

Federal Firearms License (FFL) RENEWAL Application

Expires: _____

FFL #: _____ FFL Type: _____

RENEWAL FEE DUE: \$ **.00**

MAIL APPLICATION AND PAYMENT TO:

Renewal Application DUE NO LATER THAN: September 1, 2026.
Note: If Renewal Application is NOT received by this date, a new application & associated fee will need to be submitted.

**ATF
P.O. BOX 6200-20
Portland, OR 97228-6200**

NOT RENEWING? - If you do not wish to renew this license, please follow the steps below (If renewing, skip to Method of Payment):

- Return this application and your firearms records within 30 days of discontinuance of your business to: ATF Out-of-Business Records Center (OBRC): 244 Needy Road; Martinsburg, WV 25405, (800) 788-7133 x1590. (Collectors of Curios and Relics are NOT required to send firearms records to ATF)
- Check the box below and sign & date on the line provided.
 I am **NOT** renewing my license and will submit my records to ATF. I understand I may NOT engage in the business or operations authorized by my license on or after the expiration date or discontinuance of the license. Sign & date below.

Signature _____ Date _____

Note: If you have completed this section, the license will become inactive upon expiration or receipt of records. Completing the remainder of the form is **not** required.

METHOD OF PAYMENT (check one): Credit/Debit Card OR Check Cashier's Check or Money Order
Complete information below OR Enclose check made payable to **ATF** in the amount of \$ **.00**

Check type of credit card: Visa MasterCard American Express Discover Expiration Date
Credit/Debit Card Number _____ M M Y Y

Name as it appears on credit/debit card (Please Print) _____
Credit/Debit Card Billing Address _____

Renewal amount due (Amount authorized to be charged) (Sign below to authorize the renewal amount due)
\$ _____ **.00** Signature of Cardholder (Authorize charge amount) _____ Date _____

PART A Current FFL Information

Licensee Name (NAME of Corporation, Partnership OR Sole Proprietor) _____

Trade or Business Name * _____

Premises address (physical location of business or collection) _____

Mailing address (license will be mailed to this address) _____

Business Phone: _____

Fax Number: _____

Business Email (Required): _____

Updated FFL Information

IMPORTANT INFORMATION FOR UPDATING ADDRESS:
 Check here if there are any changes to your FFL information. **

Address changes **MUST** be submitted for approval by completing **Form 5300.38 Application for Amended Federal Firearms License** available on ATF.GOV. Submit the 5300.38 along with your renewal.

<https://www.atf.gov/firearms/docs/form/application-amended-federal-firearms-license-atf-form-530038/download>

New Business Phone _____

Cell/Alternate/24h Phone: _____

NEW Fax Number: _____

NEW Email Address: _____

*Listing your trade or business name with ATF in no way "registers" such a name. You **MUST** comply with Federal, State, and local laws regarding trade or business name registration.

** If changing your premises address, you may NOT operate your business or conduct your collection activity at the NEW premises address until you have received a NEW license reflecting your new address.

PART B Hours of Operation and/or Availability of Business/Activity (please provide at least one hour in which you can be contacted by ATF personnel)

Hour(s): Please indicate AM or PM	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Check all days that apply	<input type="checkbox"/> Closed ALL day NO business hours	<input type="checkbox"/> Closed ALL day NO business hours	<input type="checkbox"/> Closed ALL day NO business hours	<input type="checkbox"/> Closed ALL day NO business hours	<input type="checkbox"/> Closed ALL day NO business hours	<input type="checkbox"/> Closed ALL day NO business hours	<input type="checkbox"/> Closed ALL day NO business hours

WARNING: You may NOT continue operations authorized by your Federal Firearms License (FFL) on or after the expiration date of your license UNLESS you have filed this renewal application PRIOR TO _____. There are criminal penalties for continuing your firearms business or collectors' activities without renewing your license.

