

eForm 4- Application for \$0 tax transfer/ Guide for individuals or trusts

January 2026

Form 4

- This guide is to provide information to the ATF eForms user on how to successfully file the eForm 4 transfer for registered NFA firearms from an individual or a trust. This form must be filled out from the transferor's eForms account. The transferor is the person that is currently in possession of the weapon, the seller. The transferee is the person that the weapon is being transferred to, the buyer.
- Please note before an eForm user files an eForm 4, both parties of the transfer must have an eForms account set up.
- *Please note: There are specific instructions on how to file an individual vs a trust after selecting the type of applicant. Please make sure to follow **ONLY** the directions that apply to your application type. See below.*

Special Instructions for Individuals, Trusts and Legal Entities

FILING AS AN INDIVIDUAL

The Transferee must attach a digital photo in the Photo function on the Responsible Person tab. The Transferee must also provide his or her fingerprints on Form FD-258. You will be given an opportunity to attach electronic copies of your FD-258 while executing your application. If you chose to submit paper copies of the FD-258, the fingerprints will be submitted separately from the application. Upon submission of the application, the eForms system will email a cover sheet to the Transferee. The cover sheet is to be printed as it will provide the control number of the transaction and the address where to send the fingerprint cards. The cover sheet and fingerprint cards **MUST** be mailed to the NFA Division within 10 business days of filing the application. The attachments are sometimes only seen when opening the email with a computer as opposed to a personal phone or iPad.

FILING AS A TRUST OR OTHER LEGAL ENTITY

In addition to providing the documentation of the existing trust or corporation/other legal entity within the Electronic Document train-stop, the Transferee must electronically provide a photograph and completed ATF Form 5320.23, NFA Responsible Person Questionnaire (RPQ), for each responsible person (see definition 1.e on the instruction page) of the trust or corporation/other legal entity. The Transferee will identify each responsible person and attach the photograph and a scanned, hand-signed, RPQ from that person. All photographs and RPQ forms must be attached to the application prior to submission.

Additionally, the responsible person must also provide his or her fingerprints on Form FD-258. You will be given an opportunity to attach electronic copies of your FD-258 while executing the application. If you chose to submit paper copies of the FD-258, the fingerprints will be submitted separately from the application. Upon submission of the application, the eForms system will email a cover sheet to the Transferee listing the names of the responsible persons. The printed cover sheet and the fingerprint cards for all RP's **MUST** be mailed in one batch to the NFA Division within 10 days of filing the application. The attachments are sometimes only seen when opening the email with a computer as opposed to a personal phone or iPad.

Please note that the Form 5320.23, NFA RPQ, form is available in a fillable version on the ATF website (www.atf.gov). The form can be completed then printed for hand-signature and scanning.

- **Select Form**

- After logging into your eForms account, please click on the Form 4 icon, located on your dashboard, to select it.



ATF Form 4
(5320.4)

- **Transferor Type**

- The transferor on the form is the person selling the item. If you are transferring your weapon from you as an individual, you will click individual here. If you are transferring your weapon from you that is currently registered in your trust, you will click trust here.
- Click Next. (see below)

Note: if this section of the form is not answered correctly, this will affect the way you select the firearm in the firearm section of the form.

ATF Form 4 (5320.4) - Application for Tax Paid Transfer and Registration of Firearm [Click here for instructions](#) All Draft Forms will be deleted after 90 days

Transferor Type

* What type of entity is the firearm being transferred from?

☐ FFL with SOT

☒ Individual

☐ Trust

☐ Corporation or Other Entity

☐ FFL without SOT

Cancel Next

- **Intended Use of Form**
- Review the information. Then click the Next button to proceed.

ATF Form 4 (5320.4) - Application for Tax Paid Transfer and Registration of Firearm  All Draft Forms will be deleted after 90 days

Save

Cancel

View PDF

Go Home

Click here for instructions

Form 5320.4

Transferor

Alternate Address

Transferee

Responsible Persons

CLEO

Firearm

Electronic Documents

Verify

Certify

eForm ID:

Intended Use of Form

This form is filed to obtain permission from ATF to transfer a registered NFA firearm. The tax liability must be paid electronically prior to the submission of the application.

If the Transferee is a trust or corporation/legal entity, the submitter must provide documentation of the existence and validity of the entity, which includes complete and un-redacted copies of partnership agreements, articles of incorporation, corporate registration, and declarations of trust, with any trust schedules, amendments, attachments, exhibits, and enclosures.

Any required documentation must be uploaded within the eForms application at the time of submission. The system provides an attachment function at the Electronic Document train-stop. The typical types of attachments are identified in a drop-down menu. If the type of attachment is not identified in the drop-down, select "OTHER" and describe the type of documentation in the corresponding field.

The Transferor and Transferee must create a PIN (Personal Identification Number) prior to submitting the eForm 4 application. The PIN must be used by the Transferor and Transferee to digitally certify and sign the eForm.

Special Instructions for Individuals, Trusts and Legal Entities

FILING AS AN INDIVIDUAL

The Transferee must attach a digital photo in the Photo function on the Responsible Person tab. The Transferee must also provide his or her fingerprints on Form FD-258. You will be given an opportunity to attach electronic copies of your FD-258 while executing your application. If you chose to submit paper copies of the FD-258, the fingerprints will be submitted separately from the application. Upon submission of the application, the eForms system will email a cover sheet to the Transferee. The cover sheet is to be printed as it will provide the control number of the transaction and the address where to send the fingerprint cards. The cover sheet and fingerprint cards MUST be mailed to the NFA Division within 10 business days of filing the application. The attachments are sometimes only seen when opening the email with a computer as opposed to a personal phone or iPad.

