

Permits Online (PONL) — Application for New Firearms or Ammunition Tax-Free Registration (Equivalent to TTB F 5300.28)

General PONL Introductory Page:

The screenshot shows a web interface with a dark blue navigation bar at the top containing four buttons: Home, My Submissions, Resume Draft, and Help. Below the navigation bar is a white content area. At the top of this area, it says "Welcome Michael Hoover" and "You are now logged in." Below this is a section titled "What do you want to do today?" with several blue links and descriptions:

- Apply for new permits, registrations or notices** ▶
Build a package of the applications you'll need in order to get your approvals. Here's [what you'll need to gather](#) before starting.
- Amend approved permits, registrations or notices** ▶
Make changes that require TTB approval, including trade names, use of the premises, power of attorney, transfers in bond, and more.
- Fill out a Personnel Questionnaire (PQ)** ▶
PQs are required for owners, officers, and others associated with the business. Learn more about [who needs to fill out PQs](#) and how the PQ fits into the application process.
- Link additional records to my account** ▶
Before you can view or amend records filed on paper or by a colleague, submit a request to have them added to your [My Submissions](#) page.
- Submit an Alcohol Dealer Registration - Alcohol** ▶
Submit an Alcohol Dealer Registration
- Submit an SOT (Special Occupational Tax) - Tobacco** ▶
Submit an SOT form renewal/return - Tobacco

On the right side of the content area, there is a yellow box titled "Helpful resources:" containing a list of links:

- [What's new](#)
- [Permits Online tutorial](#)
- [Application processing times](#)

Below the list is a link: [See more online help](#) ▶



[Terms of Use](#) | [Privacy Act](#) | [Privacy Impact Assessment](#) | [Paperwork Reduction Act Notice](#) | Questions? 877-882-3277 or [submit an online inquiry](#)

(NOTE: The PONL Privacy Act and Paperwork Reduction Act notices are shown at the end of this document.)

Clicking on “Apply for new permits, registrations or notices” results in the Penalty of Perjury” page:

Home	My Submissions	Resume Draft	Help
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Rules and Responsibilities

Please read and accept the rules and responsibilities.

Under penalty of perjury, I declare that I have examined this application, including accompanying statements, and to the best of my knowledge and belief, it is true, correct, and complete. The applicant must immediately notify the TTB official with whom this application is filed of any change in ownership, management, or control of the applicant (in the case of a corporation, any change in the officers, directors, or persons holding 10 percent or more of the corporate stock). The business for which this application is made does not violate the law of the State in which the

I have read and I accept the above rules and responsibilities.

[Continue »](#)

PONL screens continue below.

After accepting the Penalty of Perjury statement, respondents complete basic identification data fields:

Home	My Submissions	Resume Draft	Help
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New Applications Wizard

1 Determine applications	2 Review	3 Application package	4 Submission confirmation
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Step 1: Determine applications >>

This wizard will help you identify, fill out, and submit a package of the applications you'll need in order to get your TTB permits, registrations, and/or notices.

* indicates a required field

Application Contact

Please verify your contact information as the person filling out this application package; if it is incorrect update [your information](#) and then start a new application package.

You must have [authority to submit this application package](#) on behalf of the business.

Michael D. Hoover

Michael.Hoover@ttb.gov
202-453-2135

**1310 G Street, NW., Box 12
Washington, DC, 20005**

Premises Address

Please tell us the address of the physical location where the operation(s) will take place.

Street # <input type="text"/>	Fraction [?] <input type="text"/>	Direction [?] * --Select--	Street Name [?] <input type="text"/>	Street Type --Select--	Street Suffix [?] --Select--
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Unit Type [?] --Select--	Unit Number [?] <input type="text"/>
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Rural Address Line 1 [?]

Do not re-enter your Street Address

Rural Address Line 2 [?]

