DEPARTMENT OF JUSTICE

# e-Form 4473 User Manual

## VERSION 1.1

Department of Justice
*Bureau of Alcohol, Tobacco, Firearms and Explosives*

*Bureau of Alcohol, Tobacco, Firearms and Explosives*
*Office of Science and Technology*
*Information Services Division*
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# Overview

The User's Manual provides the information necessary for the user to effectively use the e-Form 4473 automated information system distributed by ATF. The e-Form 4473 application runs identically in both Windows (PC) and Mac versions so this User's Manual is applicable to both versions.

# 1 Description of Application Release

The e-Form 4473 application provides an easy and intuitive method for electronically entering information necessary for completing ATF Form 4473 (Firearms Transaction Record Part I – Over-the-Counter). The human review of the Form 4473 will remain. However, the application ensures the highest possible data input integrity through edit checks, mandatory field logic and Seller Alerts based on Buyer and Seller answers. Using these techniques, the application minimizes errors due to omissions and invalid entries, helps to ensure compliance to ATF regulations, and largely eliminates unintelligible data entry due to manual scripting.

# 2 System Requirements to Install and Run this Application

This application is a stand-alone desktop application requiring no network connectivity to run. The only need to for Internet connectivity is to download the application, supporting software, User's Manual and updates from the ATF Internet site. The following depicts the environment and software required to run the e-Form 4473 application on both Windows (PC) and Mac:

## 2.1 *Microsoft Windows* ®

- Operating System:
  - Microsoft Windows Vista ™
  - Microsoft Windows XP ™
- Internet access
- Adobe Reader ® v9.0
- QuickTime ® XP/Vista

## 2.2 *Apple Macintosh* ®

- Operating System:
  - Mac OS X 10.5 Leopard ™
  - Mac OS X 10.4 Tiger ™
- Internet access
- Adobe Reader ® v9.0

# 3 Installing, Updating, and Upgrading e-Form 4473

## 3.1 Initial Installation

### 3.1.1 Installing in Windows

#### 3.1.1.1 Online Installation

Open an Internet browser and navigate to the following URL: www.atf.gov/applications/e4473. You will see a page like the one shown in Figure 1.

**Figure 1 e-Form 4473 Home Page**

From the e-Form 4473 Home Page you can access the download page to download the application ZIP Codes, Country Codes, User's Manual, and Quick Reference Guides; get answers to frequently asked questions (FAQs), or go to the support page to email your e-Form 4473 questions..

To install the application and supporting software select the Download

link. This will display the e-Form 4473 Download Page shown in Figure 2 e-Form 4473 Download Page on page 3:

**Figure 2 e-Form 4473 Download Page**

## Supporting Software

Adobe Reader version 9 and QuickTime version 7 are required to run the e-Form 4473 Application on Windows. If the computer running the e-Form 4473 application does not have Adobe Reader or QuickTime currently installed, the software can be installed, at no cost, from their respective websites by clicking the Adobe Reader • Adobe Reader ® v9.0 link or the QuickTime • Quicktime ® links. This will take you away from the ATF web site to the respective commercial sites. Follow the install instructions as posted for each product.

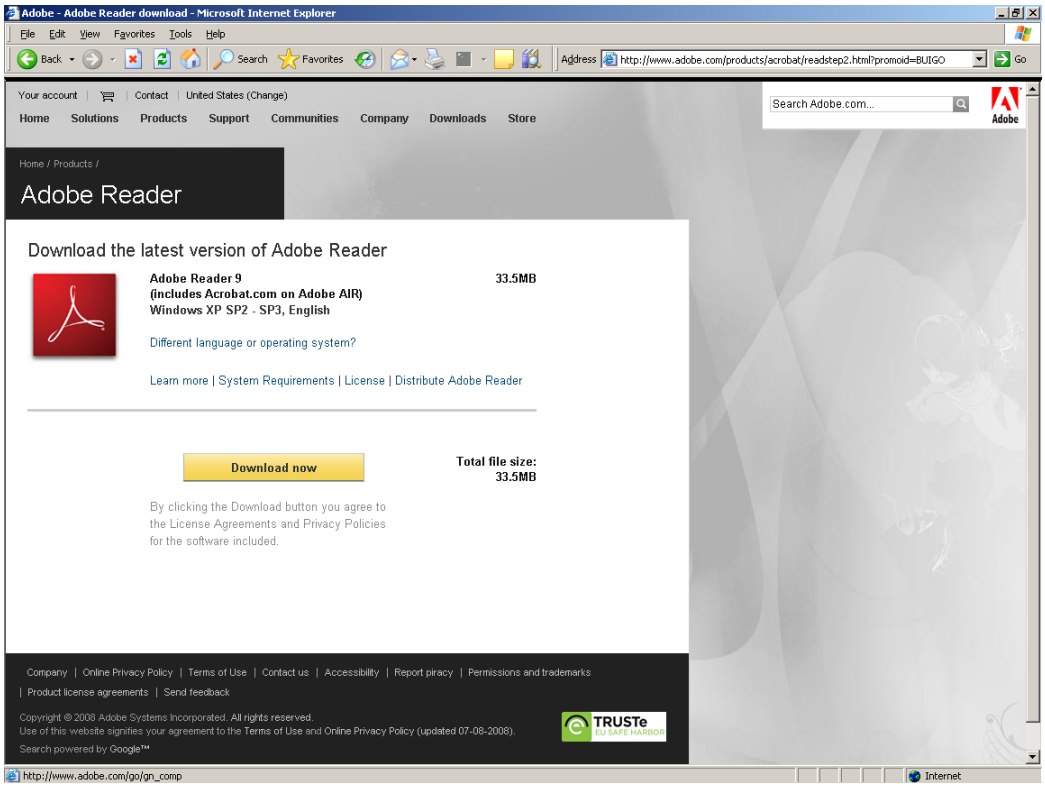



**Figure 3 Adobe Reader 9.0 for Windows**

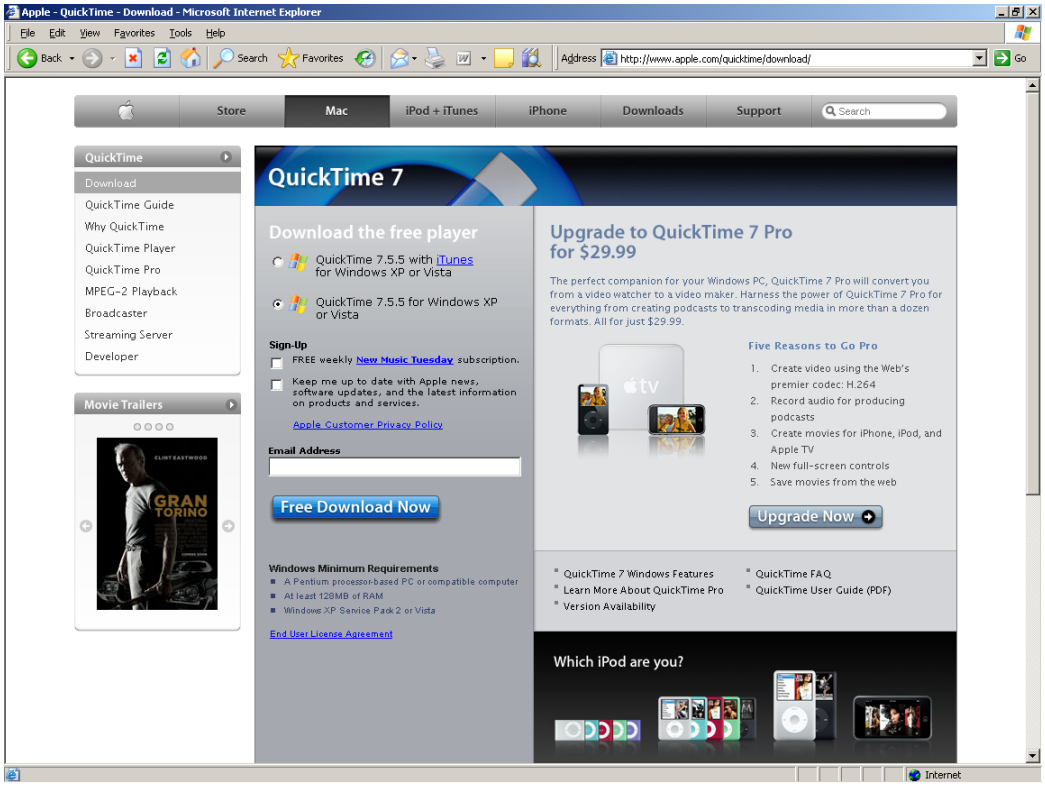
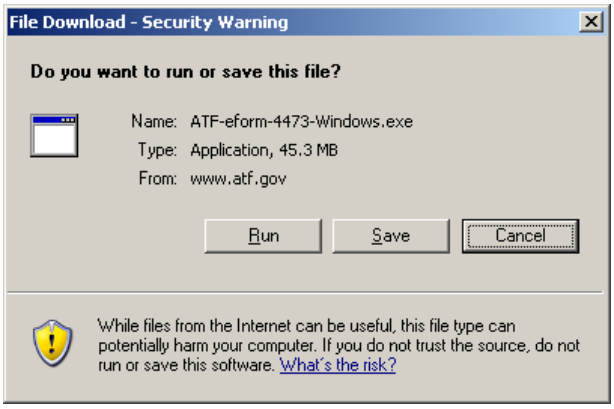