FILING AS A TRUST OR OTHER LEGAL ENTITY

In addition to providing the documentation of the existing trust or corporation/other legal entity within the Electronic Document train-stop, the Transferee must electronically provide a photograph and completed ATF Form 5320.23, NFA Responsible Person Questionnaire (RPQ), for each responsible person (see definition 1.e on the instruction page) of the trust or corporation/other legal entity. The Transferee will identify each responsible person and attach the photograph and a scanned, hand-signed, RPQ from that person. All photographs and RPQ forms must be attached to the application prior to submission.

Additionally, the responsible person must also provide his or her fingerprints on Form FD-258. You will be given an opportunity to attach electronic copies of your FD-258 while executing the application. If you chose to submit paper copies of the FD-258, the fingerprints will be submitted separately from the application. Upon submission of the application, the eForms system will email a cover sheet to the Transferee listing the names of the responsible persons. The printed cover sheet and the fingerprint cards for all RPQs MUST be mailed in one batch to the NFA Division within 10 days of filing the application. The attachments are sometimes only seen when opening the email with a computer as opposed to a personal phone or iPad.

Please note that the Form 5320.23, NFA RPQ, form is available in a fillable version on the ATF website (www.atf.gov). The form can be completed then printed for hand-signature and scanning.

Back

Next

Note: Notice that once you click “Next” on the intended use of form, the eForms system will then create an eForm id (located in the top right-hand corner of the screen) See highlighted section below.

ATF Form 4 (5320.4) - Application for Transfer and Registration of Firearms All Draft Forms will be deleted after 90 days

Save Cancel View PDF Go Home

Forms 5320.4 Transferor Alternate Address Transferee Responsible Person CUD Firearms Electronic Documents Yearly Certify

Transferor

PPL Exp. Date SBI SOT Case

Select CUD...

Once most have an association with an PPL/SOT SBI in order to view that PE's available inventory (please use 'My Profile => PE/NO CA/EM Access' to submit an association request)

Transferor Name

Country

Select Country...

Address Line 1

Address Line 2

Zip Code +1 City County State

Telephone SOT Email

The above named and undersigned transferor hereby makes application as required by Section 532.2 of the National Firearms Act to transfer and register the firearm described below to the transferee.

Back Next

• Transferor

- If you choose that you are transferring the weapon **from** an individual, this section will auto populate based off of your eForms profile details.

Transferor

If you have moved to a new state since making an approved ATF Form 1 or 4, please submit an ATF Form 5320.8 Application to Transfer Inventory or Temporarily Export Certain NFA Firearms prior to submitting another application. This will allow NFA Division to timely process your application and ensure compliance with CCA interstate transfer restrictions.

Transferor Type: ☒ PPL with SOT ☐ Individual ☐ Trust ☐ Corporation or Other Entity ☐ PPL without SOT

Individual Name

* First Name * Middle Name Detail Middle Name * Last Name Suffix

* Country

* Address

* Zip Code * City * County * State

Visit 'My Profile' page to edit your address.

* Telephone * Email

Visit 'My Profile' page to edit telephone number and email.

The above named and undersigned transferor hereby makes application as required by Section 532.2 of the National Firearms Act to transfer and register the firearm described below to the transferee.

Back Next

- If you choose that you are transferring the weapon from a trust, you will need to fill in the name of the trust, **exactly**, as registered on your approved form.
- Please fill in the responsible person from the trust, which should be your information as it was entered on the original approved form.

Note: If the approved form has only your middle initial, you must only enter your middle initial here. If it is your full middle name, you must enter your full middle name in this section.

- Click Next. (see below)

ATF Form 4 (5020.4) - Application for Tax Paid Transfer and Registration of Firearms. All Draft Forms will be deleted after 90 days.

Buttons: Save, Cancel, View PDF, Go Home.

Progress bar: Form 5020.4, Transfer, Alternate Address, Transfer, Responsible Person, CLE, Firearms, Electronic Documents, Verify, Certify.

Transfer

If you have moved to another state since receiving an approved ATF Form 1 or 4, please submit an ATF Form 5020.4 Application to Transport to locate or Temporarily Export Certain HPA Firearms prior to submitting another application. This will allow HFA Division to timely process your application and ensure compliance with GCA interstate transfer restrictions.

Transfer Type: ☐ FFL with SOT ☐ Individual ☐ Trust ☐ Corporation or Other Entity ☐ FFL without SOT

Transfer Name: [Text Field]

Responsible Person from Trust:

First Name: [Text Field] Middle Name: [Text Field] Last Name: [Text Field] [Dropdown: Select...]

Country: [Dropdown: Select...]

Address: [Text Field]

City: [Text Field] State: [Dropdown: Select...]

Zip Code: [Text Field]

Signature: [Text Field]

The above named and undersigned transfer hereby makes application as required by Section 5812 of the National Firearms Act to transfer and register the firearm described below to the transferee.

Buttons: Back, Next.

• Alternate Address

- In this train stop, if you have an alternate address that is different than the firearms business premises in in the previous screen you may list it here.
- Click Next.

ATF Form 4 (5020.4) - Application for Tax Paid Transfer and Registration of Firearms. All Draft Forms will be deleted after 90 days.

Buttons: Save, Cancel, View PDF, Go Home.

