copy of the form as record of disposition for the required record retention period in accordance with 27 CFR 555.121.
11. The seller will submit the original copy of ATF Form 5400.4 to ATF National Service Center, Firearms and Explosives Licensing Center, 244 Needy Road, Martinsburg, WV 25405.
12. Where possession of explosive materials is transferred directly to the distributee at the seller's premises, the seller must obtain an executed ATF form 5400.4 and verify the identity of the person accepting possession of the explosive materials. In instances where an employee truck driver of the distributor delivers the explosive materials to the premises of the purchaser, the distributor's employee truck driver will check item 2A, Section B.
13. Delivery by common or contract carrier hired by the distributor: Under the requirements of 27 CFR 555.105 (b)(6)(iii), before the delivery at the distributor's premises to the common or contractor carrier who will transport explosive materials to the holder of a limited permit, the distributor must verify the identity of the person accepting possession for the common or contract carrier by examining such person's valid, unexpired driver's license and record the name of the driver's employer and the full name of the driver. This information must be maintained

in the distributor's permanent records in accordance with 27 CFR § 555.121. Where a common or contract carrier will transport explosive materials from the distributor to a holder of a limited permit, the limited permittee will, prior to delivery of the explosive materials complete Section A on ATF Form 5400.4, affix to the form one of the six IPECs previously issued, and provide the form to the distributor in person or by mail.

The common or contract carrier hired by a Federal explosives licensee or permittee must verify the identity of the person accepting delivery on behalf of the distributee, noting the type and number of the identification document, and provide this information to the distributor. The distributor is required to record this information on ATF Form 5400.4. **NOTE:** The distributor may, in lieu of requiring the common or contract carrier to verify the identity of the person accepting delivery of the explosives as specified under 27 CFR § 555.105(b)(6)(iii), verify receipt of the explosive materials by telephone, facsimile, e-mail or other means within three business days of shipment as allowed under ATF Ruling 2003-5. The distributor shall make a notation on ATF 5400.4 indicating whether the shipment was received and the date and time of the contact with the distributee. The ATF Form 5400.4 must be retained in the distributor's permanent records in accordance with 27 CFR § 555.121.

14. Identification of a person accepting possession of explosive materials may be verified by presenting a valid driver's license or State-issued identification card. The identification document should establish a person's name, date of birth, signature, photograph and State of residence.
15. If the distribution of the explosive materials takes place on a different day from the date on which the limited permittee, or employee, signed in Section A, the licensee must again check the photo identification of the person receiving the explosive materials, and the person receiving the explosive materials must complete the certification in Section C at the time of distribution of the explosive materials.
16. The seller should contact the local ATF field office to report suspicious coupons or suspicious attempts to purchase explosives.

### Definitions

1. 6 Separate Occasions - Six receipts of explosive materials and each receipt must (1) relate to a single purchase transaction made on one ATF Form 5400.4; (2) be referenced on one commercial invoice or purchase order; and (3) be delivered to the holder of the limited permit in one shipment delivered at the same time.
2. Limited Permit - A limited permit authorizes the holder to receive for his use explosive materials from a licensee or permittee in his State of residence on no more than 6 occasions during the 12-month period in which the permit is valid. A limited permit does not authorize the receipt or transportation of explosive materials in Interstate or foreign commerce.

### Privacy Act Information

The following information is provided pursuant to Section 3 of the Privacy Act of 1974 [5 U.S.C. Section 552a(3)]:

1. **Authority.** Solicitation of this information is made pursuant to 18 U.S.C. Sections 842 and 843. Disclosure of this information is mandatory.
2. **Purpose.** To identify the permittee, distributor, and the explosive materials.

3. **Routine Uses.** The information will be used by ATF to make determinations set forth in paragraph 2. In addition, the information may be disclosed to other Federal, State, foreign and local law enforcement and regulatory agency personnel to verify information on the form and to aid in the performance of their duties with respect to the regulations of explosives, unless such disclosure is prohibited by law. Finally, the information may be disclosed to members of the public in order to verify the information on the form where such disclosure is not prohibited by law.

#### **Paperwork Reduction Act Notice**

This request is in accordance with the Paperwork Reduction Act of 1995. The purpose of this information collection is to verify that all persons who are purchasing explosive materials have the proper Federal permit and to ensure that such person have appropriate facilities for storage of the explosive materials. The information is subject to inspection by ATF officials. This information request is mandatory by statute. (18 U.S.C. Sections 842 and 843.)

The estimated average burden associated with this collection is 20 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 addressed to Reports Management Officer, Resource Management Staff, Contract and Forms Section, Bureau of Alcohol, Tobacco, Firearms and Explosives, 99 New York Avenue NE, 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 Office of Management and Budget Action (*OMB*) control number.

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