



# FFL NEWSLETTER

## FEDERAL FIREARMS LICENSEE INFORMATION SERVICE

January 2007

In an effort to keep Federal firearms licensees (FFLs) abreast of changing firearms laws and regulations, the Bureau of Alcohol, Tobacco, Firearms and Explosives (ATF) will provide semiannual FFL Newsletters. Previous editions of the FFL Newsletters are available on ATF's Web site (<http://www.atf.gov>).

### FEDERAL FIREARMS LICENSE ENHANCEMENTS

Based upon feedback from the industry and ATF personnel, ATF is enhancing the Federal firearms license (FFL). The enhancements will give the license a new updated look, including larger print for ease of readability. A wallet-sized information card with your license number will also be provided.

The new enhanced FFL will be issued and mailed to all FFLs in early 2007. If your license is within 2 months of renewal, or if you are in the process of renewing it, a new FFL will not be issued to you until your renewal application has been approved.

Please take a moment to examine your current license to ensure ATF's Federal Firearms Licensing Center (FFLC) has your correct "premises" and "mailing" addresses. If you need to update your address(es) with ATF, please complete and submit an ATF Form 5300.38, Application For An Amended Federal Firearms License, as required by 27 CFR 478.52, Change of Address. ATF F 5300.38 can be printed online at <http://www.atf.gov/forms/pdfs/f530038.pdf>, or by calling ATF's Distribution Center at (703) 455-7801.

### SCANNED OR E-MAILED COPIES OF FEDERAL FIREARMS LICENSES

An article in the August 2005, FFL Newsletter states that faxed copies of Federal firearms licenses (FFLs) are now acceptable. We have received many inquiries about acceptance of other "electronic" versions of licenses such as e-mailed or scanned copies. After further review of this issue, ATF has determined that scanned or e-mailed versions of licenses are also acceptable.

The regulations in 27 CFR 478.94 require that licensees disposing of firearms to other licensees verify the identity and licensed status of the transferee prior to delivery of the firearms. Verification shall be established by the transferee furnishing a certified copy of their license to the transferor and by such means as the transferor deems necessary. Under 27 CFR 478.95, a licensee may reproduce copies of his or her license for certification as required for sales to another licensee pursuant to 27 CFR 478.94. Accordingly, a reproduction of the license may be used, rather than an original copy.

Further, the regulations do not specifically address whether the certified license furnished to the transferor must have an original signature. However, the license itself indicates that the signature on each copy of the certified license must be an original signature. It is ATF's position that any signature—whether it is done by hand with a pen, stamped, or auto-penned—is an original signature, if the person whose signature appears intends it as an original signature.

ATF strongly encourages FFLs to utilize the FFL eZ Check system, which can be accessed through the ATF Web site <https://www.atfonline.gov/fflezcheck/>. While use of the FFL eZ Check system is voluntary, it does provide a quick and easy way to ensure that a particular license is valid. A licensee who receives a certified copy of a license that looks suspicious (e.g., names that are crooked, different type faces, hard to read license number) can use this service to ensure that they are doing business with someone who holds a valid license. It is also recommended that FFLs contact the licensee to verify the validity of the license and ensure a legitimate transaction.



All should be aware of the security issues surrounding transmission of electronic information. An additional precaution can be the use of a PDF protocol, which is less likely to be altered. It is incumbent upon all FFLs to safeguard their personal and business information to prevent fraudulent activity involving their Federal firearms license.

Finally, a license is not considered valid unless a legible copy of the transferee's license clearly identifies the name, address, license number, and expiration date. Acceptance of blurred or illegible copies of a transferee's license may constitute noncompliance with regulations. If you should have questions regarding this information, please contact your local ATF field office.

### **NEW E-MAIL SERVICE AVAILABLE TO FEDERAL FIREARMS LICENSEES**

ATF is offering Federal firearms licensees (FFLs) a new option to receive ATF information by e-mail. This voluntary service will allow FFLs to receive newsletters, open letters, and important notices by e-mail. The e-mail service will not replace traditional ATF mailings to FFLs; instead, it will provide an option for those who prefer to receive this information electronically.

