



eForm6

eForm6 3.0 User Manual

Document Version 1.2

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**Bureau of Alcohol, Tobacco, Firearms and Explosives
Office of Enforcement Programs and Services
Firearms and Explosives Services Division
Firearms and Explosives Imports Branch**

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1 Introduction

This chapter provides information on how to effectively use the eForm6 system. The purpose of this system is to provide Federally licensed or AECA registered firearms importers with the capability of electronically submitting the ATF Form 6 Part I to aid the Bureau of Alcohol, Tobacco and Firearms (ATF) in processing applications for firearms and explosives permits. The current version of eForm6 consists of a relational database which is accessed through an intuitive, Web-based like interface. This User Manual is cumulative through eForm6 3.0.

1.1 Who Should Use this Manual?

This manual is intended to provide information about how to use the eForm6 system to the following people:

- Federally licensed or AECA registered importers
- Firearms and Explosives Imports Branch (FEIB) staff.

1.2 How this Manual is Organized

This manual contains a chapter for each of the following areas of information:

Chapter 1, Introduction

This chapter provides an overview of the manual, including its organization, text conventions, contact information, registration procedures to use the eForm6 system, and system requirements.

Chapter 2, System Basics

This chapter provides general information about the eForm6 system, including a system overview, procedures for logging on and logging off the system, main menu functions, and details about navigating through the eForm6 system.

Chapter 3, Entering Permit Applications

This chapter defines the procedures used by importers to enter new applications.

Chapter 4, Processing Permit Applications

This chapter contains procedures for firearm, ammunition, and implement of war importers to submit a Form 6 permit application to the Firearms and Explosives Imports Branch (FEIB), withdraw a submitted permit, or copy a permit application to submit as a new permit application.

Chapter 5, Printing Permit Applications

This chapter contains information on how to print applications with the final approval status.

1.3 Contacts

Firearms and Explosives Imports Branch telephone: (304) 616-4550
 244 Needy Road
 Martinsburg, West Virginia 25405
 eForm6 Help Desk telephone: (304) 616-4592
 fax: (304) 616-4551

1.4 Conventions Used in this Manual

This manual uses consistent typographic conventions as described in the table below. Please refer to these conventions to help you identify important information in this manual.

Convention	Description
Bold	Bold text indicates text that you must type exactly as shown within the system.
▼	Bold text beginning with a triangle shaped bullet introduces a step or a series of numbered steps you must perform.
Button Names	Names of on-screen buttons that users must click with a mouse are shown like this in the text.
	Names of keys that users need to press are represented by graphics like these.
1. Numbered Lists	Numbered Lists provide step-by-step procedures for performing an action.
Bulleted lists	Bulleted lists provide information, not procedural steps.

1.5 Registration

1.5.1 Initial Registration

Any user must first register with the Firearms and Explosives Imports Branch (FEIB). Registration is achieved by filing ATF F 5013.3, eForm 6 Access Request, with the FEIB. The access request must be signed by a person who is a responsible person for that Federal firearms license. The access request must be mailed or faxed to the FEIB (see contact information).

F 5013.3 may be obtained via the Forms tab on the ATF website (www.atf.gov) or by clicking on the Industry tab, then clicking on the Firearms option, and then clicking on the box for eForm 6. This will direct you to a Welcome screen where the APPLY option may be chosen for additional information and a link to the form.

You will be notified by e-mail of the User Identification (User ID) to be used when accessing the eForm6 system and you will be notified separately of the password to be used.

1.5.2 Adding Other Users to Your Account

After initial registration, you may add other persons to your account who can file import permit applications on your behalf. The same registration process is followed, that is, the filing of F5013.3, eForm6 Access Request, for each additional person. The access request must be approved by the person who filed the original access request as the responsible person and is the registered user.

1.6 System Requirements

The eForm6 3.0 application was tested and verified against:

- Internet Explorer 7.0
- Microsoft Excel 2007
- Microsoft Power Point 2007
- Microsoft Word 2007
- Adobe PDF Reader 9.0

2 System Basics

This chapter provides basic information about eForm6 so you can become familiar with its functions and capabilities. Logging on and off the system is outlined, and you can learn how to navigate through eForm6 by becoming familiar with the Main Menu screen functions.

2.1 Logging On and Off eForm6

2.1.1 Log On

▼ **Log On to eForm6 following these steps:**

1. Double-click the Internet Explorer browser on your desktop to open up the Internet Explorer.
2. You can access the eForm6 system by either going to the ATF website (www.atf.gov) and selecting the Firearms options from the Industry tab and then by clicking on the eForm6 box (which brings you to a Welcome screen where the Login option may be selected) or directly to the login screen or by typing in the following URL: <https://www.atfonline.gov/eforms6/>. You may wish to ‘bookmark’ this URL for the direct access. Either way of accessing will bring you to the screen appearing below:



Application and Permit for Importation

Welcome to eForm 6

To begin, please Log On:

User Name:

Password:

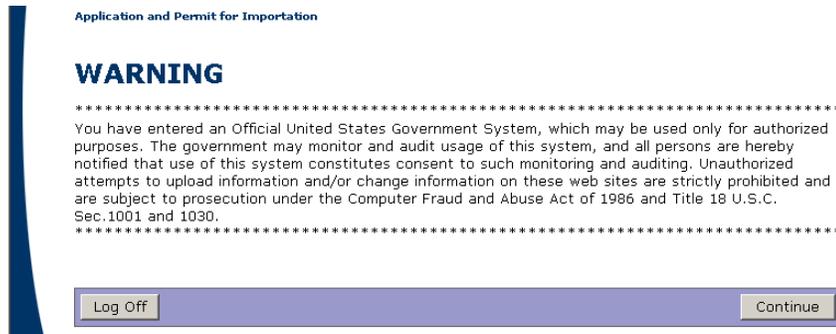
Help, I [forgot my password.](#)

[How do I register for eForm6?](#)

3. Enter the eForm6 user ID which was provided to you by ATF in the User ID data field and press the <Tab> key to move to the next data field (or

use your mouse to relocate the cursor to the next data field). Enter the password which was also provided to you by ATF in the Password data field. The Data Base data field will already be filled in for you.

