



# ATF e-Form 4473

## Quick Reference Guide for the Seller

Change History		
Date	Author	Change Description
06/15/2012	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.</p> <p>Note: See ATF Announcement below, dated April 25, 2012</p> <p>“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.</p> <p>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.”</p>
06/15/2012	C. Garvey	Peer Review – grammar updates; added a Start Up button
06/15/2012	L. Buchanan	Modifications made from Peer Review
06/27/2012	L. Buchanan/L. Botts Butler	Modifications to eForm 4473 v1.0 for deployment to eForm 4473 v2.0
11/6/2012	L Botts Butler	<p>V2.1 modifications include:</p> <p>Application Set Up (Administrator) section – deleted text, “If the password is lost, you will have to download a new form from the website. The password is defaulted to “F1rearm5” and cannot be changed.”</p> <p>Added - <b>Question 30.b – “No” Response</b></p> <p>Added - <b>Question 30.b – “Yes” Response</b></p>
02/21/2017	Insero Corp.	Modifications based on application updates and revisions to User’s Manual.

## Downloading the Application:

This section provides information on installing the application at the Transferor's/Seller's location for the first time:

### Windows version:

**Download** the application from the <https://www.atf.gov/firearms/applications-eform-4473-download> web site. To install e-Form 4473 application click on the appropriate *Download* link.

The screenshot shows the ATF website's 'Download the Application' page. The header includes the ATF logo and navigation links: 'WHO WE ARE', 'WHAT WE DO', and 'RESOURCES'. A search bar is also present. The main content area is divided into several sections:

- User's Manuals:** Lists 'User Installation Guide (Updated: 00/00/00)', 'Seller's Quick Reference Guide (Updated: 00/00/00)', and 'Buyer's Quick Reference Guide (Updated: 00/00/00)'.
- Download the Application:** States 'Downloading the application could take up to approximately 30 minutes, however, the average download time is approximately 5 minutes.'
- Microsoft Windows:** Under 'System Requirements', it lists 'Minimum Operating System required: Windows Vista' and 'Required disk space is 25 MB'. Below this are links for '32 BIT Download' and '64 BIT Download'.
- Apple OS X:** Under 'System Requirements', it lists 'Minimum Apple OS X required: OS X 10.8 (Mountain Lion) or later' and 'Required disk space is 205MB'. Below this is a 'Download' link.
- Additional Resources:** Includes a link for 'Adobe Acrobat Reader DC'.
- Download the latest ZIP code file:** States 'This step is only necessary if you have previously installed the eForm 4473 application and need to update your application with the most current zip codes.' and includes a link for 'ZIP Codes (Updated: 02/08/13)'.

At the bottom, there are links for 'Answers to Common Questions' and 'eForm 4473 Support'. A footer note states 'Last Reviewed February 8, 2017'.

This will display the **User Agreement** page. After reading the agreement, click the appropriate *Agree* link to download the application.

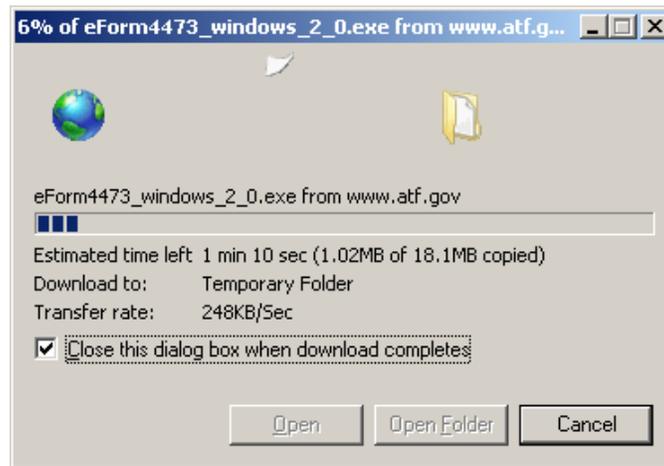
The screenshot shows the ATF website's 'User Agreement' page. The header is identical to the previous screenshot. The main content area includes:

- User Agreement:** A paragraph stating 'You have chosen to utilize the Bureau of Alcohol, Tobacco, Firearms and Explosives (ATF)'s e4473 application. ATF has made every effort to ensure that the e4473 application is accurate and the downloading process is secure. You agree to download the e4473 at your sole risk. In no event will ATF be liable to you or to any third party for any consequential, incidental, indirect, or special damages, including but not limited to any lost profits, loss of data, or lost savings, loss of any kind of information, business interruptions, or for any claim by you or any third party.'
- Each e4473 must be prepared in original only at the licensed premises ("licensed premises" includes business temporarily conducted from a qualifying gun show or event in the same State in which the licensed premises is located) unless the transaction qualifies under 18 U.S.C. 922(c).**
- if you agree with the terms and conditions of this Agreement, click on the "I Agree" button, and you will be permitted to download the e4473 software. If you do not agree to all of the terms and conditions of this Agreement, click on the "I Do Not Agree" button, and the download e4473 software will terminate.**
- ZIP CODE UPDATE:** 'In order to keep the zip code, city, state and county information current you will have to visit the [www.atfonline.gov/e4473](http://www.atfonline.gov/e4473) site to update your zip code file within the e4473 application. The site will be updated monthly as part of a subscription service from the U.S. Postal Service.'
- Download the Application:** 'Downloading the application could take up to approximately 30 minutes, however, the average download time is approximately 5 minutes. **Please make sure that you are selecting the correct operating system for the computer that is downloading this application.**'
- Microsoft Windows:** Under 'System Requirements', it lists 'Minimum Operating System required: Windows Vista' and 'Required disk space is 25 MB'. Below this are links for '32 BIT Download' and '64 BIT Download'. Each link has 'Agree' and 'I Do Not Agree' options.
- Apple OS X:** Under 'System Requirements', it lists 'Minimum Apple OS X required: OS X 10.8 (Mountain Lion) or later' and 'Required disk space is 205MB'. Below this is a 'Download' link with 'OS X Download', 'Agree', and 'I Do Not Agree' options.

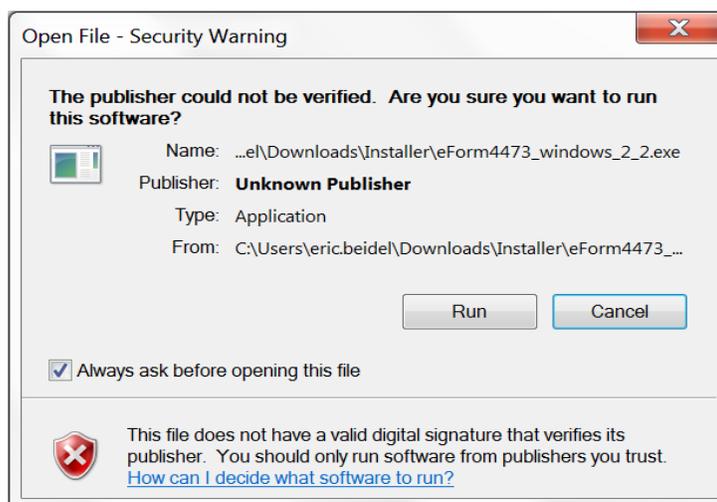
A *File Download – Security Warning* box displays. Click *Run* to begin the process.



