

Licensee:

Your Federal firearms license has expired, but ATF has not received your firearms records. Please read the information below before completing the form on the reverse.

Did you permanently discontinue your firearms business?
If your firearms business is permanently discontinued, and there is no licensed successor business, you have 30 days from the date of discontinuance to surrender your license and submit the required firearms records to ATF. **The records that must be submitted are identified in 27 CFR §§ 478.121-134 (subpart H) and include acquisition and disposition records, ATF Forms 4473, and multiple sales reports.** Ship/Deliver the records to the **Out-of-Business Records Center, ATF National Services Center, 244 Needy Road, Martinsburg, WV 25405.** Records may also be delivered to any ATF office in the ATF field division where the business was located. Contact the local ATF office prior to sending records. Licensed Collectors of Curios and Relics (Type 03) are NOT required to turn in their records.

Was your firearms business succeeded by a new Federal firearms licensee?
If your firearms business was succeeded by a new licensee, disposition records should reflect transfer of any inventory and the required firearms records may be delivered to the successor licensee and kept at that licensee's business premises. Note that the successor FFL will be responsible for responding to any ATF trace requests associated with the out of business records. Therefore, FFLs discontinuing business are encouraged to ship/deliver the required records. Otherwise, the firearms records must be shipped/delivered to ATF within 30 days as described in the paragraph above.

Did you maintain computerized records?
If you maintained electronic firearms records pursuant to ATF Ruling 2016-1 (or a predecessor ruling) or an ATF-approved variance, these records must be shipped/delivered to ATF as described above in addition to any paper firearms records. Electronic firearms records may be: 1) printed; 2) downloaded to a physical storage device (e.g., hard drive, USB flash drive, DVD, CD); or 3) emailed to NTC/OBRRReceivingSection@atf.gov, if the file size permits. Electronic records should be in PDF, ASCII text file, or Microsoft Excel/CSV (comma separated value or other tab delimited file) format.

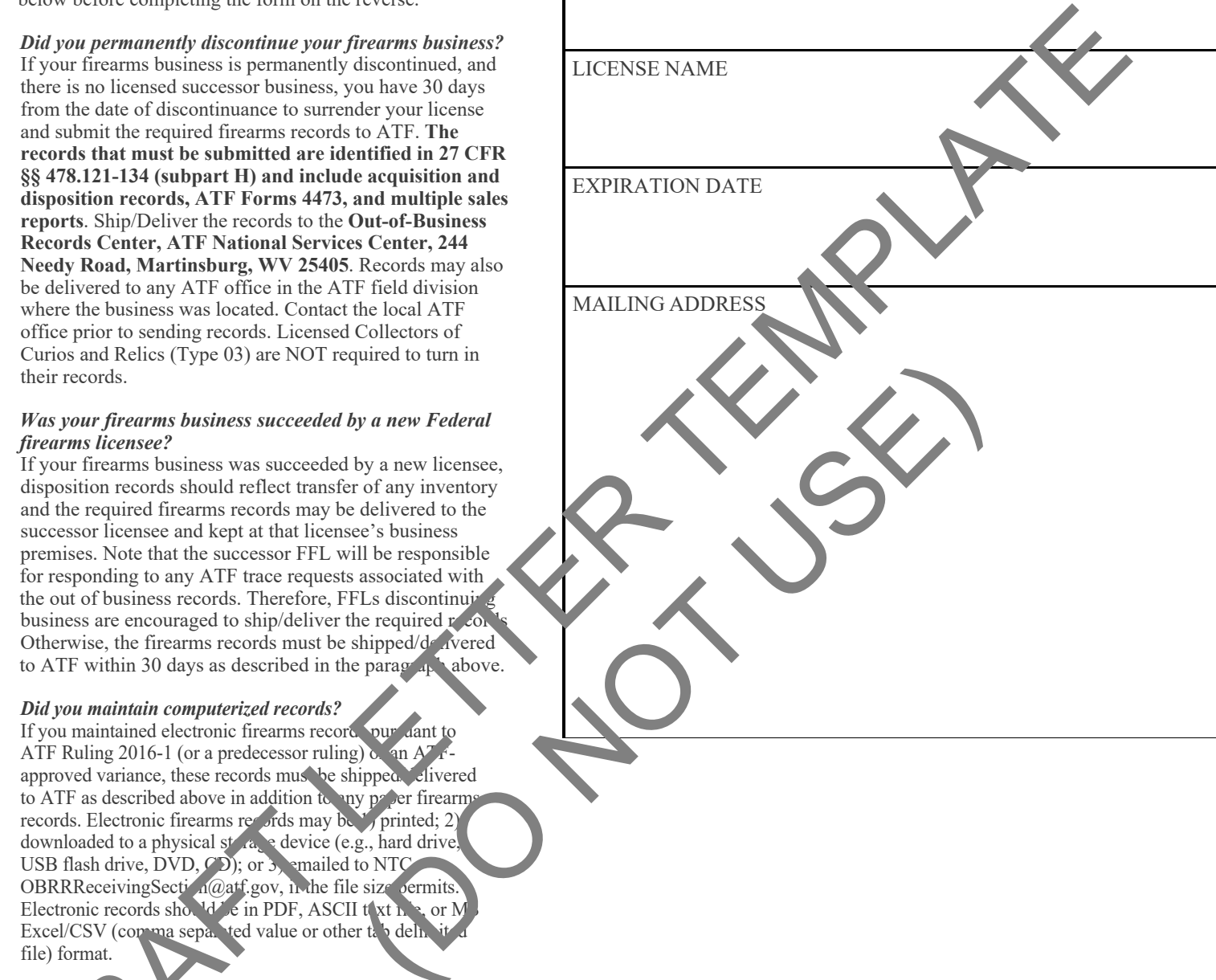
WILLFUL FAILURE TO SUBMIT OUT-OF-BUSINESS RECORDS TO ATF OR TO A SUCCESSOR IS A FELONY WITH A MAXIMUM PUNISHMENT OF FIVE YEARS' IMPRISONMENT AND A FINE OF \$250,000.