4. Press the <ENTER> key to enter the system or click on the **LOG ON** button. The PRIVACY ACT screen, as shown below, will display.



5. Review the Privacy Act and click on the **Continue** button to continue to the eForm6 Main Menu, displayed below.



2.1.2 Logging Off

▼ **Log Off eForm6 following these steps:**

If you change your mind once you enter the system, click the **Log Off** button on the lower left of the PRIVACY ACT screen and the system will return you to your desktop.

At any point in the system, you may click on the **Log Off** link in the upper right-hand box of the screen. You will receive a '*Thank You for using eForm6*' logoff screen.

2.2 eForm6 Functionality

The Eforms 6 system allows users to perform the following functions:

Name	Description
Create a New Permit Application	Enables the eForm6 users to create a new permit application.
Add Attachment	Enables the eForm6 user to add any document attachments relating to the permit application.
Withdraw Application	Enables eForm6 users to withdraw a previously submitted permit application.
Copy Application	Enables the user to copy a previously submitted permit application.
View Application	Enables eForm6 users to view the permit application information.
Printer-Friendly Version	Gives the eForm6 users the capability to view the actually eForm6 permit application for printing and create a document Cover Sheet for submitting to the ATF in Martinsburg, West Virginia.
My Profile	This process manages the profile information (password, contact information, address book and item line templates).

These functions and their uses are explained in greater detail in later chapters.

2.3 eForm6 Operation

Navigating through eForm6 is simple and easy to learn. In order to move from data field to data field quickly, simply press <TAB> on your keyboard when you are finished entering information in that data field. You can also

use your mouse to position your cursor in any field by clicking the left mouse button.

2.3.1 Links

All of the eForm6 screens have a link menu list at the top right-hand side of the screen. The links displayed may be different depending on the functions required in the module. All of the possible links are shown and defined below:

Name	Description
Home: My Permit Applications	Takes or returns you to the eForm6 Main Menu screen.
Search for Applications	Displays a Search screen for submitting a search on permit applications.
Create a New Permit Application	Displays a blank application form for entering information needed to create a permit application.
My Profile	Displays a screen that allows you to manage your Profile (Password, Contact Information, Address Book and Item Line Templates).
Instructions	Displays a window with General Instructions for the eForm6 users.
Frequently Asked Questions	Displays a window with <i>Frequently Asked Questions</i> concerning the system and procedures.
Contact Us	Displays a window for to allow the eForm6 users to contact ATF.
Log Off	Logs the user off eForm6 system.

2.3.2 Other Links

The View Application and Frequently Asked Questions modules also contain specialized links that access additional screens applicable to that module only. More detailed information about how to use these additional screens follows in later chapters.

Name	Description
Document Cover Sheet	Displays a screen of a formatted Cover Sheet used to submit permit applications to ATF in Martinsburg, WV.
Form6: Permit Number xxxx-xxxxx	Displays a screen of the actual permit application for printing.
Withdraw Application	Displays a screen allowing you to withdraw permit application.

Name	Description
Copy application	Displays a screen allowing you to copy a previously submitted permit application.
Frequently Asked Questions(Questions)	Takes the cursor to the selected question.
View Registration Agreement	Displays a window explaining the Application and Permit for Importation registration agreement.
Sample Penalty of Perjury Statement	Displays a print view of the Penalty of Perjury Statement and allows the user to print out.

2.3.3 Icons

The Search for Permit Applications, View Application, My Profile and Printer Friendly Version modules also contain specialized buttons that access additional screens applicable to that module only. More detailed information about how to use these additional screens follows in later chapters.

Icon	Name	Description
	Help	Displays a window with the definition of the Field Name.

If you forget what a particular button does, rest your cursor on the button. The eForm6 system is equipped with "bubble help," which are reminders that appear on the screen whenever your cursor touches a button.

2.4 Profile Management

Under **My Profile** the user is able to manage and update information pertaining to permit applications such as:

- Contact Information
- Address Book: Return Address, Foreign Seller Address and Foreign Shipper
- Line Item Templates

The **My Profile** function provides the user with time saving functions. If the same address for the foreign seller or shipper is used often, the user should save the information to the Address Book so that the information only needs to be selected and copied rather than re-entered each time. Similarly, if the same description for a firearm, ammunition

or implement of war is often used, the description can be saved to the Line Item Template for later selection and copying. Address and line item descriptions can be added directly in **My Profile** or whenever a new permit is created, the address or line item description can be saved to the Address Book or Line Item Template.

My Profile

Change Password		Change Password
Contact Information 		
Name STEPHAINE BOWENS		Professional Title
Street Address 161 N SECTION ST		
City FAIRHOPE		
State ALABAMA	ZIP Code 36532-0000	
Email Address STEPHAINE.BOWENS@ATF.GOV		
Telephone Number null	Fax Number null	
Business Information 		
Business Name GULF TELEPHONE CO		
Street Address 116 N ALSTON ST		
City FOLEY		
State ALABAMA	ZIP Code 36535-0000	
Federal Firearms License Number 1-AL-002-34-0E-90260	FFL Expiration Date	
Arms Export Control Act Number A-04-159-0620	AECA Expiration Date 06/20/2003	
Address Book 		
Your Address Book contains:		
• (2) Return Addresses	Manage RETURN Addresses	
• (2) Foreign Seller Addresses	Manage FOREIGN SELLER Addresses	
• (2) Foreign Shipper Addresses	Manage FOREIGN SHIPPER Addresses	
Line Item Templates 		
Your Line Item Templates include:		
• (4) Firearms Line Items	Manage FIREARM Templates	
• (4) Ammunition Line Items	Manage AMMUNITION Templates	
• (5) Implements of War Line Items	Manage IMPL OF WAR Templates	

2.5 Performing a Search

You can search the eForm6 database on almost any open data field in the screen.

- ▼ Follow these steps to search for a permit application by partial information:

1. Click the Search for Applications link in the link menu list to place the system in Search mode, the Search for Permit Application screen displays.
2. Enter in the criteria information in the following fields displayed on the screen.

Note: All fields do not have to be filled, enter in criteria information in one or more boxes as desired. When selecting the *Date Submitted* field, you may either click on the calendar icon or the down-arrow next to the field. Selecting either one will display a calendar to select the date.