FFL No.:
Expiration Date:
FFL Type:

FFL Name:
Premises Address:

C. Answer all of the questions below (answer "yes" or "no", report number of firearms in 7a & 7b, mark N/A where applicable) Check YES or NO

1. Is the firearms or ammunition activity to be conducted under the Federal Firearms License (FFL) at the "premises address" shown above and on the front of this renewal application permitted by State and local law?	Y	N
2. Within thirty days after this application has been approved, will the firearms or ammunition activity comply with the requirements of State and local law applicable to the conduct of the firearms or ammunition business or collection of curios or relics?	Y	N
3. Will the requirements of State and local law that are applicable to the firearms or ammunition activity or collection of curios or relics be met prior to the start of the business or collection activity?	Y	N
4. You MUST send a "copy" of this application to the Chief Law Enforcement Officer (CLEO). Has a completed COPY of this renewal application form (front & back) been sent or delivered to the CLEO of the locality in which the premises is located? <i>See Instruction #7</i>	Y	N
5. As required by 18 U.S.C. 923(d)(1)(G), will secure gun storage or safety devices be made available at any place in which firearms are sold? <i>See Definition #4</i> ONLY Collectors of Curios and Relics (Type 03) OR Manufacturers of Ammunition (Type 06) should check N/A. N/A <input type="checkbox"/>	Y	N
6. Are there any new responsible persons to be added and/or any responsible persons to be removed from the license? If yes, <u>provide a letter</u> signed by a current RP requesting the change of RPs. Also, each new RP must provide a Part B - RPQ of Form 7/7CR, fingerprint card & photo. <i>See Instruction #4</i>	Y	N
For 7a and 7b, write "N/A" if solely a gunsmith or a manufacturer of ammunition.	MAILING ADDRESS	
7a. How many firearms have you bought or acquired with your firearms license over the past 3 years? If none, enter "0"		
<input type="text"/> *If you hold multiple FFLs, please only indicate the number of firearms relating to this FFL you are renewing.		
7b. How many firearms have you sold or disposed of with your firearms license over the past 3 years? If none, enter "0"		
<input type="text"/> *If you hold multiple FFLs, please only indicate the number of firearms relating to this FFL you are renewing.		
8. Have you conducted, or do you intend to conduct, internet sales of firearms? If yes, list websites from which you conduct your internet business: <input type="text"/>	Y	N

D. The following questions apply to YOU and to any other responsible person who has the power to direct the management and policies of your firearms activities. Answer questions 9-19 by checking "yes" or "no" in the boxes to the right of the questions. Check YES or NO

9. Are you charged by information or under indictment in any court for a felony or any other crime for which the judge could imprison you for more than one year? An "information" is a formal accusation of a crime made by a prosecuting attorney.	Y	N
10. Have you ever been convicted in any court of a felony or any other crime for which the judge could have imprisoned you for more than one year, even if you received a shorter sentence, including probation?	Y	N
11. Are you presently appealing a conviction of a crime punishable by imprisonment for a term exceeding one year? (If "yes", attach an explanatory statement listing date of conviction, court in which convicted, and court in which appeal is pending.)	Y	N
12. Are you a fugitive from justice?	Y	N
13. Are you an unlawful user of or addicted to marijuana or any depressant, stimulant, narcotic drug, or any other controlled substance?	Y	N
14. Have you ever been adjudicated mentally defective (which includes a determination by a court, board, commission, or other lawful authority that you are a danger to yourself or to others or are incompetent to manage your own affairs) OR have you ever been committed to any mental institution?	Y	N
15. Have you been discharged from the Armed Forces under dishonorable conditions?	Y	N
16. Are you an alien illegally or unlawfully in the United States? <i>See Definitions #5 and #6</i>	Y	N
17. Have you ever renounced your United States citizenship?	Y	N
18. Are you subject to a court order restraining you from harassing, stalking, or threatening your child or an intimate partner or child of such partner? <i>See Definitions #1 and #2</i>	Y	N
19. Have you been convicted in any court of a misdemeanor crime of domestic violence ? This includes any misdemeanor conviction involving the use or attempted use of physical force committed by a current or former spouse, parent, or guardian of the victim or by a person with a similar relationship with the victim. <i>See Definitions #2 and #3</i>	Y	N

Under penalties imposed by 18 U.S.C.924, I certify that the statements contained in this renewal application, and any attached statements, are true and correct to the best of my knowledge and belief.

Authorized Signature: _____ Title: _____ Date: _____
(Must be a current RP to sign. *See Definition #7*)

PRINTED NAME of signature above: _____ Telephone No. _____

FOR ATF USE ONLY – Application Status

Approved Abandoned Withdrawn **Signature of Licensing Official:** _____ **Date:** _____
 Denied Reason for Denial _____

Instruction Sheet for ATF Form 8 (5310.11) Part II

(Do not return this sheet when submitting your renewal form)

IMPORTANT: This form is not available online. It is sent by ATF prepopulated 90 days prior to expiration. If this renewal form is not submitted to ATF by the date of expiration and received timely, the current license will not be renewed and an application for a new license and associated fee will need to be submitted. Complete your form **“UPON RECEIPT”** and mail immediately with payment to ATF, P.O. Box 6200-20, Portland, OR 97228-6200. Retain a copy of the application for your records.

