



Bureau of Alcohol, Tobacco, Firearms and  
Explosives

Firearms and Explosives Services Division

eForms



# What is eForms?

eForms is an infusion of technology that is providing ATF with a way to administer faster and more efficient services to our industry members and the general public.



## eForm...

- Allows for the electronic submission of the ATF Forms 6 Part I, 6A, 5300.11 – Annual Firearms Manufacturing and Exportation Report, 1, 2, 3, 4, 5, 9, and 10. Currently only the Forms 6, 6A and 1 are available for industry use due to some technical issues. We are in the process of securing a contract for the development of a new eForms system, starting with the Form 4.



- Forms that require the payment of a making or transfer tax will prompt the user to pay online through the use of pay.gov, while completing the form. Pay.gov is a service provided by the Department of Treasury's Office of Financial Management Services (FMS). Users do not have to establish pay.gov accounts. Eforms will invoke pay.gov, with a series of screens, allow users to make a payment using their credit cards and then return the user back to the eForms screen where they can certify and submit the application to ATF with payment intact.



## eForms...

- Was first implemented - January 14, 2013 with the import forms 6 Part I and the 6A. Form 5300.11 added on July 20. NFA forms were added August 1<sup>st</sup>.
- Is still a work in progress. We continue to make it better based on the feedback we receive from the industry users.



# eForms...

## eForms Registered Users:

- July 30<sup>th</sup> – 14,338 registered

## eForm Submissions (as of July 30<sup>th</sup>):

- Form 6 Part I – 5,221
- Form 6A – 418
- Form 1 – 7,131
- Form 2 – 2,376
- Form 3 – 20,524
- Form 4 – 17,769
- Form 5 - 359
- Form 9 – 118
- Form 5300.11 – 62



## eForms 6 and 6A Reported issues

- Listed below are known problems that we have observed or have been reported to us by the eForms users. If you have experienced an issue that is not listed below, please bring it to our attention by using the “Ask the Experts” function within eForms or you can send an email to [eforms.Admin@atf.gov](mailto:eforms.Admin@atf.gov). Those item numbers listed in red are items that will lead to your permit application being denied if the issue is not corrected.



## eForms 6 and 6A Reported Issues

Problem #	Description of Problem or Clarification of issue	Explanation as to why this is problematic	Who is to blame? (ATF or eForms user)	Resolution/work-a-round
1	For the Form 6 Part I, the system will allow you to create an implement of war(IOW) line item, with the product type of barrel and allow you to proceed with the submission without providing the model.	If the IOW is a barrel you must provide the model or the applications will be disapproved. eForms previously had a validation that required the model field to be completed when the IOW type is a barrel.	ATF	During a recent maintenance fix the validation for the completion of the line item description field for the completion of the barrel description was inadvertently removed. ATF should have this problem resolved before the conference.
2	FFL and/or AECA are not on the submitted eForm, Part 1.	If the registered user does not request the association of their eForms users account to their FFL or AECA number, it will not be available in the FFL or AECA dropdowns for placement on the submitted eForm.	eForms user	eForms users must use the "My Profile" tab and follow the instructions on the "FFL/EIN/AECA" tab to request association to their FFL, EIN and AECA number. This process normally takes 3-4 business days.
3	FFL and/or AECA numbers not on the submitted eForms, Part 2.	There are instance where the FFL/AECA associations have been approved but the user fails to select them from the dropdown.	eForms user	Always select your FFL and/or AECA number from the dropdowns located on the "Application page/train stop".