Search for Permit Applications

Search Criteria

Permit No. Reference No.

Date Submitted Status

MM/DD/YYYY All

Submitter Name

Any Submitter

Country of Exportation

Any Country

Clear and Start Over Search

My Permit Applications

3. Click on the **SEARCH** button after entering criteria information. The screen refreshes with the search results.

Note: If at any point while inputting the search criteria and the user decides to change the criteria, click on the **Clear and Start Over** button. The previous criteria input will disappear and the screen becomes blank again. If deciding to cancel the search, click on the **My Permit Application** button to take you back to the Main Menu screen.

Application and Permit for Importation

Search for Permit Applications

Search Criteria

Permit No. ?

Reference No. ?

Date Submitted ?
MM/DD/YYYY

Status ?

Submitter Name ?

Country of Exportation ?

Permit Number	Reference Number	Date Submitted	Export Country	Status	Last Status Update
2010-00031	052010-01	05/21/2010	ARGENTINA	IN PROCESS	05/21/2010
2010-00030	052110-01	05/21/2010	UNITED STATES	IN PROCESS	05/21/2010
2010-00029	MLI-002	05/21/2010	ALGERIA	IN PROCESS	05/21/2010
2010-00007		04/23/2010	CANADA	IN PROCESS	04/23/2010
2010-00006		04/22/2010	ARGENTINA	IN PROCESS	04/22/2010

- If needing to select the Permit application for viewing, click on the Permit Number link under the **Permit No.** column. The Permit Application selected will display in the **View Application** screen.

3 Entering Permit Applications

This chapter shows you how to use the Create a New Permit Application module for entering application information from Form 6. The procedures used in submitting an application are addressed in Chapter 4.

3.1 Create a New Permit Application Link: An Overview

Click the **Create a New Permit Application** link on the Main Menu screen or click on the **Create a New Permit Application** button located in the upper right-hand side of the My Applications box, the **New Application** screen will display.

The New Application screen has three Steps to complete: **Contact Information, Description of Line Items** and **Declarations**

Contact Information

The **Contact Information** screen is the screen when you enter the Foreign Seller/Shipper's information. It contains fields to enter reference information, the receiver's address for the approved permit and the Foreign Seller/Shipper information. This screen is addressed in more detail in a later section of this chapter.

Descriptions of Line Items

The **Description of Line Items** screen contains fields to add Firearms, Ammunition and Implements of War. The **Add Line Item Attachments** screen contains fields to add document attachments to a line item. These screens are addressed in more detail in a later section of this chapter.

Declarations

The **Declarations** screen contains fields to enter the Origin and Importation purpose information. This screen is addressed in more detail in a later section of this chapter.

3.2 Entering Permit Application Data

Access the Create a New Permit Application link from the Main Menu link menu or click on the Create a New Permit Application button on My Permit Applications screen; this will take you to the New Application screen.

Main Menu



My Permit Applications screen

Incomplete Permit applications must be completed and submitted within 30 days of creation. Any permit that is not completed and submitted by its expiration date will be permanently deleted from the database and cannot be retrieved.

Incomplete Permit Applications

List of incomplete applications:

Permit Number	Reference Number	Date Created	Export Country	Status	Will Expire On
568-33		05-19-2010	AZERBAIJAN	INCOMPLETE	06-18-2010

My Permit Applications

Last 20 Applications submitted for FSS, INC:

Permit Number	Reference Number	Date Submitted	Export Country	Status	Last Status Update
2010-00031	052010-01	05/21/2010	ARGENTINA	IN PROCESS	05/21/2010
2010-00030	052110-01	05/21/2010	UNITED STATES	IN PROCESS	05/21/2010
2010-00029	MLI-002	05/21/2010	ALGERIA	IN PROCESS	05/21/2010
2010-00007		04/23/2010	CANADA	IN PROCESS	04/23/2010
2010-00006		04/22/2010	ARGENTINA	IN PROCESS	04/22/2010

▼ At the New Permit Application screen follow these steps:

1. Enter contact information on Step1 screen. The following data fields must be entered to complete Step 1: Country of Exportation, Foreign Seller Name, Foreign Shipper Name, Street Address of Foreign Seller, City of Foreign Seller, Postal Code of Foreign Seller, Country of Foreign Seller, Street Address of Foreign Shipper, City of Foreign Shipper, Postal Code of Foreign Shipper, Country of Foreign Shipper.

Step 1 of 3 : Contact Information

Step 1

Application

Reference Number  (if any)
(for your own tracking purposes)

Country of Exportation 

Return Approved Permit To 
(Leave this BLANK if permit is to be returned directly to Applicant)

I want to use an address from my Address Book: 

OR Enter new address below:

Name

Street Address

City

State **ZIP Code** -

Save this address in your "Return To" Address Book. 

Foreign Seller 

I want to use an address from my Address Book: 

OR Enter new address below:

Name

Street Address

City

Province/Region **Postal Code**

Country
-- Select One --

Save this address in your "Foreign Seller" Address Book.

Foreign Shipper

Use same address as Foreign Seller.

OR I want to use an address from my Address Book:

-- Select One, then click button --

OR Enter new address below:

Name

Street Address

City

Province/Region **Postal Code**

Country
-- Select One --

Save this address in your "Foreign Shipper" Address Book.

The **Cancel Application** button allows you to cancel the application (remove the permit application from the system storage) and return to the My Permit Application screen.

The **Save** button allows you to save the application data to system storage and you may continue to complete the application or do something else and complete it later.

The **Exit** button allows you to leave the current page and return to My Permit Application screen.

The **Next** button will bring you to the next screen.

2. Fill in the fields that appear on the screen.

Note: If you want to use a stored Address for **Return Approved Permit To, Foreign Seller or Foreign Shipper**, click on the down arrow next to the field in the **'I want to use an address from my Address Book'** field. A pop-up list will appear, select the address you want to use. The address will appear in the field, click on the **Retrieve Address** button. The screen will refresh with the address selected populated in the address fields. Click on the **NEXT** button when screen is completed.

The **Save** button allows user to save the data entered in this page.

When either **Save** or **Next** button clicked, a temporary permit number is assigned and will be displayed on top of the data entry pages.

