U.S. Department of Justice
Bureau of Alcohol, Tobacco, Firearms, and Explosives

OMB No. 1140-0022 (01/31/2028)

Application to Renew Explosives License/Permit

FEL/P no.:
FEL/P name:
Trade name (if any):
FEL/P premises address:

FEL/P type:
Expires:
Renewal fee due: $ _____ Pay this amount via *pay.gov*.
Note: If ATF does not receive this renewal application by the expiration date, your license/permit will not be renewed. You will need to submit a new application and associated fee.

PAYMENT: You may pay renewal fees only via *www.pay.gov (for information on pay.gov submission, see instruction #3)* Once you have completed the payment process through *pay.gov*, record *pay.gov* transaction information below and download or print *pay.gov* payment confirmation. Your *pay.gov* transaction is only the payment part of the process. You must still complete the renewal application below. ATF will return payments it receives by mail and will not process the associated application.

***Pay.gov* transaction ID number:** _____ **Include copy of *pay.gov* confirmation with application**
***Pay.gov* payment date:** _____ **Amount paid: $**_____

Part A Complete below if there is a change to your FEL/P information

FEL/Ps are not transferable. If the explosives business or operation has had a change in ownership or control, you may NOT use this form to renew the license. You must submit a new application, ATF Form 5400.13.)	**FEL/P mailing address:**
Updated trade or business name *	
Updated premises address **	
Updated mailing address	
Updated business phone:	
Updated cell phone:	
Updated email address:	

*Listing your trade or business name with ATF in no way registers such a name. You must comply with federal, state, and local laws on registering the trade or business name.
** You may operate at your new premises if you give notice to ATF ten days prior to the move.

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

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Hour(s): Please indicate AM or PM							
Check all days that apply	☐ Closed all day No business hours	☐ Closed all day No business hours	☐ Closed all day No business hours	☐ Closed all day No business hours	☐ Closed all day No business hours	☐ Closed all day No business hours	☐ Closed all day No business hours

WARNING: You may not continue operations authorized by your federal explosives license/permit (FEL/P) on or after the expiration date of your license/permit unless you have filed this renewal application prior to _____ (expiration date) . There are criminal penalties for continuing your explosive business or operations without renewing your license/permit.

Notice of Clearance (NOC) – Initial that you have reviewed your latest NOC, and all the listed responsible persons (RPs) and employee possessors (EPs) are correct – and no changes or updates are needed. If the NOC is *not* accurate and needs to be updated, please return a copy of the latest NOC with this renewal application. Check this box and include a statement showing the nature of the inaccurate or incomplete information. ☐

- **All current and new employee possessors must complete ATF Form 5400.28, Explosives Employee Possessor Questionnaire.**
- **All current and new responsible persons must complete ATF Form 5400.27, Explosives Responsible Person Questionnaire (RPQ). Renewing your license/permit will be delayed or denied if the RPQ is incomplete or missing.** ☐

Under penalties imposed by 18 U.S.C. 844, I certify that the statements contained in this renewal application, and any attached statements, are true and correct to the best of my knowledge and belief.

Authorized signature (certification):_____ **Title:**_____ **Date:**_____
(must be a current RP to sign)

Printed name : _____ **Telephone no.** _____

☐ Approved ☐ Abandoned ☐ Withdrawn **Licensing official's signature:** _____ **Date:**_____

☐ Denied Reason denied: _____

ATF Form 5400.14
Revised September 2026

Submit all applications to:
FELC@atf.gov or
Bureau of Alcohol, Tobacco, Firearms, and Explosives
Federal Explosives Licensing Center
244 Needy Road
Martinsburg, WV 25405

Instructions

1. For all responses, type or print legibly with an ink pen (black or blue).

2. Failing to properly submit the fee, or submitting an incomplete or otherwise improperly prepared form, will delay your federal explosives license/permit (FEL/P).

3. You must pay the total application fee via ***www.pay.gov***. You must record the *pay.gov* payment transaction number in the payment section of the renewal application and include a copy of the confirmation from *pay.gov* with your application. Please keep a copy of the *pay.gov* payment confirmation that you receive from *pay.gov* for your records. ATF will return applications mailed with other forms of payment without processing. Licenses/permits are issued for a period of three years. You will not receive a refund of any part of a license/permit fee if the license's/permit's operations are, for any reason, discontinued for that period.

Part A:

4. If the FEL/P preprinted information on the renewal form has changed, update the sections as appropriate. Please note that FEL/Ps are not transferable. In the event that the business or operations are leased or sold, a new FEL/P is required.

Part B:

5. Note hours of operation and/or hours of availability in section B. In the event that hours are not consistent and/or on a part-time basis, indicate the day and time most frequently worked.

6. Review the individuals listed as responsible persons (RP) and employee possessors (EP) on the ATF notice of clearance (NOC). If you need to add or drop an RP or EP, send ATF a cover letter with a copy of the NOC and indicate the appropriate RP(s) and EP(s) to add or drop.