**Figure 4 QuickTime 7 for Windows**

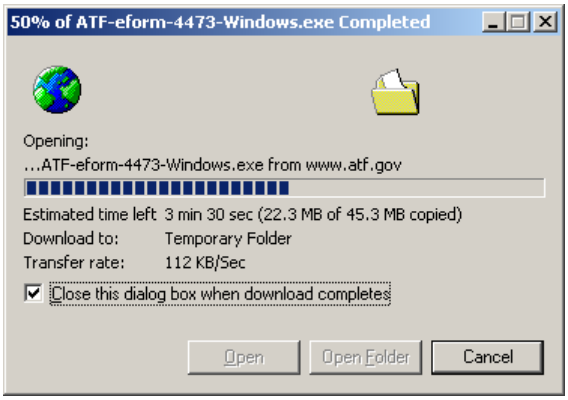
## e-Form 4473 Application

To install e-Form 4473 application click on the Download Now **Download Now!** link. The File Download Security Warning dialog box is displayed. Click the "Run" button to start the install process.

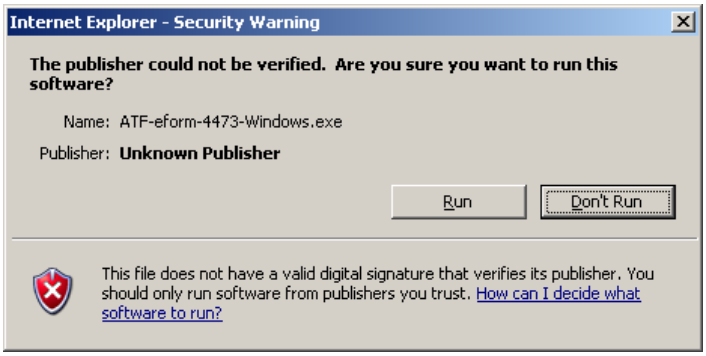



This dialog box is automatically closed and download progress dialog box is displayed.

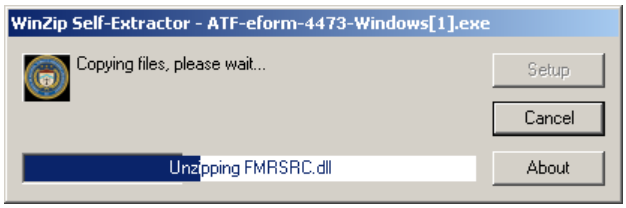
**Note:** The application download process could take up to 30 minutes to complete.



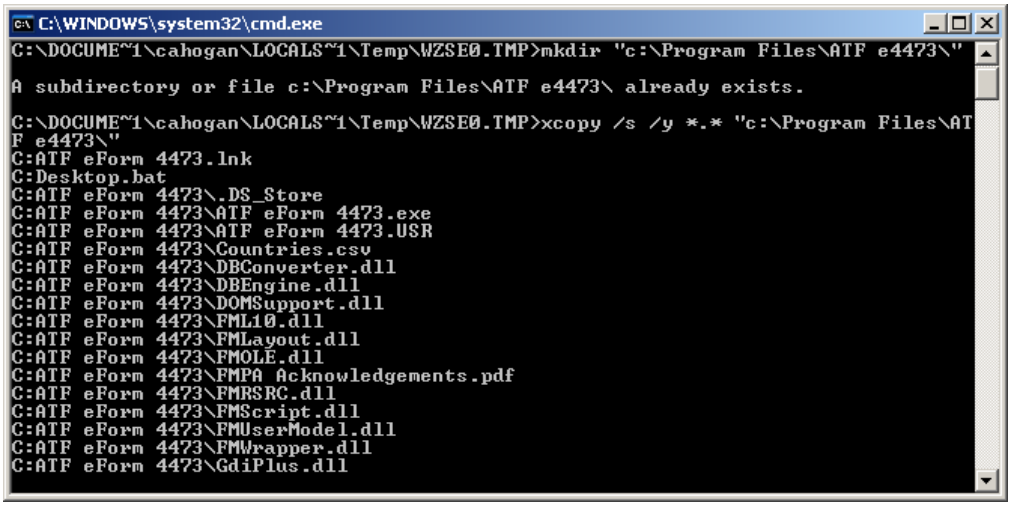

This dialog box automatically closes and an Internet Explorer Security Warning dialog box is displayed indicating that no digital signature is included with the application download. This is an approved ATF application and can be run without security implications. Click on the "Run" button to proceed.

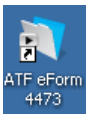



This dialog box is automatically closed and an install progress dialog box is displayed.




A DOS command prompt window is displayed listing all the files being copied to the computer. When this has completed both the install progress dialog box and the DOS command prompt window are automatically closed.




The following e-Form 4473 application icon 

is installed on the computer desktop. Double clicking on this icon will launch the e-Form 4473 application. See Section 4, Using e-Form 4473, for detailed instructions on using the application.

### 3.1.1.2 Update Reference Tables

The e-Form 4473 uses two reference tables supplied by ATF (i.e., ZIP Codes, Countries). The first time you download the application, the ZIP Codes and Country Codes are automatically installed. Subsequently, ATF will periodically update (e.g. quarterly) these files. **Incorporating these updates into the e-Form 4473 application is a two step process**.

1. The first step, described in this section, pertains to downloading an extract file (Comma Separated Volume) from the ATF web site to the PC or MAC running e-Form 4473 application.
2. The second step, described in Section 4.1.2 Administrator Settings Screen on page 20, pertains to the importing the data extract into the e-Form 4473 application from the Administrator Settings screen.

**Both of these steps must be performed on both the ZIP Codes and Countries in order to update them into the e-Form 4473 application.**

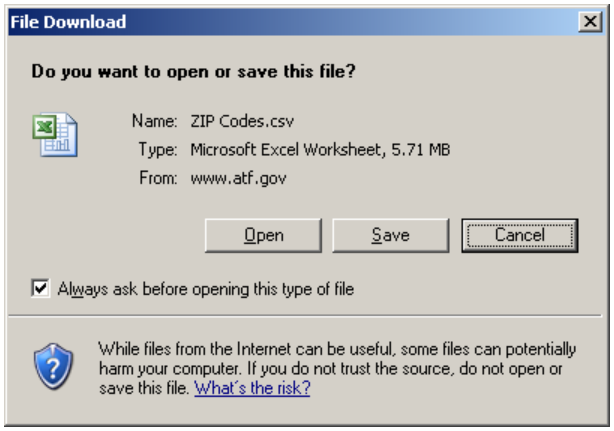
These tables will be updated on the ATF web site. Once the reference tables have been updated and posted to the web site they are available for downloading and incorporation into the e-Form 4473 Application. The ATF web site download page will reflect the last revision dates of the e-Form 4473 application, ZIP Codes and Country Codes, i.e., Zip Codes (updated 9/19/08). The application was designed to select from the reference tables but also allow keyboard entries to overwrite select information therefore an out of date reference table will not prohibit the user from completing the

Form. This section discusses the downloading of the updated reference tables. The importing of those tables into the application is covered in Section 4.1.2 Administrator Settings Screen on page 20.

