

Federal Firearms License (FFL) RENEWAL Application

Expires: _____

FFL #: _____ FFL type: _____
RENEWAL FEE DUE: \$.00

MAIL APPLICATION TO:

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

ATF - FFCL
244 Needy Road
Martinsburg, WV 25405

NOT RENEWING? If you do not wish to renew this license, please follow the steps below (If renewing, skip to payment information):

1. Return this application and your firearms records within 30 days of discontinuing your business to: ATF Out-of-Business Records Center (OBRC); 244 Needy Road; Martinsburg, WV 25405, or if electronic records you may email to NTC-OBRRReceivingSection@atf.gov. ATF OOB Ph # (800) 788-7133 x 1590. (Collectors of curios and relics are NOT required to send firearms records to ATF).

2. 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 date of discontinuing 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.

PAYMENT INFORMATION:

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

IMPORTANT: Once you have completed the payment process through Pay.gov, record the Pay.gov tracking ID number below and print the payment confirmation page. Include a copy of your Pay.gov payment confirmation page with your application. Your Pay.gov transaction is **ONLY** the payment portion of the process. You still must complete the remainder of the renewal application and mail in the hard copy. Payments received by mail will be returned and the renewal application will not be processed. **Include copy of Pay.gov payment confirmation page with application.**

Pay.gov tracking ID number: _____ Pay.gov date of payment: _____ Amount paid: \$ _____

Complete the remainder of the renewal application and submit to ATF-FFLC, 244 Needy Rd, Martinsburg, WV 25405

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):

*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.

Updated FFL information

IMPORTANT INFORMATION FOR UPDATING ADDRESS: <input type="checkbox"/> 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:

** 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 (please provide at least one hour in which ATF personnel can contact you).

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Hour(s): Please indicate AM or PM							
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 with "yes" or "no". Report number of firearms in 6a & 6b, mark N/A where applicable) Check YES or NO

1. Is the firearms or ammunition activity you intend to conduct 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 you make sure the firearms or ammunition business activity or collecting of curios or relics activity, complies with the requirements of state and/or local law?	Y	N
3. You MUST send a copy of this application to the Chief Law Enforcement Officer (CLEO) of the locality in which the premises is located. Has a completed COPY of this renewal application form (front & back) been sent or delivered to the CLEO? <i>See Instruction #7</i>	Y	N
4. As required by 18 U.S.C. § 923(d)(1)(G), will you make available secure gun storage or safety devices at the location where 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
5. Are there any new responsible persons (RPs) to be added and/or any RPs to be removed from the license? If yes, provide a letter signed by a current RP requesting the change. Also, each new RP must provide an ATF Form 5310.12A/5310.16 (Form 7/7CR) Part B – RPQ, fingerprint card, and photo. <i>See Instruction #4</i>	Y	N
For 6a and 6b, write "N/A" if solely a gunsmith or a manufacturer of ammunition.	MAILING ADDRESS	
6a. How many firearms have you bought or acquired with your firearms license over the past 3 years? If none, enter "0" . <i>*If you hold multiple FFLs, please only indicate the number of firearms relating to this FFL you are renewing.</i>	DRAFT USE	
6b. How many firearms have you sold or disposed of with your firearms license over the past 3 years? If none, enter "0" . <i>*If you hold multiple FFLs, please only indicate the number of firearms relating to this FFL you are renewing.</i>		
7. Have you conducted, or do you intend to conduct, internet sales of firearms? If yes, list websites from which you conduct your internet business: _____	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 8-18 by checking "yes" or "no" in the boxes to the right of the questions. Check YES or NO

8. 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
9. 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
10. 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
11. Are you a fugitive from justice?	Y	N
12. Are you an unlawful user of or addicted to marijuana or any depressant, stimulant, narcotic drug, or any other controlled substance?	Y	N
13. 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
14. Have you been discharged from the Armed Forces under dishonorable conditions?	Y	N
15. Are you an alien illegally or unlawfully in the United States? <i>See Definitions #5 and #6</i>	Y	N
16. Have you ever renounced your United States citizenship?	Y	N
17. 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
18. 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 **Licensing official signature:** _____ **Date:** _____
 Denied Reason denied: _____

Instruction Sheet for ATF Form 5310.11 (“Form 8”) Part II

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

IMPORTANT: This form is not available online. ATF sends this form prepopulated 90 days prior to your license expiration date. If ATF does not receive this renewal form by your license’s expiration date, ATF will not renew the current license, and you will need to submit an application and associated fee for a **new** license. Complete your renewal form **UPON RECEIPT**. Mail immediately along with a copy of your Pay.gov payment confirmation page to ATF-FFLC, 244 Needy Road, Martinsburg, WV 25405. Retain a copy of this application and payment information for your records.