Any FFL interested in signing up for the e-mail service should e-mail their request to [FFLnewsletter@atf.gov](mailto:FFLnewsletter@atf.gov). Please include your name, business name, FFL number, and e-mail address. Only the licensee or a responsible person can request and receive information using the new e-mail service.

If you should have questions about this voluntary service, please contact John Badowski, Firearms Industry Technical Advisor, in the Firearms Programs Division at (202) 927-7770.

### **CHANGES AND IMPROVEMENTS TO FFL eZ CHECK**

The FFL eZ Check system allows a Federal firearms licensee, who has a copy of an FFL's license, to verify or authenticate the validity of the license prior to shipping or disposing of a firearm(s) to the licensee.

A licensee can access FFL eZ Check at the ATF Web site <https://www.atfonline.gov/fflezcheck/>. The FFL eZ Check page will allow FFLs to enter the first 3 and last 5 digits of the license number. After entering these 8 digits, the licensee must select the "Submit" button in order to obtain the results. If the data entered are valid, the License Number, Expiration Date, License Name, Trade Name, Premises Address, and Mailing Address will appear.

In order to provide better service, the following changes were incorporated into the system:

- FFL information will now include the Letter of Authorization (LOA). Where applicable, the LOA issue and expiration date will be displayed.
- The system now lists Federal firearms licenses revoked by ATF. The listing is sortable by FFL number, licensee name, business name, premises, and mailing city, State, and ZIP Code.
- A listing of all active Federal firearms licensees, with the exception of Type 03, Collectors of Curios or Relics, and Type 06, Manufacturer of Ammunition, can now be downloaded, in the form of a text file, for use by licensees. The system requires that you provide your entire 15-digit FFL number.

### **VIOLENT CRIME IMPACT TEAMS STOP CRIMINALS FROM UNLAWFULLY ENGAGING IN THE BUSINESS OF DEALING IN FIREARMS**

In June 2004, in conjunction with the Department of Justice Project Safe Neighborhood (PSN) Initiative, ATF implemented the Violent Crime Impact Team (VCIT) program. The VCIT program was designed to reduce firearms-related violent crime in cities across the United States. Today, the VCIT initiative operates in more than 20 cities. This effort of ATF and local law enforcement concentrates enforcement operations in high-crime areas generally rife with homicide by firearms. The VCIT Program has enabled ATF to locate many of the firearm sources that supply guns to violent criminals. ATF is targeting these firearm sources to stop the flow of illegal guns into our communities and reduce homicides.

A typical example of the success of the program was the recent convictions of two individuals from New Haven, Connecticut, for unlawfully engaging in the business of dealing firearms.

According to documents and statements filed in court, on or about July 28, 2005, and September 13, 2005, two New Haven suspects sold a Poly-Tech AKS-762 semi-automatic assault rifle, with a partially obliterated serial number, and a Winchester Shotgun, with a pistol grip and an obliterated serial number, to a drug dealer and convicted felon. At the time of these transactions, neither of the New Haven suspects had a license as an importer, manufacturer, or dealer in firearms.

Subsequent to these convictions, both suspects agreed to forfeit to the Government several firearms and several thousand rounds of ammunition that they had in their possession.

“Through the Project Safe Neighborhoods Initiative, Federal law enforcement is actively working with Hartford Police to halt the flow of illegal guns onto the streets,”

U.S. attorney O'Connor stated. “Helping drug dealers and convicted felons to acquire guns is a serious offense, and one that is done with total disregard for the community. This office is committed to vigorously prosecuting these crimes.”

Both defendants face a maximum term of 15 years imprisonment and fines of up to \$500,000.

The VCIT/PSN Initiatives are aimed at reducing gun violence, deterring illegal possession of guns, and improving the safety of residents in our Nation's cities. Participants in the initiative include community members and organizations, as well as Federal, State, and local law enforcement agencies.

