

U.S. Department of Justice

Bureau of Alcohol, Tobacco, Firearms, and Explosives

Federal Explosives License/Permit (FEL/P) Renewal Application

FEL/P no.:
 FEL/P name:
 Trade name (if any):
 FEL/P premises address:

FEL/P type:
 Expires:
 Renewal fee due: \$ _____ **Pay this amount via Pay.gov.**
Note: If renewal application is not received by the expiration date, your license/ permit will not be renewed, and you will need to submit a new application and associated fee.

PAYMENT: You may only submit payment via www.Pay.gov. (For information on Pay.gov submission, see instruction #3)

Once you have completed the payment process through Pay.gov, record Pay.gov transaction information below and print payment confirmation receipt. Your pay.gov transaction is ONLY the payment part of the process. You must still complete the renewal application below. Payments received by mail will be returned and the application will not be processed.

Pay.gov transaction ID number: _____ **Include copy of Pay.gov confirmation with application**
 Pay.gov date of payment: _____ Amount paid: \$ _____

Part A Complete below if there is a change to your FEL/P information

FEL/Ps are **not** transferable. If there has been a change in ownership or control of the explosives business or operations, you may NOT use this form to obtain a renewal. You **must** submit a **new** application ATF Form 5400.13/5400.16)

Updated trade or business name *

Updated premises address **Updated mailing address

Updated business phone:

Updated cell phone:

Updated email address:

FEL/P mailing address:

*Listing your trade or business name with ATF in no way registers such a name.

You MUST comply federal, state, and local laws regarding trade or business name registration.

** You may operate at your NEW premises if notification is given to ATF 10 days prior to the move.

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)

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Hour(s): Please indicate AM or PM							
Check all days that apply	☐ Closed ALL day NO business hours	☐ Closed ALL day NO business hours	☐ Closed ALL day NO business hours	☐ Closed ALL day NO business hours	☐ Closed ALL day NO business hours	☐ Closed ALL day NO business hours	☐ Closed ALL day NO business hours

WARNING: You may NOT continue operations authorized by your Federal Explosives license/permit (FEL/P) on or after the expiration date of your license/permit UNLESS you have filed this renewal application PRIOR TO . There are criminal penalties for continuing your explosive business or operations without renewing your license/permit.

Notice of Clearance (NOC) – Initial that you have reviewed your latest NOC, and all the listed responsible persons (RPs) and employee possessors (EPs) are correct – NO changes or updates are needed. If the NOC is not accurate and needs to be updated, please return a copy of the latest NOC with this renewal application. 

Include a statement showing the nature of the inaccurate or incomplete information.

- All current and new employee possessor's MUST complete ATF Form 5400.28, Employee Possessor Questionnaire.
- All current and new responsible persons must complete ATF Form 5400.13/5400.16 Part B, Responsible Person Questionnaire. Renewal of your license or permit will be delayed or denied if Part B is incomplete or missing.

Not Renewing? If you do not wish to renew this license/permit, please initial here, sign below, and return to ATF 

Under penalties imposed by 18 U.S.C.844, 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 (certification): _____ Title: _____ Date: _____
 (Must be a current RP to sign)

Printed name of signature above: _____ Telephone no. _____

For ATF use only – Application Status

☐ Approved ☐ Abandoned ☐ Withdrawn Signature of licensing official: _____ Date: _____

☐ Denied Reason denied: _____

ATF Form 5400.14/5400.15 Part III

Revised (September 2025)

All Applications are to be Submitted to:
Bureau of Alcohol, Tobacco, Firearms, and Explosives
Federal Explosives Licensing Center
244 Needy Road
Martinsburg, WV 25405

Instructions

1. For all responses, type or print legibly with an ink pen (black or blue).
2. Failing to properly submit the fee or if the form is incomplete or otherwise improperly prepared, your Federal Explosive License-Permit (FEL/P) will be delayed.
3. You must pay the total application fee via **www.Pay.gov**. You must record the Pay.gov payment transaction number in the payment section of the renewal application and include a copy of the confirmation from Pay.gov with your application. Please keep a copy of the Pay.gov payment confirmation that you receive from Pay.gov for your records. Applications mailed with other forms of payment will be returned without processing. Licenses and permits are issued for a period of three years. You will not receive a refund of any part of a license or permit fee where the operations of the license or permit are, for any reason, discontinued for that period.

Part A:

4. If the FEL/P preprinted information on the renewal form has changed, update the sections as appropriate. Please note that FEL/PS are not transferable. In the event that a lease or sale of the business or operations occurs, a new FEL/P is required.

