

Department of Justice  
Bureau of Alcohol, Tobacco, Firearms and Explosives

Supporting Statement  
Information Collection Request  
OMB 1140-0019  
Federal Firearms License (FFL) RENEWAL Application  
ATF Form 8 (5310.11) Part II

**A. Justification:**

1. Title 18 of the United States Code, Chapter 44 (18 U.S.C. Chapter 44) provides that no person may engage in the business of importing, manufacturing, or dealing in either firearms, or ammunition, without first obtaining a license to do so. These activities are licensed for a specific period. The benefit of a collector's license is also provided for in the statute. In order to continue to engage in the afore mentioned firearms activities without interruption, licensees must renew their Federal Firearms License (FFL) by filing Federal Firearms License (FFL) RENEWAL Application -ATF Form 8 (5310.11) Part II, prior to its expiration.
2. The information collected on the Federal Firearms License (FFL) RENEWAL Application -ATF Form 8 (5310.11) Part II, is used to identify the applicant and determine their eligibility to retain the license. The renewal form is filed by the licensee, so they can continue to engage in firearms activities. As long as 18 U.S.C. 923 requires that a person wishing to engage in the firearms business or the collection of curios and relics firearms pays a fee and file an application, this form or one like it will be necessary. Without the information provided by applicant on the renewal form, ATF might renew the FFL for a person who is prohibited by law from engaging in firearms business activity or collection.
3. The Federal Firearms License (FFL) Renewal Application -ATF Form 8 (5310.11) Part II is issued by the ATF's Federal Firearms Licensing Center (FFLC) in Martinsburg, West Virginia. The form is unavailable on the ATF website because it is electronically generated from ATF's FFL database, approximately 90 days prior to the expiration of an existing FFL license. The form is pre-populated with data related to the expiring license, including the appropriate renewal fee. The pre-populated data reduces the respondent burden and processing delays, while increasing the accuracy of form completion. Once generated, the partially pre-filled form is distributed to respondents for completion of the remaining applicable fields, signature, and submission of payment for processing. All completed forms must be accompanied by payment via check, money order, or credit/debit card for processing. Electronic or online payment options to renew an FFL is currently unavailable.
4. ATF uses a uniform subject classification system to identify duplication and to ensure that any similar information already available cannot be used or modified for use for the

purpose of this information collection.

5. This collection of information has no significant impact on small businesses or other small entities.
6. Less frequent use of this information collection would pose a threat to public safety, since the collected information helps ATF to ensure that the applicant remains eligible for an FFL Renewal.
7. This information collection is conducted in a manner consistent with 5 C.F.R. § 1320.6.
8. Both a 60-day and 30-day notice will be published in the Federal Register to solicit public comments.
9. No decision of payment or gift is associated with this collection.
10. In accordance with the System of Records Notice (SORN) Justice/ATF-008 Regulatory Enforcement Record System FR Vol. 68 No. 16 3558, dated January 24, 2003, physical records for this IC are filed and stored in cabinets located in rooms that are locked during non-duty hours. Records are also stored in electronic form and are password protected. Direct access to these records is limited to specific Department of Justice personnel during the performance of official duties. Records may also be transmitted to routine users and others on a need-to-know basis and upon validation of the nature of their request. Disclosure of ATF Form 8(5310.11) Part II is governed by 26 U.S.C. § 6103, as well as the Privacy Act of 1974, 5 U.S.C. 552a, and the Freedom of Information Act, 5 U.S.C. §552. Any personally identifiable information (PII) collected in conjunction with this IC will not be disclosed, except as provided by the Privacy and Freedom of Information Acts.
11. Questions of a sensitive nature are asked on the application to determine the continued eligibility of the applicant to renew an FFL.
12. There are approximately 33,500 respondents for this application collection. Each respondent will complete this form once every three (3) years. The average number of annual responses to this IC is 33,500. The total time to complete the form is 30 minutes. Therefore, the total annual burden hours are 16,750.
13. There is no annualized capital/startup cost associated with this collection. However, the annual cost has increased due to a change in the postal rate from \$0.55 during the last renewal in 2019, to \$0.63 in 2023. Consequently, the new public cost burden will be reported as \$21,105.00, which is equal to \$0.63 (mailing cost per respondent) \* 33,500 (# of respondents).

14. Estimates of annual costs to the Federal Government are as follows:

|                     |                     |   |
|---------------------|---------------------|---|
| Direct Labor        | \$ 1,742.88         | (GS9-6 hourly rate x 48 hours)  |
| Printing            | \$ 2,190.90         | (\$ .0094 per imprint x 134,000 imprints {33,500 x 4 imprints}<br>+ \$.0139 per sheet of paper x 67,000 {33,500 x 2 pages}) |
| <u>Postal Costs</u> | <u>\$ 20,100.00</u> | (\$0.60 metered postage x 33,500 envelopes)   |
| Total               | \$ 24,033.78        |   |

15. The adjustments associated with this information collection include a slight decrease in the average total respondents and responses from 34,000 per year to 33,500 per year, since the last renewal in 2019. Therefore, the total annual burden hours decreased by 250 hours.

16. The results of this collection will not be published.

17. ATF requests authorization to exclude the IC expiration date from the printed ATF Form 5310.11. This is because printing the expiration date on the form will incur higher printing costs to replace inventories that become obsolete when this IC is issued a new expiration date. All FFLs must utilize this form annually, so ATF must maintain a substantial inventory of this IC instrument. Therefore, omitting the expiration date will ensure that inventories can be quickly replenished, and forms can be made available for public use, as often as needed.

18. There are no exceptions to the certification statement.

## **B. Collections of Information Employing Statistical Methods**

This collection does not involve statistical methods.