### **REQUIREMENTS OF PAWN DEALERS PERFORMING A PRE-PAWN NICS CHECK**

Licensed pawnbrokers who conduct pre-pawn National Instant Criminal Background Check System (NICS) checks for persons offering a firearm for pawn are reminded of the reporting requirements of the law. The law allows an optional check at the time the firearm is offered as collateral for a loan. However, the licensee must notify local law enforcement within 48 hours of receiving a “denial” on the NICS check.

When notifying law enforcement of the denial, the pawnbroker should use the ATF Form 4473 to record the name of the law enforcement agency contacted, the date and time of contact, and the name of the official receiving this information. The pawnbroker should also retain the completed ATF Form 4473 to verify compliance with the requirements.

### **ATF REQUIREMENT TO UPDATE LICENSEE CONTACT INFORMATION**

Federal firearms licensees (FFLs) are required to keep the Bureau of Alcohol, Tobacco, Firearms and Explosives (ATF), Federal Firearms Licensing Center (FFLC) updated regarding changes in all licensee information including changes in telephone numbers. If an FFL desires to change locations, the regulations require the FFL to notify the FFLC 30 days prior to such change in location. You can

call the FFLC at (866) 662-2750 or fax the information to (866) 257-2749. If an FFL goes out of business, regulations require the FFL within 30 days to notify ATF and send their business records to ATF National Tracing Center, Out of Business Records Center, 244 Needy Road, Suite 1500, Martinsburg, West Virginia, 25405.

### **USE OF TRADE NAMES IN CONDUCTING INTERNET SALES OF FIREARMS**

A growing trend in the firearms industry is the use of the Internet by Federal firearms licensees (FFL) to market their business. Some FFLs establish their own Web site or use firearm broker Web sites. In the course of conducting business over the Internet, FFLs are often using trade names. As required by 27 CFR 478.53, an FFL is required to advise the Chief, Federal Firearms Licensing Center (FFLC), of the use of a new trade name within 30 days from the date the FFL begins business under the new trade name. In order to comply with this regulation, the FFL must advise the Chief, FFLC, of this change in writing and attach the original license for endorsement (approval). Prior to submitting the original license to the FFLC, FFLs should retain and post a photocopy of their license at their licensed premises. The FFL should forward this request to ATF-FFLC, 2600 Century Parkway, Suite 110, Atlanta, Georgia, 30345. Upon FFLC's endorsement of the new trade name, the FFL will receive an amended license reflecting the new trade name.

### **RESULTS FROM FY-05 FIREARMS COMPLIANCE INSPECTIONS**

In Fiscal Year 2005 (FY-05), ATF Industry Operations Investigators (IOIs) completed 5,239 firearms compliance inspections. A total of 4,222 violations were cited. Three particular violations were cited most frequently: inaccurate acquisition and disposition entries (37% of the total violations); incomplete Firearms Transaction Record (ATF Forms 4473) (25%); and failure to note on the ATF Form 4473 the type of identification presented by the buyer of the firearm (14%). IOIs also compared open entries in the acquisition and disposition records to the physical inventory, and 44,537 total discrepancies were noted. Once the discrepancies were reconciled, 17,148 guns were reported missing by 477 Federal firearms licensees (FFLs). Of the 477 FFLs, 135 reported 10 or more missing guns.

