

**SUPPORTING STATEMENT FOR  
Federal Firearms License (FFL) RENEWAL Application  
ATF Form 8 (5310.11) Part II**

**A. JUSTIFICATION**

**1. Explain the circumstances that make the collection of information necessary. Identify any legal or administrative requirements that necessitate the collection. Attach a copy of the appropriate section of each statute and regulation mandating or authorizing the collection of information.**

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.

ATF requests approval to make the following changes to OMB 1140-0019 (Federal Firearms License (FFL) RENEWAL Application ATF Form 8 (5310.11) Part II):

- I. **Entire Form:** Changed formatting of form.
- II. **Page 1:** Removed a majority of the pink background.
- III. **Page 1 and 2:** Changed some font to show italics or bolding.
- IV. **Page 1:** Made Renewal Amount Due and Amount to be Paid auto-filled upon printing of application.
- V. **Page 1:** Updated due date information from "DUE PRIOR TO" to "DUE NO LATER THAN".
- VI. **Page 1:** Updated mailing address from "Federal Firearms Licensing Center" to "ATF".
- VII. **Page 1:** Removed option to pay by Diner's Club.
- VIII. **Page 1:** Updated method of payment options.
- IX. **Page 1:** Removed payment charge information. This information in the Instructions.
- X. **Page 1:** Removed option to request Letter of Authorization.
- XI. **Page 1:** Removed FFL number from the center of the form and the expiration date from the footer of the form.
- XII. **Page 1:** Part A: Updated sections for current FFL phone, fax, business email address information; also made business email a required field.
- XIII. **Page 1:** Part A: Removed ability to amend address and business name of FFL on Renewal Form and added reference information regarding the Application for Amended Federal Firearms License.
- XIV. **Page 1:** Removed note regarding FFLs not being transferable. This information is now in the Instructions.

- XV. **Page 1:** Part A: Updated sections for Updated FFL Information and referenced note.
- XVI. **Page 1:** Part B: Added verbiage “(please provide at least one hour in which you can be contacted by ATF Personnel)”.
- XVII. **Page 1:** Part B: Removed “Note: You do NOT have to list hours of operation if you are a Gunsmith. If this applies to you, please check the appropriate box. Gunsmithing activities only” and the corresponding box indicating gunsmithing activities only.
- XVIII. **Page 1:** Part B: Updated table where license holders enter their hours of operation.
- XIX. **Page 2:** Part C: Header – Updated sectional instructions.
- XX. **Page 2:** Part C: Question 4 – Updated question to ask “You MUST send a “copy” of this application to CLEO. Has a completed COPY of this renewal application form (front & back) been sent or delivered to the Chief Law Enforcement Officer (CLEO) of the locality in which the premises is located? See Instruction #7”.
- XXI. **Page 2:** Part C: Question 5 – Added reference to “See Definition #4” and changed final sentence to state “ONLY Collectors of Curios and Relics (Type 03) OR Manufacturers of Ammunition (Type 06) should check N/A”.
- XXII. **Page 2:** Part C: Question 6 – Updated to state “If yes, provide a letter 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. See Instruction #4”.
- XXIII. **Page 2:** Added references to Instructions and Definitions.
- XXIV. **Page 2:** Signature: Added “(Must be a current RP to sign. See Definition #7)”.
- XXV. **Instructions and Definitions Sections:** Added section headers.
- XXVI. **Instructions:** Added instructions, which changed the numbering of existing instructions.
- XXVII. **Instructions and Definitions Sections:** Made statement modifications and clarifications.
- XXVIII. **Instructions and Definitions Sections:** Added at the top of both pages, “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.”
- XXIX. **Instructions:** Added Instruction #3: “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 you credit/debit card statement. In the event the license/permit is not issued, the above amount will be credited to the card mentioned above.”
- XXX. **Instructions:** Updated instruction on how to add a Responsible Person and the documents required for the new RP to submit.
- XXXI. **Instructions:** Removed instruction stating, “The certification of the renewal form must be signed by the collector, owner, a partner, or in the case of a corporation, associates, etc., by an officer duly authorized to sign for the applicant.”
- XXXII. **Instructions:** Instructions 8 and 9: Added email addresses for Imports Branch and NFA Division.

XXXIII. **Instructions:** Added Instruction #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](mailto:FFLC@atf.gov) if unsure.”

XXXIV. **Instructions:** Added Instruction #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).”

XXXV. **Instructions:** Added Instruction #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.”

XXXVI. **Instructions:** Added Instruction #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.”

XXXVII. **Definitions:** Updated Definition #3 Misdemeanor Crime of Domestic Violence to state, “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.”