Progress bar: Form 5020.4, Transfer, Alternate Address, Transfer, Responsible Person, CLE, Firearms, Electronic Documents, Verify, Certify.

Alternate Address

Number, Street, City, State and Zip Code of residence (or Firearms Business Address) if Different from Form 50.

Country: [Dropdown: Select...]

Address Line 1: [Text Field]

Address Line 2: [Text Field]

Zip Code: [Text Field] City: [Text Field] County: [Text Field] State: [Text Field]

Buttons: Back, Next.

- **Transferee**

- Please select one of the radio buttons for the type of transferee, the type of applicant you are transferring the weapon to, the buyer, that you are filling out the application for.
- Click Next

ATF Form 4 (5320.4) - Application for Tax Paid Transfer and Registration of Firearm All Draft Forms will be deleted after 90 days

Save Cancel View PDF Go Home

Form 5520.4 Transferor Alternate Address **Transferee** Responsible Person CLDO Firearm Electronic Documents Verify Certify

Transferee

Please select a Transferee Type

☐ Trust

☐ Corporation Or Legal Entity

☒ Individual

☐ FBI, non-SGT - Temporarily Unavailable

Back Next

Once you click the Next button, based off your choice of type of transferee, there will be required information to fill out populated below.

- If you are transferring to an individual, please fill out the first, last name, address and email.

Note: This information entered on this train stop MUST match the customers eForms account or the eForm will NOT certify at the end of the process.

- Please have the transferee answer all the questions below with that information.
- Click Next.

Save Cancel Print PDF Go Home

Form 51004 Transfer Adverse Action Transferee Responsible Person CEO Firearm Electronic Documents Verify Certify

Transferee

Please select a Transferee Type

- ☐ Trust
☐ Corporation Or Legal Entity
☒ Individual
☐ FFL non-SOT - Temporarily Unavailable

First Name [REDACTED] Middle Name [REDACTED] Last Name [REDACTED] Suffix [REDACTED]
 Country [REDACTED] Select Country

Address Line 1 [REDACTED]
 Address Line 2 [REDACTED]

Zip Code [REDACTED] City [REDACTED] County [REDACTED] State [REDACTED]
 Email [REDACTED]

Transferee Questions (The transferee (buyer) of the firearm(s) must answer the questions for Transferee Section of Form 4. For any "No" answer, provide the details in an Attachment via the electronic documents function)

Question	Answer
14.1. Do you intend to make any firearm listed on this form for sale or other disposition to any person described in questions 14.1 through 14.11 or a person described in question 14.11 who does not fall under an exception?	☐
14.2. Do you intend to sell or otherwise dispose of any firearm listed on this form in furtherance of any federal or state offense punishable by imprisonment for a term of more than one year, a Federal criminal sentence, or a drug trafficking offense?	☐
14.3. Are you under indictment or information in any court for a felony or any other crime, for which the judge could sentence you for more than one year?	☐
14.4. Have you ever been convicted in any court for a felony or any other crime, for which the judge could have sentenced you for more than one year, except you received a shorter sentence including probation?	☐
14.5. Are you a fugitive from justice?	☐
14.6. Are you an actively sentenced or arrested individual in any department, institution, prison, drug, or any other controlled substance?	☐
Warning: The use or possession of a firearm is prohibited under federal law regardless of whether it has been licensed or declassified for medicinal or recreational purposes in the state where you reside.	
14.7. (For all other ages) 15. Have you ever been adjudicated as a mental defective (if true you can be committed to a mental institution)?	☐
14.8. Have you been discharged from the Armed Forces under dishonorable conditions?	☐
14.9. Are you subject to a court order restraining you from harassing, stalking, or threatening your child or an intimate partner or child of such partner?	☐
14.10. Have you ever been convicted in any court of a misdemeanor crime of domestic violence?	☐
14.11. Have you ever received your State (State citizenship)?	☐
14.12. Are you a citizen (legally or unlawfully) in the United States?	☐
14.13. Are you an alien who has been admitted to the United States under a nonimmigrant visa?	☐
14.14. If "yes", do you fill out any of the questions stated in the instructions? Attach the documentation to the application.	☐

16. If you are an alien, record your U.S.-Issued Alien or Alienation number (MIA, USCIS A, or IS-444) [REDACTED]

17. Have you been issued a Unique Personal Identification Number (UPIN)? (See instruction 2b) If yes, please list [REDACTED]

Back Next



- If you are transferring the weapon to a trust, you will need to enter the trust name as it appears in the trust documents, the address of the trust and the email address.
- Click Next

ATF Form 4 (5320.4) - Application for Tax Paid Transfer and Registration of Firearms All Draft Forms will be deleted after 90 days

Save Cancel View PDF Go Home

Form 5320.4 Transfer Alternative Address Transfers Responsible Persons CLEO Firearms Electronic Documents Verify Certify

Transfers

Please select a Transfer Type

☒ **Test**

☐ Corporation/Or Legal Entity

☐ Individual

☐ ILE with or without SOT

* Transfer Name

* Country

UNITED STATES

* Address

* Zip Code

* City

* County

* State

* Email

Back Next

Responsible Persons

- *Note: Do not enter any personal information on this screen in the boxes below as it will not save your information and is for viewing purposes only.*
- Click on what appears to be a sheet of paper, under the actions section. See highlighted section below.