What can you do to avoid these same violations? Here are some suggestions:

- **Conduct regular physical inventories.** Compare the identifying information for each gun in inventory to the corresponding open entry in the acquisition and disposition record. By conducting complete physical inventories more frequently, you can reduce the number of inaccurate entries and missing guns.
- **Check and double check completed ATF Forms 4473 before your customer leaves the premises.** Once the customer has completed Section A and you have completed Section B, have another employee review the form for completeness and accuracy. If you have no employees, take the time to review the form a second time.
- **Learn the laws and regulations.** If you have a question or need some clarification on an issue, contact your nearest ATF office and ask to speak with an IOI. A list of all field offices (and their contact information) can be found at <http://www.atf.gov/field/index.htm>.
- **Train your employees.** The Federal Firearms Regulations Reference Guide Learning Theater is available on the ATF Web site at <http://www.atf.gov/firearms/ffrrg/index.htm>. IOIs may also be available to conduct training seminars. Check availability with the local ATF area supervisor.
- **Make sure you have the most current publications and forms.** Visit the ATF Web site at <http://www.atf.gov/pub/index.htm> to make sure you have the most current versions of any forms and publications. Forms and publications can be ordered from the ATF Distribution Center at (703) 455-7801.

A compliance inspection can be a great opportunity for you to work one on one with an IOI to discuss what you are doing right and any areas in need of improvement. Statistics from recall inspections illustrate this point. Recall inspections may be conducted 1 year subsequent to an inspection in which violations were cited. In FY-05, 558 such inspections were conducted. When compared to the previous inspection, those FFLs experienced a 90-percent decrease in inventory discrepancies, an 86-percent decrease in prohibited sales, and an overall 77-percent decrease in the number of violations issued.

## ATF FORM 4473 COMPLETION AND NICS CHECKS

In the September 1999 FFL Newsletter, recordkeeping responsibilities of Federal firearms licensees (FFLs), in connection with background checks, were discussed in detail. One of the article's points was that an FFL is required to record the NICS Transaction Number (NTN) or Point of Contact (POC) State Transaction Number (STN) on the Firearms Transaction Record (ATF Form 4473). The Federal Bureau of Investigation, National Instant Criminal Background Check System (FBI NICS), has reported instances where FFLs hang up before receiving the NTN. Please be aware that failure to record the NTN or POC transaction number on ATF Form 4473 is a violation of 27 CFR 478.102(b).

Similarly, "Instructions to Transferor/Seller," Item # 5 on the ATF Form 4473, specifically directs the FFL to record the NICS or POC response on the ATF Form 4473. Mistakes have occurred because FFLs did not record the NICS or POC response directly on the ATF Form 4473 as required, but instead noted it elsewhere with the intent of updating the ATF Form 4473 at a later time. This practice can be problematic as FBI NICS is required to destroy the information within a specified period.

Pursuant to 27 CFR 478.124(c)(3)(iv), the FFL has the responsibility to record NICS and POC responses on ATF Form 4473. In order to comply with the regulation, FFLs should maintain "delayed" ATF Form 4473s in a readily accessible location so they can be easily obtained to record the background response(s) from NICS or the POC directly on the ATF Form 4473. Moreover, Forms 4473 with respect to which a sale, delivery or transfer did not take place shall be separately retained in alphabetical (by name of transferee) or chronological (by date of transferee's certification) order.

It is important to keep in mind that ATF Forms 4473 must also be maintained on the business premises and available at the request of any ATF officer.

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

## Important Notice to Dealers and Other Participants at This Gun Show



[This NOTICE applies to activities permitted at bona fide gun shows, as defined in Title 27 of the Code of Federal Regulations, Section 478.100. Federal firearms licensees ("FFLs" or "Dealers") may only sell firearms at gun shows within the State in which their licensed premises is located.

### DEALERS LICENSED IN THIS STATE

- MUST display license.
- MUST comply with all recordkeeping requirements of ATF regulations concerning acquisitions and dispositions of firearms, including the recording of the place of sale.
- MAY dispose of handguns to residents of this State only, provided that the purchaser is at least 21 years of age and all provisions of the Brady law are met.
- MAY dispose of longguns to residents of any State, provided that the purchaser is at least 18 years of age, the laws of both States are complied with, and all provisions of the Brady law are met.
- MAY dispose of firearms to any FFL.
- MAY acquire firearms from any FFL licensed in the State and from any non-licensed individual.
- MAY take orders of any firearm from a non-licensee and ship the same to a licensee in the purchaser's State of residence from whom the purchaser can then take possession after the provisions of the Brady law are met.