Do not re-enter your Street Address

* City <input type="text"/>	* State --Sel	* ZIP Code <input type="text"/>	County <input type="text"/>
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Then respondent completes Commodity Selection by selecting “Firearms and ammunition” from drop-down box, and selections “Firearms and Ammunition Tax-Free Registration” the Application Type:

COMMODITY SELECTION

You can fill out applications for multiple operations (e.g. brewing and distilling) as part of this application package as long as the operations are for the same business and occur at the same premises location.

* Which commodity type do you need to apply for?:

Firearms and ammuni▼

Select Application(s)

APPLICATION TYPES

Based on what you've told us, here are the applications that best match your planned operations. Please select all that are appropriate for this premises location.

If you don't see an application that fits your operation, check our [list of application types that are not available via Permits Online](#) and follow the instructions for mailing in your application package instead.

Firearms and Ammunition Tax Free
Registration:



Respondent then completes the Business Entity data fields:

Business Entity

ENTITY INFORMATION

Tell us about the business and the people that will be involved in this operation.

* Business structure:

--Select-- ▼

State where incorporated or organized: *

--Select-- ▼

* Employer Identification Number (EIN):

?

* Do you currently have another approved or pending permit, registration, or notice with TTB under this EIN?:

Yes No

* What is the legal name of the business? Sole proprietors should enter the owner's name:

?

Make Sure Your Answers are Correct

CONFIRM

Thanks for telling us about your business and operation(s)! We're almost ready to build your custom application package. Before we do so, please review your answers to the questions above and be sure they are correct.

* I have reviewed my answer choices and confirm that they accurately reflect my proposed operation(s) at this premises:

[Continue »](#)

Then, PONL requests respondents to edit or confirm the information submitted to this point:

Home	My Submissions	Resume Draft	Help
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New Applications Wizard

1 Determine applications	2 Review	3 Application package	4 Submission confirmation
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Step 2: Review

[Continue »](#)

[Save and resume later](#)

This is a summary of the information you provided to us.

Editing Your Answers

Please review your answers below.

Please note that you will not be able to edit the answers you gave on the first page of the application wizard because this information was used to build your application package. If you made a mistake in the wizard, you will need to [start over](#).

New Applications Wizard

Application Contact

Michael D. Hoover
1310 G Street, NW., Box 12
Washington, DC, 20005
United States

Primary Phone:202-453-2135
Email Address:Michael.Hoover@ttb.gov

Premises Address

1310 G ST NW
Washinton DC 22153

COMMODITY SELECTION

Which commodity type do you need to apply for? Firearms and ammunition

Select Application(s)

APPLICATION TYPES

Firearms and Ammunition Tax Free Registration: Yes

Business Entity

ENTITY INFORMATION

Business structure: State or Local Government Agency

State where incorporated or organized: DC

Employer Identification Number (EIN): 12-3456789

Do you currently have another approved or pending permit, registration, or notice with TTB under this EIN?: Yes

Do you have an approved signing authority or power of attorney on file with TTB for this EIN?: Yes

Do you need to remove owners/officers, update information about current owners/officers, add or remove power of attorney, add or remove signing authority, and/or change the name of the business?: No

Do you need to add a new owner, officer, or other person associated with this business?: No

Do you need to add or remove trade names (this does not include your operating / doing business as name?): No

Make Sure Your Answers are Correct

CONFIRM

I have reviewed my answer choices and confirm that they accurately reflect my proposed operation(s) at this premises: Yes

[Continue »](#)

[Save and resume later](#)

After editing and/or confirming previous information, respondents then may select “Start” to immediately complete the application package, or may select “Save and resume later” to complete the application package later:

Home	My Submissions	Resume Draft	Help
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New Applications Wizard

1 Determine applications	2 Review	3 Application package	4 Submission confirmation
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Step 3: Application package

Based on the information you have provided, your application package consists of the application(s) shown below. Select “Start” to begin each application.

Once all applications are in “Ready to submit (edit)” status, you may select the “Submit application package” button. After submitting the application package, you will no longer be able to change any of the information.