Part B:

5. Note hours of operation and/or hours of availability in section B. In the event that hours are not consistent and/or on a part time basis, indicate the day and time most frequently worked.
6. Review the individuals listed as responsible persons (RP) and employee possessors (EP) on the ATF Notice of Clearance (NOC). If you need to add or drop a RP or EP, send in a cover letter with a copy of the NOC and indicate the appropriate RP(s) and EP(s) to add or drop.
7. All responsible persons, individuals who have the power to direct the management and policies of the applicant pertaining to explosive materials, must submit ATF Form 5400.13/5400.16 Part B, Responsible Person Questionnaire. The completed Part B forms should be included with this renewal.
8. **Important!** New responsible persons must submit a properly prepared FD-258 (Fingerprint Card) with this application. Fingerprints must be taken by appropriate law enforcement authorities. The pre-printed FD-258 should reflect "WVATF0900 ATF-FELC MARTINSBURG, WV" to preclude rejection of fingerprints. A 2" x 2" frontal view photograph, taken within the last 6 months and clearly showing a full front view of the features of the applicant with head bare, must also accompany this application. Please ensure that each photograph is clearly identified on the reverse with the full name of the responsible person in the photograph. Attach to a separate sheet of paper with person's full name under that photo. You may affix multiple photographs to one sheet of paper ensuring that the responsible person's full name is written under each photograph. A Fingerprint Card and photograph is not required if they were already submitted to ATF as part of an ATF explosives application.
9. All employee possessors, individuals who have actual or constructive possession of explosive materials during the course of employment or operations, must submit ATF Form 5400.28, the Employee Possessor Questionnaire. The completed ATF Forms 5400.28 should be included with this renewal.
10. The renewal form must signed/certified by an authorized signer (e.g., owner, partner, or in case of a corporation, association, etc., then an officer duly authorized to sign for the applicant).

Definitions

1. **Responsible person** – An individual who has the power to direct the management and policies of the applicant pertaining to explosive materials.

For example, responsible persons generally include sole proprietors and explosive facility site managers. In the case of a corporation, association or similar organization, responsible persons generally include corporate directors and officers, as well as stockholders who have the power to direct management and policies.

2. **Employee possessor** – An employee possessor is an individual who has **actual** or **constructive** possession of explosive materials during the course of his employment. **Actual possession** exists when a person is in immediate possession or control of explosive materials (e.g. an employee who physically handles explosive materials as part of the production process; an employee who handles explosive materials in order to ship, transport, or sell them, or an employee, such as a blaster who actually uses explosive materials). **Constructive possession** exists when an employee lacks direct physical control over explosive materials, but knowingly has the power and intention to exercise domain and control over the explosive materials, either directly or indirectly through others (e.g. an employee at a construction site who keeps keys for magazines in which explosive materials are stored, or who directs the use of explosive materials by other employees).

Privacy Act Information

This information is provided pursuant to Section 3 of the Privacy Act of 1974 (5 U.S.C. §552 a(e)(3)):

1. **Authority.** Solicitation of this information is authorized pursuant to 18 U.S.C. § 842-843. Disclosure of this information by the applicant is mandatory if the applicant wishes to obtain a federal explosive license or permit.
2. **Purpose.** ATF uses the information collected on this form to identify the applicant; to identify the location of the premises; to determine eligibility of the applicant to obtain such license or permit; to determine the ownership of the business or operations; and to identify responsible persons in the business or operations.
3. **Routine Uses.** ATF may disclose the information as permitted by the Privacy Act of 1974 (5 U.S.C. §552a(e)(3)) and in accordance with the System of Records Notice (SORN) JUSTICE/ATF-008 – Regulatory Enforcement Record System. ATF may share the information with federal, state, local, tribal, and foreign law enforcement or regulatory agencies to verify information or eligibility, support lawful enforcement or compliance activities, and in administrative and judicial proceedings. The information may be disclosed to the Department of Justice when it appears that furnishing false information may constitute a violation of federal law, or to the public as permitted by law to confirm license validity.
4. **Effects of Not Supplying Information Requested.** Failure to supply complete information will delay processing and may cause denial of the application.
5. **Disclosure of social security number.** Disclosure of the individual's social security number is voluntary. Under 18 U.S.C. §842(f), 843, and Executive Order 9397, November 22, 1943, ATF has the authority to solicit an individual's social security number. The number may be used to verify the individual's identity.

Paperwork Reduction Act Notice

This request is in accordance with the Paperwork Reduction Act of 1995. The information collected is used to determine the eligibility of the applicant to engage in certain operations, 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 mandatory by statute (18 U.S.C. §843).

The estimated average burden associated with this collection is 1 hour and 15 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 directed to Reports Management Officer, Information Technology Coordination Staff, Bureau of Alcohol, Tobacco, Firearms, and Explosives, 99 New York Ave., 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 (OMB) control number.