

---

**DEPARTMENT OF THE TREASURY**  
**BUREAU OF ALCOHOL, TOBACCO AND FIREARMS**  
**APPLICATION FOR AN AMENDED FEDERAL FIREARMS LICENSE**  
**UNDER 18 U.S.C. CHAPTER 44, FIREARMS**

**INSTRUCTION SHEET FOR ATF F 5300.38 (DETACH THIS SHEET BEFORE SUBMITTING YOUR APPLICATION)**

**ALL APPLICATIONS ARE TO BE SUBMITTED TO:**

**NATIONAL LICENSING CENTER**  
**2600 CENTURY PARKWAY NE**  
**ATLANTA, GEORGIA 30345**

---

Section 923(d)(1), Title 18, U.S.C., provides the requirements for obtaining a Federal firearms license (FFL). These provisions require applicants for an FFL to certify that the firearms business will be conducted in compliance with State and local law.

The purpose of this application is to require a licensee who moves the licensed premises to a different location during the term of an existing license to certify that the firearms business at the new location will be conducted in compliance with State and local law. The application also requires applicants for an amended license to notify the Chief, Law Enforcement Officer (CLEO) in the locality where the new premises are located of the intent to apply for an amended license, as required by section 923 (d)(1)(F)(iii).

1. Notification of the new location of the business must be given not less than 30 days prior to such removal.
2. Each licensee submitting the ATF F 5300.38, Application for an Amended Federal Firearms License must provide notification of the intent to apply for an amended FFL to the CLEO in the locality where the new premises are located by mailing or delivering copy 2 of this application to such CLEO.
3. Submit copy 1 of ATF F 5300.38 to the Chief, National Licensing Center, Bureau of Alcohol, Tobacco and Firearms at the address listed above. Mail or deliver copy 2 to the CLEO.
4. PRINT with ball-point pen or type (*except for signature at end*). All attached sheets must be:
  - a. Identified with your name and address at the top of each page.
  - b. Referenced by the question number being responded to.
5. The certification in Section I, Item 2 and Section II, Item 6 must be executed (*signed*) by the owner, a partner, or in the case of a corporation, association, etc., by an officer duly authorized to sign for the licensee.
6. IF YOU HAVE QUESTIONS relating to this application, please contact the ATF National Licensing Center, 2600 Century Parkway NE, Atlanta, GA 30345, 404-417-2750.

**DEFINITIONS**

The term "Chief Law Enforcement Officer" means the Chief of Police, the Sheriff, or an equivalent officer.

**PRIVACY ACT INFORMATION**

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

1. **AUTHORITY.** Solicitation of this information is authorized pursuant to 18 U.S.C. § 923(a) of the Gun Control Act of 1968. Disclosure of this information is mandatory if the applicant wishes to obtain a Federal firearms license.
2. **PURPOSE.** To determine the eligibility of the applicant to obtain a firearms license, to determine the ownership of the business, the type of firearms or ammunition to be dealt in, the business hours, the business history and the identity of the responsible person in the business.
3. **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.
4. **EFFECTS OF NOT SUPPLYING INFORMATION REQUESTED.** Failure to supply complete information will delay processing and may result in 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. § 923(a), ATF has the authority to solicit this information. The number may be used to verify the individual's identity.

---

**PAPERWORK REDUCTION ACT**

The information required by this form is in accordance with the Paperwork Reduction Act of 1995. The purpose of the information is to certify whether the operations will be in conformity with Federal, State and local law. The information is subject to inspection by ATF officers. The information requested is mandatory by statute (18 U.S.C. 923).

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, Document Services Branch, Bureau of Alcohol, Tobacco and Firearms, 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 OMB control number.

**DEPARTMENT OF THE TREASURY**  
**BUREAU OF ALCOHOL, TOBACCO AND FIREARMS**  
**APPLICATION FOR AN AMENDED FEDERAL FIREARMS LICENSE**  
**UNDER 18 U.S.C. CHAPTER 44, FIREARMS**

*All entries must be in ink. Please read attached instructions carefully before completing this form.*

**SECTION I**

1. NAME OF OWNER OR CORPORATION *(If partnership, include name of each partner)* \_\_\_\_\_ 2. SOCIAL SECURITY NUMBER \_\_\_\_\_ 3. DATE OF BIRTH \_\_\_\_\_

4. TRADE OR BUSINESS NAME *(If any)* \_\_\_\_\_ 5. FEDERAL FIREARMS LICENSE NUMBER *(Include expiration date)* \_\_\_\_\_

6. CURRENT BUSINESS ADDRESS *(Include county)* \_\_\_\_\_ 7. NEW BUSINESS ADDRESS *(Include county)* \_\_\_\_\_

8. CURRENT MAILING ADDRESS \_\_\_\_\_ 9. NEW MAILING ADDRESS \_\_\_\_\_

10. CURRENT HOME ADDRESS \_\_\_\_\_ 11. NEW HOME ADDRESS \_\_\_\_\_

12. PRESENT TELEPHONE NUMBER *(With area code)*  
 BUSINESS \_\_\_\_\_  
 RESIDENCE \_\_\_\_\_

13. NEW TELEPHONE NUMBER *(With area code)*  
 BUSINESS \_\_\_\_\_  
 RESIDENCE \_\_\_\_\_

IF BUSINESS IS OBTAINED FROM SOMEONE ELSE, GIVE:

14. NAME \_\_\_\_\_ 15. LICENSE NUMBER \_\_\_\_\_

**16. HOURS OF OPERATION OF LICENSEE'S BUSINESS**

TIME	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
OPEN							
CLOSE							

17. ARE THE LICENSEE'S BUSINESS PREMISES OPEN TO THE GENERAL PUBLIC DURING THESE HOURS?

YES  NO

18. WILL ANY OTHER BUSINESS, OTHER THAN THAT FOR WHICH THE LICENSE WAS ISSUED, BE CONDUCTED ON THE NEW PREMISES?  
 YES  NO

19. LICENSEE'S NEW PREMISES ARE  
 OWNED  LEASED  RENTED

20. IF THE NEW PREMISES ARE RENTED OR LEASED, PLEASE SPECIFY THE DATE THE LEASE OR RENTAL AGREEMENT BEGINS, THE DATE THE AGREEMENT TERMINATES, THE TERM OF THE LEASE OR RENTAL, AND THE NAME, ADDRESS AND TELEPHONE NUMBER OF THE OWNER OF THE PROPERTY, ATTACH A COPY OF THE LEASE OR RENTAL AGREEMENT TO THIS APPLICATION.

21. INDICATE TYPE OF BUSINESS PREMISES AT THE NEW LOCATION:

COMMERCIAL

- STOREFRONT
- OFFICE
- ROD & GUN CLUB
- MILITARY BASE
- OTHER (Specify) \_\_\_\_\_

RESIDENTIAL

- SINGLE/FAMILY DWELLING
- CONDOMINIUM
- APARTMENT
- HOTEL/MOTEL
- PUBLIC HOUSING
- OTHER (Specify) \_\_\_\_\_

IF THE NEW PREMISES ARE LOCATED ON A MILITARY INSTALLATION, ATTACH A WRITTEN AUTHORIZATION FROM THE BASE COMMANDER TO CONDUCT THE FIREARMS BUSINESS ON THE MILITARY INSTALLATION.

22. IF THE NEW PREMISES ARE OWNED BY THE APPLICANT, ARE THERE ANY RESTRICTIONS OR COVENANTS WHICH PROHIBIT THE OWNER FROM OPERATING A BUSINESS ON THE PREMISES? IF YES, ON A SEPARATE SHEET, DESCRIBE SUCH RESTRICTIONS OR COVENANTS.

- YES       NO

23. DO ANY ZONING ORDINANCES PROHIBIT THE CONDUCT OF A FIREARMS BUSINESS ON THE NEW PREMISES?

- YES       NO

24. IS A LICENSE, PERMIT, OR PAYMENT OF OCCUPATIONAL OR BUSINESS TAX REQUIRED UNDER STATE OR LOCAL LAW TO ENGAGE IN A FIREARMS BUSINESS FROM THE PREMISES? IF SO, PROVIDE COPIES.

- YES       NO

25. SIGN HERE

TITLE

DATE

**SECTION II - CERTIFICATION OF COMPLIANCE WITH STATE AND LOCAL LAW**

AS REQUIRED BY 18 U.S.C. 923(d)(1), I CERTIFY THAT:

1. THE BUSINESS TO BE CONDUCTED UNDER THE FEDERAL FIREARMS LICENSE IS NOT PROHIBITED BY STATE OR LOCAL LAW AT THE PREMISES INDICATED IN QUESTION 5.
2. WITHIN 30 DAYS AFTER THE APPLICATION IS APPROVED THE BUSINESS TO BE CONDUCTED AT THE LOCATION INDICATED IN QUESTION 5 WILL COMPLY WITH THE REQUIREMENTS OF STATE AND LOCAL LAW APPLICABLE TO THE CONDUCT OF BUSINESS.
3. BUSINESS WILL NOT BE CONDUCTED UNDER THE AMENDED LICENSE UNTIL THE REQUIREMENTS OF STATE AND LOCAL LAW APPLICABLE TO THE BUSINESS HAVE BEEN MET.
4. NOTIFICATION OF THIS APPLICATION HAS BEEN PROVIDED TO THE CHIEF LAW ENFORCEMENT OFFICER OF THE LOCALITY IN WHICH THE PREMISES INDICATED IN QUESTION 5 ARE LOCATED BY MAILING COPY 2 OF THIS FORM TO SUCH OFFICER.

26. **CERTIFICATION: UNDER THE PENALTIES IMPOSED BY 18 U.S.C. 924, I DECLARE THAT I HAVE EXAMINED THIS APPLICATION AND THE DOCUMENTS SUBMITTED IN SUPPORT HEREOF, AND TO THE BEST OF MY KNOWLEDGE AND BELIEF, THEY ARE TRUE, CORRECT AND COMPLETE.**

SIGN HERE

DATE