

**Application to Amend Federal
Firearms License***All entries must be typed or in ink (not pencil, etc). Please read attached instructions carefully before completing this form.***Section 1: General information**

1. Current federal firearms license (FFL) number	2. FFL expiration date	3. Employer identification number (EIN) or social security number
4. Is the address change due to a change required by the U.S. Postal Service or 9-1-1? Yes No		

Section 2: Current information listed on FFL

5. FFL name (as reflected on attached FFL)	6. Trade name(s) or business name(s) (if any)		
7. Premises address (number and street name)			
City	State	County	Zip code
8. Premises telephone number (with area code)	9. Alternate contact number (with area code)	10. Fax number (with area code)	

Section 3: New information for the FFL - complete applicable changes

11. Are there any changes in the FFL's operations business structure? If yes, specify change on a separate sheet of paper. You may need to file a new ATF Form 5310.12, Application for Federal Firearms License ("Form 7"). (Type 03 collectors of curios & relics may answer N/A) Yes No N/A			
12a. Change to trade name or business name (if any)		12b. Change to business structure (if any)(see definition #3)	
13a. New "premises" address (where firearms activities will occur - number and street name) (this address appears on the license)			13b. Anticipated move date
City	State	County	Zip code
14. New "mailing" address for business (number and street name) (this address appears on the license) NOTE: Please also update mailing address if it has changed. It will NOT be updated automatically based on changes to premises address under Item 13.			
City	State	County	Zip code
15. New premises telephone number (with area code)		16. New fax number (with area code)	
17. RP home address and data changes: Are there any changes to the personal data of any of the responsible persons (RPs) listed on this license? Yes No If yes, list their name and any updates to their personal address, email, and new home/cell phone number on a separate sheet of paper. This personal data does NOT appear on the license unless also provided as a premises or business mailing address.			
18. Email address		19. Alternate 24-hour contact telephone number (with area code)	

20. Operation hours and/or business/activity availability (please provide at least one hour in which you can be contacted by ATF personnel)

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Hour(s):							

Section 4: Business information (complete this section only if your business location has changed. If you have a type 03 collector of curios and relics FFL, skip section 4 and go to section 5)

21. Is the new business premises open to the general public during these hours? Yes No	22. Will any other business, other than that for which the license was issued, be conducted on the new premises? Yes No If yes, state type of business: _____	23. Licensee/applicant Owns Leases Rents the new premises
24. If the new premises is owned by the applicant, are there any restrictions or covenants which prohibit the owner from operating a firearms business on the premises? If yes, on a separate sheet, describe such restrictions or covenants. Yes No		

25. Do any zoning ordinances prohibit conducting the firearms activity on the new premises? Yes No	26. Is a license, permit, or paying 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
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27. Indicate type of business premises at the new location.

Commercial
 Storefront
 Office
 Rod and gun club
 Military installation
 Other (specify) _____

Residential
 Single/family dwelling
 Condominium
 Apartment
 Hotel/motel
 Public housing
 Other (specify) _____

If the new premises is located on a military installation, attach written authorization from the installation commander to conduct the firearms business on the military installation.

Section 5 - Certification of compliance with state and local law

As required by 18 U.S.C. § 923(d)(1), I certify that:

- a. Neither the applicant nor any responsible person is prohibited under the Gun Control Act of 1968 (GCA) from shipping, transporting in interstate or foreign commerce, or possessing in or affecting commerce, any firearm or ammunition, or from receiving any firearm or ammunition which has been shipped or transported in interstate or foreign commerce;
- b. The applicant has not willfully violated any of the provisions of the GCA or 27 CFR part 478;
- c. The applicant has not willfully failed to disclose any material information required, and has not made any false statement as to any material fact, in connection with this application;
- d. The applicant has in a state (i) premises from which they conduct business subject to license under the GCA or from which they intend to conduct such business within a reasonable period of time, or (ii) in the case of a collector, premises from which they conduct collecting activities subject to license under the GCA or from which they intend to conduct such collecting within a reasonable period of time; and
- e. The business or activity to be conducted under the license is not prohibited by state or local law where the proposed licensed premises is located.
- f. Within 30 days after ATF approves the application, the business or activity will comply with the requirements of state and local law applicable to conducting the business or activity.
- g. The applicant will not conduct business or activity under the license at the new premises until they have met all the state and local law requirements applicable to the business or activity.
- h. The applicant has sent (email or mail) or delivered a completed copy of this application to the chief law enforcement officer (CLEO) of the locality in which the premises listed in item 13 of this form is located. For purposes of this paragraph, the CLEO is the chief of police, the sheriff, or an equivalent officer.

28. Certification: Under the penalties of perjury 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.

Applicant's printed name	Applicant's signature	Date
Telephone number (with area code)	Email address	

FOR ATF USE ONLY

Check application status	Reason denied
Approved Denied Withdrawn Abandoned	Licensing official's signature Date

Instructions for ATF Form 5300.38
(Do not return this sheet when submitting your application)

Submit this application to: **fflcfx@atf.gov**
Or by mail to: Federal Firearms Licensing Center
244 Needy Road
Martinsburg, WV 25405

Using the Form and Requirement to Notify ATF of Address Change

General requirements and when to use this form:

Title 18 U.S.C. § 923 and 27 CFR 478.41-78 establish the requirements for obtaining a federal firearms license (FFL). These provisions require applicants for an FFL to certify, among other things, that the firearms business or activity will be conducted in compliance with state and local law.