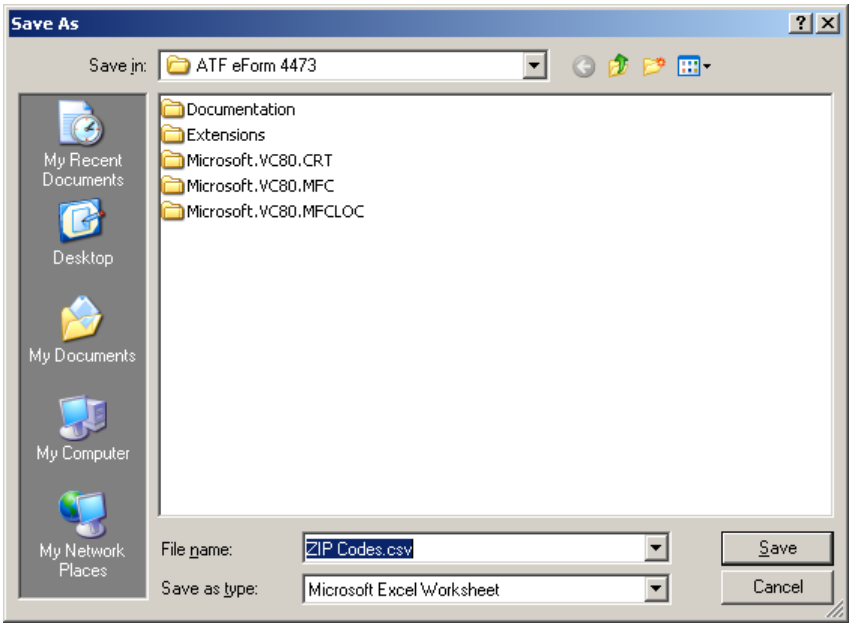
## Updating ZIP Codes

On the e-Form 4473 Download Page shown in Figure 2 on page 3, click on the ZIP Codes

- Zip Codes (Updated: 9/19/08) link. A File Download dialog box is displayed.



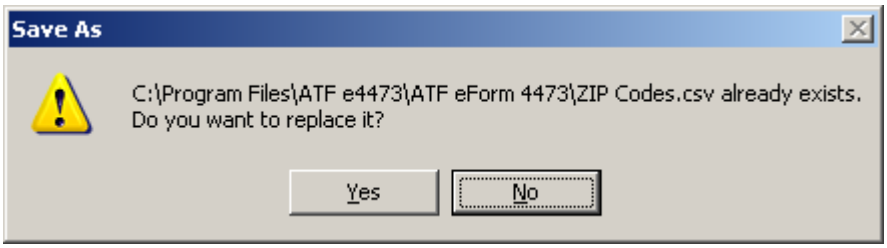

Click on the "**Save**" button. This closed the File Download dialog box and displays a Save As dialog box.



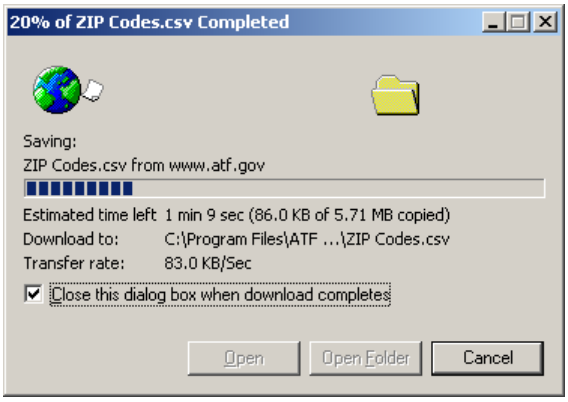

Navigate to the following Windows folder in which to save the "**ZIP Codes.csv**" file.

- "**C:\Program Files\ATF e4473**"

**Do not change the name of the file from "ZIP Codes.csv"**. Click on the "**Save**" A Save As Warning dialog box will display indicating that the file already exist and asking if it can be replaced.



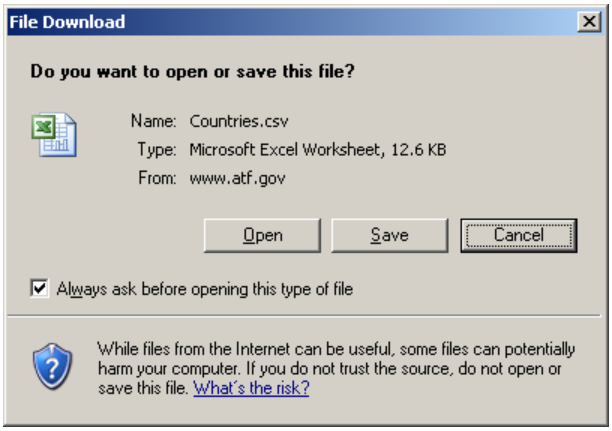

Click on the "**Yes**" button. A Final File Download dialog box will display and automatically close when the download completes.



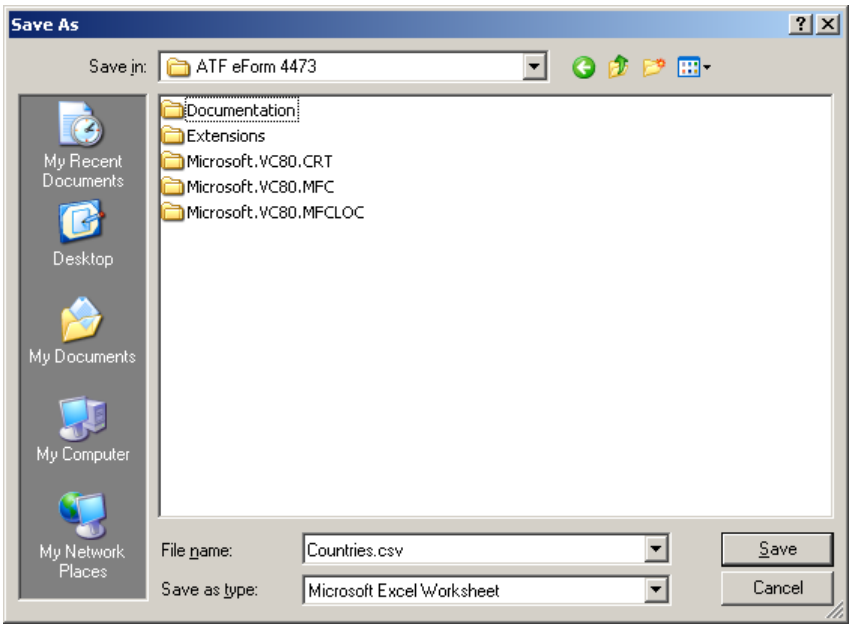

## Updating Countries

On the e-Form 4473 Download Page shown in Figure 2 on page 3, click on the Country Codes

- Country Codes (Updated: 9/19/08) link. A File Download dialog box is displayed.



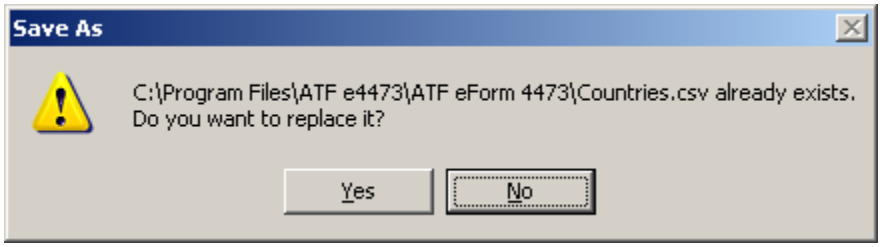

Click on the "**Save**" button. This closed the File Download dialog box and displays a Save As dialog box.



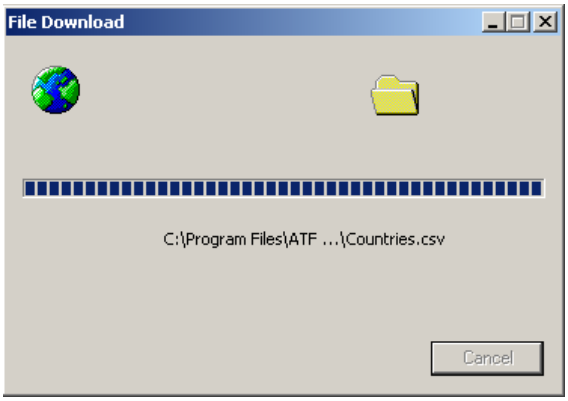

Navigate to the following Windows folder in which to save the "**Countries.csv**" file.

- "**C:\Program Files\ATF e4473**"

**Do not change the name of the file from "Countries.csv"**. Click on the "**Save**" A Save As Warning dialog box will display indicating that the file already exist and asking if it can be replaced.




Click on the "**Yes**" button. A Final File Download dialog box will display and automatically close when the download completes.



#### 3.1.1.3 Upgrade Application

Upgrading the e-Form 4473 application to a new version follows the exact same steps as outlined in Section 3.1.1.1 Online Installation on page 2.

**Special Note: Re-installing/upgrading the e-Form 4473 Application over an existing installation will completely replace the existing version including all data relating to completed Form 4473s. Prior to installing a new version the FFL administrator should Export the existing data. See Section 4.1.2,** Administrator Settings Screen**, Exporting Database Records.**

### 3.1.2 Installing in Mac

#### 3.1.2.1 Online Installation

Open an Internet browser and navigate to the following URL: www.atf.gov/applications/e4473. You will see a page like the one shown in Figure 1 e-Form 4473 Home Page on page 2. To install the application and supporting software select the Download

link. This will display the e-Form 4473 Download Page shown in Figure 2 e-Form 4473 Download Page on page 3.

