

eForm 4- Application for \$0 tax transfer/FFL Guide

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 a federal firearms licensee, who has also paid the SOT (special occupational tax) as an NFA manufacturer of firearms. This process must be filled out under one of the users for the FFL's eForms account, not the customer's account. **Any FFL engaging in the business of NFA weapons must have an SOT (special occupational tax) for each license with which they intend to do NFA business. For example: if an FFL has 2 licenses at the same location and they plan to engage in NFA weapons with both licenses, an active SOT must be purchased for each license.**
- Please note before an eForms user files an eForm 4, they must have received an approval of the FFL and the EIN associations for their eForms account. This process allows the NFA inventory to be placed with the correct FFL/SOT holder.
- If your FFL/SOT is not up to date and in an active state, you will not be able to use the eForms system to transfer an NFA weapon.
- **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.



- **Transferor Type**

- The transferor on the form is the person selling the item. In this case, when transferring an NFA weapon from an FFL/SOT holder to someone else, you will always choose FFL with SOT as your transferor type.
- 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](#)

eForm ID:

Form 5320.4 Transferor Alternate Address Transferee Responsible Persons CLEO Firearm Electronic Documents Verify Certify

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 RPs **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 eForms ID (located in the top right-hand corner of the screen). See highlighted section 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 Alternate Address Transferee Responsible Persons CLEO Firearm Electronic Documents Verify Certify

Transferor

FFL Exp. Date EIN SOT Class

Select FFL/EIN

User must have an association with an FFL/SOT EIN in order to view that FFL's available inventory; (please see 'My Profile => FFL/AECA/EIN Access' to submit an association request)

Transferor Name

Country

Select Country

Address Line 1

Address Line 2

Zip Code +4 City County State

Telephone Fax Email

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

Back Next

• **Transferor** (The FFL that the weapons are being transferred from; current possession)

- Select the FFL that the weapon is registered under in the drop-down list. Note: if this is not selected, you will not have an inventory populate when getting to the firearm train stop.
- Once you choose the FFL, the rest of the information on this page will auto populate.

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Form 5320.4 Transferor Alternate Address Transferee Responsible Persons CLEO Firearm Electronic Documents Verify Certify

Transferor

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

* FFL Exp. Date EIN SOT Class

Select FFL/EIN

User must have an association with an FFL/SOT EIN in order to view that FFL's available inventory; please see 'My Profile => Associations' to submit an association request.

* Transferor Name

* Country

* Address

* Zip Code * City * County * State

* 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 5812 of the National Firearms Act to transfer and register the firearm described below to the transferee.

Back Next

• **Alternate Address**

- In this train stop, if you have an alternate address that is different than the firearms business premises in the previous screen, you may list it here.
- 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 eForm ID: [REDACTED]

Form 5320.4 Transferor Alternate Address Transferee Responsible Persons CLEO Firearm Electronic Documents Verify Certify

Alternate Address

Number, Street, City, State and Zip Code of Residence (or Firearms Business Premises) if Different from item 3a.

Country
UNITED STATES ▼

Address Line 1
[REDACTED]

Address Line 2
[REDACTED]

Zip Code +4 City County State

Back Next

• Transferee

- Please select one of the radio buttons for the type of transferee for which you are filling out the application.
- 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 eForm ID: [REDACTED]

Form 5320.4 Transferor Alternate Address Transferee Responsible Persons CLEO Firearm Electronic Documents Verify Certify

Transferee

Please select a Transferee Type

☐ Trust

☐ Corporation Or Legal Entity

☐ Individual

☐ FFL non-SOT - 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 eForm.

- Please have the transferee answer all the questions answered below that information.
- 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

Alternate Address

Transferee

Responsible Persons

CLEO

Firearm

Electronic Documents

Verify

Certify

eForm ID: XXXXXXXXXX

Transferee

Please select a Transferee type

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

First Name

Middle Name

Last Name

Cadence

Country

Address Line 1

Address Line 2

Zip Code

City

County

State

Email

Transferee Questions (The transferee (buyer) of the firearm(s) must answer the questions for Transferee Section of e-Form 4. For any "Yes" answer, provide the details in an attachment via the electronic documents function)

