



# ATF e-Form 4473




## Quick Reference Guide for the Buyer


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### Warning:

The Buyer's opening screen is the Buyer Warning screen.

You should read the Warning statement before selecting the Next  button on this screen.

### Notices, Instructions & Definitions:

Every screen has Notices, Instructions & Definitions button  in the upper right corner of the screen. Clicking on this button displays the Notices, Instructions & Definitions screen which reflects all information contained on the form. Additionally, information relating to specific questions may be found to the left of the screen.

### Social Security Number:

The Social Security Number is an optional field, but will help prevent misidentification. To enter your SSN, type in the first three digits of your number [click/tab] type the second two numbers [click/tab] and then enter your last four numbers. [The screen to the right will show this standard format XXX - XX - XXXX as you type].

### Unique Personal Identification Number (UPIN):


For buyers approved to have information maintained about them in the FBI NICS Voluntary Appeal File, NICS will provide you with a **Unique Personal Identification Number**, which the buyer should record in question 9.

### Primary Residence:



Upon entering the Primary Residence screen the cursor is automatically positioned in the ZIP Code field. Entering ZIP Code automatically fills the City, County, and State fields. ZIP Code can be typed in or selected from a drop

down. When the Buyer tabs away from the ZIP Code field or clicks on another field, the City, County, and State information is filled. If more than one City, County, or State exists for the ZIP Code entered, the appropriate one can be selected by clicking on the down arrow in the field and selecting from the list. At any time the auto filled information can be overwritten by manually typing in the desired information. After entering the ZIP Code, City, County, and State information the Buyer can tab to or click on the Number and Street Address field to enter the street address of the buyer's residence. This information can be entered in two lines.

## Secondary Residence:

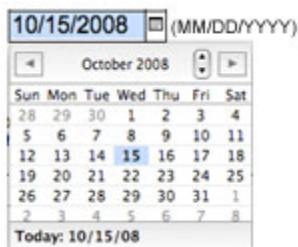
If you have an additional residence (see instructions for Question 2) it may be entered by clicking the "Add Second Residence"  button.

The Secondary Residence Screen displays.

After entering the buyer's primary residence information, select the Next  button to display the Personal Information screen. Clicking on the Back  button returns the Buyer to the Name & SSN screen.

## Date of Birth:

Upon entering the Personal Information screen the cursor is automatically positioned in the Birth Date field. Birth Date can be entered in the form of MM/DD/YYYY or by clicking the calendar icon to the right of the date field and selecting the appropriate date. An example of using the calendar function is shown below.



**Figure 1: Macintosh  
Calendar Drop Down**



**Figure 2: Windows  
Calendar Drop Down**

**Note:** In the Windows version, in order to scroll through the years, the Buyer must click on the actual year in the calendar to expose the up & down arrows.

## Place of Birth:

City information is dependent upon the State value entered or selected. Tabbing to or selecting first the State field allows the Buyer to enter or select the appropriate City. Foreign Country can also be entered or selected. See Figures 3 through 5, Place of Birth / Foreign Country of Birth Drop Downs

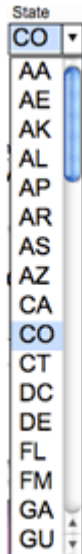


Figure 3: State drop down menu

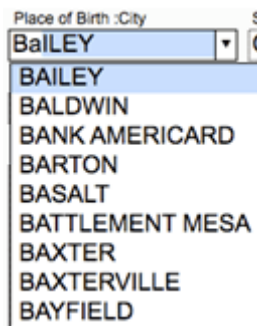


Figure 4: City drop down menu



Figure 5: Country drop down menu


**Note:** Place of Birth (City & State) and Foreign Country of Birth are mutually exclusive. The Buyer can enter either Place of Birth OR Foreign Country of Birth but not both.

## Answering Questions 11.a. and 12:









If you meet the “exceptions” (see instructions for 11.a. and 12), you may leave those questions blank. If you make a selection by mistake, and you wish to remove that selection, click on the “No Response Required” button and it will leave the question unanswered on the printed form.

## Preview Screen:

The ATF e-Form 4473 Buyer Information Form Preview screen displays. You can review all the answers on the electronic version of the ATF e-Form 4473.

Select the Next  button to move to the next screen.

## Icons and Buttons:

Button	Description
	Displays Notices, Instructions & Definitions button. On every screen at the upper right corner of the screen.
	Next button, displays the next screen
	Close button, closes current 4473 Form, erases the data and returns to Start Screen
	Exit button, exits the application
	Back button, displays the previous screen
	Scroll bar-with your cursor, move the scroll bar up or down to read information about the fields.
TAB or CLICK	To move from field to field Tab or Click (in the box)
	Reduce or Enlarge Form Previews. You may also use the rising graph and falling graph at the bottom left of the screen to enlarge or reduce the view.
	Ends the Buyer section for the current 4473 form. Once pressed the user cannot return to the form.