#### Supporting Software

Adobe Reader is required to run the e-Form 4473 Application on Mac. If the computer running the e-Form 4473 application does not have Adobe Reader currently installed, the software can be installed, at no cost, from the Adobe website by clicking the Adobe Reader

link. This will navigate away from the ATF web site to commercial site. Follow the install instructions as posted the product.

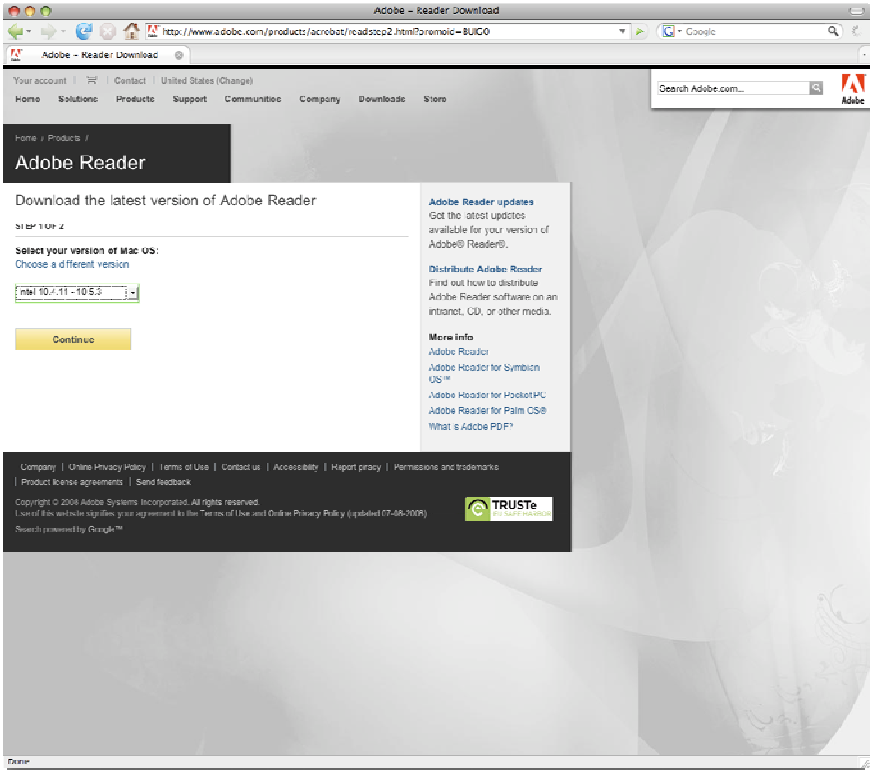
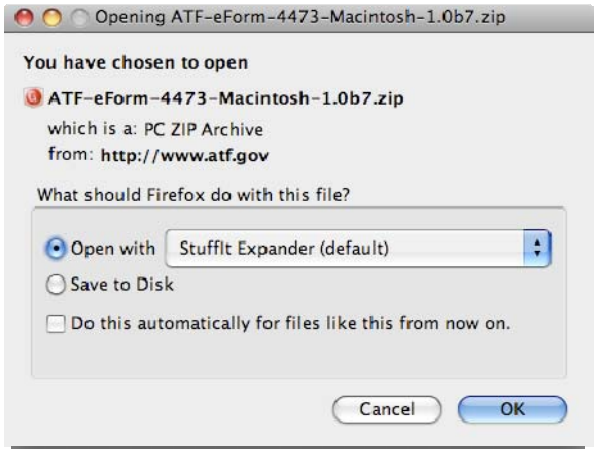


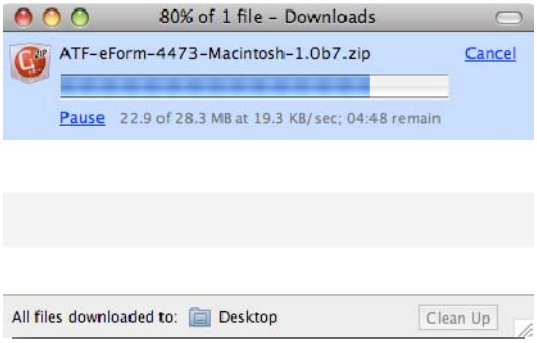

**Figure 5 Adobe 9.0 for Mac**

## e-Form 4473 Application

To install e-Form 4473 application click on the Download Now Download Now! link. An Opening ATF e-Form 4473 dialog box will display. Your MAC system may look like it is downloading differently as it is dependent upon your internet browser, this example is using "Firefox": Click the **Open with** radio button and then click the **OK** button to install the e-Form 4473 Application.

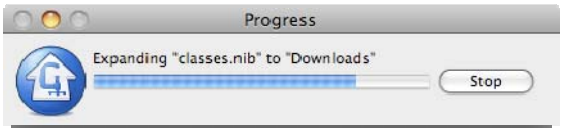



A downloads dialog box will display indicating the progress of the download. When the download is completed this dialog box will automatically close and the Install Progress dialog box will display.

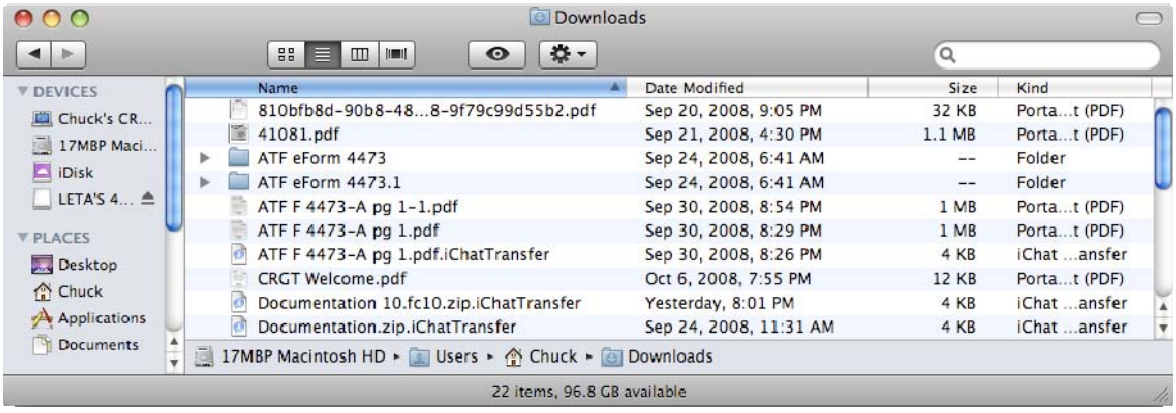


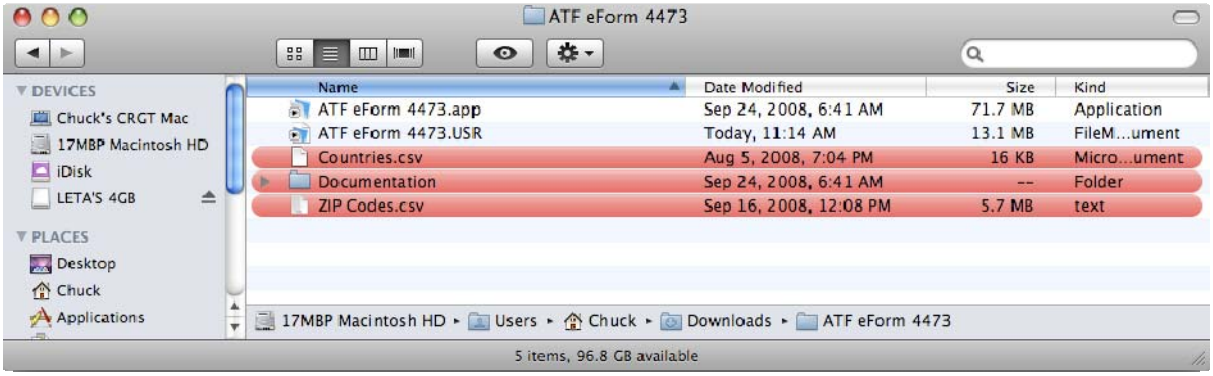

The Progress dialog box indicates the progress of the uncompress (installation) of the e-Form 4473 application to the **Downloads** folder. When the installation is complete the Progress dialog box will automatically close.

**Note:** The application download process could take up to 30 minutes to complete.




The figures below show the location of the installed e-Form 4473 application. The application Folder **ATF eForm 4473** is placed in the **Downloads** folder. If a previous version has already been installed and not removed prior to the new installation the application will be installed into the **ATF eForm 4473.n** folder where n starts at 1 and is incremented by 1 for each new install.