Please complete the following applications:

Application for Firearms or Ammunition Tax-Free Registration

[Start](#)

[Submit Application Package »](#)

[Save and resume later](#)

PONL screens continue below.

PONL then presents respondents with the Application for Firearms or Ammunition Tax-Free Registration screens. The first is Step 1: Mailing Address, which collects data about the entity requesting tax-free registration --

Home	My Submissions	Resume Draft	Help
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Application for Firearms or Ammunition Tax-Free Registration

1 Mailing address	2 Operation description	3 Declare & acknowledge	4 Review	5 Application package
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Step 1: Mailing address >>

* indicates a required field

Application Contact

Please review the contact information we have on file for you. This should be your information, as the person filling out this application package, even if you're doing it on behalf of someone else.

If it is incorrect update [your information](#) and then start a new application package.

Michael D. Hoover

Michael.Hoover@ttb.gov
202-453-2135

**1310 G Street, NW., Box 12
Washington, DC, 20005**

Entity Information

ENTITY INFORMATION

This is the business information you provided earlier in the application process.

Business Name:

EIN:

REGISTRATION INFORMATION

Registry Number:

(continued below)

Premises Address

This section pertains to the physical location where your approved operations will take place.

Street # 1310	Fraction ? <input type="text"/>	Direction ? --Select--	* Street Name ? G	Street Type ST	Street Suffix ? NW
Unit Type ? --Select--	Unit Number ? <input type="text"/>				
Rural Address Line 1 ? <i>Do not re-enter your Street Address</i>					
Rural Address Line 2 ? <i>Do not re-enter your Street Address</i>					
* City Washinton	* State DC	* ZIP Code 22153	County <input type="text"/>		

Mailing Address

Please provide the address where mail regarding this operation should be sent.

✔ Contact added successfully.

Michael D. Hoover

Michael.Hoover@ttb.gov
202-453-2135

1310 G Street, NW., Box 12
Washington, DC, 20005

[Edit](#) [Remove](#)

[Continue >](#)

[« Back to Application Package](#)

[Save and resume later](#)

(NOTE: "Mailing Address" section at bottom of screen may be Auto-filled from Premises Data or entered separately if different from premises address.)

Step 2: Operations description data fields --

Application for Firearms or Ammunition Tax-Free Registration

1 Mailing address	2 Operation description	3 Declare & acknowledge	4 Review	5 Application package
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Step 2: Operation description >>

* indicates a required field

Step 2a

DBA/OPERATING NAME

Doing Business As / Operating Name:

REASON FOR THE APPLICATION

- New firearms tax free registration: *
- Out-of-State Relocation: *
- Change of Proprietorship - Ownership: *
- Change of General Partner(s): *

PONL screens continue below.

The Step 2 screen continues:

FIREARMS OPERATION INFORMATION

Answer the following questions and then select the categories that apply to your tax-free operation(s).

Have you ever had an application for an IRS, ATF, or TTB certificate of registry denied or had your certificate of registry suspended or revoked?: * Yes No

Provide a complete description of your business or institution and if you are a state or local government, then provide your functions: *

Identify any business subject to any manufacturers excise tax under Chapter 32 of the Internal Revenue Code: *

A. Selling Firearms or Ammunition Tax Free as the manufacturer, producer, or importer of the firearms or ammunition: *

B. Purchasing Firearms or Ammunition Tax-Free for further manufacture or for resale to a second purchaser for the use by the second purchaser in further manufacture: *

C. Purchasing Firearms or Ammunition Tax-Free for export or for resale to a second purchaser for export: *

D. Purchasing Firearms or Ammunition Tax-Free for use as supplies on vessels and aircraft: *

E. Purchasing Firearms or Ammunition Tax-Free by, and for the exclusive use of, a nonprofit educational organization: *

F. Purchasing Firearms or Ammunition Tax-Free by, and for the exclusive use of a state or local government: *

PONL screens continue below.