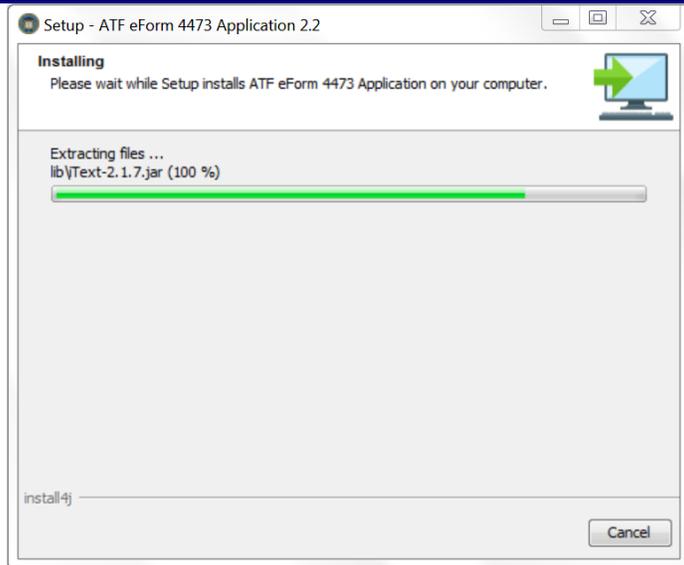
A File Download box is automatically closed and the Download progress dialog box is displayed.



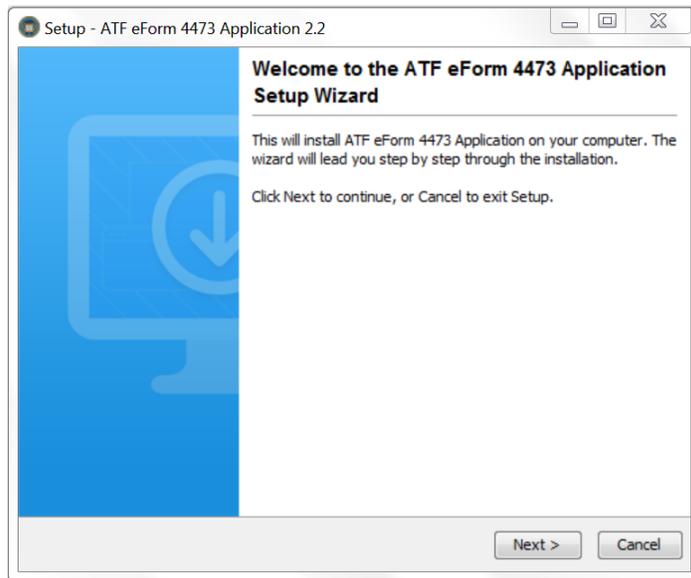
This box automatically closes and a *Security Warning* box is displayed. Click the *Run* button to proceed.