Question	Answer
14.A. Do you intend to make any firearm listed on this form for sale or other disposition to any person described in questions 14.i through 14.l, or a person described in question 14.m, who does not fall under an exception?	☒
14.B. Do you intend to sell or otherwise dispose of any firearm listed on this form in furtherance of any felon or other offense punishable by imprisonment for a term of more than one year, a Federal crime of terrorism, or a drug trafficking offense?	☒
14.C. Are you under indictment or information in any court for a felony or any other crime, for which the judge could imprison you for more than one year?	☒
14.D. Have you ever been convicted in any court for a felony or any other crime, for which the judge could have imprisoned you for more than one year, even if you received a shorter sentence including probation?	☒
14.E. Are you a fugitive from justice?	☒
14.F. Are you an unlawful user of, or addicted to, marijuana or any depressant, stimulant, narcotic drug, or any other controlled substance?	☒
Warning: The use or possession of marijuana remains unlawful under Federal law regardless of whether it has been legalized or decriminalized for medical or recreational purposes in the state where you reside.	☒
14.G. On or after the age of 16, have you ever been adjudicated as a mental defective OR have you ever been committed to a mental institution?	☒
14.H. Have you been discharged from the Armed Forces under dishonorable conditions?	☒
14.I. 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.J. Have you ever been convicted in any court of a misdemeanor crime of domestic violence?	☒
14.K. Have you ever renounced your United States citizenship?	☒
14.L. Are you an alien illegally or unlawfully in the United States?	☒
14.M.1. Are you an alien who has been admitted to the United States under a nonimmigrant visa?	☒
14.M.2. If "yes", do you fall within any of the exceptions stated in the instructions? Attach the documentation to the application.	☒

20.A. Country of Citizenship. If US, check the box on this line. If not US or if applicant is a citizen of more than one country, list the country or countries.

Select US/NOT US

Search a Country

16. If you are an alien, record your U.S.-issued Alien or Admission number (AR#, USCIS#, or I94#):

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

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 eForm ID: [REDACTED]

Form 5320.4 Transferor Alternate Address Transferee **Responsible Persons** CLEO Firearm 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 5320.23 and a photo for each RP listed below. (Note: The submission of FS320.23 is not required for an individual applicant and the field is grayed out.)
3. Allowable file types:
 - o Form 5320.23: PDF (Portable Document Format)
 - o Photo: JPG and IFPG (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 [icon]

Status	Title	First Name	Last Name	State	City	Full Street Address	Date of Birth	Sex	Race	Actions
[icon]		[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]				[icon]

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.

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

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

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

- 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	██████	
*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	██████	▼

- 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 with 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: [Redacted]

*Middle Name Detail: [Redacted]

Middle Name: [Redacted]

*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 8.1.0. Type of Transaction (TOT) must be "FAUF". The File extension must be "EFT" only. The Maximum file size is 12MB.

SSN: [Redacted]

Not required. Failure to provide may delay processing

*Zip Code: [Redacted]

*State: [Redacted]

*City: [Redacted]

- Please fill in your SSN. 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

*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

- 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 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

*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 person's information, please click next.

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

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

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Save Cancel View PDF Go Home

Form 5320.4 Transferor Alternate Address Transferee Responsible Persons CLEO Firearm Electronic Documents Verify Certify

CLEO

* Agency or Department Name

* Name of Agency Official

* Title of Agency Official

* Country

UNITED STATES

* Address

* Zip Code

* City

Select...

* County

Select...

* State

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.

- Click the “Add Firearm” button

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 Alternate Address Transferee Responsible Persons 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
No data to display								

Total records: 0

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

Back Next

Once the “add firearm” button has been clicked, a pop up will appear.

Note: If you have previously transferred a weapon or have a weapon that is currently pending on a previously entered form, the specific weapon will not appear in your available inventory.

Print Line Items

View

SERIAL NUMBER	MANUFACTURER	PRODUCT TYPE	CALIBER	MODEL	BARREL LENGTH	OVERALL LENGTH
---------------	--------------	--------------	---------	-------	---------------	----------------

1 2 10

Total records: 15

Ok Cancel

- Click on the serial number that you are potentially transferring and click ok.
- 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 Alternate Address Transferee 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

1 10

Total records: 1

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

Back Next

Electronic Documents

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

Form 5320.4 Transferor Alternate Address Transferee Responsible Persons CEO Firearm **Electronic Documents** Verify 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, .docm)
 - PDF (Portable Document Format)
 - Excel (.xls, .xlsx, .xlsm)
 - PowerPoint Presentation (.ppt, .pps, .pptx, .ppsm)
 - JPG and JPEG (Joint Photographic Expert Group)
 - GIF (Graphics Interchange Format)

File
Choose file
Each attachment can be no larger than 30MB

Document Type
Select a document type

Description

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

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 479.63(c) provides that if the applicant entity has had an application approved as maker 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 certification 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 required 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.