ATF Form 4 (5320.4) - Application for Tax Paid Transfer and Registration of Firearms All Draft Forms will be deleted after 90 days

Save Cancel View PDF Go Home

Form 5320.4 Transfer Alternative Address Transfers Responsible Persons CLEO Firearms Electronic Documents Verify Certify

Responsible Persons

1. Click on Edit icon in the Actions column to edit a responsible persons record. Click [Add Responsible Person] button below to add additional persons.

2. The applicant must attach a scanned, completed copy of Form 5320.33 and a photo for each RP listed below. (Note: The submission of 5320.33 is not required for an individual applicant and the field is grayed out.)

3. Allowable file types:

- o Form 5320.33 - PDF (Portable Document Format)
- o Photo: JPG and JPEG (Joint Photographic Expert Group)

4. Each attachment can be no larger than 3MB.

5. ATF does not require an SSN, however failure to provide this information may significantly delay the process of a background check and delay the rendering of a final decision on the application.

Add Responsible Person

View 

Status	Title	First Name	Last Name	State	City	Full Street Address	Dated Birth	Sex	Race	Actions

Total records: 1
Hidden columns: 13

Back Next

- A pop up will appear. The top portion of information on the pop will be auto generated based off of the profile information, however parts of the bottom half will need to be filled in by the applicant.

The screenshot shows a web form titled "Add Responsible Person". The form contains the following fields and sections:

- *Citizenship:** A dropdown menu with "U.S. CITIZEN" selected.
- *Citizenship country:** A dropdown menu with "Select a Country" selected.
- Codename:** A dropdown menu with "Select Codename" selected.
- *Title:** A dropdown menu with "PURCHASER" selected.
- *First Name:** A text input field with a blacked-out value.
- *Middle Name Detail:** A dropdown menu with a blacked-out value.
- Middle Name:** A text input field.
- *Last Name:** A text input field with a blacked-out value.
- *Email:** A text input field with a blacked-out value.
- Form 5320.23:** A section with a "Choose file" button and a "Browse" button. Below it, it says "PDF only. Max size 3MB".
- *Photo:** A section with a "Choose file" button and a "Browse" button. Below it, it says "JPG, JPEG, or PNG only. Max size 3MB".
- Electronic Fingerprints:** A section with a "Choose file" button and a "Browse" button. Below it, a note states: "Note: The uploaded EFT file must meet to the FBI Specification 6.1.0. Type of Transaction (TDT) must be 'TAUFI'. The file extension must be '.EFT' only. The Maximum file size is 12MB."
- SSN:** A text input field. Below it, a note states: "Not required. Failure to provide may delay processing."
- *Zip Code:** A text input field with a blacked-out value.
- *State:** A dropdown menu with a blacked-out value.
- *City:** A dropdown menu with a blacked-out value.

- For trust applicants, upload a signed copy of the eForm 5320.23 that can be downloaded and printed from our website at atf.gov.

<https://www.atf.gov/media/22326/download>

Signature on the eForm 5320.23 must be a wet signature, no digital signatures. File must be saved as a PDF only and not exceed more than 3 MB in size.

The screenshot shows a web form titled "Add Responsible Person". The form contains the following fields and sections:

- *Citizenship**: A dropdown menu with "U.S. CITIZEN" selected.
- *Citizenship country**: A dropdown menu with "Select a Country" selected.
- Codence**: A dropdown menu with "Select Codence ..." selected.
- *Title**: A dropdown menu with "PURCHASER" selected.
- *First Name**: A text input field with a blacked-out value.
- *Middle Name Detail**: A dropdown menu with a blacked-out value.
- Middle Name**: A text input field.
- *Last Name**: A text input field with a blacked-out value.
- *Email**: A text input field with a blacked-out value.
- eForm 5320.23**: A section with a "Choose file" button and a "Browse" button. Below it, a note says "PDF only. Max size 3MB".
- *Photo**: A section with a "Choose file" button and a "Browse" button. Below it, a note says "JPG, JPEG, or PNG only. Max size 3MB".
- Electronic Fingerprints**: A section with a "Choose file" button and a "Browse" button. Below it, a note says "Note: The uploaded EFT file must meet to the FBI Specification 8.1.0. Type of Transaction (TOT) must be 'TAUF'. The File extension must be 'EFT' only. The Maximum file size is 12MB".
- SSN**: A text input field with a note below it: "Not required. Failure to provide may delay processing".
- *Zip Code**: A text input field with a blacked-out value.
- *State**: A dropdown menu with a blacked-out value.
- *City**: A dropdown menu with a blacked-out value.

- Upload a photo of the applicant. *The file must be saved as a JPG, JPEG or PNG only and should not be any more than 3MB in size.*

Add Responsible Person

*Citizenship	U.S. CITIZEN	▼
*Citizenship country	Select a Country	▼
Cadence	Select Cadence ...	▼
*Title	PURCHASER	
*First Name	[REDACTED]	
*Middle Name Detail	[REDACTED]	▼
Middle Name		
*Last Name	[REDACTED]	
*Email	[REDACTED]	
Form 5320.23	Choose file	Browse
	PDF only. Max size 3MB	
*Photo	Choose file	Browse
	JPG, JPEG, or PNG only. Max size 3MB	
Electronic Fingerprints	Choose file	Browse
	Note: The uploaded EFT file must meet to the FBI Specification 6.1.0. Type of Transaction (TOT) must be "TAUF". The File extension must be ".EFT" only. The Maximum file size is 12MB.	
SSN		
	Not required. Failure to provide may delay processing	
*Zip Code	[REDACTED]	
*State	[REDACTED]	▼
*City	[REDACTED]	▼

- An applicant has two different options to submit fingerprint cards. They may submit either electronically via an EFT file or a physical set of fingerprint cards with the coversheet that will be emailed after the form is completed and submitted. To upload an EFT file, you may do this in the Next block. (Note: The uploaded EFT file must meet to the FBI Specification 8.1.0. Type of Transaction (TOT) must be "FAUF". The File extension must be "EFT" only. The Maximum file size is 12MB.)