The FFL administrator can create an "alias" for the **ATF e-Form 4473.app** file and place the alias on the desktop or drag the **ATF e-Form 4473.app** file to the "Dock" This allows for convenient launching of the e-Form 4473 application

### 3.1.2.2 Update Reference Tables

The e-Form 4473 uses two reference tables supplied by ATF (i.e., ZIP Codes, Countries). The first time you download the application, the ZIP Codes and Country Codes are automatically installed. Subsequently, ATF will periodically update (e.g. quarterly) these files. **Incorporating these updates into the e-Form 4473 application is a two step process**.

1. The first step, described in this section, pertains to downloading an extract file (Comma Separated Volume) from the ATF web site to the PC or MAC running e-Form 4473 application.

2. The second step, described in Section 4.1.2 Administrator Settings Screen on page 20, pertains to the importing the data extract into the e-Form 4473 application from the Administrator Settings screen.

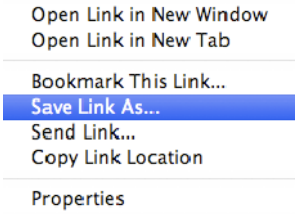
**Both of these steps must be performed on both the ZIP Codes and Countries in order to update them into the e-Form 4473 application.**

These tables will be updated on the ATF web site. Once the reference tables have been updated and posted to the web site they are available for downloading and incorporation into the e-Form 4473 Application. The ATF web site download page will reflect the last revision dates of the e-Form 4473 application, ZIP Codes and Country Codes, i.e., Zip Codes (updated 9/19/08). The application was designed to select from the reference tables but also allow keyboard entries to overwrite select information therefore an out of date reference table will not prohibit the user from completing the Form. This section discusses the downloading of the updated reference tables. The importing of those tables into the application is covered in Section 4.1.2 Administrator Settings Screen on page 20.

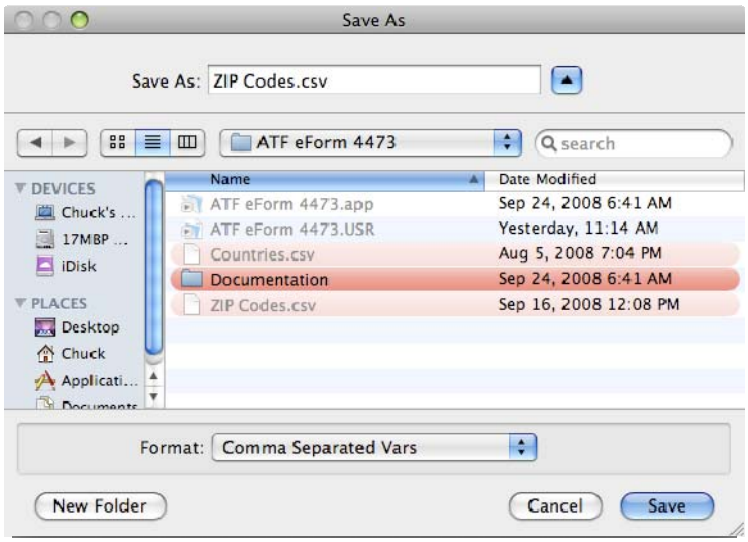
## Updating ZIP Codes

On the e-Form 4473 Download Page shown in Figure 2 on page 3, right click on the ZIP Codes

- Zip Codes (Updated: 9/19/08) link. This displays the drop down menu shown below.

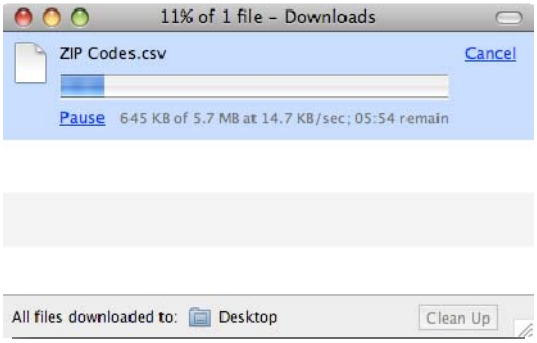



From the menu select "**Save Link As…**". The menu is closed and the displays the Save As dialog box shown below is displayed.




Navigate to the ATF e-Form 4473 directory where the application has been installed. Click on the "**Save**" button. The Save As dialog box is automatically closed. Because the old ZIP Code file exists a replacement confirmation is required as shown below.

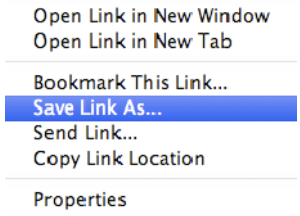
Click the "**Replace**" button to replace the old **ZIP Codes.csv** file. This displays the Downloads progress dialog box shown below. This box is automatically closed when the download is completed.



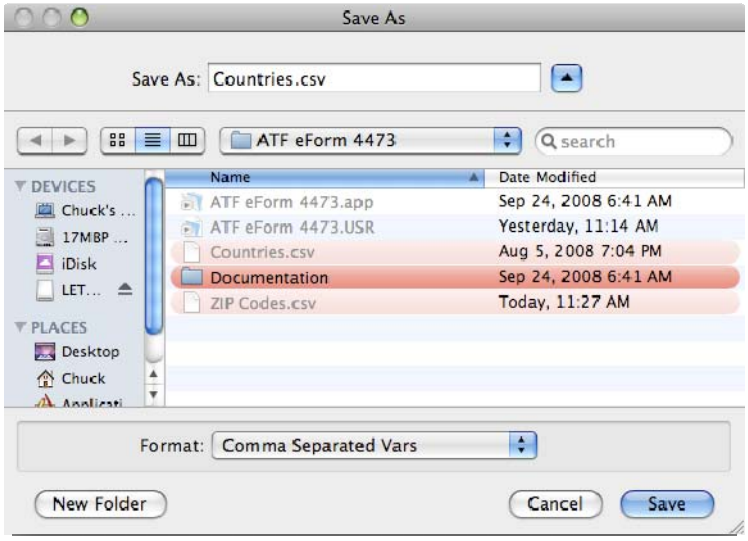

**Note:** After the ZIP Codes have been downloaded, go to Section 4.1.2 Administrator Settings Screen on page 20 to complete the update process. (See heading Importing ZIP Codes.)

## Updating Countries

On the e-Form 4473 Download Page shown in Figure 2 on page 3, right click on the Country Codes Country Codes (Updated: 9/19/08) link. . This displays the drop down menu shown below.

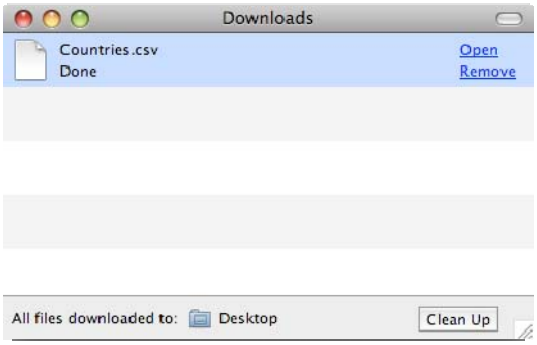



From the menu select "**Save Link As…**". The menu is closed and the displays the Save As dialog box shown below is displayed.



Navigate to the ATF e-Form 4473 directory where the application has been installed. Click on the "**Save**" button. The Save As dialog box is automatically closed. Because the old Countries file exists a replacement confirmation is required as shown below.

Click the "**Replace**" button to replace the old **Countries.csv** file. This displays the Downloads progress dialog box shown below. This box is automatically closed when the download is completed.




**Note:** After the Countries have been downloaded, go to Section 4.1.2 Administrator Settings Screen on page 20 to complete the update process. (See heading Importing Countries.)

### 3.1.2.3 Upgrade Application

Upgrading the e-Form 4473 application to a new version follows the exact same steps as outlined in Section 3.1.2.1 Online Installation on page 10.

**Special Note: Re-installing/upgrading the e-Form 4473 Application does not replace the current version of the application. If the install is performed in the same directory as other versions of the application, the new ATF eForm 4473 folder will have a version number appended to the directory as such: "ATF eForm 4473.n" where n is a sequential number based on the prior installs. If you want the application installed in the same directory as the previous version you must first delete that directory then install the new version. Prior to installing a new version the FFL administrator should Export the existing data. See Section 4.1.2,** Administrator Settings Screen**, Exporting Database Records.**

# 4 Using e-Form 4473

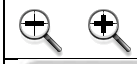
The e-Form 4473 application runs identically in both Windows (PC) and Mac versions so this User's Manual is applicable to both versions.

There are two subcomponents of the e-Form 4473 application:

- Set Up Component
  - Administrator Setting
  - Seller Settings (**Must be completed prior to completing the first Form 4473**)
- Form Completion Component
  - Buyer Section
  - Seller Section

Both of these components are covered in this guide. The Setup component allows for the initial set up and configuration of the application for each FFL and for the periodic update of ZIP Code and Country lookup data supplied by ATF. The Form Completion component including the Buyer and Seller sections are used to enter the information necessary to complete each individual 4473 Form.