- **Verify**

- Please verify that all information has been entered correctly for the entire form.
- Click the box all the way at the bottom that says, “I verify all the above information is correct.”
- Click next.

The screenshot shows a form with the following fields, each with a text input area and a dropdown menu:

- 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

At the bottom of the form, there is a checkbox labeled "I verify all the above information is correct." which is circled in black. To the right of the checkbox are two buttons: "Back" and "Next".

Certify

- This is the part of the application where the eForms system will perform a validation of the entered information to ensure that all required information has been entered on the form. 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 chose, you may need to pay either the \$200 or the \$0 tax. 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, 2i, 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 the customers 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 your eForms account. Click validate PIN.

The image shows a pop-up window titled "Validate Username and PIN" centered over a blurred background of a web form. The background form has a header "Firearm and Registration of Firearm" and a progress bar with steps "Responsible Persons", "CLEO", and "Firearm". The pop-up window contains the following text:

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.

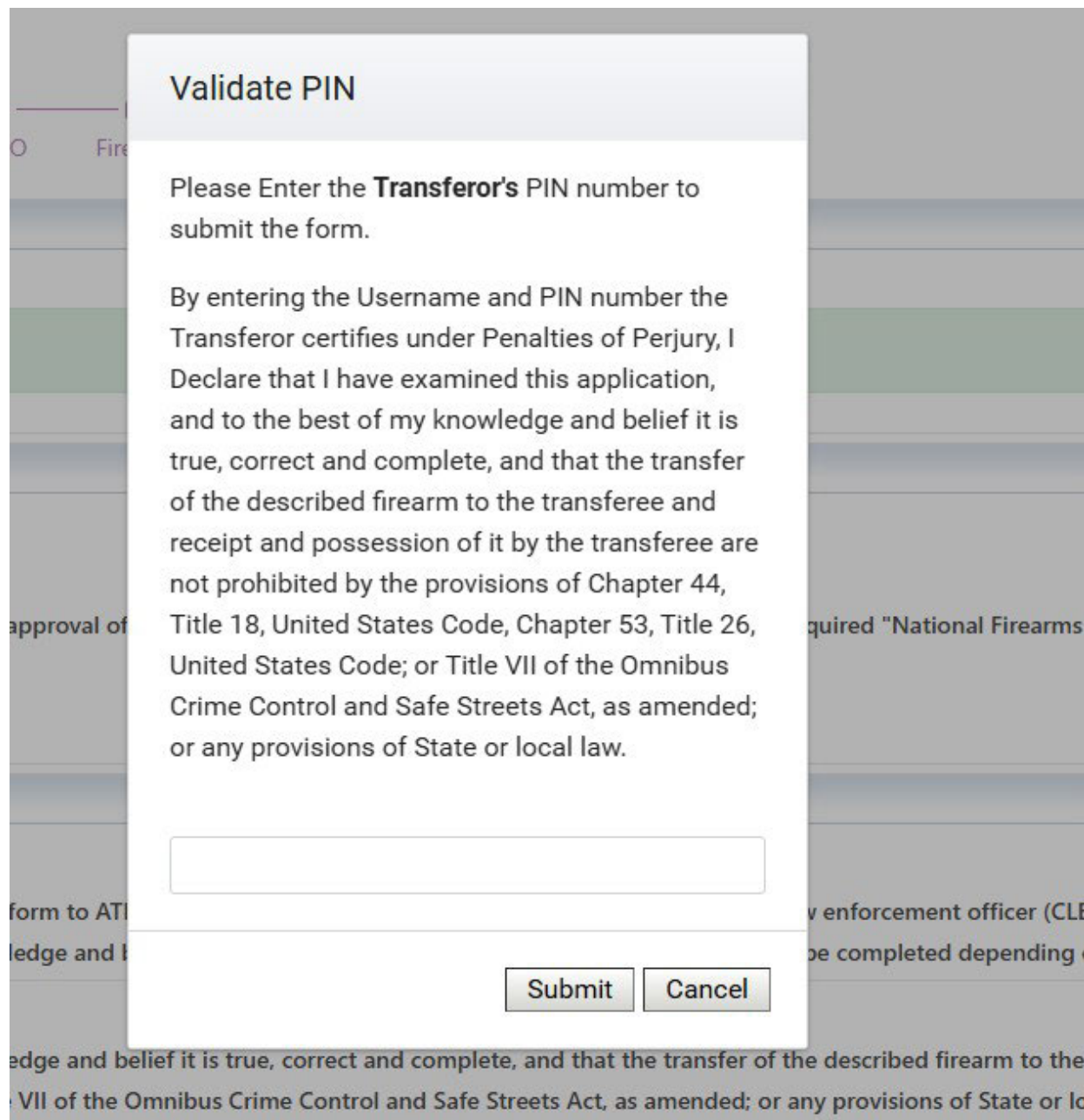
Username

PIN

Validate PIN Cancel

If you are receiving the following error: "THE TRANSFEREE 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 should match the eForms receipt email in the customer's eForm account.