### DEALERS NOT LICENSED IN THIS STATE

- MUST display license.
- MUST comply with all ATF recordkeeping requirements concerning the acquisition of firearms.
- MAY acquire firearms from any FFL licensed in this State and from any non-licensed individual.
- MAY make a sale and deliver curio or relic firearms to any other FFL licensed in any State as long as the laws of both States are complied with.
- MAY ship curio or relic firearms from this show to any other FFL.
- MAY display and take orders.

### NON-LICENSED RESIDENTS OF THIS STATE

- MAY acquire longguns or handguns from FFLs licensed in this State, provided all provisions of the Brady law are met.
- MAY dispose of personal firearms to any FFL.
- MAY acquire from and dispose of personal firearms to non-licensed residents of the State. However, non-licensed individuals may not be engaged in the business of dealing in firearms without a Federal firearms license.
- CANNOT acquire from or dispose of firearms to non-licensed residents of any other State.
- CANNOT ship in interstate commerce, except to themselves or an FFL, a firearm that has otherwise been lawfully acquired; must, when shipping to themselves, declare the firearm to the commercial or contract carrier.

### NON-LICENSED RESIDENTS FROM ANOTHER STATE

- MAY dispose of firearms to any FFL.
- MAY acquire longguns only from FFLs licensed in the State, provided the laws of both States are complied with and all provisions of the Brady law are met.
- MAY order firearms from any FFL and have them shipped from the show to an FFL in their State of residence by a commercial or contract carrier in accordance with State and Federal law.
- CANNOT acquire handguns.
- CANNOT acquire from or dispose of firearms to non-licensed individuals.

ATF I 5300.23A  
Revised March 2006



**SHOT SHOW Q & A**  
**ITEMS OF INTEREST FROM**  
**THE 2006 SHOT SHOW**  
**LAS VEGAS, NEVADA**

The following items of interest were issues that were brought to the attention of ATF during the 2006 SHOT SHOW.

- (Q1): Does a Federal firearms licensee (FFL) have to enter a replacement firearm into their acquisition and disposition (A&D) book?
- (A1): When an FFL receives a replacement firearm from a supplier in exchange for a firearm that could not be repaired, the firearm should be entered into the FFL's A&D book. The firearm can then be shipped to the purchaser. No ATF Form 4473 is required. 18 U.S.C. § 922(a)(2)(A)
- (Q2): If the purchaser answered no to question 11.1 (Are you a nonimmigrant alien?) on the ATF Form 4473, can they leave question 12 blank?
- (A2): Yes.
- (Q3): After what period of time must a firearm retained by a gunsmith be entered into their acquisition and disposition book?
- (A3): If the gunsmith has possession of the firearm from one business day to another or longer, the firearm must be recorded as an "acquisition" and a "disposition" in the permanent "bound book" record. If the firearm is returned to the person from whom it was received, an ATF Form 4473 is not required.
- (Q4): Can an FFL have more than one A&D book?
- (A4): Yes, an FFL can have more than one A&D book without first receiving a variance from ATF. It is advised that the A&D book is clearly marked to indicate the category of firearms included in the particular A&D book. (e.g., repairs, consignments, handguns, longguns). If an FFL would like to keep computerized records, a variance from ATF is required pursuant to 27 CFR § 478.22. FFLs should contact their local area office for instructions on how to request a variance.
- (Q5): Are tribal police located on Indian reservations considered a department or agency of any State, the United States, or political subdivision and are therefore exempt from the provisions of the Gun Control Act pursuant to 18 U.S.C. § 925(a)(1)?
- (A5): Unless a member of a tribal police department has been cross-designated by the Bureau of Indian Affairs as a law enforcement officer, the exemption found at 18 U.S.C. § 925(a)(1) does not apply. Therefore, if a cross-designation has not been granted, the tribal police department may not receive firearms in interstate commerce nor may they possess post-1986 machineguns.
- Example: The tribal police department located in State A orders firearms from an FFL in State B. The tribal police have not been cross-designated by the Bureau of Indian Affairs. The FFL in State B cannot ship the firearms directly to the tribal police department in State A. Instead, the firearms must be sent to an FFL in State A for transfer to the tribal police department. The tribal police must complete an ATF Form 4473, and a NICS check must be conducted. Additionally, if appropriate, a multiple sales form must be completed.
- (Q6): Can a non-licensee transfer a handgun to a juvenile for use at a shooting range?
- (A6): It shall be unlawful for a person to sell, deliver, or otherwise transfer to a person who the transferor knows or has reasonable cause to believe is a juvenile any handgun or ammunition for a handgun. A juvenile is defined as someone under 18 years of age. However, this subsection does not apply to the temporary transfer, possession, and use of a handgun or ammunition to a juvenile for target practice or hunting. The juvenile must first have prior written consent from a non-prohibited parent or guardian, which must be in their possession at all times while in possession of the handgun. During transportation by the juvenile, the handgun must be unloaded and locked in a container.
- 18 U.S.C. § 922(x)(3)
- (Q7): May an FFL transfer a handgun and/or ammunition to a juvenile for use at an on-premises shooting range?