3. The **Step 2 of 3: Description of Line Items** screen displays the Line Item buttons (Firearms, Ammunition and Implement of War) to add the particular commodity or commodities to the application. After selecting the appropriate button, enter the information in the fields that appear on the screen. If a stored item line already exists, click on the down arrow next to the field in the *'I want to use a previously saved line item template'* box. By selecting one of the items in the drop down menu list, the selection populates the fields. Click on the **SAVE LINE ITEM** button. The screen will refresh with the added Item Line on the **Description of Line Items** screen, click on the **NEXT** button when screen is completed.

Note: It requires at least one Line Item must be entered for any one of three types: Firearms, Ammunition or Implements of War and completed before going on to Step 3. Please refer to chapter 3.3.1 Adding Line Items for the procedure to add line items.

Application and Permit for Importation [Log Off](#)

Step 2 of 3 : Description of Line Items

[Step 1](#) > Step 2

Permit Number: 568-50
Reference Number: WR

The line items you have added to your application are listed below. To add a line item, press the button that corresponds to the type of line item (Firearms, Ammunition, or Implements of War) you wish to add. One line item may be used for multiple items of the same manufacturer, type, unit cost, size, etc. Click "Details" to see all of that item's descriptive details (Model, Serial Numbers, etc.) or "Remove" to remove the item from the list. Maximum limit for each type of line item is 999 and each line item can have a maximum of 10 attachments.

To add attachments for a line item, click on "Details" link to the left of line item. Then click on "Add Line Item Attachment" button at the bottom of "Update Line Item" screen.

Firearms

Ammunition

Implements of War

4. The **Step 3 of 3: Declarations** screen displays various requirements for the submission of the permit. You will need to select one of options on ‘**Certification of Origin**’ portion of the screen by clicking on the appropriate radio button. Click on the down arrow next to the **Specific Purpose of Importation** field and select one of the items in the drop-down menu list. The selection will populate the field. Enter information in the other fields as needed. The **Additional Documentation** section is optional. If one of the Additional Documentation boxes is selected, the user **MUST** click on the box next to **Penalty of Perjury Statement for Additional Documentation**. Click on the **NEXT** button when the screen completed.

Step 3 of 3 : Declarations

[Step 1](#) > [Step 2](#) > Step 3

Certification of Origin ?

The items sought for importation (Select One):

Do not contain parts or components produced by or for the U.S. **military** and do not contain parts or components manufactured with U.S. **military** technical data or assistance;
OR

Contain parts or components produced by or for the U.S. **military** or contain parts or components manufactured with U.S. **military** technical data or assistance;
OR

Contains parts or components produced by or for the U.S. **military** or components manufactured with U.S. technical data or assistance that were sold abroad pursuant to a Direct Commercial Sale licensed by the Department of State

Specific Purpose of Importation ?

— Select one —

Additional Specific Purpose of Importation Text ?

Additional Documentation ?

In addition to this application, I will supply the following documentation via mail:

DEALER REQUEST LETTER

FOREIGN SOURCE DOCUMENTARY INFORMATION

GOVERNMENT CONTRACT

INTERNATIONAL IMPORT CERTIFICATE

LAW ENFORCEMENT LETTER

If "Law Enforcement Letter" is selected, please provide specific information below about the Law Enforcement organization, e.g. Name or Location :

LAW ENFORCEMENT/DEALER REQUEST LETTER

If "Dealer Request Letter" is selected, please describe the document(s) below :

PURCHASE ORDER

TESTING AND EVALUATION REQUEST LETTER

OTHER

If "Other" is selected, please describe the document(s) below :

Penalty of Perjury Statement for Additional Documentation ?

[Sample Penalty of Perjury Statement](#)

(attesting to the truth, correctness, and completeness of this additional documentation)

Cancel Application Save Exit << Previous Next >>

5. The **Verify Application** screen displays with the information entered in the 3 screens verify and make any edits or changes if needed. The

process for the submission of an application is discussed in more detail in section 4.3.

- Click on the **Return to My Permit Applications** button, the system will take you back to the Main Menu screen.

eForm6 2.3.1
Bureau of Alcohol, Tobacco, Firearms and Explosives

Application and Permit for Importation

Welcome STEPHANE BOWENS, to the Firearms and Explosives Imports Branch's Online Version of Form 6: Application and Permit for Importation. With this tool, you can view the status of applications you have previously submitted or you can create and submit new permit applications. At the conclusion of the application process, a signed hardcopy version will be mailed to you. **Pages displayed on this Web site may not be used in place of a signed hardcopy.**

My Permit Applications

Create a New Permit Application

Last 20 Applications submitted for GULF TELEPHONE CO:

Permit No.	Year Ref. No.	Date Submitted	Export Country	Status	Last Status Update
2008-00104	AK0001	09/05/2008	ANTARCTICA	IN PROCESS	09/05/2008
2008-00103	ZC001	09/03/2008	ARGENTINA	IN PROCESS	09/03/2008
2008-00102	ZC001	09/03/2008	ARGENTINA	IN PROCESS	09/03/2008

3.3 Adding Line Items

You may add up to 999 line items for any type of Firearms, Ammunition or Implements of War.

Manufacturer information is contained in a table within the system and is accessed by the query discussed in the next section. Model information is contained in a table within the system that is accessed by clicking on the arrow at the right side of the Model (MFRS) Design field. If you find that either the manufacturer for the firearm, ammunition, or implement of war or the model designation for the firearm that you wish to import is not in the table, please use the Contact Us function that is found in the box on the upper right of each screen.

Select the appropriate box and in the Comments field, enter the information you want added to the table. ATF will enter the information and then you will be able to access the information to be included in the line item section for the description of the commodity. This should be done for information you need added whenever it does not exist in any table in the Line Items description.

3.3.1 Adding Firearms Line Item

Application and Permit for Importation

Add Line Item : Firearms

Permit Number: 11-75
Reference Number:

I want to use a previously saved line item template: 

-- Select One, then click button --

Retrieve Line Item

OR Enter new line item below:

Manufacturer

Manufacturer Name 

Lookup Manufacturer

Country 

-- Select One --

Firearms Detail

This line item is a frame or receiver. 

Type  Caliber Type  / Measurement 

-- Select one -- -- Select one --

Unit Cost  Quantity Requested

Model (MFRS) Design

-- Select One --

Length of Barrel  Overall Length 

inches inches

New or Used?