**ICONS AND BUTTONS**:

| Button | Description |
|---|---|
| | Displays Notices, Instructions & Definitions button |
| | Next button, displays the next screen |
| | Close button, closes current 4473 Form, erase the data and returns to Start Screen |
| | Exit button, exits the application |
| | Back button, displays the previous screen |
| | Print button, prints Form 4473 |
|  | Reduce and Enlarge Form Previews |
| Setup | Displays the Administrator Settings Screen (Setup Component) |
| Proceed to Form | Displays the Buyer Warning Screen (Starts the Form 4473, Form Completion Component) |
| Return to Start | Displays the Start Screen |
| Seller Settings | Displays the Seller Settings Screen |
| Admin Settings | Displays the Administrator Settings Screen |
| Import Zipcodes | Imports updated ZIP Code data into the application |
| Import Countries | Imports updated Country data into the application |
| Export Records | Exports all Form 4473 data to specified file format |
| Continue | Displays Start Screen from application Opening Screen |
| Cancel Transaction | Closes current 4473 Form, erases the data and returns to Start Screen |
| I agree with and certify the above statement | Ends the Buyer or Seller section for the current 4473 form. **Once pressed the user cannot return**. |

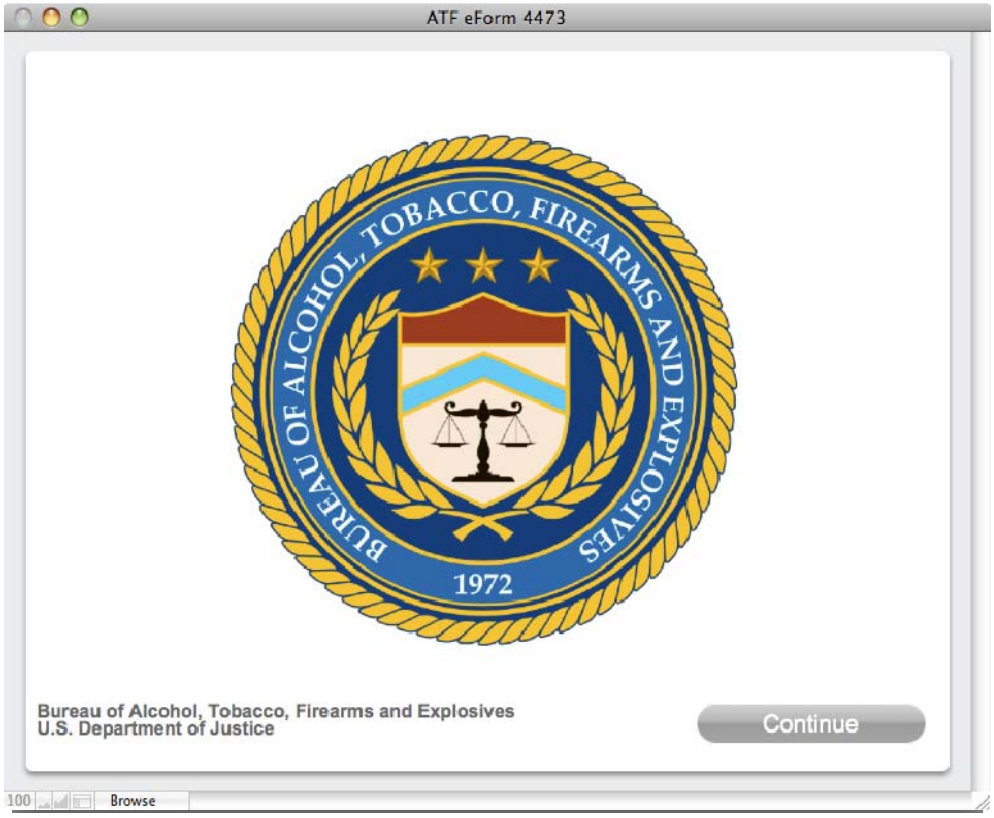



**Figure 6 Opening Screen**

The following sections describe the use of the Set Up (Administrator and Seller), and the Buyer sections.

## 4.1 Application Set Up

### 4.1.1 Entering Set Up Component

**Special Note:** Prior to completing a 4473 Form, the FFL administrator must proceed to the Seller Settings screen by selecting the Set Up Setup button on the Start screen shown in Figure 7. This displays the Administrator Setting page. Then click on the Seller Settings button to display the Seller Setting screen shown in Figure 9. The FFL Seller must complete the Trade/corporation Name, Address, and at least one Federal Firearms License Number (first three and last five numbers of FFL). This information needs to be entered once and only modified when the information changes. **You must complete the Seller Settings page before starting a form. You cannot complete a form without this information first being entered.**

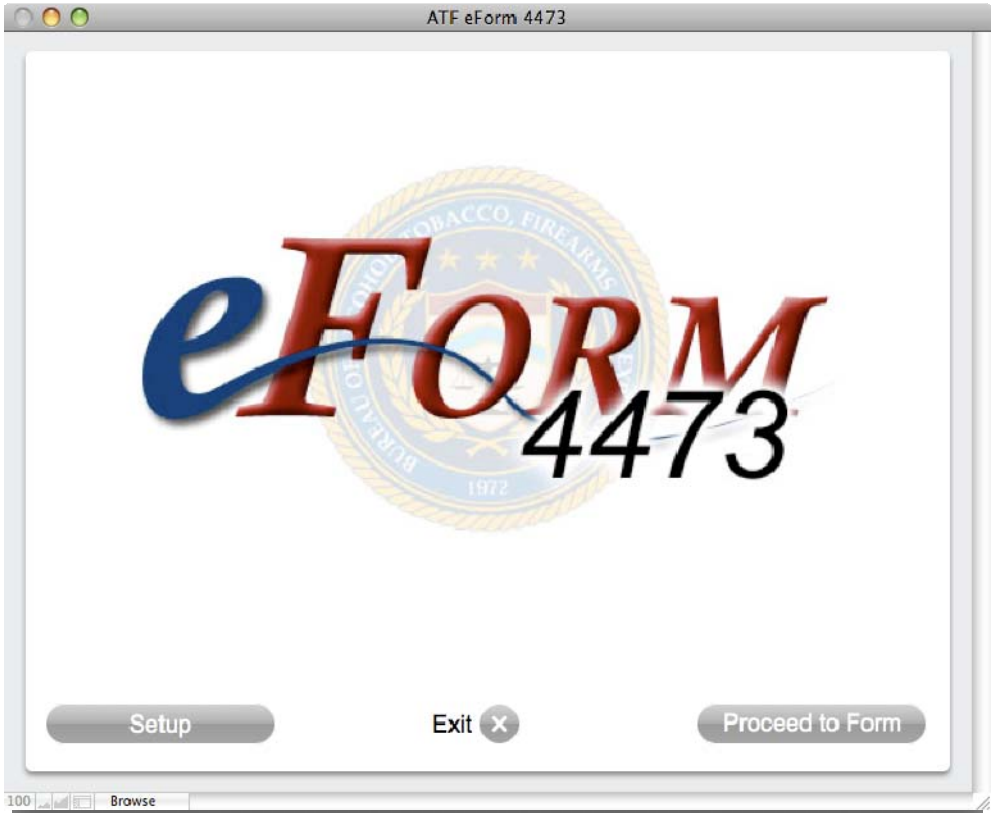



**Figure 7 Start Screen**

The Start screen shown in Figure 7 Start Screen allows the administrator/seller to navigate to either the Set Up Component or the Form Completion Component.

If the Administrator Password is set to “Mandatory”, the Administrator Password dialog box shown in Figure 8 displays and prompts the administrator for a password. Enter the administrator password and (see page 21) select **OK**. Making the Administrator Password mandatory will prevent unauthorized persons from viewing or changing the Set Up information. The Administrator Settings Screen shown in Figure 9 is displayed. In this screen the Administrator Password can be set to “Mandatory”.

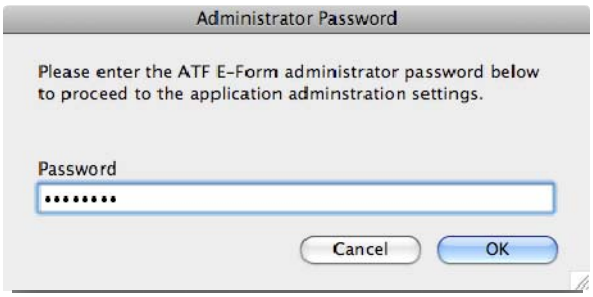



**Figure 8 Administrator Password**

### 4.1.2 Administrator Settings Screen

- Administrator Password Mandatory (Optional)

The Administrator Settings Screen allows the FFL administrator to perform a number of periodic, administrative tasks including updating the ZIP Codes or Foreign Countries, or exporting the database of Form 4473 records. These tasks are performed as necessary when the updated ZIP Code and Foreign Countries data is provided by ATF. See Section 3.1.1.2 Update Reference Tables on page 6 for Windows or Section 3.1.2.2 Update Reference Tables on page 13 for Mac.

