

Background and Instructions

A Bureau of Alcohol, Tobacco, Firearms and Explosives (ATF) official may issue a letter to a federal firearms licensee requiring the licensee provide to ATF all record information required by law or such lesser information as may be specified in the letter. See 18 U.S.C. § 923(g)(5); 27 CFR § 478.126(a).

When a Type 01, Type 02, Type 07, or Type 08 Federal firearms licensee meets the criteria of the ATF Demand 2 Program and is notified in writing by an ATF official, the licensee must complete ATF Form 5300.5, Demand 2 Program: Report of Firearms Transactions. ATF Form 5300.5 is required under the authority of 18 U.S.C. § 923(g), in the form and manner specified in 27 CFR § 478.126(a), and is in addition to all records and reports required under any other provision of law or regulations. ATF Form 5300.5 is electronic and fillable, but licensees may submit the required information in an equivalent electronic format, including pdf, xls, csv, or other delimited text file. The initial reporting period is as identified in the ATF letter, but if not identified, then no less than the 12 months prior to the date of the ATF letter. Follow-up reporting periods are quarterly, going forward from the date of the ATF letter. The licensee must continue to submit quarterly reports until instructed to stop, in writing, by an ATF official.

Reportable firearms include all firearms received by the licensee from non-federal firearms license holders (*non-FFL holders*). If firearms are accepted in pawn, do not include information about any firearm that was redeemed by the person from whom the firearm was received. However, if the firearm was forfeited by the person who pawned it, it must be reported. The licensee should provide all information requested in the ATF official's letter, but if not otherwise specified, the firearm manufacturer and/or importer, model, serial number, type of firearm, caliber or gauge, and acquisition date.

If, for any quarterly reporting period, no firearms were acquired from non-FFL holders, the licensee must submit a letter to ATF confirming nonreceipt. The letter should reference the applicable FFL Name, FFL Number, and applicable reporting period.

A completed ATF Form 5300.5 can be submitted in one of three ways for processing:

- **E-mail:** (usedgunreports@atf.gov). This is the preferred method of submission. Acceptable electronic file formats include: pdf, xls, csv, or other delimited text file.
- **Mail:** NTC-Demand 2 Program, ATF National Services Center, 244 Needy Rd., Martinsburg, WV 25405. Use a tracking number or delivery confirmation service to ensure delivery.
- **Fax:** 800-578-7223. All fax submissions should include a cover letter with the FFL number for which the reports are submitted.

Paperwork Reduction Act Notice

This request in accordance with the Paperwork Reduction Act of 1995. The information collection documents transactions of firearms for law enforcement purposes. ATF uses the information to determine that the transaction is in accordance with law and regulations, and is pursuant to 18 U.S.C. § 923(g)(5) and 27 C.F.R. § 478.126.

The estimated average burden associated with this collection of information is 30 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 Report 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 control number.