## eForms 6 and 6A Reported Issues

Problem #	Description of Problem or Clarification of issue	Explanation as to why this is problematic	Who is to blame? (ATF or eForms user)	Resolution/work-a-round
4	Renewal of AECA number requires new AECA association request.	Unlike the renewal of the FFL, which is automatically updated when the FFL is renewed, the AECA number within eForms is not automatically updated.	ATF- When funds become available; we hope to modify the system to automatically update the AECA number when it is renewed.	eForms users must request a new AECA association when their AECA is renewed, using the "My Profile" tab.
5	Listing barrels under firearms parts.	Barrels are categorized as implements of war.	eForms user	eForms users must click on the "Add Implements of War Button" to add a barrel to their application.
6	Parts kits are not being correctly listed on the applications.	What we are currently receiving on many of the applications is too confusing or the examiners to make a determination.	eForms user	We have determined that in order to provide an accurate assessment on the parts kits, each part in the kit must be listed on the application.



## eForms 6 and 6A Reported Issues

Problem #	Description of Problem or Clarification of issue	Explanation as to why this is problematic	Who is to blame? (ATF or eForms user)	Resolution/work-a-round
7	Forms 6A – Users are unable to generate a 6A for an approved or partially approved Form 6 Part I. Users are getting an error message that states “Unable to access”, when they put in their permit number.	The eForms system is timing out before it can locate the approved or partially approved permit.	ATF	ATF will be adjusting a time out parameter setting on one of its servers. This issue should be resolved prior to the conference.
8	IIC – IIC’s may be submitted as an electronic attachment to the eForms application.	Because some countries will only accept original signatures on the IIC’s the Imports Branch will mail all finalized IIC’s back to the applicants.	Neither	IIC’s will be finalized, printed, signed and mailed back to applicants.



## eForms 6 and 6A Reported Issues

Problem #	Description of Problem or Clarification of issue	Explanation as to why this is problematic	Who is to blame? (ATF or eForms user)	Resolution/work-a-round
9	0 – Quantities Granted	This is the situation where the permit is approved but the quantities granted are reflecting “0”.	ATF	We are not sure why this is happening. It may be related to our connectivity and if this is so it should be resolved soon. But, If you receive an approved or partially approved permit and the quantities are erroneously “0”, email Desiree Dickinson at <a href="mailto:Desiree.Dickinson@atf.gov">Desiree.Dickinson@atf.gov</a> or myself at <a href="mailto:Lee.Alston-Williams@atf.gov">Lee.Alston-Williams@atf.gov</a> , so we can correct the quantities granted and generate a correct permit.
10	Permits with large numbers of line items cannot be viewed.	It appears that the system is “timing out” and not allowing users to pull permits for viewing and/or printing. We believed this is being caused due to a setting on the server.	ATF, but users can help us until we have a resolution by limiting their permits to 100 line items, if possible.	If users are unable to view a copy of a permit email Desiree Dickinson at <a href="mailto:Desiree.Dickinson@atf.gov">Desiree.Dickinson@atf.gov</a> or myself at <a href="mailto:Lee.Alston-Williams@atf.gov">Lee.Alston-Williams@atf.gov</a> , so we can pull a copy of the permit directly from the server and email it to you.



## eForms 6 and 6A Reported Issues

Problem #	Description of Problem or Clarification of issue	Explanation as to why this is problematic	Who is to blame? (ATF or eForms user)	Resolution/work-a-round
11	Large number of items not in the drop down boxes for the line item descriptions.	If the item that you intend to import is not listed in the drop down boxes, you know that it has to go to pending research. So there is a slight delay in getting the permit to the assigned examiner for processing. Just last week we received a permit with over 300 items that were not in our reference tables. Just like it took the creator of this application a long time to put the information into to each field, it takes us twice as long to process it.	eForms users	ATF has asked, in eFormsNews, at industry meetings and conferences, if the users have large numbers of items that are not available through the use of the drop down boxes, please email the information to Desiree Dickinson at <a href="mailto:Desiree.Dickinson@atf.gov">Desiree.Dickinson@atf.gov</a> , , Gary Schaible at <a href="mailto:Gary.Schaible@atf.gov">Gary.Schaible@atf.gov</a> , or me at <a href="mailto:Lee.Alston-Williams@atf.gov">Lee.Alston-Williams@atf.gov</a> . We will then put it in the tables and you will immediately be able to select the information from the dropdown. This will eliminate the need for the application to go into "pending research". It will also allow us to process the new entries in ½ the time.