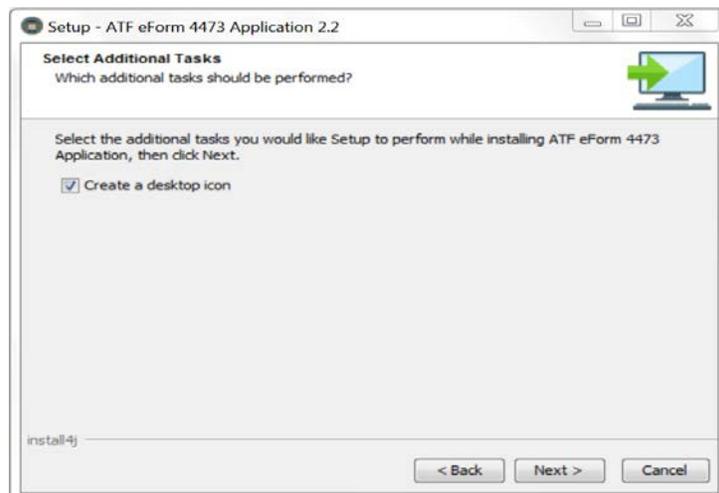
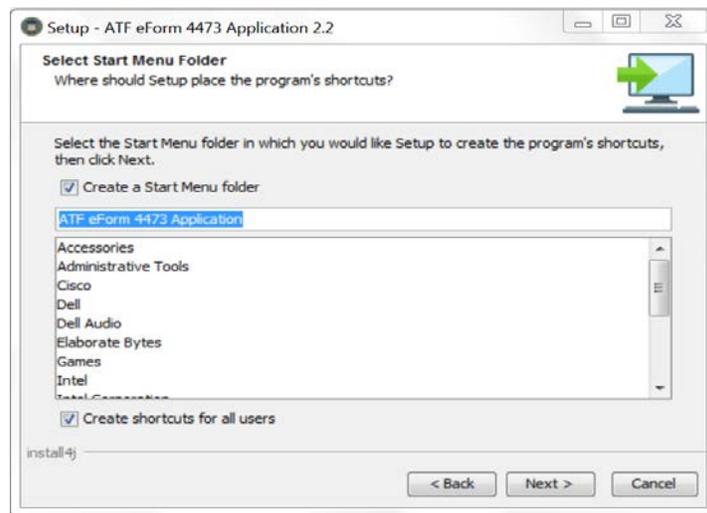
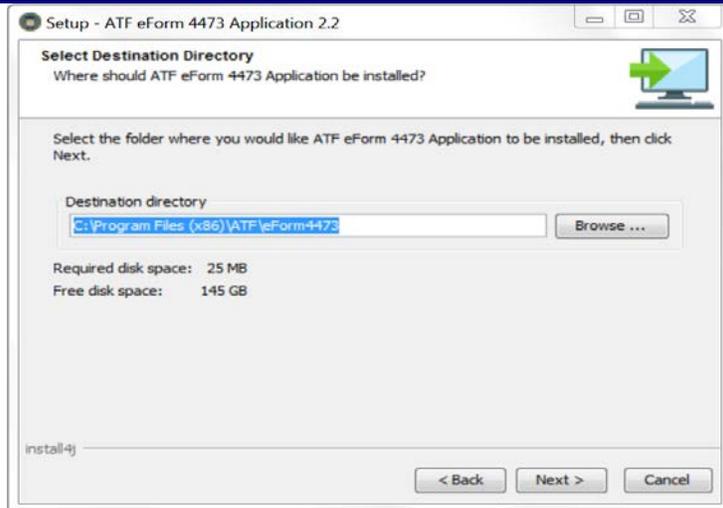
This box is automatically closed and an install progress box is displayed.



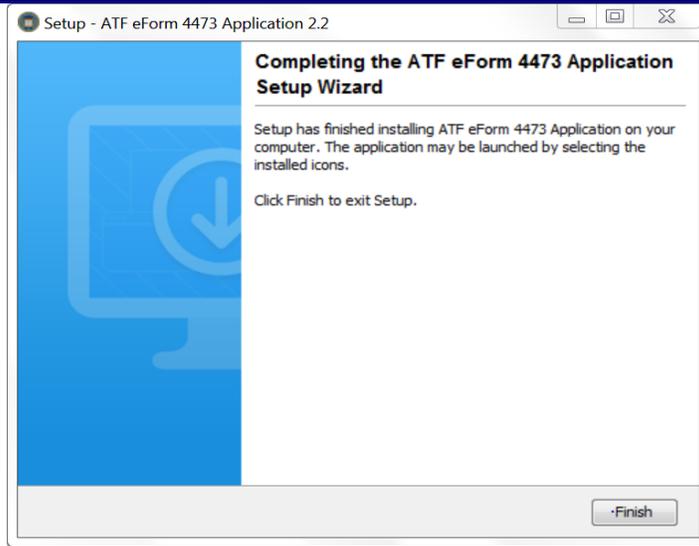
The **eForm Application Setup Wizard** will display. Click *Next* to continue with the installation.



Proceed through the next three screens per the instructions provided in the Setup Wizard.



Once you click *Next*, the application will finalize the installation. A dialog box will appear briefly and then automatically close. The last screen for the Setup Wizard will appear. Click *Finish*.