Add Responsible Person

*Citizenship
U.S. CITIZEN

*Citizenship country
Select a Country

Cadence
Select Cadence...

*Title
PURCHASER

*First Name

*Middle Name Detail

Middle Name

*Last Name

*Email

Form 5320.23
Choose file
Browse

PDF only. Max size 3MB

*Photo
Choose file
Browse

JPG, JPEG, or PNG only. Max size 3MB

Electronic Fingerprints
Choose file
Browse

Note: The uploaded EFT file must meet to the FBI Specification 8.1.0. Type of Transaction (TOT) must be "FAUF". The File extension must be "EFT" only. The Maximum file size is 12MB.

SSN
Not required. Failure to provide may delay processing

*Zip Code

*State

*City

- Please fill in your SSN. ATF does not require an SSN, however failure to provide this information may significantly delay the processing of a background check and delay the rendering of a final decision on the application.

Add Responsible Person

*Citizenship
U.S. CITIZEN

*Citizenship country
Select a Country

Cadence
Select Cadence...

*Title
PURCHASER

*First Name

*Middle Name Detail

Middle Name

*Last Name

*Email

Form 5320.23
Choose file
Browse
PDF only. Max size 3MB

*Photo
Choose file
Browse
JPG, JPEG, or PNG only. Max size 3MB

Electronic Fingerprints
Choose file
Browse
Note: The uploaded EFT file must meet to the FBI Specification E.1.D. Type of Transaction (TOT) must be 'FAUF'. The File extension must be 'EFT' only. The Maximum file size is 12MB.

SSN
Not required. Failure to provide may delay processing

*Zip Code

*State

*City

- Type in the date of birth, the country in which you were born, birth state, state of residence, sex, ethnicity, race and then the AR# or I9# if applicable. Also, if you have been previously issued a UPIN (unique identification number), then you may also fill in that field.

Add Responsible Person

*Photo
 JPG, JPEG, or PNG only. Max size 3MB

Electronic Fingerprints
 Note: The uploaded EFT file must meet to the FBI Specification 6.1.0. Type of Transaction (TOT) must be "TAUF". The File extension must be ".EFT" only. The Maximum file size is 12MB.

SSN
 Not required. Failure to provide may delay processing

*Zip Code

*State

*City

*Full Street Address

*Date of Birth

*Birth Country

Birth State

*State of Residence

*Sex

*Ethnicity

*Race

AR# or I9#

UPIN

- Click save and close when finished.
- If there is more than one person listed in the trust as a grantor, settlor, trustee or responsible person, please click “add responsible person.”
- If submitting this process as a trust, you will need to fill in the required information for each person listed. When finished with all responsible persons information, please click Next.

- **CLEO (Chief Law Enforcement Officer)**

- Fill in the Agency or Department Name, name of Agency Official, title of Agency Official, and complete address.
- Click Next.

ATF Form 4 (5320.4) - Application for Tax Paid Transfer and Registration of Firearms All Draft Forms will be deleted after 90 days

Save Cancel When Not Go Home eForm ID: [REDACTED]

Form 30204 Transferor Alternate Address Beneficiary Recipient Person **CLEO** Present Electronic Document Verify Certify

CLEO

* Agency or Department Name

* Name of Agency Official

* Title of Agency Official

* Country
UNITED STATES

* Address

* Zip Code * City * County * State
Select... Select... Select... Select...

Back Next

- **Firearm**

Note: Do not enter any personal information on this screen in the boxes below as it will not save your information and is for viewing purposes only.

There are 3 ways for you to locate your control number in the eForms system.

1. If you have the original approved form, you should see the control number listed at the top of the form. This number should start with the year that you received your weapon, for example 2026xxxxxx.

2. On the firearm tab within the eForm itself, you will see a button that says, “find control number.” Click that and put in all information as it was listed on the original transfer form to you and click “find”.

3. Or you may search for the control number by clicking on the “find by SSN and serial number” also listed in the firearm tab within the eForm itself. Enter just your SSN and click “lookup inventory”.

Helpful Hint: If you have received this weapon before 41F occurred and the weapon is registered in a trust, you will need to fill out a paper application because there is no personal data for you entered in the application so that the eForms system can verify that you are the person within this trust.

If you are still experiencing issues locating your control number, click the “ask the experts” tab at the top of the eForms account.

If you have your control number, please click “add firearm from control number”.

Helpful Hint: The control number should always start with the year the form was entered, such as a form entered in 2026 should have a control number 2026xxxxxxx.

Firearm

[Print Line Items](#)

[Add Firearm from Control Number](#) [Find Control Number](#) [Find by SSN & Serial Number](#)

Original Control Number	New Control Number	Product Type	Model	Caliber	Unit of Measure	Length of Barrel (in.)	Overall Length (in.)	Serial Number	Actions
No data to display									
Total Rows: 0									

Transferor Necessity Statement (State a reasonable necessity to possess the machinegun, short-barreled rifle, short-barreled shotgun, or destructive device)

[Back](#) [Next](#)

A pop up will appear as shown below. Enter the control number and click “find form”.