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



The image shows a 'Validate PIN' dialog box. The title bar at the top says 'Validate PIN'. The main text inside the dialog reads: 'Please Enter the **Transferor's** PIN number to submit the form.' Below this is a paragraph of legal text: '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.' At the bottom of the dialog is a text input field. Below the input field are two buttons: 'Submit' and 'Cancel'. The background of the image is a blurred screenshot of a web form, with visible text including 'Fire', 'approval of', 'form to AT', 'ledge and', 'v enforcement officer (CLE', 'be completed depending c', 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'.

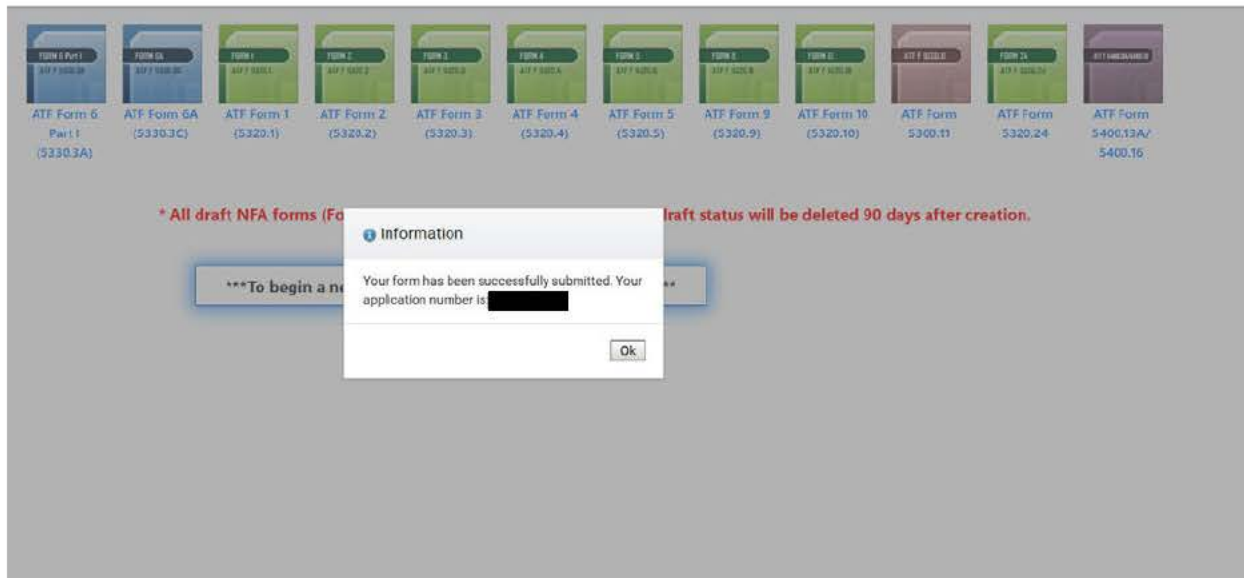
Validate PIN

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.

Submit Cancel

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



Helpful Tips

- When submitting your eForm 4 for review, all responsible persons will go through a background process. Although ATF does not require the SSN to be given, it will cause delays in the background process. If the SSN is not given, please expect a longer delay time.
- 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 an eForm 4, you will receive an email with instructions on how to send your fingerprint cards to the NFA Division. Please remember you only have 10 days for the NFA Division 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>.
- Please note: The submitted/approved form will only show on the FFL's account that submitted the eForms. The customer's account will not show the eForms whether it is in submitted state or approved status. Once the customer receives the email that their eForms have been approved, they may obtain their copy of their eForms from the FFL dealer.
- An FFL dealer may access their approved forms for viewing or printing purposes by logging into their eForms account. They can search from the dashboard of their account by entering any combination of eForms ID, control number, internal control number, form type or just form status and form type together. Then they will need to click on what appears to be an eyeball on the right-hand side that says view form, then click view PDF. This will bring up the approved form for viewing and printing.

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.