New

Used

Enter Serial Numbers below (optional, if known): 

Prefix (optional)

Starting Number Ending Number

Suffix (optional)

Add Serial Number(s)

Remember this Line Item as a Template. 

Cancel Save Line Item

The *Manufacturer Name* can be searched by clicking on the **Lookup Manufacturer** button. When the Lookup Manufacturer screen displays follow the instructions and click the **SEARCH** button. Select a manufacturer from the results and the field will be populated with the selection.

Lookup Manufacturer

Enter the desired criteria, click the Search button, and click on a Manufacturer Name to select a valid manufacturer. To review all manufacturers, leave all of the search criteria blank and click the Search button.

Enter Manufacturer Name (or first few letters)

OR Enter 3 letter Manufacturer Code

Search Results: Matching Manufacturers

Mfr Code	Manufacturer Name
AAC	A A ARMS CORP.
AAI	AMERICAN ARMS INTERNATIONAL
AAL	A ALLAN
AAM	AMERICAN ARMS & AMMO
AAR	AMERICAN ARMS INCORPORATED
AAS	ATIS SPA
AAY	AYA
ABB	ABBIATICO & SALVINELLI
ABL	ASPREY BOND ST LTD
ABS	A.A. BROWN & SONS
ABT	ASACP COMBAT
AC	ARCUS COMPANY
ACA	ARMSCO
ACC	ACCU-TEK
ACH	LOOKING GLASS
ACK	ACKLEY, P.O.
ACL	ACTION ARMS, LTD.

ENTERING SERIAL NUMBERS

For adding firearm serial numbers, you may add a single number or a range of serial numbers. To add a single number, you may just enter the number in the **Starting Number** field and leave the **Ending Number** field blank and click on the Add Serial Number(s) button. To add a range of serial numbers, enter the starting number in **Starting Number** field and the ending number in the **Ending Number** field. You may also enter a prefix code and or suffix code to the serial numbers. You would then click on the Add Serial Number(s) button. For example, if you entered the data as:

Enter Serial Numbers below (optional, if known): ?

Prefix (optional)

Starting Number Ending Number

Suffix (optional)

You would receive a message that “There are 3 total serial numbers are added to the line item.” The View Serial Number(s) button will appear when a serial number is added. When you click on that button, you will see:

DGS1234XT

DGS1235XT

DGS1236XT

Lookup Serial Numbers

Searching serial number(s) by Prefix (optional), Suffix (optional), and/or a range of numbers that the serial numbers are falling in between. To review all serial numbers, leave all of the search criteria fields blank and click the "Search" button.

To remove serial number(s), select checkbox(es) next to the serial number(s) and click the "Remove Selected Serial Number(s)" button. To save the modification, close the window by click "Close" button and click the "Save Line Item" button on "Add / Update Line Item" screen.

Enter Serial Number Search Criteria:

Prefix (optional)

Starting Number

Ending Number

Suffix (optional)

Search Results: Matching Serial Numbers

Serial #	Remove?
DGS1234XT	<input type="checkbox"/>
DGS1235XT	<input type="checkbox"/>
DGS1236XT	<input type="checkbox"/>

By clicking on the **Save Line Item** button, the information will be saved. It will go back to the Step 2 screen and list the line items added.

Step 2 of 3 : Description of Line Items

[Step 1](#) > **Step 2**

The line items you have added to your application are listed below. To add a line item, press the button that corresponds to the type of line item (Firearms, Ammunition, or Implements of War) you wish to add. One line item may be used for multiple items of the same manufacturer, type, unit cost, size, etc. Click "Details" to see all of that item's descriptive details (Model, Serial Numbers, etc.) or "Remove" to remove the item from the list. Maximum limit for each type of line item is 999 and each line item can have a maximum of 10 attachments.

To add attachments for a line item, click on "Details" link to the left of line item. Then click on "Add Line Item Attachment" button at the bottom of "Update Line Item" screen.

Firearms					Add Firearms Line Item
	Manufacturer	Type	Caliber/Size	Quantity Requested	
Details	TITAN MFG. CORP.	REVOLVERS	24 CALIBER	500	> Remove
Ammunition					Add Ammunition Line Item
Implements of War					Add Implement Of War Line Item

3.3.2 Adding Ammunition Line Item

The same process as for adding a firearms line item is followed.

Application and Permit for Importation

Add Line Item : Ammunition

Permit Number: 11-75
Reference Number:

I want to use a previously saved line item template: 

-- Select One, then click button --

Retrieve Line Item

OR Enter new line item below:

Manufacturer

Manufacturer Name 

Lookup Manufacturer

Country 

-- Select one --

Ammunition Detail

Type  -- Select one --

Caliber Type  / **Measurement** 

-- Select one --

Unit Cost Per Round 

Quantity Requested

Remember this Line Item as a Template. 

Cancel Save Line Item

3.3.3 Adding Implement Of War Line Item

The same process for adding a firearms line item is followed.

Application and Permit for Importation

Add Line Item : Implement of War

Permit Number: 568-41
Reference Number: MLI-002

I want to use a previously saved line item template: ?
-- Select One, then click button --

Retrieve Line Item

OR Enter new line item below:

Manufacturer

Manufacturer Name ?

Country ?
 -- Select one --

Implement of War Detail

Type ?

Unit Cost ? Quantity Requested

U.S. Munitions Import List Category ?
 -- Select one --

Remember this Line Item as a Template. ?

Cancel

3.4 Adding Attachments to Line Items

Access the *Step 2 of 3: Description of Line Item* screen or click on the **NEXT** button on the *Step 1 of 3: Contact Information* screen. Click on the **'DETAILS'** link from the screen, this will take you to the *Update Line Item* screen.

Step 2 of 3 : Description of Line Items

[Step 1](#) > Step 2

Permit Number: 11-75
Reference Number:

The line items you have added to your application are listed below. To add a line item, press the button that corresponds to the type of line item (Firearms, Ammunition, or Implements of War) you wish to add. One line item may be used for multiple items of the same manufacturer, type, unit cost, size, etc. Click "Details" to see all of that item's descriptive details (Model, Serial Numbers, etc.) or "Remove" to remove the item from the list. Maximum limit for each type of line item is 999 and each line item can have a maximum of 10 attachments.

