



# ATF e-Form 4473

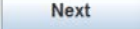
## Quick Reference Guide for the Buyer

### Change History

Date	Author	Change Description
06/19/2012	L. Buchanan	<p>Modifications to eForm 4473 v1.0 based on OMB updates to the ATF Form 4473 (Firearms Transaction Record Part I) per changes to regulations in 27 C.F.R. Part 478. <b>Note:</b> See ATF Announcement below, dated April 25, 2012.</p> <p><i>“The Bureau of Alcohol, Tobacco, Firearms and Explosives (ATF) published Open Letters on December 8, 2011 and December 22, 2011, advising Federal Firearms Licensees (FFLs) of upcoming changes to regulations in 27 C.F.R. Part 478 relating to the definition of “State of residence” and the prohibitions relating to firearms possession by nonimmigrant aliens. The Open Letters also advised that the regulatory changes would be implemented through changes to ATF Form 4473, Firearms Transaction Record.</i></p> <p><i>The Office of Management and Budget has approved the revisions to the Form 4473 and has issued a control number under the Paperwork Reduction Act for the new and revised collections of information in the form. ATF anticipates that the two regulatory amendments will be published in the Federal Register within the near future.”</i></p>
06/29/2012	L Botts Butler	Peer review updates
02/09/2017	Insero Corp.	Modifications based on application updates and revisions to User’s Manual.

### Warning:

The Buyer’s opening screen is the **Warnings** screen.

You should read the **Warning** statement before selecting the Next  button on this screen.

### Notices, Instructions & Definitions:

Every screen has a blue *Click here for “Notices, Instructions, and Definitions”*

[Click here for “Notices, Instructions and Definitions”](#) link in the upper right corner of the screen. Click this button to display the **Notices, Instructions, and Definitions** screen and view all information contained on the form. Additionally, information relating to specific questions may be found on the left side of each screen.

### Social Security Number:

The *Social Security Number* is an optional field, but filling it out will help prevent misidentification. To enter your SSN, type in the first three digits of your number [press tab] type the second two numbers [press tab] and type your last four numbers. [The screen to the right will show this standard format XXX - XX - XXXX as you type].

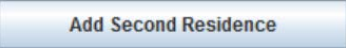
**Unique Personal Identification Number (UPIN):**


For buyers approved to have information maintained about them in the FBI NICS Voluntary Appeal File, NICS will provide you with a **Unique Personal Identification Number**, which the buyer should record in Question 9.

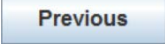
**Primary Residence:**

Upon entering the **Primary Residence** screen the cursor is automatically positioned in the *ZIP Code* field. Enter your zip code first and press tab to automatically fill the *City*, *County*, and *State* fields. If more than one city, county, or state exists for the zip code entered, click the down arrow in the field and select the appropriate one from the list. You can type in the desired information at any time to overwrite the auto-filled information. After entering the zip code, city, county, and state information you can tab to or click on the *Number and Street Address* field to enter the street address of the buyer's residence. This information can be entered in more than one line. Press Enter to create another line.

**Secondary Residence:**

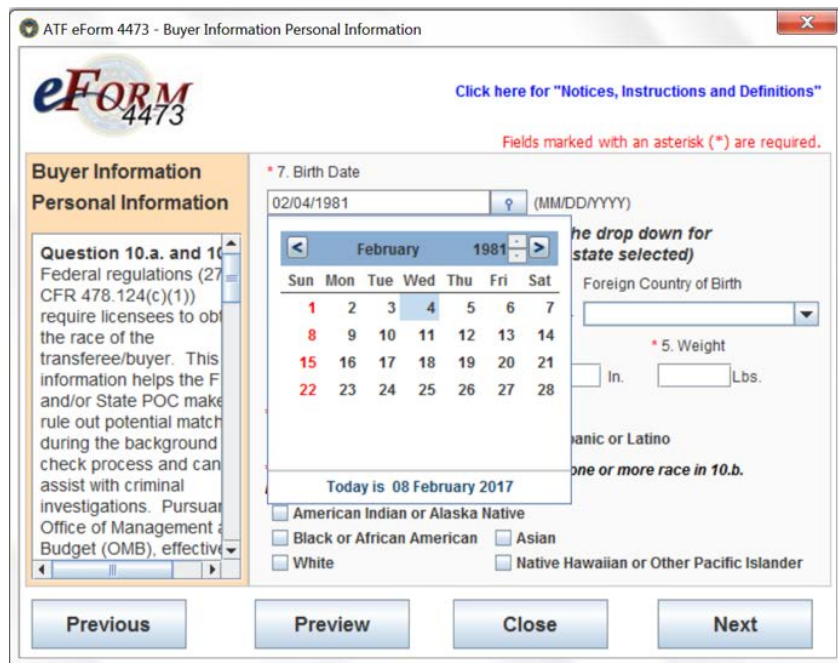
If you have an additional residence (*See Instructions for Question 2*) it may be entered by clicking the *Add Second Residence*  button. The **Secondary Residence** screen displays.