XXXVIII. **Definitions:** Updated Definition #7 Responsible Person to state, “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.”

XXXIX. **Definitions:** Updated Definition #8 Chief Law Enforcement Officer (CLEO) to state, “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.”

XL. **Definitions:** Added Definition #9: “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.”

**2. Indicate how, by whom, and for what purpose the information is to be used. Except for a new collection, indicate the actual use the agency has made of the information received from the current collection.**

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 their current license. The renewal form is filed by the licensee, so they can continue to engage in firearms activities. ATF personnel will analyze the submitted application to determine the applicant’s eligibility to renew the requested license. 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 from engaging in firearms activities.

**3. Describe whether, and to what extent, the collection of information involves the use of automated, electronic, mechanical, or other technological collection techniques or other forms of information technology, e.g., permitting electronic submission of responses, and the basis for the decision for adopting this means of collection. Also, describe any consideration of using information technology to reduce burden.**

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. Describe efforts to identify duplication. Show specifically why any similar information already available cannot be used or modified for use for the purposes described in Item A.2 above.**

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. If the collection of information impacts small businesses or other small entities, describe any methods used to minimize burden.**

This collection of information has no significant impact on small businesses or other entities.

**6. Describe the consequence to federal program or policy activities if the collection is not conducted or is conducted less frequently, as well as any technical or legal obstacles to reducing burden.**

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. Explain any special circumstances that would cause an information collection to be conducted in a manner:**

- **requiring respondents to report information to the agency more often than quarterly;**
- **requiring respondents to prepare a written response to a collection of information in fewer than 30 days after receipt of it;**
- **requiring respondents to submit more than an original and two copies of any document;**
- **requiring respondents to retain records, other than health, medical, government contract, grant-in-aid, or tax records for more than three years;**

- **in connection with a statistical survey, that is not designed to produce valid and reliable results that can be generalized to the universe of study;**
- **requiring the use of statistical data classification that has not been reviewed and approved by OMB;**
- **that includes a pledge of confidentiality that is not supported by authority established in statute or regulation, that is not supported by disclosure and data security policies that are consistent with the pledge, or which unnecessarily impedes sharing of data with other agencies for compatible confidential use; or**
- **requiring respondents to submit proprietary trade secret, or other confidential information unless the agency can demonstrate that it has instituted procedures to protect the information's confidentiality to the extent permitted by law.**

This information collection is conducted in a manner consistent with 5 C.F.R. § 1320.6.

**8. If applicable, provide a copy and identify the date and page number of publication in the *Federal Register* of the agency's notice, required by 5 CFR 1320.8(d), soliciting comments on the information collection prior to submission to OMB. Summarize public comments received in response to that notice and describe actions taken by the agency in response to these comments. Specifically address comments received on cost and hour burden.**

**Describe efforts to consult with persons outside the agency to obtain their views on the availability of data, frequency of collection, the clarity of instructions and recordkeeping, disclosure, or reporting format (if any), and on the data elements to be recorded, disclosed, or reported.**

**Consultation with representatives of those from whom information is to be obtained or those who must compile records should occur at least once every 3 years -- even if the collection-of-information activity is the same as in prior periods. There may be circumstances that may preclude consultation in a specific situation. These circumstances should be explained.**

Both a 60-day and 30-day notice will be published in the Federal Register to solicit public comments.

**9. Explain any decision to provide any payments or gifts to respondents, other than remuneration of contractors or grantees.**

No payment or gift to respondents is associated with this collection.

**10. Describe any assurance of confidentiality provided to respondents and the basis for the assurance in statute, regulation, or agency policy.**

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, completed forms for this information collection are kept in a secured location at the ATF Federal Firearms Licensing Center. ATF staff who process these forms have special security

clearances. Confidentiality is not assured.

**11. Provide additional justification for any questions of a sensitive nature, such as sexual behavior and attitudes, religious beliefs, and other matters that are commonly considered private. This justification should include the reasons why the agency considers the questions necessary, the specific uses to be made of the information, the explanation to be given to persons from whom the information is requested, and any steps to be taken to obtain their consent.**

Questions of a sensitive nature are asked on the application to determine the continued eligibility of the applicant to renew an FFL.