Collectors of curios and relics (C&R Type 03 FFL) license holders may NOT "engage in the business" of buying and selling any firearms, to include curios and relics, under this license.

This form's primary purpose 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 or activity at the new location will be conducted in compliance with state and local law. Each licensee submitting ATF Form 5300.38, Application to Amend Federal Firearms License, must also send (by email or mail) or deliver a completed copy of the application to the chief law enforcement officer (CLEO) of the locality in which the new premises are located, as required by § 923(d)(1)(F)(iii).

The licensee MUST submit notice of the business or activity's new location to ATF no less than 30 days prior to establishing the business or activity at the new premises. Ensure your new location is properly zoned for this type of business prior to submitting this application form. For all license types except Type 03, the ATF area office for your new proposed location must approve the new address. Once licensed at the new location, you may no longer conduct business at the old location. To allow for ample processing time, we recommend that you submit ATF Form 5300.38 as soon as you know the new premises location.

You should also use this form to report changes to your business mailing address (whether or not your premises location also changes), changes to your licensee or trade name, business operation hours, and business phone number, as well as changes to any responsible person (RP) data, such as personal home address, personal email, and personal home or cell phone numbers.

NOTE: Changing ownership (new entity) -- FFLs are NOT transferable. If changes to this license are a result of a change in the firearms business or collection activity's ownership, which requires a new license name or new legal entity even for the same name and/or location, you may NOT use this form for that purpose. You must submit a new license application using ATF Form 5310.12 ("Form 7") for the new legal entity.

Specific instructions:

1. Immediately notify ATF of your intended address change (Note: The FFL record houses a business premises address, a business mailing address, and a personal address for each RP listed on the license). To ensure you receive your renewals and other ATF correspondence, ensure you also update the form with any change in mailing address. It will not be updated automatically with the change of a premises address.
2. Submit a copy of this form to the CLEO of the locality of the new premises location.
3. TYPE or PRINT with ballpoint pen and provide your signature (digital or in ink) on back of form. The form MUST be executed/signed by an existing active responsible person (RP) on the license.
4. IDENTIFY your license name and license number at the top of each attached page and INDICATE the question number(s) you are answering.
5. If you have questions relating to this application, please contact the ATF Federal Firearms Licensing Center Customer Service by phone at 866-662-2570 or by email at FFLC@atf.gov.

Definitions

1. **Chief law enforcement officer (CLEO)** - The chief of police, sheriff, or an equivalent designee of such individual, for the locality in which the proposed new premises will be located.
2. **Business premises** - premises from which the FFL conducts business or from which the FFL intends to conduct such business.
3. **Change in business structure** - A change from one business type to another (partnership to corporation, individually owned to LLC, etc.)
4. **Responsible person (RP)** - Any individual possessing, directly or indirectly, the power to direct or cause the direction of the management and policies of a sole proprietorship, corporation, company, partnership, or association, insofar as they pertain to firearms.

Privacy Act Information

This information is provided pursuant to sections 3 and 7(b) of the Privacy Act of 1974, 5 U.S.C. § 552a(e)(3).

1. **Authority:** ATF is authorized to solicit this information under the Gun Control Act of 1968, as amended, including 18 U.S.C. § 923, in support of its responsibilities related to licensing and regulating persons engaged in the firearms business. Implementing regulations are in 27 CFR part 478, including 27 CFR §§ 478.41, 478.50, and 478.52.
2. **Purpose:** ATF uses the information collected on ATF Form 5300.38, Application to Amend Federal Firearms License, to determine whether a federal firearms licensee may amend an existing license to reflect a change in business premises or other license-related information. ATF uses the information to verify the licensee's identity and license information, evaluate the proposed new business premises, confirm required certifications regarding compliance with federal, state, and local law, update operating hours and contact information, and ensure ATF can conduct compliance inspections and support firearms tracing and other lawful regulatory activities.
3. **Routine uses:** The information may be disclosed as permitted by the Privacy Act of 1974, 5 U.S.C. § 552a, and in accordance with System of Records Notice JUSTICE/ATF-008, Regulatory Enforcement Record System. Information may be shared with federal, state, local, tribal, territorial, or foreign law enforcement and regulatory or licensing agencies to verify information provided, confirm compliance with firearms laws and regulations, support licensing determinations, assist in firearms tracing, conduct inspections or compliance activities, or support legal proceedings where authorized. Information may also be disclosed to the Department of Justice when relevant to potential violations of federal law, litigation, legal advice, or other authorized Department functions.
4. **Disclosure:** Providing this information is mandatory for a federal firearms licensee seeking to amend an existing license to reflect a change in licensed business premises or other license-related information under 18 U.S.C. § 923 and 27 CFR part 478. Failing to provide complete and accurate information may delay processing, prevent ATF from approving the amended license, affect the licensee's ability to operate at the proposed new premises, or result in ATF denying the application or taking other appropriate regulatory action.