To add attachments for a line item, click on "Details" link to the left of line item. Then click on "Add Line Item Attachment" button at the bottom of "Update Line Item" screen.

Firearms					Add Firearms Line Item
	Manufacturer	Type	Caliber/Size	Quantity Requested	
Details	BERETTA	BARRELED ACTIONS	13 CALIBER	7	> Remove
Details	TITAN	REVOLVERS	24 CALIBER	500	> Remove

Ammunition					Add Ammunition Line Item

Implements of War					Add Implement Of War Line Item

Cancel Application	Save	Exit	<< Previous	Next >>
--------------------	------	------	-------------	---------

Update Line Item : Firearms

Permit Number: 11-75

Reference Number:

I want to use a previously saved line item template: 

-- Select One, then click button --

Retrieve Line Item

OR Enter new line item below:

Manufacturer

Manufacturer Name 

TITAN Lookup Manufacturer

Country 

BAHAMAS

Firearms Detail

This line item is a frame or receiver. 

Type  REVOLVERS Caliber Type  / Measurement  CALIBER 24

Unit Cost  50 Quantity Requested 500

Model (MFRS) Design #1 A

Length of Barrel  10 inches Overall Length  12 inches

New or Used?

New

Used

Enter Serial Numbers below (optional, if known): 

Prefix (optional)

Starting Number Ending Number

Suffix (optional)

Add Serial Number(s)

Attachment

Add / View Attachments 

Add Line Item Attachment View Attachments

Remember this Line Item as a Template. 

Cancel Save Line Item

▼ **To Add a Line Item Attachment, follow these steps:**

1. Click on the **ADD LINE ITEM ATTACHMENT** button, the *Add Attachment* screen opens.
2. Click on the **BROWSE** button to retrieve the file from the file location. The *Choose File* screen opens for selection.
3. Select the file and click on the **OPEN** button. The 'file path' displays on the screen.
4. Type in the 'Description' and 'Comment (optional)' information in the fields and click on the **SUBMIT** button. The *Attachment* screen opens with the attachment listed.
5. You may add up to 10 attachments for each line item.

▼ **To Delete a Line Item Attachment, follow these steps:**

1. From the *Step 2 of 3: Description of Line Items* screen, click on the **DETAILS** link. The *Update Line Item* screen opens.
2. Click on the **VIEW ATTACHMENTS** button on the screen, the *Attachment* screen opens.
3. Click on the **REMOVE** link next to the attachment you want to delete, the "*Delete Attachment?*" screen opens.
4. Click on the **CONTINUE** button to confirm the deletion of the file, the file is deleted and the screen returns to the *Attachment* screen.
5. Verify the attachment does display on the *Attachment* screen, the file should not display in the list of attachments.

eForm6 version 3.0 supports following attachment file types:

	ATTCHMNT_TYPE_EXTNSN	ATTCHMNT_TYPE_DESC
1	DOC	Word
2	DOCX	Word
3	DOCM	Word
4	PDF	Portable Document Format: PDF
5	XLS	Excel
6	XLSX	Excel
7	XLSM	Excel
8	XLSB	Excel
9	PPT	PowerPoint Presentation
10	PPS	PowerPoint Show
11	PPTX	PowerPoint Presentation
12	PPTM	PowerPoint Presentation
13	SLDX	PowerPoint Slide
14	SLDM	PowerPoint Slide
15	JPG	JPEG Image
16	JPEG	JPEG Image
17	GIF	GIF Image

3.5 Incomplete Permit Applications

The Incomplete Permit Applications are created when the user is in the process of creating a new permit and stops before completing the application, whether it is the user's action or a system function. This functionality allows the information entered to be saved in a temporary database until completion, saving the user from having to re-enter the data again.

The system allows the user to have up to ten Incomplete Permit Applications at a time. The system will save the incomplete application for up to 30 days before deleting it from the database.

- ▼ **To Complete an Incomplete Permit Application, follow these steps:**
 1. Click on the **REF. NO** link of the incomplete application you want to complete. The *Step 1 of 3: Contact Information* screen opens.

eForm6 ^{3.0}

Bureau of Alcohol, Tobacco, Firearms and Explosives

Application and Permit for Importation

Welcome STEPHANIE BOWENS, to the Firearms and Explosives Imports Branch's Online Version of Form 6: Application and Permit for Importation. With this tool, you can view the status of applications you have previously submitted or you can create and submit new permit applications. At the conclusion of the application process, a signed hardcopy version will be mailed to you. **Pages displayed on this Web site may not be used in place of a signed hardcopy.**

Incomplete Permit applications must be completed and submitted within 30 days of creation. Any permit that is not completed and submitted by its expiration date will be permanently deleted from the database and cannot be retrieved.

Incomplete Permit Applications

List of incomplete applications:

Incomplete Permit Ref. No.	Date Created	Export Country	Status	Will Expire On
177-417	06-10-2009	BANGLADESH	INCOMPLETE	07-10-2009
177-402	06-09-2009	GUADELOUPE	INCOMPLETE	07-09-2009
177-288	05-19-2009	CHINA	INCOMPLETE	06-18-2009

2. Page to the appropriate screen and begin entering in the information from where you left off on the application.

4 Processing Permit Applications

This chapter shows you how to use the various functions in the creation of Importation permit applications up to the final step of submitting for approval from the Firearms and Explosives Imports Branch (FEIB).

4.1 Withdrawing a Permit Application

▼ To perform a Withdrawal, follow these steps:

1. A permit may only be withdrawn if the status is “IN PROCESS.” A permit where final action has been taken may not be withdrawn.
2. On the Main Menu screen select a permit application from the *My Permit Application* box, by clicking on the permit number under the *Permit No.* column. The **View Application** screen with the permit number selected displays the permit application.
3. Click on the *Withdraw Application* link located in the upper right-side of the permit application.