**12. Provide estimates of the hour burden of the collection of information. The statement should:**

- **Indicate the number of respondents, frequency of response, annual hour burden, and an explanation of how the burden was estimated. Unless directed to do so, agencies should not conduct special surveys to obtain information on which to base hour burden estimates. Consultation with a sample (fewer than 10) of potential respondents is desirable. If the hour burden on respondents is expected to vary widely because of differences in activity, size, or complexity, show the range of estimated hour burden, and explain the reasons for the variance. General, estimates should not include burden hours for customary and usual business practices.**
- **If this request for approval covers more than one form, provide separate hour burden estimates for each form.**
- **Provide estimates of annualized cost to respondents for the hour burdens for collections of information, identifying and using appropriate wage rate categories. The cost of contracting out or paying outside parties for information collection activities should not be included here. Instead, this cost should be included in Item 14.**

**Estimated Annualized Respondent Cost and Hour Burden**

Activity	Number of Respondents	Frequency	Total Annual Responses	Time Per Response	Total Annual Burden (Hours)	Hourly Rate*	Monetized Value of Respondent Time
ATF Form 8 (5310.11) Part II	33,500 per year	1 time per every 3 years	33,500	30 min	16,750		
<b>Unduplicated Totals</b>							

*Hourly rate source citation or you may enter a footnote:*

There are approximately 33,500 respondents per year 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. Provide an estimate of the total annual cost burden to respondents or recordkeepers resulting from the collection of information. (Do not include the cost of any hour burden shown in Items 12 and 14).**

- **The cost estimate should be split into two components: (a) a total capital and startup cost component (annualized over its expected useful life); and (b) a total operation and maintenance and purchase of service component. The estimates should take into account costs associated with generating, maintaining, and disclosing or providing the information. Include descriptions of methods used to estimate major cost factors including system and technology acquisition, expected useful life of capital equipment, the discount rate(s), and the time period over which costs will be incurred. Capital and start-up costs include, among other items, preparations for collecting information such as purchasing computers and software; monitoring, sampling, drilling and testing equipment; and record storage facilities.**
- **If cost estimates are expected to vary widely, agencies should present ranges of cost burdens and explain the reasons for the variance. The cost of purchasing or contracting out information collection services should be a part of this cost burden estimate. In developing cost burden estimates, agencies may consult with a sample of respondents (fewer than 10), utilize the 60-day pre-OMB submission public comment process and use existing economic or regulatory impact analysis associated with the rulemaking containing the information collection, as appropriate.**
- **Generally, estimates should not include purchases of equipment or services, or portions thereof, made: (1) prior to October 1, 1995, (2) to achieve regulatory compliance with requirements not associated with the information collection, (3) for reasons other than to provide information or keep records for the government, or (4) as part of customary and usual business or private practices.**

No new cost is associated with this collection. However, the annual cost has increased due to a change in the postal rate from \$0.63 during the last renewal in 2023, to \$0.73 in 2024. Consequently, the new public cost burden will be reported as \$24,455.00, which is equal to .73 (mailing cost per respondent) \* 33,500 (# of respondents).

**14. Provide estimates of the annualized cost to the Federal Government. Also, provide a description of the method used to estimate cost, which should include quantification of hours, operational expenses (such as equipment, overhead, printing, and support staff), any other expense that would not have been incurred without this collection of information. Agencies also may aggregate cost estimates from Items 12, 13, and 14 into a single table.**



Annual cost to ATF is estimated as follows:

Direct Labor	\$ 1,967.04	(GS11-2 hourly rate x 48 hours)
Printing	\$ 2,224.40	(\$ .0096 per imprint x 134,000 imprints {33,500 x 4 imprints} + \$.014 per sheet of paper x 67,000 {33,500 x 2 pages})
Postal Costs	\$ 23,115.00	(\$0.69 metered postage x 33,500 envelopes)
Total	\$ 27,306.44	

**15. Explain the reasons for any program changes or adjustments.**

There is no adjustment associated with this information collection. The annual burden hours for this IC remained at 16,750.

**16. For collections of information whose results will be published, outline plans for tabulations, and publication. Address any complex analytical techniques that will be used. Provide the time schedule for the entire project, including beginning and ending dates of the collection of information, completion of report, publication dates, and other actions.**

The results of this collection will not be published.

**17. If seeking approval to not display the expiration date for OMB approval of the information collection, explain the reasons that display would be inappropriate.**

ATF requests authorization to exclude the IC expiration date from the printed ATF Form 5310.11. This is due to the fact that 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. Public use of this form is unpredictable, 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. Explain each exception to the certification statement.**

There are no exceptions to the certification statement.

**B. COLLECTIONS OF INFORMATION EMPLOYING STATISTICAL METHODS.**

This collection does/does not contain statistical data.