(A7): ATF has ruled that the rental of firearms for use on their business premises is not considered to be a "delivery or sale" of the firearms. Thus, it is not subject to the age restrictions of the Gun Control Act. The same reasoning is also applied to ammunition to be expended on the licensed premises in connection with the rented firearm. In this instance, prior written consent from a non-prohibited parent or guardian is not required.

(Q8): May an FFL transfer a handgun and/or ammunition to a juvenile for use at an off-premises shooting range?

(A8): A licensee may lend or rent a firearm to any person for temporary use off the premises of the licensee for lawful sporting purposes, provided that:  
1) the delivery of the handgun and/or ammunition is not to someone under the age of 21 years; and  
2) if a rifle or shotgun or ammunition for either is not less than 18 years of age.

18 U.S.C. § 922(b)(1); 27 CFR §478.99(b)

(Q9): What must an FFL do when he/she receives a firearm for storage?\*

(A9): If an FFL has dominion and control over the storage locker, whether by key, lock combination, or some other means, the FFL must treat the firearm as an acquisition. Therefore, the firearm will be entered into the A&D book as an acquisition. When the firearm is being permanently removed from storage, the FFL will then log the firearm out as a disposition. At that time, an ATF Form 4473 and a NICS check must be completed. If the FFL has no dominion and control over the storage locker, then the FFL does not have to enter the firearm into his or her A&D book nor does the ATF Form 4473 need to be completed.

(Q10): Is an FFL in violation of the Gun Free School Zone if their business premises are located near a school?

(A10): Generally, it is unlawful for any individual to knowingly possess a firearm within a school zone. A school zone is defined as being within a distance of 1,000 feet from the grounds of a public, parochial, or private school. This prohibition does not apply to the possession of a firearm on private property not part of school grounds, such as an FFL's business premises (e.g., commercial storefront, residence, or driveway).

Once a customer leaves private property located within 1,000 feet of a school with a firearm, they may be in violation of Federal law. However, in the following situations an individual would not possess a firearm in violation of 922(q)(A):

The individual is licensed by the State or political subdivision to possess the firearm, and the license was issued after law enforcement officials verified that the individual is qualified to receive the license;

The firearm is unloaded and is contained within a locked container or a locked firearms rack that is on a motor vehicle;

The firearm is possessed by an individual for use in a school-approved program;

The individual or his/her employer is doing so in accordance with a contract entered into between the individual and the school;

The individual is a law enforcement officer acting in their official capacity; or