## eForms 6 and 6A Reported Issues

Problem #	Description of Problem or Clarification of issue	Explanation as to why this is problematic	Who is to blame? (ATF or eForms user)	Resolution/work-a-round
12	2 Year Extension of the Import Permit Expiration Date	In accordance with Executive Order 13563, effective April 8, 2014, ATF extended the expiration of the ATF Forms 6 Part I from 1 year to two years. The current eForms displays the expiration date as "12 months from the approval date" (block 19). It should reflect 24 months from the approval data.	ATF	Until ATF can change both the paper form and eForms to reflects the new expiration date, each eForms approved or partially approved permit will have a "restriction" added to the last page or the states "Permit is valid for 2 years from the date in block 19". This same verbiage is stamped on the approved or partially approved paper permits.



# Known Registration/Password Issue

## User Registration

### Enter User Information

\* First Name  M.I.  \* Last Name

Title

\* Email

\* Repeat Email

\* Country

\* Address Line 1  Address Line 2

\* Zip Code  +4  \* City  State

\* Telephone (If any, including country code)  Extn

Format: 123-456-7898

Fax (If any, including country code)

Format: 123-456-7898

### User Log-in Information

User ID

User ID will be the first character of the first name followed by the first five characters of the last name plus a number to make it unique.

\* Password  \* Confirm Password

Choose a password as per the following rules,

1. Must have atleast twelve (12) characters in length.
2. Must contain atleast one or more number(s) (0-9).
3. Must contain atleast one or more special character(s) (!@#\$\$%^&\*(),.).
4. Must contain atleast one or more upper and lower case letter(s) (a-z, A-Z).

\* Secret Security Question

\* Secret Security Answer  \* Confirm Secret Security Answer

\* Last 4 of Your Social Security Number  \* Repeat Last 4 of Your Social Security Number

**Rule 5 is missing. The password must have at least 5 alpha characters, such as “abcde”.**



Got a question.....





## ATF has it's e-Team...

If you need assistance please contact:

- Imports : Desiree Dickinson  
Desiree.Dickinson@atf.gov
- Imports : Wonjiri Wilson (Wonjiri.Wilson@atf.gov)
- NFA : Gary Schaible (Gary.Schaible@atf.gov)
- NFA: J. Scott Robertson (James.Robertson@atf.gov)
- Firearms Licensing: Teresa Bivens –  
(Teresa.Bivens@atf.gov)
- AFMER: Tom DiDomenico  
(Tom.Didomenico@atf.gov)
- All things eForms : Lee Alston-Williams (Lee.Alston-Williams@.atf.gov)





## **“Ask the Expert”**

**This function is used by the eForms users to contact us on any questions they may have.**


**Our goal is to provide an email or telephonic response to all “Ask the Expert” inquiries within 48 hours of receipt. 97% of all inquiries are responded to on the same day of receipt.**

**We publish eForms newsletter called “eFormsNews” , as time permits. When deemed necessary we also publish eForms Bulletins.**

**We will also submit emails to all registered users of “Helpful Hints” to address important issues that are related to eForms.**



# Ask the Expert...



U.S. Department of Justice  
Bureau of Alcohol, Tobacco, Firearms and Explosives  
**eForms**

Welcome, **Lenora Alston-williams**  
Last Logged on Mon, 5 Aug 2013 at 07:09:16 AM  
[Log Out](#)

Home My Profile FAQ **Ask The Experts** User Administration


## Ask The Experts

If you have questions regarding the forms, instructions, or other aspects of the eForms website, please enter your question in the field to the right and select the appropriate Expert Group from the drop down.

From

EmailDisplayName

\* Question





# Questions and Answers