Instructions

1. **TYPE or PRINT** legibly with permanent ink pen (black or blue). Sign and date back of form. **Note: The person certifying/signing the renewal form must be by a current/active responsible person (RP).** On any attached sheets, you must 1) place your license name and license number at the top of each page AND 2) refer to the question(s) being answered.
2. Failing to properly submit the fee or submitting an incomplete or improperly prepared renewal form will delay your new license. Your form may be returned to you to complete or correct. Please respond quickly to letters regarding your application to avoid abandoning your application, per §478.59.
3. **Payment** – You **MUST** pay the total application fee via www.Pay.gov. Go to the Pay.gov home page. In the search bar at the top right corner of the page, enter “ATF - Payment Only - Renewal Application for FFL - Form 5310.11 (Form 8)”. Once you locate the proper form, please follow the instructions within Pay.gov to complete the payment process. Pay.gov will accept various forms of payment including, but not limited to, credit cards and debit cards. You must record the Pay.gov tracking ID number on the front of this application.
IMPORTANT: Once you have completed the payment process, print a copy of the payment confirmation page from Pay.gov to include with your application. Please keep a copy of the Pay.gov payment confirmation page for your records. Mail your renewal application and Pay.gov confirmation page to ATF-FFLC, 244 Needy Road, Martinsburg, WV 25405. Applications mailed with physical payment (such as credit card information, check, or money order) will be returned without processing. Licenses are issued for a period of three (3) years. You will not receive a refund for any part of the license fee if you discontinue any part of the licensed operations during the three-year period.
4. **Requests to add or remove a responsible person (RP) must be made by 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 5310.12A/5310.16 (Form 7/7CR) 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 issuing the 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 your renewal is delinquent, payment will be refunded, in full, via the method your payment was received.
7. **Copy to CLEO** – FFL applicants are required to notify the chief law enforcement officer in their locality that they intend to operate or continue operating a firearms business at the premises, as per 18 U.S.C. § 923(d)(1)(F)(iii). 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 or continue a firearms business. Therefore, applicants **MUST** submit a copy of the completed renewal application to the CLEO of the locality in which the business premises is located and certify that you have done so by checking “Yes” in item C-3 of this application. Failure to supply the information requested in item C-3 will delay processing. The application will be returned to the applicant if you have checked “No”.
8. **NFA** - Applicants who intend 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. <https://www.atf.gov/firearms/national-firearms-act-division>
9. **Type 03 – Collector of Curios and Relics** - If you are renewing 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, who resides within your state, or to any other federal firearms licensee in any state. We must emphasize 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 who intend to engage in the firearms business are required to be licensed under 18 U.S.C. § 923, and must complete ATF Form 5310.12A/5310.16 (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.
10. **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, notify the Chief, Federal Firearms Licensing Center, in writing, executed under penalties of perjury. When the license expires, the corporation or association must file a Form 5310.12A/5310.16 (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 7/7CR 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 will not be issued to an entity that no longer exists. *See Change of Ownership below.* Contact ATF licensing personnel at FFLC@atf.gov if unsure.
11. **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 5310.12A/5310.16 (“Form 7/7CR”).
12. **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. You are not required to obtain additional documentation of your license, even if a renewal is issued after the current license expires, per § 478.45. However, if your vendors require proof that you have a current valid license, and your license has not yet been issued, you can request an LOA. FFL eZCheck (<https://fflezcheck.atf.gov/FFLEzCheck/>) will reflect the LOA and its expiration date. The LOA becomes void once ATF issues or denies the license. **Completing and submitting your application when you receive it helps to ensure your license will be renewed prior to the due date, reducing the possibility that you will need an LOA.**