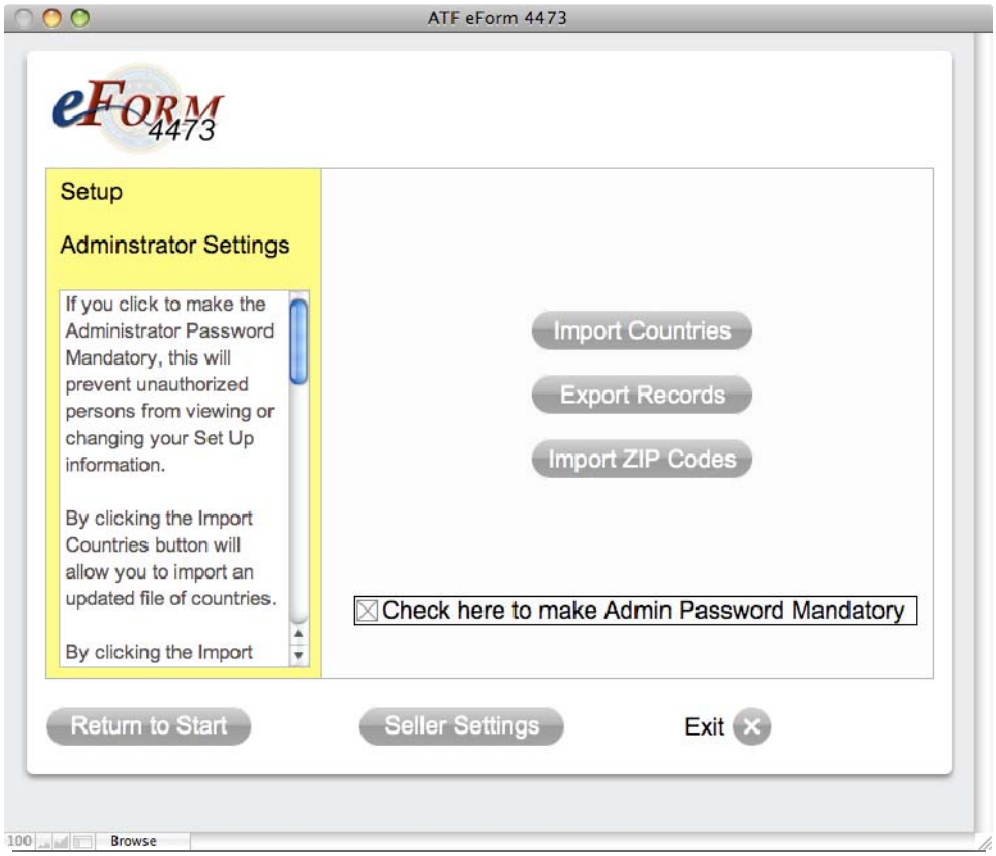



**Figure 9 Administrator Settings Screen**

**Special Note:** All data is automatically saved when entered. Leaving this screen by clicking either Exit Exit, Seller Settings Seller Settings, or Return to Start Return to Start buttons will save your information.

## Importing ZIP Codes

Periodically ATF will provide updated ZIP Code files with the latest ZIP Code information. This update can be imported into the e-Form 4473 Application to keep it current with the latest information. The updated ZIP Code file (ZIP Codes.csv) can be downloaded from the ATF e-Form 4473 site **http://www.atf.gov/applications/e4473/download.htm**. See Section 3 Installing, Updating, and Upgrading e-Form 4473 for instructions on downloading updated ZIP Code information.

Select the Import ZIP Codes

button to start the ZIP Code update process. Three subsequent dialog boxes will be displayed. The first shows the progress of removing the outdated ZIP Code data. The second displays the progress of importing the new ZIP Code data. When the ZIP Codes have been imported, a third dialog box is displayed, confirming a successful import. Clicking **OK** completes the ZIP Code import process.

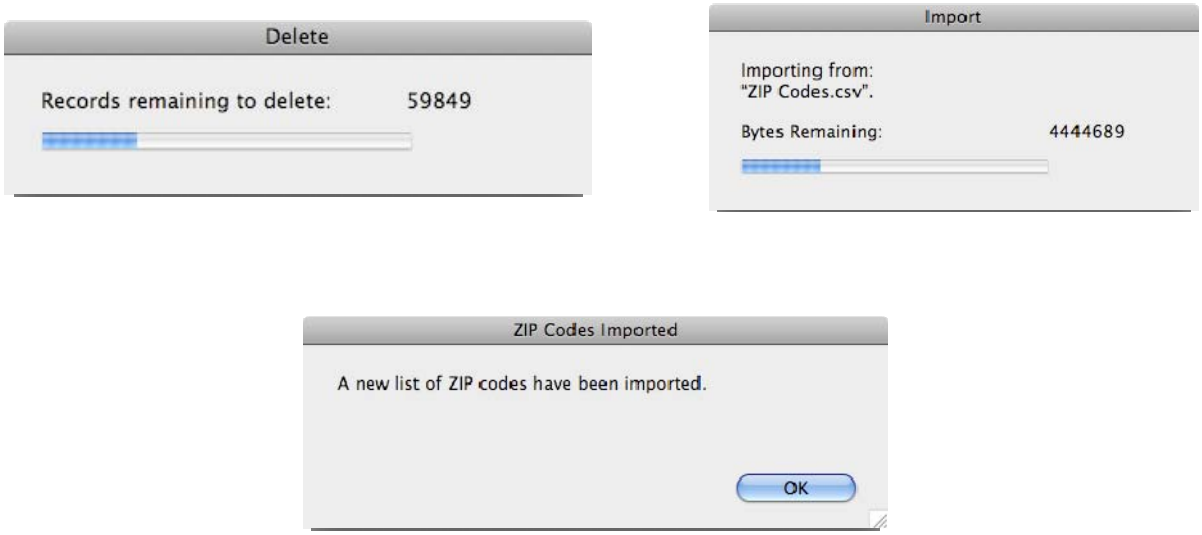



**Figure 10 Importing ZIP Codes**

## Importing Countries

As with the ZIP Code file, ATF will periodically provide updated Foreign Countries files with the latest Country information. This update can be imported into the e-Form 4473 Application to keep it current with the latest information. The updated Foreign Countries file (Countries.csv) can be downloaded from the ATF e-Form 4473 site **http://www.atf.gov/applications/e4473/download.htm**. See Section 3 Installing, Updating, and Upgrading e-Form 4473 for instructions on downloading updated Foreign Countries information.

Select the Import Countries

button to start the Foreign Country update process. When the Countries have been imported, a dialog box is displayed, confirming a successful import. Clicking **OK** completes the Countries import process.

**Figure 11 Importing Foreign Countries**

## Exporting Database Records

Select the Export Records button from the Administrator Settings screen.

The Export Record to File screen displays. In the Save As field, use the drop down arrow to browse to a location on your computer to save the file. Select the type of file format you want to use. Select the SAVE button. **Therefore as an administrator you should export data frequently.**

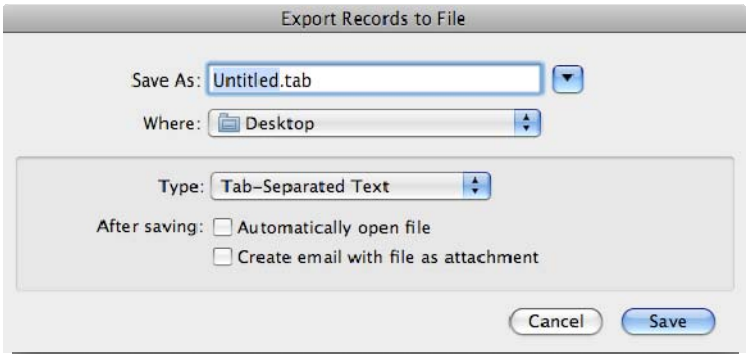



**Figure 12 Exporting Database Records**

## Administrator Password Mandatory

The Administrator Password is "**F1rearm5**" without the quotes and is case sensitive. Clicking on the "Click here to make the Admin Password Mandatory" check box ☒ toggles the answer on and off. A check box with an "X" means the password check is required. A check box without an "X" means a password is not required.

There are three ways to exit the Seller Settings screen. Clicking on the Exit button exits the e-Form 4473 application. Clicking on the Seller Settings button displays the Seller Settings page. Clicking on the Return to Start button return you back to the start page. Information you have entered on this page will be saved.

