

eForm 9 Submission Guide- Exporting a Firearm

January 2025

Form 9

This guide is to provide information to the ATF eForms user on how to successfully file the eForms 9 for export from an FFL to a country outside of the United States. Every FFL licensee that is engaging in the business of NFA weapons must have an active SOT for every license from which they plan to do NFA business. This also includes any FFL that is planning to go out of business or not renew their SOT license. **All transfers must be complete before FFL/SOT expire.**

Before the Form 9 can be submitted, the State Department license must first be issued by the Directorate of Defense Trade Controls, as the license number is identified on the Form 9. A copy of the State Department license or a copy of the first page and pertinent parts (showing the information regarding the types of firearms to be exported) of the State Department license must be submitted as an electronic attachment to the application. You identify the State Department license as the type of attachment during the process. For any other documentation, choose "OTHER" in the drop-down menu and note the type of documentation in the corresponding field.

- **Select Form**
 - After logging into your eForms account, please click on the Form 9 icon, located on your dashboard, to select it.



- **Intended Use of Form**

- Review the information. Then click the Next button to proceed.

ATF Form 9 (5320.9) - Application and Permit for Permanent Exportation of Firearms [Click here for instructions](#) **All Draft Forms will be deleted after 90 days**

Save Cancel View PDF Go Home

eForm ID:

Form 5320.9 Application Applicant Consignee Line Item Electronic Documents Certify

Intended Use of Form

This form may only be used to apply for the permanent exportation of an NFA firearm or firearms. To submit it electronically, the person whom the firearms are registered must be an active federal firearms licensee who has paid the NFA special tax for the current tax year. The application identifies the foreign consignee during the process and the Form 9 application cannot be submitted until the State Department license has been issued by the Directorate of Defense Trade Controls as the license number is to be identified on the Form 9.

A copy of the State Department license or a copy of the first page and pertinent parts (showing the information regarding the types of firearms to be exported) of the State Department license must be submitted as an electronic attachment to the application. You identify the State Department license as the type of attachment during the process. For any other documentation, choose "OTHER" in the drop-down menu and note the type of documentation in the corresponding field.

The applicant will be selecting the firearm or firearms to be transferred from the current inventory. If the applicant is unable to find the firearm or firearms in the inventory, please contact the NFA Branch at (304) 616-4500.

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.

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eForm ID:

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License

* FFL Exp. Date EIN SDF Class

Select FFL...

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

Application

State Intended Port of Exportation (including air freight)

* Primary Select a state Select a Port of Exportation

Secondary

Tertiary

* State Department License No.

Internal Control Number

Back Next

- **Application**

- Choose the FFL from the drop-down menu. Once chosen, the expiration, EIN and SOT class will auto fill.
- Please choose the state and Intended Port of Exportation.
- Enter the State Department License number.
- Click Next.

The screenshot shows the 'Application' tab of the ATF Form 9 (5320.9) web application. At the top, there's a header with the form title and a warning: 'All Draft Forms will be deleted after 90 days'. Below this is a navigation bar with buttons: 'Save', 'Cancel', 'View PDF', and 'Go Home'. A progress bar indicates the current step is 'Application'. The main form area is titled 'License' and contains fields for 'FFL' (a dropdown menu), 'Exp. Date', 'EIN', and 'SOT Class'. Below these fields is a note: '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)'. The 'Application' section follows, with fields for 'State' and 'Intended Port of Exportation (including air freight)', each with a dropdown menu. Below these are 'Primary', 'Secondary', and 'Tertiary' dropdowns. Further down are fields for 'State Department License No.' and 'Internal Control Number'. At the bottom are 'Back' and 'Next' buttons.

- **Applicant**

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

- The transferor information is auto populated based on the FFL selection in the previous screen. Once the information has been confirmed, please click the Next button to proceed.

The screenshot shows the 'Applicant' tab of the ATF Form 9 (5320.9) web application. The header and navigation bar are identical to the previous screen. The progress bar indicates the current step is 'Applicant'. The main form area is titled 'Transferor' and contains fields for 'License Name / Corporation / Other Legal Entity', 'Country', 'Address', 'Zip Code', 'City', 'County', and 'State'. Below these are fields for 'Telephone', 'Ext.', and 'Email'. At the bottom is a disclaimer: 'The above named and undersigned transferor and special (occupational) taxpayer hereby makes application as required by Section 5812 of the National Firearms Act to transfer, without payment of tax, and register the firearm described below to the special (occupational) taxpayer identified as the transferee in this application.' At the bottom are 'Back' and 'Next' buttons.

- **Consignee** (The FFL or government entity that is receiving the weapon)

- Choose whether the consignee is an individual or organization
- Type in the business name
- Choose the country where the business is located
- Type in the address including the Province

When finished filling in all information, you may choose to add the information to your address book in eForms so that the next time you will not have to type out all information. To do this, choose from the drop down at the top of this screen that says Address Book.