After entering the buyer's primary residence information, select the *Next*  button to display the **Personal Information** screen.

Click on the *Previous*  button returns you to the **Name & SSN** screen.

**Date Of Birth:**

Upon entering the **Personal Information** screen the cursor is automatically positioned in the *Birth Date* field. Enter your birth date in the form of MM/DD/YYYY or by clicking the calendar icon to the right of the date field and selecting the appropriate date. An example of using the calendar function is shown below.



ATF eForm 4473 - Buyer Information Personal Information

**eFORM 4473**

[Click here for "Notices, Instructions and Definitions"](#)

Fields marked with an asterisk (\*) are required.

**Buyer Information**

**Personal Information**

\* 7. Birth Date  
02/04/1981 (MM/DD/YYYY)

the drop down for state selected)

Foreign Country of Birth

\* 5. Weight  
In. Lbs.

anic or Latino  
one or more race in 10.b.

American Indian or Alaska Native  
 Black or African American  Asian  
 White  Native Hawaiian or Other Pacific Islander

Today is 08 February 2017

Figure 1: Calendar Drop Down

**Place Of Birth:**

The *City* field is dependent upon the *State* value entered or selected. Tab to or select first the *State* field to then enter or select the appropriate city. You can also enter or select a *Foreign Country of Birth*. See Figure 2, Place of Birth/Foreign Country of Birth Drop Downs

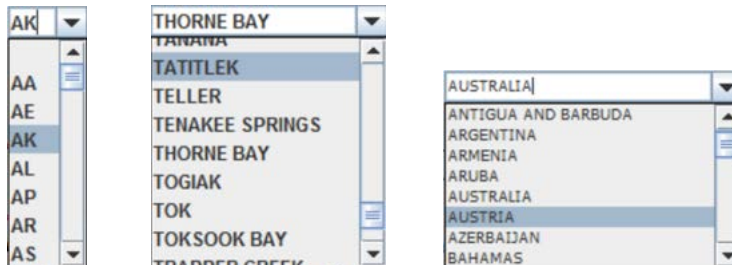


Figure 2 Place of Birth/Foreign Country of Birth Drop Downs

**Note:** *Place of Birth: City and State and Foreign Country of Birth* are mutually exclusive. You can enter one or the other, but not both.

**Answering Questions 10.a. and 10.b.:**

You must check a box in 10.a.

You must check at least one box in 10.b. You may check more than one box, if applicable.

**Answering Question 11.a. – 11.i.:**

In questions 11.a. – 11.i., the system requires you to answer a series of yes-or-no questions regarding criminal history and behavior. You must select a response for each by clicking the circle next to *Yes* or *No*. You also have the option of selecting *No Response Required* for 11.a. if you “are picking up a repaired firearm(s) for another person.”

If you fail to check a response for any question in this series, you will receive a message reminding you that you must select a field to continue.

**Answering Questions 12.a. - 13:**

In questions 12.a. – 13, the system requires you to respond to a series of questions regarding residency and citizenship.

You must provide a response for Question 12.a. If you are a citizen of the United States, check the box next to *Yes*. You can also select other countries using the drop-down menu under the *Other Country/Countries* field as shown below.

If you check *Yes* for Question 12.d.1., you must answer both 12.d.2. and enter your U.S.-Issued Alien or Admission number in the text field for Question 13.

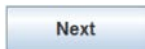
**Preview Screen:**

On the **Buyer Form Preview** screen, click the blue *Click here to preview form*


[Click here to preview form](#)

link to see a PDF version of the form. You can review all the







answers on this electronic version of the **ATF e-Form 4473**. Select the **Next**



**Certification Screen:**

Read the statement on the **Buyer Certification** screen carefully. Then click on the  button on the bottom right of the screen. Once you click this button to certify your answers, you can no longer make revisions.

***ICONS and BUTTONS***

<b>Button</b>	<b>Description</b>
<a href="#">Click here for "Notices, Instructions and Definitions"</a>	Displays the <b>Notices, Instructions and Definitions</b> page. Located in the upper right of every screen.
	<i>Next</i> button, displays the next screen
	<i>Close</i> button, closes current 4473 Form, erases the data and returns to <b>Start</b> Screen
	<i>Exit</i> button, exits the application
	<i>Previous</i> button, displays the previous screen
	<i>Scroll bar</i> , with your cursor, move the scroll bar up or down to read information about the fields.
TAB or CLICK	To move from field to field <b>Tab</b> or <b>Click</b> (in the box)
<a href="#">Click here to preview form</a>	Allows you to view a PDF version of the form with on your responses.
	Ends the buyer section for the current 4473 form. Once clicked the user cannot return to the form.