Instructions

1. TYPE or PRINT legibly with permanent ink pen (black or blue). Sign and date back of form. **Note:** The certification/signature of the renewal form **must be by a current/active Responsible Person (RP)**. Any attached sheets must 1) be identified at the top of each page with your license name and license number and 2) refer to the question(s) being answered.
2. Issuance of your license will be delayed if the fee was not properly submitted or if the form is incomplete or otherwise improperly prepared. Your form may be returned to you for completion or correction. Please respond timely to letters regarding your application to avoid abandonment, per §478.59.
3. **Payment** - Please provide payment by check, money order, or acceptable form of credit card. For credit cards, ensure you sign and date the form under the “Method of Payment” section and understand your signature authorizes the amount of the renewal fee due. A charge from ATF Licensing Fee will be reflected on your credit/debit card statement. In the event the license/permit is not issued, the above amount will be credited to the card mentioned above.
4. **Requests to add or remove a Responsible Person (RP) must be from an active/current responsible person** and can be accomplished during the renewal process or at any time while a license is active. For RP removals, provide a letter (or email) to appropriate ATF FFLC personnel signed by an active RP to request the deactivation of individuals who should no longer be RPs. RPs can “remove” themselves but cannot add or reactivate themselves.
IMPORTANT: For RP additions, each new responsible person must complete a Form 7/7CR (5310.12A/5310.16) Part B – Responsible Person Questionnaire (RPQ) (available at atf.gov). Ensure that you provide the required documents (to include a letter signed by an “active” RP requesting the addition) and information outlined in the instructions to that form.
5. A license issued under 18 U.S.C. Chapter 44:
 - a. Is **NOT** a license to carry, use, or possess a firearm.
 - b. Is **NOT** a license to sell ammunition only.
 - c. Is **NOT** a license to buy and sell firearms at gun shows only.
 - d. Confers **NO** right or privilege to conduct business or activity contrary to State or other law.
6. ATF may or may not contact you prior to issuance of a license; however, if you do not qualify for renewal, you will be advised of the reasons in writing and your renewal application fee will be refunded via the method your payment was received. If a delinquent renewal is received, payment received will either be refunded or applied to the new application as a complete or partial payment depending on license type if you reapply.
7. **Copy to CLEO** – ATF has no authority over the Chief Law Enforcement Officer’s (CLEO) filing of your application, but they must receive notice of your intention to have a firearms business. Therefore, applicants **MUST** submit a “copy” of the completed renewal application to the CLEO of the locality in which the proposed premises is located and certify that you have done so by checking “YES” in item C4 of this application. Failure to supply the information requested in item C4 will delay processing. The application will be returned to the applicant if you have checked “No”.
8. **Imports** - Applicants intending to import firearms and/or ammunition may need to register with ATF under the provisions of the Arms Export Control Act (AECA). Contact the Firearms and Explosives Imports Branch at (304) 616-4550 or Imports@atf.gov for further information on registration. <http://www.atf.gov/firearms/faq/imports>
9. **NFA** - Applicants intending to deal in, import, or manufacture weapons subject to the National Firearms Act (NFA)(e.g., machineguns, short-barrel shotguns, destructive devices, etc.) are required to pay a special occupational tax (SOT). Contact the National Firearms Act Division at (304) 616-4500 or NFA@atf.gov. <http://www.atf.gov/firearms/faq/national-firearms-act-firearms>