The screenshot shows a web application interface with a modal dialog titled "Add Firearm from Control Number". The dialog has two input fields: "* Control Number" and "* Firearm Serial Number". The "Control Number" field is highlighted with a yellow brush. Below the input fields are buttons for "Clear Control Number", "Find Form", "Add Firearm", and "Cancel". The background shows a table with columns for "Original Control Number", "Manufacturer", "Product Type", "Model", "Length of Barrel (in.)", "Overall Length (in.)", "Serial Number", and "Actions".

Next, enter the serial number in the area that says firearm serial number. Click “add firearm”.

This screenshot shows the same "Add Firearm from Control Number" dialog, but now the "* Firearm Serial Number" field is highlighted with a yellow brush. The "Find Form" button is also highlighted. The background interface is the same as the previous screenshot, showing the same table and navigation elements.

- The chosen weapon will appear in the box as shown below. After verifying that the weapon that you choose is correct, click Next.

ATF Form 4 (5320.4) - Application for Tax Paid Transfer and Registration of Firearm All Draft Forms will be deleted after 90 days

Save Cancel View PDF Go Home

Form 5320.4 Transferor Address Transferor Responsible Person CLEO Firearm Electronic Documents Verify Certify

Firearm

To add a firearm click on the "Add Firearm" button below:

Add Firearm Print Line Items

View

ID	Serial Number	Manufacturer	Product Type	Caliber	Model	Barrel Length	Overall Length	Actions

Total records: 1

Transferor Necessity Statement (State a reasonable necessity to possess the machinegun, short-barreled rifle, short-barreled shotgun, or destructive device)

Back Next

If you do not have the control number, you may look up the control number by clicking "find control number", then chose the weapon description in the drop downs that match your approved form. Click find. See example below....

ATF Form 4 (5320.4) - Application for Tax Paid Transfer and Registration of Firearm All Draft Forms will be deleted after 90 days

Save Cancel View PDF Go Home

Form 5320.4 Transferor Address Transferor Responsible Person CLEO Firearm Electronic Documents Verify Certify

Find Control Number

* Manufacturer

Verify Manufacturer

* Product Type

* Model

* Caliber * Unit of Measure

* Overall Length (in.)

* Serial Number

Find

Control Number

Click [here](#) for more additional help

Close

The last option is to find your weapon by entering your social security number. Click “find by SSN and serial number”. A pop up will appear. Enter your social security number and click lookup inventory.

The screenshot shows a web application interface with a pop-up window titled "Find Control Number by SSN". The pop-up contains the following fields and options:

- * SSN: A text input field with a yellow highlight.
- * Lookup Inventory: A button with a yellow highlight.
- * Product Type: A dropdown menu.
- * Model: A dropdown menu.
- * Caliber: A dropdown menu.
- * Unit of Measure: A dropdown menu.
- * Serial Number: A text input field.
- ☐ I certify, under penalty of perjury, that I am listed as the Registrant or a Responsible Person for this weapon on an ATF application.
- Find: A button.
- Control Number: A text input field.
- Click [here](#) for more/additional help.
- Close: A button.

The background shows a navigation bar with links like "FAQ", "Ask The Experts", and "Administration". Below it is a section titled "2.0.4) - Application for Tax Paid Transfer and Registration" with buttons for "View PDF" and "Go Home". A progress bar indicates steps: "Transferor", "Alternate Address", "Transferee", and "Responsible Persons". Below the progress bar are tabs for "Control Number", "Find Control Number", and "Find by SSN & Serial". A table with columns "Manufacturer", "Product Type", and "Model" is partially visible. On the right, there's a section for "eForm ID:" and a "Certify" button. Below that, there are fields for "Model (in.)", "Overall Length (in.)", "Serial Number", and an "Actions" column.

Electronic Documents

- Enter any additional documents in this section that you may need to, such as an approved marking variance or any photos/markings of the firearm. Choose the document type and click add document. Click Next when finished uploading. If there are no documents to upload, click Next.

Save Cancel View PDF Go Home

FORM ID: [REDACTED]

Form 5320a Transfer Attorney Address Transfer Responsible Persons CTD Firearms Electronic Documents Notify Certify

Electronic Documentation

Attachment restrictions:

1. 20 attachments per form
2. Each attachment can be no larger than 30MB
3. Total file size per submission can be no larger than 600MB
4. Allowed file types:
 - Word (.doc, .docx, .dotm)
 - PDF (Portable Document Format)
 - Excel (.xls, .xlsx, .xlsm)
 - PowerPoint Presentation (.ppt, .pptx, .ppsx, .ppsm)
 - JPG and JPEG (Joint Photographic Experts Group)
 - GIF (Graphics Interchange Format)

File

Choose file

Browse

Each attachment can be no larger than 30MB

Document Type

Select a document type

Description

Add Document

View

ID	FILENAME	FILE SIZE (BYTES)	DOCUMENT TYPE	DOCUMENT DESCRIPTION
No data to display				

1

10

Total records: 0

Instructions

When the applicant is a trust, corporation or other legal entity, the applicant must attach documentation establishing the existence and validity of the entity, for eForms done via the Electronic Documents screen.

However, under certain conditions, the applicant may not have to file the documentation. 27 CFR 479.62(c) provides that if the applicant entity has had an application approved as master or transferee within the preceding 24 months of the date of filing this application and there has been no change to the documentation previously provided, in lieu of filing the documentation, the entity may provide a notification that the information has not been changed since the prior approval and shall identify the application for which the documentation has been previously submitted by form number, serial number, and date approved. If the application wishes to claim this exception, this certificate shall be attached as an electronic document to the application submission.