Installation is now complete. The following e-Form 4473 application icon is installed on the computer desktop for Windows users (for **MAC** users the icon will be saved to the location you selected for the download). Double click this icon to launch the e-Form 4473 application.

**Application Set Up  
(Administrator):**

On the e-Form 4473 screen click on the *Setup* button; this will take you to the **Administrator Settings** screen. Create an administrator password. If you click to make the administrator password mandatory, it will prevent unauthorized persons from viewing or changing the setup information.

You have completed the administrator setup. Click on *Seller Settings*, *Return to Start* or *Exit*.

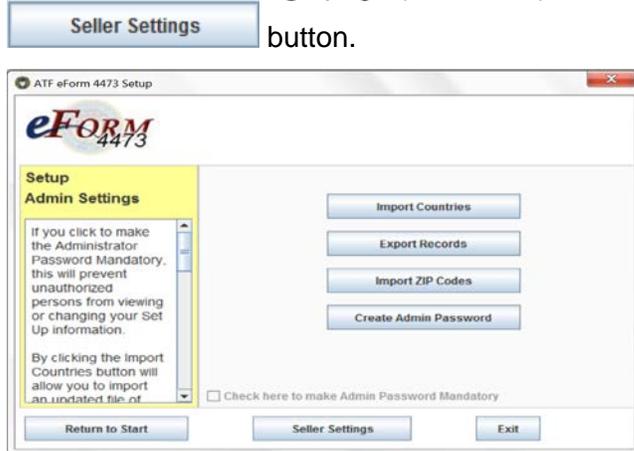
**Application Setup  
(Seller):**

**Note:** You must complete the **Seller's Settings** page prior to using the e-Form 4473.



From the e-Form 4473 screen click on the *Setup*  button. An error warning will appear if the *Proceed to Form* button is clicked before the seller setup information is entered.

On the **Admin Settings** page (see below), click on the *Seller Settings*



button.

On the **Seller Settings** page you must insert your *Trade/Corporate Name*, *Trade/Corporate Address*, and first three and last five digits of your Federal Firearms License number (you can list up to five FFLs for the same licensed premises).

For address, enter the *ZIP Code* first, and the *City* and *State* fields fill automatically. Enter the *ZIP Code* by typing or by selecting it with the mouse. When tabbing away from the *ZIP Code* field or clicking on another field, the *City* and *State* fills.

If more than one city or state exists for the ZIP Code entered, the appropriate one can be selected by clicking on the down arrow in the field and selecting from the list.

This information needs to be entered once and only modified when the information changes.

You may also choose a *Seller Password* on this screen. If you click to make the password mandatory, this will prevent unauthorized persons from viewing or changing your Set Up information.



Once you complete the **Seller Settings** page, you can begin using the e-form 4473. Click *Return to Start*, *Admin Settings* or *Exit* to leave this screen.

### Application Setup

(Administrator - Importing ZIP Codes and Countries):

The first time you download the form, the ZIP Codes and Country Codes are included. Periodically ATF will provide updates. You can update these files on the **Admin Settings** page.

To update the ZIP Codes file, click on *Import ZIP Codes* . This update can be imported into the e-Form 4473 Application to keep it current with the latest information.