Step 2b data fields:

Step 2b

REQUIRED DOCUMENT CHECKLIST

Based on the information you have given us, the following documents need to accompany your application. Please edit the Method of Submission to tell us how you'll provide these documents:

- **Documents you plan to upload:** Mark as "Uploaded." [Learn more about the type of information that should be included in each document.](#)
- **Documents already on file with TTB:** Mark as "On File and Previously Approved by TTB."

Important: Please make any changes to the Method of Submission on your FINAL PASS through this application, since previous edits will be overwritten upon revisiting this page.

If no documents are listed in the table below, you are not required to upload any supporting documents and can continue your application.

Showing 0-0 of 0

Document Type	Comments	Method of Submission	Permit, registry, notice, or application tracking number
No records found.			

Edit Selected

Step 2c: Upload Required Documents

Upload attachments here. Be sure to save all uploads before leaving this page using the 'Save Attachments' button.

View, download, or print attachments by selecting the document name.

Attachment List

Files can be up to 16 MB in size. Larger documents should be separated and uploaded as multiple files if necessary. PDF file type is preferred.

Name	Document Type	Size	Date	Action
No records found.				

Add

Continue »

[« Back to Application Package](#)

Save and resume later

Step 3: Declare & acknowledge screen --

Application for Firearms or Ammunition Tax-Free Registration

1 Mailing address 2 Operation description 3 Declare & acknowledge 4 Review 5 Application package

Step 3: Declare & acknowledge >>

* indicates a required field

Declaration

DECLARE AND ACKNOWLEDGE

By checking the box below, you declare under penalty of perjury that you have examined this application, including accompanying statements, and it is true, correct, and complete to the best of your knowledge and belief.

You may not commence or engage in the operations covered by this application until you have received approval from the Director of the National Revenue Center.

I declare under penalties of perjury under the laws of the United States of America, that I have examined this application, including accompanying statements, and to the best of my knowledge and belief, it is true, correct, and complete.: *

Declaration Date: * [input field] [calendar icon]

Continue »

« Back to Application Package

Save and resume later

PONL screens continue below.

Submit application package screen:

Home	My Submissions	Resume Draft	Help
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New Applications Wizard

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Step 3: Application package

Based on the information you have provided, your application package consists of the application(s) shown below. Select "Start" to begin each application.

Once all applications are in "Ready to submit (edit)" status, you may select the "Submit application package" button. After submitting the application package, you will no longer be able to change any of the information.

Please complete the following applications:

Application for Firearms or Ammunition Tax-Free Registration

[Ready to submit \(edit\)](#)

[Submit Application Package >](#)

[Save and resume later](#)

After submission of the application package, the respondent receives a receipt acknowledgement from the PONL system.

PONL Privacy Act and Paperwork Reduction Act notices are shown below.

PONL Privacy Act Notice:

TTB Privacy Act Notice:

We provide this information to comply with Sections 3 and 7(b) of the Privacy Act of 1974 (5 U.S.C. § 552a(e)(3)):

1. What is TTB's authority to ask for this information?

We require this information under the authority of 26 U.S.C., Section 4222; 26 U.S.C. 5171(b), 5173, 5271(b), 5272, 5354, 5356, 5401, 5401(a), 5502(b), 5511(3), 5711 and 5712; 27 U.S.C. 204(c). You must disclose this information to engage in any of the businesses regulated pursuant to the above described statutes.

2. What is the purpose for this information collection?

You give this information to enable TTB to determine your eligibility, suitability, and/or qualifications to engage in a business regulated by TTB.

3. How does TTB routinely use this information?

We use this information to make determinations for the purposes described in paragraph 2. Also, we may disclose the information to other Federal, State, foreign, and local law enforcement, or regulatory agency personnel to verify information in your application where such disclosure is not prohibited by law.