Your acquisition and disposition records must be complete as of the date your firearms business is discontinued. There must be an acquisition entry for all firearms acquired under the federal firearms license. There must also be a corresponding disposition of these firearms, whether by sale or by transfer to a non-licensee or a Federal firearms licensee.

If you have questions concerning out-of-business firearms records, contact the Out-of-Business Records Center at 800-788-7133, ext. 01590.

If you have questions concerning your license, contact ATF's Federal Firearms Licensing Center at 866-662-2750.

LICENSE NUMBER
LICENSE NAME
EXPIRATION DATE
MAILING ADDRESS



COMPLETE FORM ON REVERSE



COMPLETE IN INK AND PLACE A CHECK MARK IN THE APPROPRIATE BOXES THAT APPLY.

My complete firearms records, which included all acquisition and disposition books and ATF Forms 4473:

WERE sent/delivered to ATF on: _____
(date)

The firearms records were sent/delivered to: _____
(location)

WILL BE sent/delivered to ATF. I anticipate sending the records to ATF on: _____
(date)

The firearms records will be sent/delivered to: _____
(location)

My firearms records were incomplete.
(Please explain in the comments section below, or on a separate sheet of paper, why the records were incomplete. Also, if you sent incomplete records to ATF, please tell us the date they were sent and where they were sent. If you provided incomplete records to the firearms business successor, please tell the dates the records were delivered, the successor's name and license number, if known. Finally if you still have records in your possession, please tell us the date and ATF office they will be sent.)

ALL my firearms records were delivered to the firearms business successor (if applicable).

Date records delivered: _____

Successor's Name: _____

License Number and License Name: _____

No firearms business was conducted; therefore, I had no firearms records.

Comments: _____

Signature	Date	Printed Name
Telephone Number	Alternate Contact Number and/or E-mail Address	

Return the completed form via email, fax, or mail to:

Email: NTC-OBRRReceivingSection@atf.gov

Fax Number: 1-800-578-7223

OUT-OF-BUSINESS RECORDS CENTER

ATF NATIONAL SERVICES CENTER

244 NEEDEY ROAD

MARTINSBURG, WV 25405

PAPERWORK REDUCTION ACT NOTICE

The information required on this form is in accordance with the Paperwork Reduction Act of 1995. The information is used to facilitate firearms tracing. The information requested is required by 18 U.S.C. § 923. The estimated average burden associated with this collection is 5 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, Resource Management Staff, Contracts and Forms Office, 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 of information unless it displays a currently valid Office of Management and Budget control number.