Instruction Sheet for ATF Form 8 (5310.11) Part II

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

Definitions

1. **Restraining order** – Under 18 U.S.C. § 922(g)(8), a court order that: was issued after a hearing in which you received actual notice and had opportunity to participate; restrains you from harassing, stalking, or threatening an intimate partner or child of that intimate partner in reasonable fear that they or their child, will suffer bodily injury; and finds that you represent a credible threat to the physical safety of that intimate partner or their child, or by its terms explicitly prohibits you from using, attempting to use, or threatening to use of physical force against that intimate partner or their child that would reasonably be expected to cause bodily injury.
2. **Intimate partner** – The spouse or former spouse of the person, the parent of a child of the person, or an individual who lives with or has lived with the person.
3. **Misdemeanor crime of domestic violence (MCDV)** – Federal (including military), state, local, or tribal offense that is a misdemeanor under that law and has, as an element, use or attempted use of physical force (e.g., *assault and battery*), or threatened use of a deadly weapon, when committed by: a current or former spouse of the victim, a parent or guardian of the victim, a person with whom the victim shares a child in common, a person currently or formerly living with the victim as the victim's spouse, parent, or guardian, a person similarly situated to a spouse, parent, or guardian, or a person who has a current or recent former dating relationship with the victim (as defined in 18 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) the person was entitled to a jury, was tried by a jury, or gave up the right to a jury trial. A person subject to this exception should mark "no" in the applicable box.
4. **Secure gun storage or safety device** – A device that: (1) when installed on a firearm, is designed to prevent the firearm from being operated without first deactivating the device; (2) a device when incorporated into the design of the firearm, is designed to prevent the operation of the firearm by anyone not having access to the device; or (3) is designed to be or can be used to store a firearm and is designed to be unlocked only by means of a key, a combination, or other similar means (such as a safe, gun safe, gun case, lock box, or other similar device).
5. **Nonimmigrant alien** – An alien admitted to the United States under a nonimmigrant visa includes, among others, a person visiting the United States temporarily for business or pleasure, a person studying in the United States who maintains 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.
6. **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) possesses 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.
7. **Responsible person (RP)** – An 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.
8. **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.
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 departs as long as the entity remains the same and is not dissolved as a result of the loss of partner(s). See Instructions #11 and #12.

Privacy Act Information

This information is provided pursuant to Section 3 and 7(b) of the Privacy Act of 1974 (5 U.S.C. § 522a(e)(3)).

1. **Authority.** The Bureau of Alcohol, Tobacco, Firearms, and Explosives (ATF) is authorized to solicit this information under 18 U.S.C. § 923(a) of the Gun Control Act (GCA) of 1968. ATF is authorized to collect this information to determine eligibility of applicants to obtain or renew a federal firearms license (FFL). The implementing regulations are in 27 CFR part 478.
2. **Purpose.** ATF uses the information collected on ATF Form 5310.11 ("Form 8") Part II, Federal Firearms License (FFL) Renewal Application, to determine an applicant's continued eligibility to engage in the business of importing, manufacturing, or dealing in firearms or ammunition, or to maintain a collector's license. The information identifies responsible person(s), verifies compliance with applicable federal, state, and local laws, and supports ATF's regulatory and public safety responsibilities.
3. **Routine uses.** ATF may disclose the information as permitted by the Privacy Act of 1974 (5 U.S.C. § 552a) 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 eligibility, support lawful enforcement and compliance activities, and in administrative and judicial proceedings. The information may also 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. **Disclosure:** Providing this information is mandatory under 18 U.S.C. § 923 to renew an FFL. Failing to provide complete and accurate information will delay application processing and may result in ATF denying a renewed license.

Paperwork Reduction Act Notice

This information collection request is in accordance with the Paperwork Reduction Act of 1995. ATF uses the collected information to determine location and extent of operations, and to determine whether the operations will conform 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 20 minutes per respondent or record keeper, depending on individual circumstances. Direct comments concerning the accuracy of this burden estimate and suggestions for reducing this burden 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 unless it displays a currently valid OMB control number.