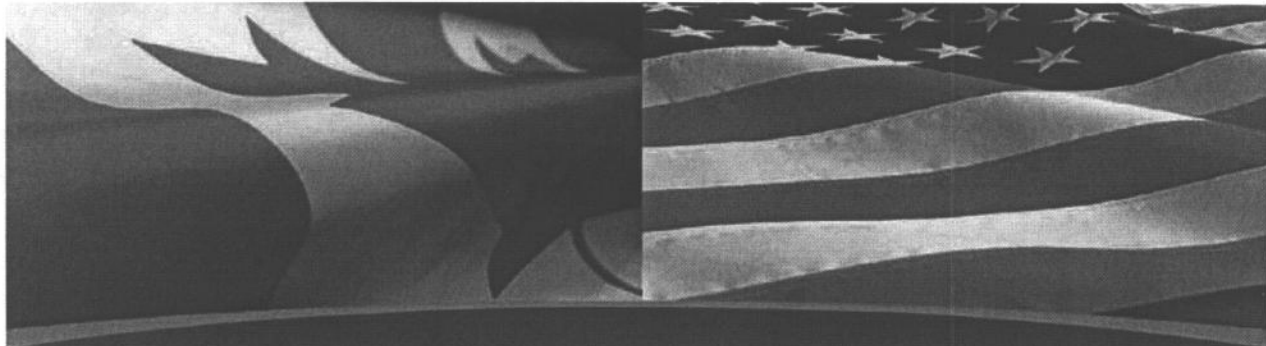
The individual is crossing school grounds to reach a public or private way. Their firearm is unloaded, and they have permission from the school.

ATF realizes that not all persons who enter or exit an FFL's premises in such case may fall under one of the above-described statutory exemptions. Therefore, ATF advises that in those States where a permit is not needed, the FFL should ensure that a purchaser's firearm is unloaded and placed in a locked container prior to leaving the business premises.

18 U.S.C. § 922(q)(B)

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\* Firearms storage should not be confused with firearms consignment requests. An individual may ask an FFL to store a firearm for security purposes, or for safekeeping during extended travel, etc.



# FIREARMS TRAFFICKING IS A CRIME

## KNOW THE LAW BEFORE YOU CROSS THE BORDER

### ENTERING CANADA

- Some firearms may be imported into Canada for hunting, skeet-shooting, and other lawful purposes.
- You must declare any firearms you want to bring into Canada and pay a fee.
- If you illegally import firearms, they are subject to seizure and you can be charged. You can face up to ten years in jail, a fine, or both.

### ENTERING THE UNITED STATES

- It is generally illegal for nonimmigrant aliens (i.e. non-residents) to import firearms and ammunition except for hunting and other lawful sporting purposes.
- All persons must obtain proper documentation before importing a firearm, ammunition, or parts for firearms and ammunition.
- If you illegally import firearms you can face five years in jail, a fine up to \$1,000,000, or both.

### KEEP ILLEGAL FIREARMS OFF OUR STREETS

For more information, call the RCMP Canada  
Firearms Centre at 1-800-731-4000.

For more information, call  
1-800-ATF-GUNS (283-4867).

Canada





## FBI/NICS NEWS

### FBI CRIMINAL JUSTICE INFORMATION SERVICES DIVISION'S NATIONAL INSTANT CRIMINAL BACKGROUND CHECK SYSTEM NEWS

#### NICS Business Process Redesign (BPR) Study

The NICS Section strives to improve the services it provides to its customers. With improving customer service in mind, the NICS Section is looking at future enhancements and is requesting the input of its users. The NICS Section has identified three questions they would like to have answered to assist in improving the quality of the NICS. The questions follow:

1. Are there any current NICS processes that you would like to see modified in order to increase your agency's efficiency and effectiveness in regards to NICS background checks?
2. Are there any NICS processes currently performed manually that would increase your agency's efficiency and effectiveness in regards to NICS background checks if they are automated?
3. Are there any additional functions that you would like to see added to the NICS that would increase your agency's efficiency and effectiveness in regards to NICS background checks?