10. **Type 03 – Collector of Curios and Relics** - If this is a renewal application for a Type 03 collector of curios and relics license, upon approval, the license will entitle you to acquire firearms classified as curios or relics, in interstate or foreign commerce. You may dispose of curios and relics to any person not otherwise prohibited by the Gun Control Act (GCA) of 1968, residing within your state, and to any other Federal firearms licensee in any state. It must be emphasized that the collector’s license pertains exclusively to firearms classified as curios or relics, and its purpose is to facilitate a personal collection. You may **NOT** engage in the business of buying and selling curios and relics under this license. Applicants intending to engage in the firearms business are required to be licensed under 18 U.S.C. 923. Such persons need to complete ATF Form 7/7CR (available via <https://www.atf.gov/firearms/apply-license>). Contact the Federal Firearms Licensing Center at (866) 662-2750 for further information.
11. **Change of Control** – Per regulation, in the case of a corporation or association holding a license under this part, if actual or legal control of the corporation or association changes, directly or indirectly, whether by reason of change in stock ownership or control (in the licensed corporation or in any other corporation), by operations of law, or in any other manner, the licensee shall, within 30 days of such change, give written notification thereof, executed under the penalties of perjury, to the Chief, Federal Firearms Licensing Center. Upon expiration of the license, the corporation or association must file a Form 7/7CR (Firearms) as required by §478.44.
Note that a “Change of Control” pertains to the continued licensing of the “same exact entity” which often does not require a brand-new license but may require you to complete and submit a new Form 7 along with your renewal to meet the requirements of the regulation. If the entity is dissolved and a new legal entity is created, this would be a “Change in Ownership”. An FFL cannot be issued to an entity that no longer exists. See *Change of Ownership below*. Contact ATF licensing personnel at FFLC@atf.gov if unsure.
12. **Change of Ownership** – FFLs are **NOT** transferable. If there has been a change in OWNERSHIP of the firearms business or collection activity requiring a new license name or new legal entity, even by the same name, you **MUST** submit a NEW application ATF Form 7 (5310.12)/7CR(5310.16).
13. **Request Letter of Authorization (LOA)** – ATF’s receipt of a **timely** renewal application allows an active licensee to continue business as usual until the license is renewed/issued or denied. No additional documentation is required even if a renewal is issued after the current license expires, per §478.45. However, if your vendors require validity of your current license, and your license has not yet been issued, an LOA can be requested, and FFL eZCheck (<https://fflezcheck.atf.gov/fflezcheck/>) will reflect the issuance (and expiration date) of the LOA. The LOA becomes void once the license is issued or denied. **Completing your application upon receipt helps to ensure your license will be renewed prior to the due date, thus eliminating the possible need for an LOA.**
14. **FFL eZCheck** - The purpose of FFL eZCheck is to allow an FFL or other user to verify that a Federal Firearms License (FFL) is valid. In FFL eZCheck, enter the first 3 digits and the last 5 digits of the FFL being verified in the blocks provided and select the SUBMIT button. Selecting the RESET button will clear previously entered data. FFL eZCheck **does not** post/validate Type 03 (Collectors of Curios and Relics) and Type 06 (Manufacturer of Ammunition) licenses. You may contact the FFL eZCheck hotline at (877) 560-2435 to receive verbal confirmation for Type 03 & Type 06 licenses.

