

U.S. Department of Justice

Bureau of Alcohol, Tobacco, Firearms and Explosives

Prohibited Persons Questionnaire

Last Name:	First Name:	Middle Name:	Suffix:	SSN (last 4 digits):
------------	-------------	--------------	---------	----------------------

The Department of Justice (*DOJ*) and the Bureau of Alcohol, Tobacco, Firearms and Explosives (*ATF*) have specific regulations and policies that an individual must comply with so they can be granted access to ATF information, information technology (*IT*) systems, and/or unescorted access to ATF facilities. To ensure that you are in compliance with ATF's prohibited persons policy, you must respond to the questions below and sign and date this questionnaire in the certification section. If you respond "no" to any of the questions, provide an explanation, including the circumstances, date and place of occurrence, name and address of the police department, and if applicable, the court system and date of disposition of the case. If you do not wish to respond to these questions, please sign and date in the declination section below.

ATF is a unique law enforcement agency that protects communities from violent crimes, criminal organizations, the illegal use and trafficking of firearms, the illegal use and storage of explosives, acts of terrorism, arson, bombings, and the illegal diversion of alcohol and tobacco products. ATF's responsibilities for Federal firearms and explosives law enforcement make it a unique employer that must limit access to ATF information, IT systems, and/or facilities, by individuals prohibited from possessing or receiving firearms or explosives.

1. Federal law prohibits the possession or receipt of a firearm or ammunition by a person who has been convicted of a misdemeanor crime of domestic violence or who is subject to a qualifying court order restraining him/her from harassing, stalking, or threatening their child or intimate partner or child of such partner. Can you legally possess and receive firearms and ammunition? Yes No (If no, explain.)

2. Federal law prohibits the possession or receipt of firearms, ammunition, and explosives by a person who has been convicted of a crime punishable by a term of imprisonment exceeding one year; is a fugitive from justice; is an unlawful user of/ or addicted to a controlled substance; has been adjudicated as a mental defective or committed to a mental institution; is an alien illegally or unlawfully in the United States; is an alien who has been admitted to the United States under a nonimmigrant visa (*with certain exceptions*); has been discharged from the military under dishonorable conditions; or has renounced his/her U.S. citizenship. Can you legally possess and receive firearms, ammunition, and explosives? Yes No (If no, explain.)

3. Federal law prohibits the receipt of firearms and ammunition and the receipt or possession of explosives by a person who is under indictment for a crime punishable by a term of imprisonment exceeding one year.

Can you legally receive firearms and ammunition? Yes No (if no, explain)

Can you legally receive or possess explosives? Yes No (if no, explain)

Certification of Prohibited Persons Questionnaire: My responses to the above questions are true and correct to the best of my knowledge and belief and are made in good faith. I understand that intentionally withholding, misrepresenting, or falsifying information will have a negative effect on my employment, continued employment, or service opportunities with ATF.

Signature:	Date:
------------	-------

Declination to Complete Prohibited Persons Questionnaire: I hereby decline to answer the above questions. I understand that by doing so, ATF will make a determination of my eligibility for employment, continued employment, or service opportunities with ATF based on the information available.

Signature:	Date:
------------	-------

Privacy Act Statement

The following information is provided pursuant to Sections 3 and 7(b) of the Privacy Act of 1974 (5 U.S.C. § 552a(e)(3)):

1. **Authority.** Solicitation of this information is made pursuant to Executive Orders 13764 and 13467. Disclosure of this information by the individual is voluntary.
2. **Purpose.** To determine the eligibility of the individual for employment, continued employment, or service opportunities with ATF based on its agency specific qualifications.
3. **Routine uses.** The information will be used by ATF to make a determination as set forth in the Purpose section of this Statement. This information becomes a part of the permanent personnel security record of all candidates, is included in Internal Security Record System - Justice/ATF-006 (68 FR 3555-6), and is subject to all of the published routine uses of that system of records. Specifically, the information may be disclosed by ATF to third parties while making a determination as to the individual's fitness for employment, continued employment, or service opportunities with ATF.
4. **Effects of not supplying the requested information.** Failure to supply complete information may require ATF to determine an individual's eligibility for employment, continued employment, or service opportunities based on the information available.
5. **Disclosure of Social Security Number (SSN).** Disclosure of the individual's SSN is voluntary. Under Executive Order 9397, ATF has the authority to solicit an individual's SSN. The SSN may be used to verify the individual's identity.

Paperwork Reduction Act

This request is in accordance with the Paperwork Reduction Act of 1995. This information collection will be used to determine if a candidate for Federal or contractor employment at the Bureau of Alcohol, Tobacco, Firearms and Explosives (ATF), is prohibited from possessing or receiving firearms or explosives as described in 18 U.S.C. § 922(g)(n), and/or 18 U.S.C. § 842(i). The appropriate ATF office (*i.e.*, *Personnel Security Division*) will maintain a copy of this form. It will be used to document authorized disclosure of background investigation information.

The estimated average burden associated with this collection is 5 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, Resource Management Staff, Contracts and Forms Office, Bureau of Alcohol, Tobacco, Firearms and Explosives, 99 New York Ave, N.E. 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 control number.