Application and Permit for Importation

View Application

Printer-Friendly Version
[Form6: Permit Number 2008-00106](#)

Application Status	IN PROCESS	Withdraw application
Last Status Update	09/11/2008	Copy application
		Application Electronically Filed? Yes

Contact Information

Reference Number	Permit Number
Federal Firearms License Number 1-AL-002-34-DE-90260	2008-00106
AECA Registration Number A-04-159-0620	Expiration Date 06/20/2003
Country of Exportation DOMINICAN REPUBLIC	

Applicant Information: GULF TELEPHONE CO 116 N ALSTON ST FOLEY, AL 36535-0000	Submitter Information: BOWENS, STEPHAINÉ STEPHAINÉ.BOWENS@ATF.GOV 161 N SECTION ST FAIRHOPE, AL 36532-0000 null
Return Approved Permit To: abc 123 abc st. fairfax, VA 20020	
Foreign Seller: Juan Santana 234 La Luz Calle Domingo 00234 DOMINICAN REPUBLIC	Foreign Shipper: Juan Santana 234 La Luz Calle Domingo 00234 DOMINICAN REPUBLIC

Description of Firearms and Ammunition

FIREARMS				MODEL (MFRS) DESIGN			
NAME AND COUNTRY OF MANUFACTURER A A ARMS CORP., ANTARCTICA				#1 FB			
TYPE	CALIBER, GAUGE, or SIZE	QUANTITY	UNIT COST	US MIL CATEGORY	LENGTH OF BARREL	OVERALL LENGTH (inches)	NEW OR USED
MG	AS GAUGE	50	\$200.00	I(b)	111	111	NEW

4. The “**Withdraw Permit Application?**” screen displays, click on the **Withdraw Permit Application** button.

Application and Permit for Importation

Withdraw Permit Application?

If you want to withdraw permit application 2008-00106, click "Withdraw Permit Application"; otherwise, click "Cancel".

[Read the general legal, privacy, and accessibility Notices and Agreement.](#)

5. The **Application Withdrawn** screen displays, click on the **Return to My Permit Application** button. The system will return you to the Main Menu.

Application and Permit for Importation

Application Withdrawn

Permit Application Number 2008-00106 has been withdrawn.

4.2 Copying a Permit Application

- ▼ To perform a Copy, follow these steps:
 1. Please note that neither the attachments nor the unit cost nor quantity will be copied.
 2. On the Main Menu screen select a permit application from the **My Permit Application** box, by clicking on the permit number under the **Permit No.** column. The **View Application** screen with the permit number selected displays the permit application.
 3. Click on the **Copy Application** link located in the upper right-side of the permit application.

eForm6 3.0
Bureau of Alcohol, Tobacco, Firearms and Explosives

Application and Permit for Importation

View Application

Printer-Friendly Version
[Document Cover Sheet](#)
[Form6: Permit Number 2009-00246](#)

Application Status IN PROCESS
Last Status Update 06/10/2009

[Withdraw application](#)
[Copy application](#)

Application Electronically Filed?
Yes

Contact Information

Reference Number	Permit Number
Federal Firearms License Number 8-25-129-08-SF-36649	Expiration Date 06/01/2005
AECA Registration Number A-27-219-0930	Expiration Date 09/30/2007
Country of Exportation COCOS (KEELING) ISLANDS	

Applicant Information: TOBIN, DANIEL #84 ROUTE 380 APOLLO, PA 15613	Submitter Information: BOWENS, STEPHANIE STEPHANIE.BOWENS@ATF.GOV 1800 N KENT ST ST 1104 ARLINGTON, VA 22209-0000
Return Approved Permit To: Mame	

Navigation links:
[Home: My Permit Applications](#)
[Search for Applications](#)
[Create a New Permit Application](#)
[My Profile](#)
[Instructions](#)
[Frequently Asked Questions](#)
[Contact Us](#)
[Log Off](#)

- The “*Copy Permit Application?*” screen displays, click on the **Copy Permit Application** button.

Copy Permit Application?

If you want to copy the current permit application 2008-00105, click "Copy Permit Application". This action will create a new permit application with many of the fields pre-populated with information from this application. You will still need to step through and manually update some of the information. If you do not wish to copy this application, click "Cancel".

Buttons:

- The previous permit application required data will pre-populate the fields of a new permit application. Only the line items (firearm, ammunition and implements of war) are duplicated when copying a permit application and only a subset of the required information for each line item is copied. The user will need to access the details for each line item and enter the missing information. This function saves the user from having to re-enter the same data for a new application.

4.3 Submitting a Permit Application

- ▼ To Submit an application record, follow these steps:
 1. Complete Steps 1 thru 3 of the Create a New Permit Application screens.
 2. The system will have the user to verify the data entered on the **Verify Application** for corrections or incorrect data entered. This screen is the user's last time to verify all information is correct and accurate.

Verify Application

[Step 1](#) > [Step 2](#) > [Step 3](#) > Verify Application

Verify all data below, then scroll to the bottom of the page to submit the form.

Contact Information		Edit Contact Information	
Reference Number		Permit Number	NOT YET ASSIGNED
Federal Firearms License Number	8-25-129-08-5F-36649	Expiration Date	06/01/2005
AECA Registration Number	A-27-219-0930	Expiration Date	09/30/2007
Country of Exportation	CAPE VERDE		
Applicant Information:	Submitter Information:		
TOBIN, DANIEL	BOWENS, STEPHANIE		
#84 ROUTE 380	STEPHANIE.BOWENS@ATF.GOV		
APOLLO, PA 15613	116 N ALSTON ST		
Return Approved Permit To:	FOLEY, AL 36535-0000		
Marge	null		
234 Disney World Blvd.			
los angeles, CA 23456			
Foreign Seller:	Foreign Shipper:		
Charo	Charo		
11 Rio Grande Calle	11 Rio Grande Calle		
Mercado 01234	Mercado 01234		
SAINT KITTS AND NEVIS	SAINT KITTS AND NEVIS		

Description of Line Items								Edit Descriptions	
FIREARMS									
NAME AND COUNTRY OF MANUFACTURER				MODEL (MFRS) DESIGN					
A A ARMS CORP., ARGENTINA				#1 A					
TYPE	CALIBER, GAUGE, OR SIZE	QUANTITY REQUESTED	UNIT COST	US MIL CATEGORY	LENGTH OF BARREL	OVERALL LENGTH (inches)	NEW OR USED		
BAC	10 CALIBER	50	\$400.00	I(a)	3	10	NEW		
AMMUNITION									
NAME AND COUNTRY OF MANUFACTURER	TYPE	CALIBER, GAUGE, or SIZE	QUANTITY REQUESTED	UNIT COST	US MIL CATEGORY				
BESLEY, COLOMBIA	ARMOR PIERCING AMMO	12 GAUGE	500	\$1,000.00	III(a)				

Declarations		Edit Declarations	
Certification of Origin			
The items sought for importation:			
<ul style="list-style-type: none"> Do not contain parts or components produced by or for the U.S. military and do not contain parts or components manufactured with U.S. military technical data or assistance 			
Specific Purpose of Importation			
PERSONAL USE			
Additional Purpose of Importation			
Additional Documents			

Under the penalties provided by law, I declare that I have examined this application, including the documents submitted in support of it, and, to the best of my knowledge and belief, it is true, correct, and complete.