We may disclose the information to the Justice Department if it appears that the furnishing of false information may constitute a violation of Federal law.

Finally, we may disclose the information to members of the public to verify information in your application where such disclosure is not prohibited by law.

4. What happens if I do not supply the information TTB requests?

If you do not supply complete information, we may be prevented from making an informed judgment as described above. If you fail to supply the necessary information it may cause us to delay, deny or disapprove your application.

5. How might TTB disclose my Employer Identification Number (EIN) or Social Security Number (SSN)?

Pursuant to the statutes above, we are authorized to solicit this information. We use these numbers to identify an individual or business. Your disclosure of these numbers is voluntary. If you do not supply these numbers, your application may be delayed.

PONL screens continues below.

PONL Paperwork Reduction Act Notice (includes the notice for this information collection,
OMB No. 1513-0095):

This request is in accordance with the Paperwork Reduction Act of 1995.

- **Power of Attorney Information (OMB No. 1513-0014):** This information collection is used by TTB to ensure that only duly authorized individuals are signing documents. The information is voluntary.
- **Personnel Questionnaire Information (OMB No. 1513-0002):** The information collection is used by TTB to determine if an applicant is eligible to receive an alcohol and tobacco permit. The information is mandatory (26 U.S.C. 5712, 27 U.S.C. 204).
- **Change In Bond/Consent of Surety (OMB No. 1513-0013) :** We use this information to determine whether a business may change its bond. We must identify changes to the business, the surety company, and the bond. The information we request is required for you to obtain a benefit and is mandatory by law (26 U.S.C. 5173, 5272, 5354, 5401, and 5711).
- **Environmental Information (OMB No. 1513-0023):** This information collection is used by TTB to determine if any environmental impact statement or environmental permit is necessary for the proposed operation. The information is required to obtain a benefit.
- **Water Quality Considerations Information (OMB No. 1513-0023):** This information collection is used by TTB to determine whether a certification from a State of multi-state authority is needed for discharge of effluent into navigable water of the U.S. This information is required to obtain a benefit.
- **Signing Authority Information (OMB No. 1513-0036):** This information collection is used by TTB to ensure that only duly authorized individuals are signing documents. This information is voluntary.
- **Basic Permit Information (OMB No. 1513-0018):** The information is used to determine eligibility of the applicant to engage in certain operations, to determine the location and extent of operations, and to determine whether the operations will be in conformity with Federal laws and regulations. The information requested is required to obtain or retain a benefit and is mandatory by statute (27 U.S.C. 203 and 204 (c)).
- **Wine Premises Information (OMB No. 1513-0009):** The information is used by TTB to determine if the applicant is eligible to receive a wine premises permit. The information is required to obtain a permit.
- **Wine Bond Information (OMB No. 1513-0009):** The information is used by the proprietor, or the proprietor and surety company, as a contract to ensure tax payment. The information requested is required to obtain a benefit and is mandatory by statute (26 U.S.C. 5172)
- **Registration for Firearms and Ammunition Tax-Free Transactions (OMB No. 1513-0095):** This information collected is used to determine the eligibility of the applicant to sell or purchase firearms and ammunition tax-free. The information requested is required to obtain a benefit and is mandatory by statute (26 U.S.C. 4222).

The estimated average burden associated with the Owner/Officer application collection of information is 2 hours, for the Winery application collection of information is 7 hours and 45 minutes or for the Wholesaler/Importer application collection of information is 4 hours and 30 minutes, per respondent or record keeper, depending on individual circumstances. The estimated average burden associated with the Registration for Firearms and Ammunition Tax-Free Transactions collection of information is 3 hours per respondent depending upon individual circumstances. Comments concerning the accuracy of this burden estimate and suggestions for reducing this burden should be addressed to the Reports Management Officer, Regulations and Rulings Division, Alcohol and Tobacco Tax and Trade Bureau, Washington, DC 20220.

An agency may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays a current, valid OMB control number.

-- END --