

ATF requests approval to make the following changes to **OMB 1140-0018 (Application for Federal Firearms License) - ATF Form 5310.12/5310.16 (Form 7/7CR)** and **OMB 1140-0018 (Part B – Responsible Person Questionnaire) – ATF Form 5310.12/5310.16 (Form 7/7CR)**

Proposed changes:

1. Changed names/numbers of forms to remove outdated second form reference (to 5310.16) and to clarify that the stand-alone part B is just that (aligning with recent changes to ATF numbering framework):
 - a. Application for Federal Firearms License - ATF Form 5310.12/5310.16 (Form 7/7CR) changed to **Application for Federal Firearms License - ATF Form 5310.12 (Form 7)**
 - b. Part B – Responsible Person Questionnaire – ATF Form 5310.12/5310.16 (Form 7/7CR) changed to **Supplemental FFL Responsible Person Questionnaire – ATF Form 5310.12B (Form 7B)**
2. Removed unnecessary capitalizations and added appropriate capitalizations.
3. Removed unnecessary punctuation and added punctuation where needed.
4. Modified some sentences to remove passive voice.
5. Payment information updated throughout forms and instructions to pay.gov only.
 - a. Instruction #5 removed from Supplemental FFL RPQ
6. Address for mailing applications updated throughout to FFLC's mailing address at 244 Needy Road. Also added email submission address, FFL applications@atf.gov and "or email" throughout, wherever it said to "mail" the form.
7. Removed "Hardcopy forms can be obtained from the ATF Distribution Center. (Type "ATF Distribution Center" into a search engine or call 240-828-5316 to order)" from instructions, as ATF is no longer printing these forms.
8. In Form 7, removed wording in part A #14 "additional information required" as the instruction referenced provides that information.
9. In Form 7, removed "(First, Middle, Last)" after Print Applicant Name in signature block at the end of part A as unnecessary.
10. In Form 7, reformatted Application Status section to make it easier to read.
11. In Form 7, changed formatting of signature block section of part B so all signature block sections are consistent.
12. In Form 7B, Updated instructions to substitute the word 'questionnaire' instead of the word 'application' to clarify that the primary Form 7 (submitted by each entity) is the application -- Form 7B is the RPQ (questionnaire) filled out by each individual RP and accompanies the entity application. That has long been the case, but the form numbers and the term 'application' in 7B were a bit confusing.
13. In Form 7B, combined instructions 4 and 6 into one instruction to better clarify how they operate in alternate situations.