The system requires the applicant to select one of two options from the drop-down in the Document Type field to be able to file the application. The applicant must choose either the "CORPORATION/TRUST/OTHER LEGAL ENTITY" option and attach the documentation or the "24 MONTH DOCUMENT SUBMISSION EXCEPTION" option and attach a document specifying the reason why no documentation of the existence of the trust, corporation or other legal entity is required.

Please note the other Document Types are optional.

Back Next



• Verify

- Please verify that all information has been entered correctly for the entire form.
- Click the box at the bottom that says "I verify all the above information is correct."
- Click Next.

Agency Name	
Agency Official Name	
Agency Official Title	
Address 1	
City	
State	
Zip	
County	
Country	
Firearm	
Serial Number	
Model	
Weapon Type	
Caliber	
Overall Length	
Business Name	
I certify all the above information is correct.	
Back	Next

Certify

- This is part of the application where the eForms system will perform a validation of the information entered. You will notice a green banner (as listed below) that says, “The application has validated successfully”. If the system determines that there is missing information, a red banner will appear advising “the application has not been validated

successfully and has errors” It will also list the section of the application where the error occurs. If there are no errors, you may proceed. If there are errors, please be sure to click on the fields where the error is listed and correct before proceeding.

- Be sure to click the box that certifies that all the information that was entered is, to the best of your knowledge and belief, true, correct and complete under penalties of perjury for the transferor and the transferee.
- Based on the type of firearm you have chosen, you may need to pay the \$200 tax stamp or the \$0 tax stamp. If you are transferring a machine gun or a destructive device, the fee is still \$200. If you are transferring a silencer, short-barreled rifle, short-barreled shotgun or any other weapon, the fee is \$0.
- Once finished with the payment, if applicable, please click sign and submit.

Summary and Confirm Submission

[Click here to view PDF of completed form.](#)

✓ The application has validated successfully.

Application

Type of Transfer (Marked based on the type of weapon selected for transfer):
☐ \$5 ☒ \$200

Submit with your application an electronic remittance through pay.gov for the appropriate amount. Upon approval of this application, this office will acquire, affix, and cancel the required "National Firearms Act" stamp for you. (See Instructions 2h, 2l, and 3):

Internal Control Number

Certification

* Transferee Certify
☐ Under penalties imposed by 18 U.S.C. § 924 and 26 U.S.C. § 5861, I certify that, upon submission of this form to ATF, a completed copy of this form will be directed to the chief law enforcement officer (CLEO) shown in item 12, that the statements, as applicable, contained in this certification, and any attached documents in support thereof, are true and correct to the best of my knowledge and belief. NOTE: See instructions 2.d(2) and 2.d(3) for the items to be completed depending on the type of transferee.

* Transferor Certify
☐ Under Penalties of Perjury, I Declare that I have examined this application, and to the best of my knowledge and belief it is true, correct and complete, and that the transfer of the described firearm to the transferee and receipt and possession of it by the transferee are not prohibited by the provisions of Chapter 44, Title 18, United States Code, Chapter 53, Title 26, United States Code; or Title VII of the Omnibus Crime Control and Safe Streets Act, as amended; or any provisions of State or local law.

Pay, Sign & Submit

Please complete the following two steps to Pay, Sign, and Submit this application.

1 → 2

Confirmation

Your application is still in a state.



Once the sign and submit button is clicked, a pop-up box will appear asking for the transferee’s (the person the weapon is being transferred to, the buyer) username and pin. This username must be entered exactly as listed in their eForms account. Please do not include the “APPAUTH” that is listed in front of the username. This is the 4-digit PIN that was entered when registering their eForms account. Click validate PIN.

Validate Username and PIN

Please Enter the **Transferee's** Username and PIN number to validate.

By entering the Username and PIN number the Transferee certifies under Penalties of Perjury, I Declare that I have examined this application, and to the best of my knowledge and belief it is true, correct and complete, and that the transfer of the described firearm to the transferee and receipt and possession of it by the transferee are not prohibited by the provisions of Chapter 44, Title 18, United States Code, Chapter 53, Title 26, United States Code; or Title VII of the Omnibus Crime Control and Safe Streets Act, as amended; or any provisions of State or local law.

Username

PIN

If you are receiving the following error **“THE TRANSFEEE MUST BE SOMEONE WHO IS IDENTIFIED IN THE RESPONSIBLE PERSONS TRAIN-STOP. THEY MUST HAVE A VALID EFORMS USER ACCOUNT”** after clicking the **validate PIN button**, please be sure that the spelling on the first and last name and the email address are *exactly* like shown on the customer’s eForms account. Also please verify that the email matches the eForms receipt email in the customer’s eForms account.

Once that is validated, it will ask for the transferor’s (the person the weapon is coming from, the seller) PIN. Enter the PIN and click submit.