The screenshot shows the 'Consignee' section of the ATF Form 9 (5320.9) application. At the top, there are navigation buttons: 'Save', 'Cancel', 'View PDF', and 'Go Home'. A progress bar indicates the current step is 'Consignee', with previous steps being 'Form 5320.9', 'Application', 'Applicant', and 'Line Item', and future steps being 'Electronic Documents' and 'Certify'. A red warning message states: 'All Draft Forms will be deleted after 90 days'. The 'Consignee' section includes a dropdown for 'Address Book' with a 'Select Contact...' option. Below this are radio buttons for 'Individual' and 'Organization'. The 'Organization' option is selected. Fields for 'Business Name', 'Country' (a dropdown menu), 'Address Line 1', 'Address Line 2', 'Postal Code', and 'City' are provided. A 'COUNCIL AREA' dropdown menu is also present. A 'Save to Address Book' button is located next to the 'COUNCIL AREA' dropdown. At the bottom, there are 'Back' and 'Next' buttons.

- **Line Item**

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

The screenshot shows the 'Line Item' section of the ATF Form 9 (5320.9) application. At the top, there are navigation buttons: 'Save', 'Cancel', 'View PDF', and 'Go Home'. A progress bar indicates the current step is 'Line Item', with previous steps being 'Form 5320.9', 'Application', 'Applicant', and 'Consignee', and future steps being 'Electronic Documents' and 'Certify'. A red warning message states: 'All Draft forms will be deleted after 90 days'. The 'Line Item' section includes a 'View' button and a 'Print Line Items' button. Below these buttons, there is a table with columns: 'ID', 'Serial Number', 'Manufacturer', 'Product Type', 'Caliber', 'Model', 'Barrel Length', 'Overall Length', and 'Actions'. The table is currently empty, with a message 'No data to display' and 'Total records: 0'. At the bottom, there are 'Back' and 'Next' buttons.

- Click the “Add Firearm” button

ATF Form 9 (5320.9) - Application and Permit for Permanent Exportation of Firearms All Draft Forms will be deleted after 90 days

Save Cancel View PDF Go Home

Form 5320.9 Application Applicant Consignee **Line Item** Electronic Documents Certify

Line Item

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

Add Firearm **Print Line Items**

Maximum number of line items for this form: 5000

View

ID	Serial Number	Manufacturer	Product Type	Caliber	Model	Barrel Length	Overall Length	Actions
No data to display								

Total records: 0

Back Next

- Once the “add firearm” button has been clicked, a pop up will appear with your available inventory.

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.

ATF Form 9 (5320.9) - Application and Permit for Permanent Exportation of Firearms All Draft Forms will be deleted after 90 days

Save Cancel View PDF Go Home

Form 5320.9 Application Applicant Consignee **Line Item** Electronic Documents Certify

Line Item

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

Add Firearm **Print Line Items**

Maximum number of line items for this form: 5000

View

How to filter by serial numbers

Prefix Starting Number Ending Number Suffix

Filter By Serial Number Range Clear Range Filter Add All Within Range

SERIAL NUMBER	MANUFACTURER	PRODUCT TYPE	CALIBER	MODEL	BARREL LENGTH	OVERALL LENGTH

Total records: 16

* Gray line items have already been added to this form.

Print Line Items

Ok Cancel

- Click on the serial number that you are potentially transferring and click ok. If you are transferring multiple weapons (more than 1) hold down the control key on your keyboard and choose multiple weapons. Click ok.
- The chosen weapons will appear in the box as shown below. After verifying that the weapons that you chose are correct, click next.

AT Form 7 (2-20-22) - Application and Permit for Permanent Exportation of Firearms All Draft Forms Will be Deleted after 90 days eForm ID: [REDACTED]

Form 5320-9 Application Applicant Consignee **Line Item** Electronic Documents Certify

Line Item

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

[Add Firearm](#) [Print Line Items](#)

Maximum number of line items for this form: 3000

View 

ID #	Serial Number #	Manufacturer #	Product Type #	Caliber #	Model #	Barrel Length #	Overall Length #	Actions
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]

Total records: 1

[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. This is also the section to which you will upload a copy of the State Department license. Choose the document type and click add document. Click Next when finished uploading. If there are no documents to upload, click next.

Form 5320-9 Application Applicant Consignee Line Item **Electronic Documents** 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 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 #	FILE NAME #	FILE SIZE (BYTES) #	DOCUMENT TYPE #	DOCUMENT DESCRIPTION #
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]

Total records: 1

[Back](#) [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. Click Sign and Submit.

ATF Form 9 (5320.9) - Application and Permit for Permanent Exportation of Firearms  All Draft Forms will be deleted after 90 days eForm ID: 

[Save](#) [Cancel](#) [View PDF](#) [Go Home](#)

Form 5320.9 Application Applicant Consignee Line Item Electronic Documents **Certify**

Summary and Confirm Submission

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

✓ The application has validated successfully.

Certification

* Certify

☐ Under penalties of perjury, I certify that I am the lawful possessor of the firearm(s) described on this form and any accompanying sheets, and that I have examined this application and, to the best of my knowledge and belief it is true, correct and complete.

[Sign & Submit](#)

Confirmation

Your application is still in a state.

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

- Once the sign and submit button is clicked, a pop-up box will appear asking for your PIN. This is the 4-digit PIN that was entered when registering your eForms account. Click Submit.
- 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.