7. All responsible persons (individuals who have the power to direct the management and policies of the applicant pertaining to explosive materials) must submit ATF Form 5400.27 --Explosives Responsible Person Questionnaire (RPQ). Include the completed RPQ forms with this renewal application.

8. **Important!** New responsible persons must submit a properly prepared FD-258 (Fingerprint Card) with this application. Fingerprints must be taken by appropriate law enforcement authorities. The pre-printed FD-258 should reflect "WVATF0900 ATF-FELC MARTINSBURG, WV" to preclude the fingerprints from being rejected. A 2" x 2" frontal-view photograph, taken within the last six months and clearly showing a full front-view of the applicant's features, with head bare, must also accompany this application. Please ensure that each photograph is clearly identified on the reverse with the full name of the responsible person in the photograph. Attach to a separate sheet of paper with person's full name under that photo. You may affix multiple photographs to one sheet of paper, but ensure that the responsible person's full name is written under each photograph. A fingerprint card and photograph is not required if they were already submitted to ATF as part of an ATF explosives application.

9. All employee possessors (individuals who actually or constructively possess explosive materials during the course of employment or operations) must submit ATF Form 5400.28, Explosives Employee Possessor Questionnaire. Include the completed ATF Forms 5400.28 with this renewal application.

10. An authorized signer (*e.g.,* owner, partner, or in case of a corporation, association, etc., an officer duly authorized to sign for the applicant) must sign/certify the renewal form.

Definitions

1. **Responsible person** – An individual who has the power to direct the management and policies of the applicant pertaining to explosive materials. For example, responsible persons generally include sole proprietors and explosives facility site managers. In the case of a corporation, association or similar organization, responsible persons generally include corporate directors and officers, as well as stockholders who have the power to direct management and policies.

2. **Employee possessor** – An employee possessor is an individual who **actually** or **constructively** possesses explosive materials during the course of their employment. **Actually possessing** occurs when a person immediately possesses or controls explosive materials (e.g. an employee who physically handles explosive materials as part of the production process; an employee who handles explosive materials in order to ship, transport, or sell them, or an employee, such as a blaster, who actually uses explosive materials). **Constructively possessing** occurs when an employee lacks direct physical control over explosive materials, but knowingly has the power and intention to exercise domain and control over the explosive materials, either directly or indirectly through others (e.g. an employee at a construction site who keeps keys for magazines in which explosive materials are stored, or who directs other employees in using explosive materials).

Privacy Act Information

This information is provided pursuant to Section 3 of the Privacy Act of 1974 (5 U.S.C. §552 a(e)(3)):

1. **Authority.** Solicitation of this information is authorized pursuant to 18 U.S.C. § 842-843. Disclosure of this information by the applicant is mandatory if the applicant wishes to obtain a federal explosive license or permit.
   Purpose. ATF uses the information collected on this form to identify the applicant; to identify the location of the premises; to determine eligibility of the applicant to obtain such license or permit; to determine the ownership of the business or operations; and to identify responsible persons in the business or operations.
3. **Routine uses.** ATF may disclose the information as permitted by the Privacy Act of 1974 (5 U.S.C. §552a(e)(3)) and in accordance with the System of Records Notice (SORN) JUSTICE/ATF-008 – Regulatory Enforcement Record System. ATF may share may the information with federal, state, local, tribal, and foreign law enforcement or regulatory agencies to verify information or eligibility, support lawful enforcement or compliance activities, and in administrative and judicial proceedings. The information may be disclosed to the Department of Justice when it appears that furnishing false information may constitute a violation of federal law, or to the public as permitted by law to confirm license validity.
4. **Effects of not supplying requested information.** Failing to supply complete information will delay processing and may cause the application to be denied.
5. **Disclosing social security number.** Disclosing the individual's social security number is voluntary. Under 18 U.S.C. §842(f), 843, and Executive Order 9397, November 22, 1943, ATF has the authority to solicit an individual's social security number. The number may be used to verify the individual's identity.

Paperwork Reduction Act Notice

This request is in accordance with the Paperwork Reduction Act of 1995. The information collected is used to determine the eligibility of the applicant to engage in certain operations, to determine location and extent of operations, and to determine whether the operations will be in conformity with federal laws and regulations. The information requested is mandatory by statute (18 U.S.C. §843).

The estimated average burden associated with this collection is 1 hour and 15 minutes per respondent or recordkeeper, depending on individual circumstances. Comments concerning the accuracy of this burden estimate and suggestions for reducing this burden should be directed to Reports Management Officer, Information Technology Coordination Staff, Bureau of Alcohol, Tobacco, Firearms, and Explosives, 99 New York Ave., NE, Washington, DC 20226.

An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid Office of Management and Budget (OMB) control number.