	<p>ATF also provides updated foreign country files  with the latest information. This update can be imported into the e-Form 4473 Application to keep it current with the latest information.</p>
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<p><b>Application Setup</b> (Administrator - Exporting Records):</p>	<p>If you would like to save the information from the forms that you have created, select the <i>Export Records</i>  button. This will allow you to create a file of the information that can be saved to your computer. This is not a complete form, just the responses to the questions.</p>
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<p><b>Calendar:</b></p>	<p>You can enter dates 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.</p> 
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<p><b>Question 16:</b></p>	<p>If there is an inconsistency in the user's selection for Question 16 and the firearm type descriptions for questions 24-30, the system will prevent the user from moving forward to the next question and display a message saying that you must make at least one entry.</p>
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<p><b>Questions 20 and 21:</b></p>	<p>Not all firearms transactions require a NICS check. Leave the fields for both questions empty and click <i>Next</i> to go the next screen if a NICS check is required to complete the transaction.</p> <p>Click on the box next to Question 20 or 21 to check the appropriate scenario if no NICS check is required. A box with a check means the NICS check is not required. If not required, you must enter the <i>Issuing State</i> and <i>Permit Type</i>.</p>
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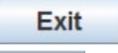
<p><b>FFL Information Screen:</b></p>	<p>On the <b>FFL Information</b> screen, enter the <i>Federal Firearms License Number</i> by clicking on the down arrow at the right of the FFL field to display the dropdown list for the numbers you entered during setup. Select the appropriate number by clicking on it with the mouse.</p> <p>Tab to or click on the remaining fields and enter the appropriate information with your keyboard.</p>
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<b>Warnings Screen:</b>	Warnings will be displayed only if applicable. The right side of the warning screen may be blank if there are no warnings. The warnings are based on the buyer's responses to questions. Still, you should review the form before transferring the firearm(s).
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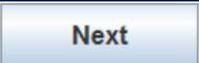
<b>Populate Form 3310.4:</b>	Note: If more than one handgun is purchased (i.e., entered on the eForm 4473) on the same date the form is submitted (system date), the system shall populate the Form 3310.4.
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<b>Seller Form Preview Screen:</b>	<p>This screen allows you to preview the form before printing.</p> <p>You may click the <i>Previous</i>  button to go to the previous screen or click the <i>Next</i>  button to move forward to the next screen. You may also click <i>Cancel Transaction</i>  to give you the option to erase your entries and start over.</p>
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<b>Seller Certification Screen:</b>	<p>The <b>Seller Certification</b> screen requires you to read the certification statement (as it appears on ATF Form 4473) and agree with the statement by clicking on the <i>I agree with and certify the above statement</i> button seen here.</p> <p style="text-align: center;"></p> <p><b>Note:</b> Once the certification button is clicked, the <b>Print Confirm</b> page is displayed and you can no longer make revisions to your answers.</p>
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<b>Seller Print Confirm Screen:</b>	<p>The <b>Print Confirm</b> screen allows you to open and print the form and then confirm that you are ready to close the application.</p> <p>To print your form, click the <i>Click here to open and print the form</i> button on the top of the screen. A PDF of the form will appear, and you can now print the form.</p> <p>Click the <i>Exit</i>  button to exit the application or click the <i>Return to Start</i>  button to go to the opening page to complete another form.</p>
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## **ICONS and BUTTONS**

Button	Description
<a href="#">Click here for "Notices, Instructions and Definitions"</a>	Displays <b>Notices, Instructions &amp; Definitions</b> information screen
	<i>Next</i> button, displays the next screen

<b>Close</b>	<i>Close</i> button, closes current 4473 Form, erases the data and returns to Start Screen
<b>Exit</b>	<i>Exit</i> button, exits the application
<b>Previous</b>	<i>Previous</i> button, displays the previous screen
<b>Admin Settings</b>	Displays the <b>Admin Settings</b> Screen
<b>Setup</b>	<i>Setup</i> button, starts the setup process
<b>Seller Settings</b>	Displays the <b>Seller Settings</b> page, which is required before starting the eForm
<b>Proceed to Seller's Entry</b>	Appears on the <b>Seller Login</b> page and begins the seller's portion of the eForm
<b>Return to Start</b>	Displays the Start Screen
<b>Import ZIP Codes</b>	Imports updated Zip Code data into the application
<b>Import Countries</b>	Imports updated foreign country data into the application
<b>Export Records</b>	Exports all Form 4473 data to specified file format and location
<b>Cancel Transaction</b>	Closes current 4473 Form, erases the data and returns to <b>Start</b> screen
<b>I agree with and certify the above statement</b>	Ends the buyer or seller section for the current 4473 form. Once clicked, the user cannot return.