All suggestions will be thoroughly reviewed and evaluated by the NICS Section for feasibility. Suggestions will only be implemented if determined to improve system reliability and availability and/or increase system efficiency. Your suggestions are greatly appreciated. Suggestions can be e-mailed to [rchambe2@leo.gov](mailto:rchambe2@leo.gov). If you do not have e-mail capabilities, you can contact Marc Chamberlain, FFL NICS Liaison Specialist, at (304) 625-7387.

#### Communication with FFLs

On occasion, the NICS Section has information it would like to communicate quickly with FFLs. For example, the FBI planned a system outage on April 2, 2006. Unfortunately, the NICS System did not return to service within the targeted time frame. Although the NICS Section notified as many FFLs as possible, notification did not reach all FFLs. The NICS Section strives to communicate this type of information timely and with as many FFLs as possible. The most efficient and timely manner in which the NICS Section can communicate with large groups is via e-mail. If you are interested in receiving important information updates from the NICS Section through e-mail, please send your e-mail address to [rchambe2@leo.gov](mailto:rchambe2@leo.gov). Additionally, if you would like ATF to be provided with your e-mail address in order to provide timely updates, please indicate that in your e-mail.

#### Reminder to FFLs

Once a background check is initiated, the FFL has 30 days to transfer the firearm as long as the sale is not denied. The 30-day clock starts the day the transaction is initiated, not the day the NICS Section calls with a proceed. If 30 days have elapsed when the individual returns to pick up the firearm, a new NICS check must be conducted.

**ADDRESSES AND TELEPHONE NUMBERS FOR  
OFFICE OF ENFORCEMENT PROGRAMS AND SERVICES (EPS)**

This page reflects recent personnel changes to the Office of Enforcement Programs and Services. The following EPS managers can be contacted on issues regarding firearms and ammunition.

**Assistant Director  
Enforcement Programs and Services**  
Lewis Raden  
(202) 927-7940

**Deputy Assistant Director  
Enforcement Programs and Services**  
Audrey Stucko  
(202) 927-7940

**Acting Chief, Firearms Programs Division**  
Philip A. Awe (202) 927-7770

**Acting Deputy Chief, Firearms Programs Division**  
Cherie Knoblock (202) 927-7770

**Chief, Firearms Technology Branch**  
Sterling Nixon (304) 616-4473

**Chief, Firearms Enforcement Branch**  
Michael Lawandus (202) 927-7770

**Chief, International Affairs Office**  
Robert Thomas (202) 927-5560

**Acting Chief, Firearms and Explosives  
Services Division**  
Scott Mendoza (304) 616-4590

**Chief, National Firearms Act Branch**  
Kenneth Houchens (304) 616-4500

**Chief, Firearms and Explosives Imports Branch**  
Kevin Boydston (304) 616-4550

**Chief, Federal Firearms Licensing Center**  
Patricia Power (404) 417-2750

**Chief, National Tracing Center Division**  
Charles Houser (800) 788-7133

**Chief, Firearms Tracing Branch**  
David Johnson (800) 788-7133

**Chief, Brady Operations Branch**  
Bernard Teyssier (304) 616-4200

**Chief, National Integrated Ballistics Identification  
Network (NIBIN) Branch**  
Steven Pugmire (202) 927-5660

**TO RECEIVE ATF FORMS AND PUBLICATIONS:**

ATF Distribution Center  
P.O. Box 5950  
Springfield, VA 22150-5950  
(703) 455-7801  
<http://www.atf.gov/dcof/index.htm>

**REPORT STOLEN FIREARMS:**

(Monday-Friday, 8 a.m.-4:30 p.m. EST)  
(888) 930-9275  
(Evenings, Weekends, and Holidays)  
(800) 800-3855

**TO OBTAIN ASSISTANCE REGARDING YOUR  
LICENSE:**

ATF Firearms Licensing Center  
2600 Century Parkway NE., Suite 110  
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