Yes, I agree.

I hereby authorize the eForm6 system to transmit a confirmation receipt to me and to a responsible official within the company or entity I represent to the electronic mail addresses we have provided. I understand that such confirmation may include certain tax return and other proprietary information and consent to the electronic transmission of this information.

Yes, I agree.

Name of Applicant	STEPHANIE BOWENS	Title	
Date	11/19/2008	Re-enter Your Password	

3. Once the data has been verified, the user must click on both boxes next to “**Yes, I agree**” and enter their **Password**.
4. Click the **Submit** button at the bottom of the screen.
5. The system will take the user to the APPLICATION SUBMITTED confirmation screen with the Permit Number displayed.
6. The user has the option to view the application in the printer-friendly view or print the application by clicking on the Permit Number shown on the screen.

Application and Permit for Importation

Application Submitted

Your application has been successfully submitted and assigned Permit Application Number **2008-00108**. At the conclusion of the application process, a hardcopy version will be mailed to you. The Permit Application Number and pages displayed at this Web site cannot be used in place of the hardcopy version.

Printer-Friendly Version
✦ [Form6: Permit Number 2008-00108](#)

[Return to My Permit Applications](#)

5 Printing Permit Applications

This chapter shows you how to print the permit applications for the delivery to the Importer with the final approval status.

5.1 Printing a Permit Application

▼ **To Print a Permit Application, follow these steps:**

1. The system the user to print an application from various locations. The permit application may be printed after it has been submitted in the system. From the **Application Submitted** screen, click on the Permit Application Number, which will bring up the printer-friendly view. The user also has the ability to print the permit application from the Main Menu screen. Click on a permit number of one of the permit application from the **My Permit Applications** box. The View Application screen displays, click on the Form6: Permit Number xxxx-xxxxx link in the Printer-Friendly Version box. The permit application displays in a printer-friendly view.
2. Click on the Print icon in the menu bar at the top of the printer-friendly view screen, or click on 'File' from the menu and select Print from the drop-down list. The Permit Application will print.

ATF Online - eForm6 - Printable Version - Windows Internet Explorer

File Edit View Favorites Tools Help

Page Tools

OMB No. 1512-0017

DEPARTMENT OF JUSTICE BUREAU OF ALCOHOL, TOBACCO, FIREARMS AND EXPLOSIVES APPLICATION AND PERMIT FOR IMPORTATION NOT FOR USE BY MEMBERS OF THE UNITED STATES ARMED FORCES		PERMIT NO. 2010-00079 VALID FOR 12 MONTHS AFTER THE DATE OF APPROVAL						
SECTION I - APPLICATION								
1. FEDERAL FIREARMS LICENSE (if any) LICENSE NO. 1-59-009-10-7K-47923 EXPIRATION DATE 10/01/2007	2. INTERNAL CONTROL NO. 09102010	3. TELEPHONE NO. (321) 674-2150	4. COUNTRY OF EXPORTATION BERMUDA					
5. RETURN APPROVED PERMIT TO TestS 123 m Fairfax, VA 22033		6. APPLICANT'S NAME AND ADDRESS FSS, INC 7760 TECHNOLOGY DR WEST MELBOURNE, FL 32904-1575						
7. NAME AND ADDRESS OF FOREIGN SELLER MTest 98 Main Rd. Odessa 65098 UKRAINE		8. NAME AND ADDRESS OF FOREIGN SHIPPER MTest 98 Main Rd. Odessa 65098 UKRAINE						
9. DESCRIPTION OF FIREARMS AND AMMUNITION								
FIREARMS								
NAME AND COUNTRY OF MANUFACTURER					MODEL (MFRS) DESIGN			
BERETTA, ITALY					#2			
TYPE	CALIBER, GAUGE, or SIZE	QUANTITY REQUESTED	QUANTITY GRANTED	UNIT COST	US MIL CATEGORY	LENGTH OF BARREL	OVERALL LENGTH (inches)	NEW OR USED
PI	20 CALIBER	1	1	\$200.00	I(a)	10	13	NEW
Serial Numbers: OD50001UK								

10. CERTIFICATION OF ORIGIN The items sought for importation in block 9:		11. SPECIFIC PURPOSE OF IMPORTATION GOVERNMENT CONTRACT	
<input checked="" type="radio"/> Contain parts or components produced by or for the U.S. military or contain parts or components manufactured with U.S. military technical data or assistance or <input type="radio"/> Do not contain parts or components produced by or for the U.S. military and do not contain parts or components manufactured with U.S. military technical data or assistance or <input type="radio"/> Contains parts or components produced by or for the U.S. military or components manufactured with U.S. technical data or assistance that were sold abroad pursuant to a Direct Commercial Sale licensed by the Department of State			
12. ARE YOU REGISTERED PURSUANT TO THE ARMS EXPORT CONTROL ACT OF 1976? No		13. IF "YES", GIVE REGISTRATION NO. AND EXPIRATION DATE	
Under the penalties provided by law, I declare that I have examined this application, including the documents submitted in support of it, and, to the best of my knowledge and belief, it is true, correct, and complete.			
14. NAME OF APPLICANT SVITLANA SERGEEVA (electronically filed)		15. TITLE Office Manager	16. DATE 09/10/2010
Importer's Reference Number: 09102010			
ATF F 6 - PART I (5330.3A) (2-2002) PREVIOUS EDITIONS ARE OBSOLETE			
Close			