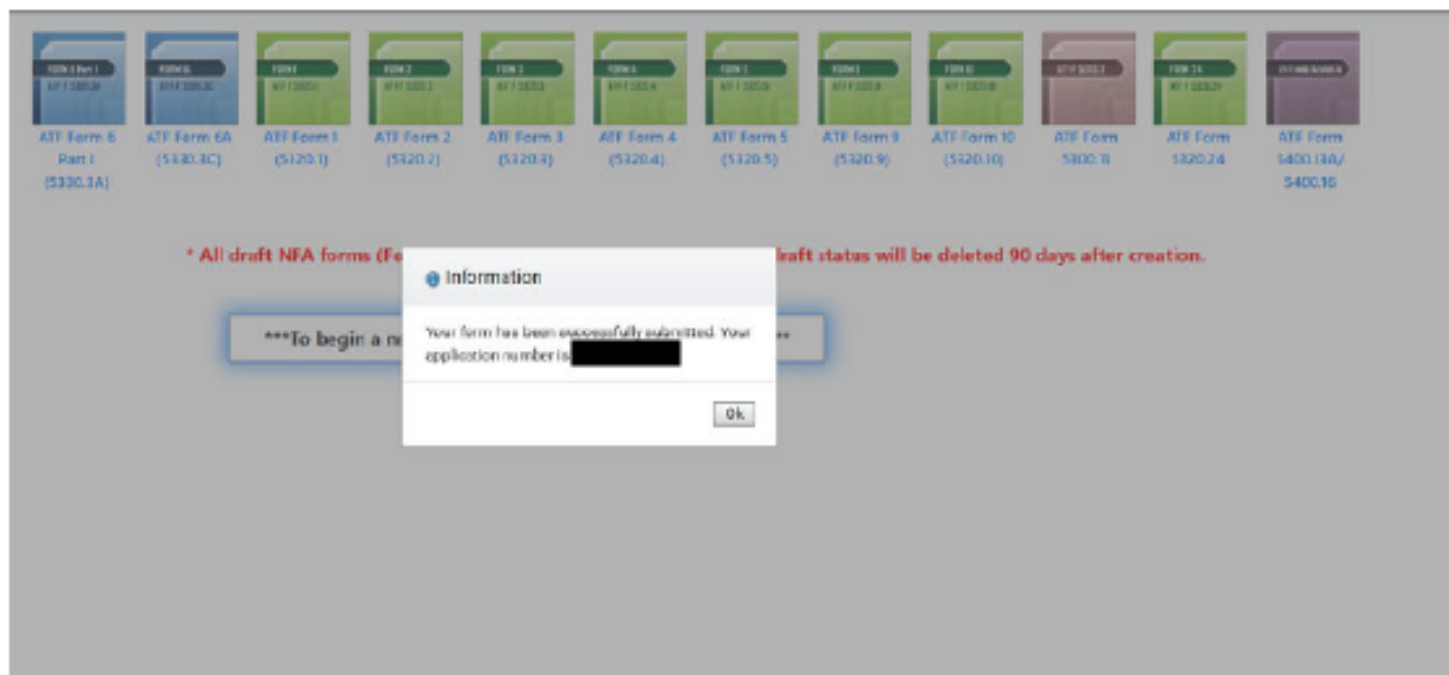
The image shows a 'Validate PIN' dialog box. The dialog has a title bar 'Validate PIN' and a light blue header. The main content area is white and contains the following text: 'Please Enter the **Transferor's** PIN number to submit the form.' followed by a paragraph: 'By entering the Username and PIN number the Transferor certifies under Penalties of Perjury, I Declare that I have examined this application, and to the best of my knowledge and belief it is true, correct and complete, and that the transfer of the described firearm to the transferee and receipt and possession of it by the transferee are not prohibited by the provisions of Chapter 44, Title 18, United States Code, Chapter 53, Title 26, United States Code; or Title VII of the Omnibus Crime Control and Safe Streets Act, as amended; or any provisions of State or local law.' Below this text is a text input field. At the bottom of the dialog are two buttons: 'Submit' and 'Cancel'. The background form is partially visible and contains text such as 'O Fire', 'approval of', 'form to AT', 'ledge and', 'v enforcement officer (CLE', 'be completed depending o', and 'edge and belief it is true, correct and complete, and that the transfer of the described firearm to the', 'VII of the Omnibus Crime Control and Safe Streets Act, as amended; or any provisions of State or lo'.

Validate PIN

Please Enter the **Transferor's** PIN number to submit the form.

By entering the Username and PIN number the Transferor certifies under Penalties of Perjury, I Declare that I have examined this application, and to the best of my knowledge and belief it is true, correct and complete, and that the transfer of the described firearm to the transferee and receipt and possession of it by the transferee are not prohibited by the provisions of Chapter 44, Title 18, United States Code, Chapter 53, Title 26, United States Code; or Title VII of the Omnibus Crime Control and Safe Streets Act, as amended; or any provisions of State or local law.

- The form is complete. The eForms system will let you know that your form was successfully submitted and will also give you the control number for your application.



Helpful Tips

- When submitting your eForms 4 for review, all responsible persons will go through a background process. Although ATF does not require the SSN to be given, not providing will cause delays in the background process.

- Once the eForms have been submitted, there is no way to modify or change the form for any reason. You will need to withdraw the form and start again. Withdrawing the form will automatically initiate the refund process.
- Please remember that if you are not attaching the fingerprint cards as an EFT file when completing the eForms 4, you will receive an email with instructions on how to send your fingerprint cards to the NFA Branch. Please remember you only have 10 days for the NFA Branch to receive those fingerprint cards before your form could possibly be disapproved.
- Current processing times for each application type can be found on our website at <https://www.atf.gov/resource-center/current-processing-times>.

If you are still experiencing issues with submitting your eForms after following the above guide, please reach out to our experts at the “ask the experts” tab at the top of your eForms account.