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Definitions

- Restraining Order** – Under 18 U.S.C. 922(g)(8), firearms may not be possessed or received by persons subject to a court order that: (A) was issued after a hearing of which the person received actual notice and had opportunity to participate in; (B) restrains such person from harassing, stalking, or threatening an intimate partner or child of such intimate partner or person, or engaging in other conduct that would place an intimate partner in reasonable fear of bodily injury to the partner or child; and (C)(i) includes a finding that such person represents a credible threat to the physical safety of such intimate partner or child, or (ii) by its terms explicitly prohibits the use, attempted use, or threatened use of physical force against such intimate partner or child that would reasonably be expected to cause bodily injury.
- Intimate Partner** – With respect to a person, the spouse of the person, a former spouse of the person, an individual who is a parent of a child of the person, or an individual who cohabitates or has cohabitated with the person.
- Misdemeanor Crime of Domestic Violence (MCDV)** – A Federal, including a general court-martial, State, local, or tribal offense that is a misdemeanor under Federal, State, or tribal law and has, as an element, the use or attempted use of physical force, or the threatened use of a deadly weapon, committed by a current or former spouse, parent or guardian of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with, or has cohabitated with, the victim as a spouse, parent, or guardian, or by a person who has a current or recent former dating relationship with the victim (as defined in U.S.C. §921(a)(37)). The term includes all misdemeanors that have as an element the use or attempted use of physical force or the threatened use of a deadly weapon (*e.g., assault and battery*), if the offense is committed by one of the defined parties. (*See Exception in the definition of “Prohibited Person”*). A person who has been convicted of a misdemeanor crime of domestic violence also is not prohibited unless; (1) the person was represented by a lawyer or gave up the right to a lawyer; or (2) if the person was entitled to a jury, was tried by a jury, or gave up the right to a jury trial. Person subject to this exception should mark “no” in the applicable box.
- Secure Gun Storage or Safety Device** – (A) a device that, when installed on a firearm, is designed to prevent the firearm from being operated without first deactivating the device; (B) a device incorporated into the design of the firearm that is designed to prevent the operation of the firearm by anyone not having access to the device; or (C) a safe, gun safe, gun case, lock box, or other device that is designed to be or can be used to store a firearm and that is designed to be unlocked only by means of a key, a combination, or other similar means.
- Nonimmigrant Alien** – An alien admitted to the United States under a nonimmigrant visa includes, among others, persons visiting the United States temporarily for business or pleasure, persons studying in the United States who maintain a residence abroad, and certain temporary foreign workers. The definition does **NOT** include permanent resident aliens, nor does it apply to nonimmigrant aliens admitted to the United States pursuant to either the Visa Waiver Program or to regulations otherwise exempting them from visa requirements.
- Nonimmigrant Alien Exceptions** – An alien admitted to the United States under a nonimmigrant visa is not prohibited from purchasing, receiving, or possessing a firearm if the alien: (1) is in possession of a hunting license or permit lawfully issued by the Federal Government, a State, or local government, or an Indian tribe federally recognized by the Bureau of Indian Affairs, which is valid and unexpired; (2) was admitted to the United States for lawful hunting or sporting purposes; (3) has received a waiver from the prohibition from the Attorney General of the United States; (4) is an official representative of a foreign government who is accredited to the United States Government or the Government’s mission to an international organization having its headquarters in the United States; (5) is enroute to or from another country to which that alien is accredited; (6) is an official of a foreign government or a distinguished foreign visitor who has been so designated by the Department of State, or (7) is a foreign law enforcement officer of a friendly foreign government entering the United States on official law enforcement business.
- Responsible Person (RP)** – Any individual possessing, directly or indirectly, the power to direct or cause the direction of the management and policies of a sole proprietorship, corporation, company, partnership, or association, insofar as they pertain to firearms.
- Chief Law Enforcement Officer (CLEO)** – The Chief of Police, the Sheriff, or an equivalent designee of such individual, of the locality in which the premises sought to be licensed, is located.
- Partnership** – As it relates to FFL licensing, a “partnership” would list each of the individuals’ names as the “licensee” name (licensed entity) of the FFL. In this case, if any of these partners should no longer be associated with this license, you will need to reapply for a new license upon expiration as the licensed entity has changed. However, if there are partners under a corporation or LLC, the Corporation or LLC can continue when one or more of the partners depart as long as the entity remains the same and is not dissolved as a result of the loss of partner(s). Also see Instructions #11 and #12.

Privacy Act Information

The following information is provided pursuant to Section 3 of the Privacy Act of 1974 (5 U.S.C.522a(e)(3)):

- Authority.** Solicitation of this information is authorized pursuant to 18 U.S.C. 923(a) of the Gun Control Act (GCA) of 1968. Disclosure of this information is mandatory if the applicant wishes to obtain a Federal Firearms License (FFL). **System of Record Notice (SORN) Justice/ATF-008 Regulatory Enforcement Record System FR Vol. 68 No. 163558 dated January 24, 2003.**
- Purpose.** To determine the eligibility of the applicant to obtain a firearms license, to determine the identity of the responsible person(s) in the business or activity, to determine the ownership of the business or activity, and to determine the type of firearms or ammunition to be dealt in, the business hours, and the business history, if applicable.
- Routine Uses.** The information will be used by ATF to make determinations set forth in paragraph 2. In addition, information may be disclosed to other Federal, State, foreign, and local law enforcement, and regulatory agency personnel to verify information on the application and to aid in the performance of their duties with respect to the enforcement and regulation of firearms and/or ammunition where such disclosure is not prohibited by law. The information may further be disclosed to the Justice Department if it appears that the furnishing of false information may constitute a violation of Federal law. Finally, the information may be disclosed to members of the public in order to verify the information on the application when such disclosure is not prohibited by law.
- Effects of Not Supplying Information Requested.** Failure to supply complete information will delay processing and may result in denial of the application.

Paperwork Reduction Act Notice

This request is in accordance with the Paperwork Reduction Act of 1995. The information collection is used to determine 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 retain a benefit and is mandatory by statute (18 U.S.C. 923). The average burden associated with this collection is 30 minutes per respondent or record keeper, depending on individual circumstances. Comments concerning the accuracy of this burden estimate and suggestions for reducing this burden should be directed to Reports Management Officer, Document Services Branch, Bureau of Alcohol, Tobacco, Firearms, and Explosives, Washington, DC 20226. An agency may not conduct a sponsor, and a person is not required to respond to a collection unless it displays a currently valid OMB control number.