### 4.1.3 Seller Settings Screen

- Trade/corporate Name
- Trade/corporate Address
- City
- State
- ZIP Code
- FFL Number (first three and last five numbers)
- Seller's Password
- Seller's Password Mandatory

The Seller Settings page is used to configure the FFL information. This must be done once when the application is first loaded and only need be updated if the FFL information such as Name, Address, FFL Number or Seller Password requires changing.

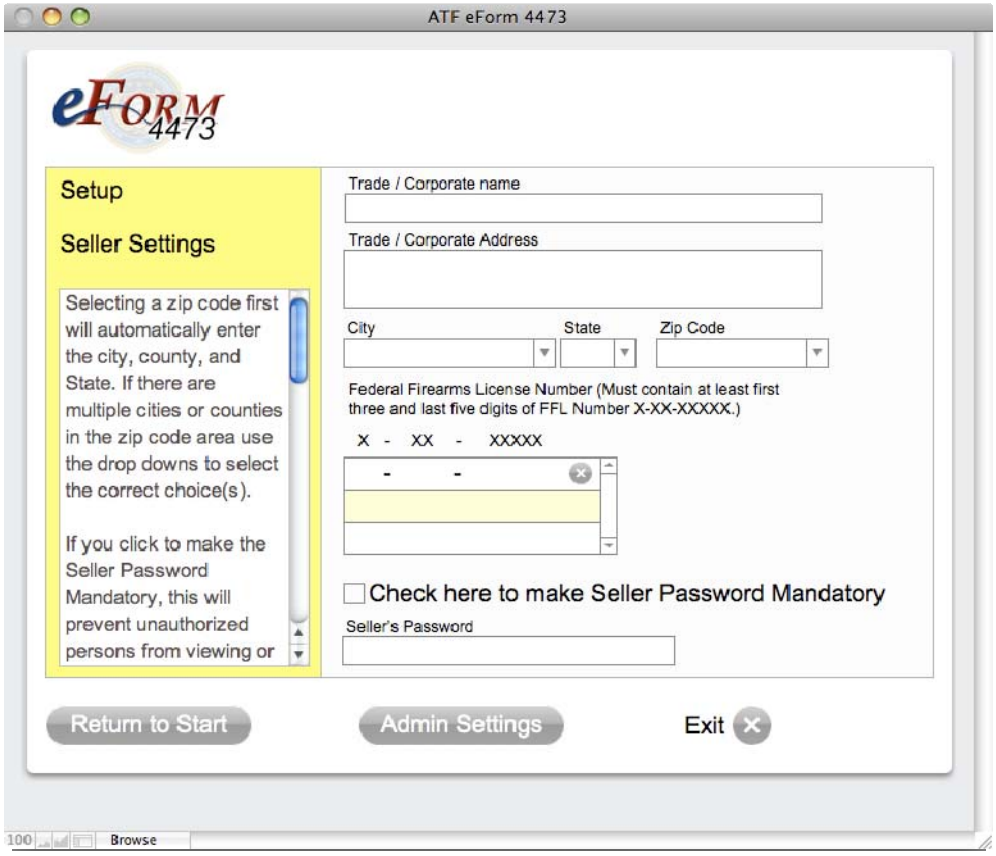



**Figure 13 Seller Settings**

**Special Note:** All data is automatically saved when entered. Leaving this screen by clicking either Exit Administrator Settings , or Return to Start buttons will save information you have entered.

## Entering Trade/corporate Name

Tab to or click on the Trade/corporate Name field and enter the name. This field must be completed prior to starting a 4473 Form.

## Entering Trade/corporate Address

Upon entering the Seller's Settings screen the cursor is automatically positioned in the ZIP Code field. This is because by entering the ZIP Code first the City and State fields are auto filled. You can enter the ZIP Code by typing it in or by selecting it with the mouse. When the Seller tabs away from the ZIP Code field or clicks on another field, the City and State information is filled.

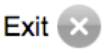
If more than one City or State exists for the ZIP Code entered, the appropriate one can be selected by clicking on the down arrow in the field and selecting from the list. At any time the auto filled information can be overwritten by manually typing in the desired information.

To enter your Trade/corporate Address click or tab to the street address field.

## Optional Seller's Password

If you click to make the Seller's Password mandatory, this will prevent unauthorized persons from completing the Seller's portion of the e-Form 4473. The Seller can change this password at any time. Simply replace the current password displayed in the Seller's Password field by typing over the present password. The new password is automatically saved.

Clicking on the "Check here to make the Seller Password Mandatory" check box ☒ toggles the answer on and off. A check box with an "X" means the password check is required. A check box without an "X" means a password is not required.

There are three ways to exit the Seller Settings screen. Clicking on the Exit  button exits the e-Form 4473 application. Clicking on the Admin Settings button displays the Administrator Settings page. Clicking on the Return to Start button returns you back to the start page. Information you have entered on this page will be saved.

## 4.2 Form Completion

### 4.2.1 Entering Buyer Information

The following section describes the steps for the Firearm Buyer to enter the information required for the e-Form 4473 application.

Launch the e-Form 4473 application by double clicking the mouse on the e-Form 4473 icon on the desktop. The e-Form 4473 application will open to the opening screen; see Figure 6 Opening Screen on page 18.

Select the Continue

button on the bottom right hand corner of the screen. The next screen (Figure 7 Start Screen on page 19) displays buttons for Administration or Proceed to Form.

Select the Proceed to Form

button. This will begin the Buyer portion of the Form Completion Component.

#### 4.2.1.1 Buyer Warning Screen

The first screen is the Buyer Warning screen shown in Figure 14 Buyer Warning Screen The Buyer should read the **Warning** statement before selecting the Next button on this screen.

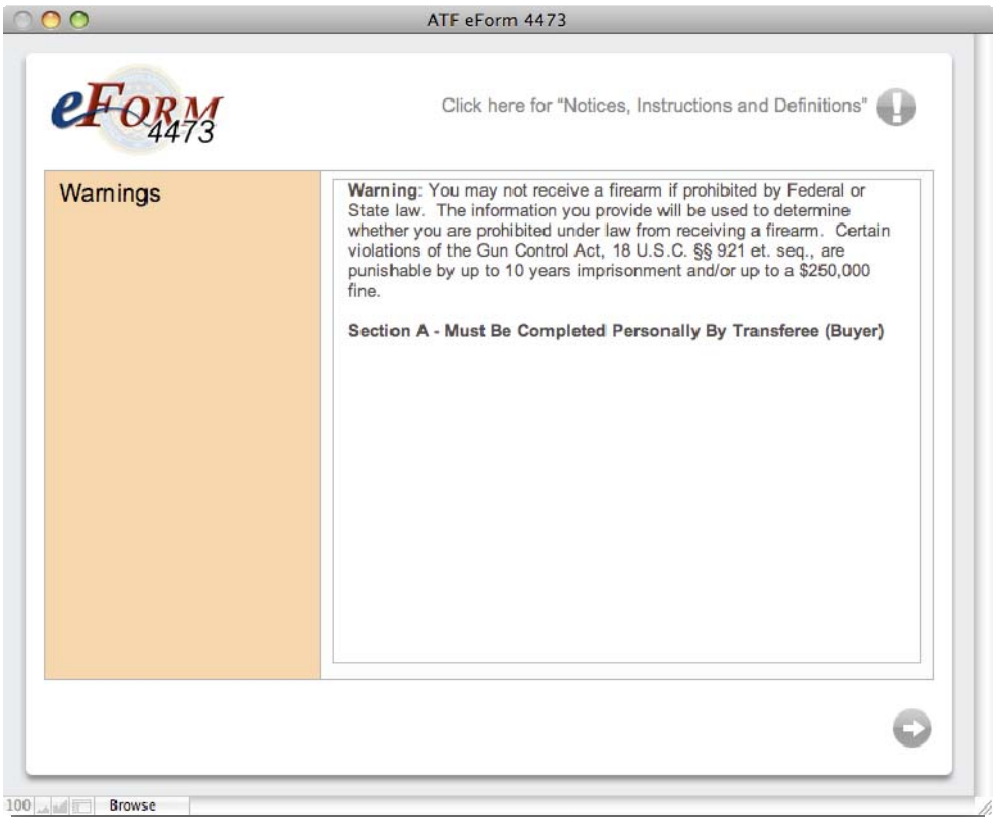



**Figure 14 Buyer Warning Screen**

Every Buyer and Seller screen has a Notices, Instructions & Definitions button in the upper right corner of the screen. Clicking on this button displays the Notices, Instructions & Definitions screen shown in Figure 15 Notices, Instructions & Definitions Screen as found on the form. This screen reflects the information at the end of page 3 and on the back of Form 4473. At any time if the Buyer or Seller would like more information on e-Form 4473**,** clicking this button will display all information contained on the form.

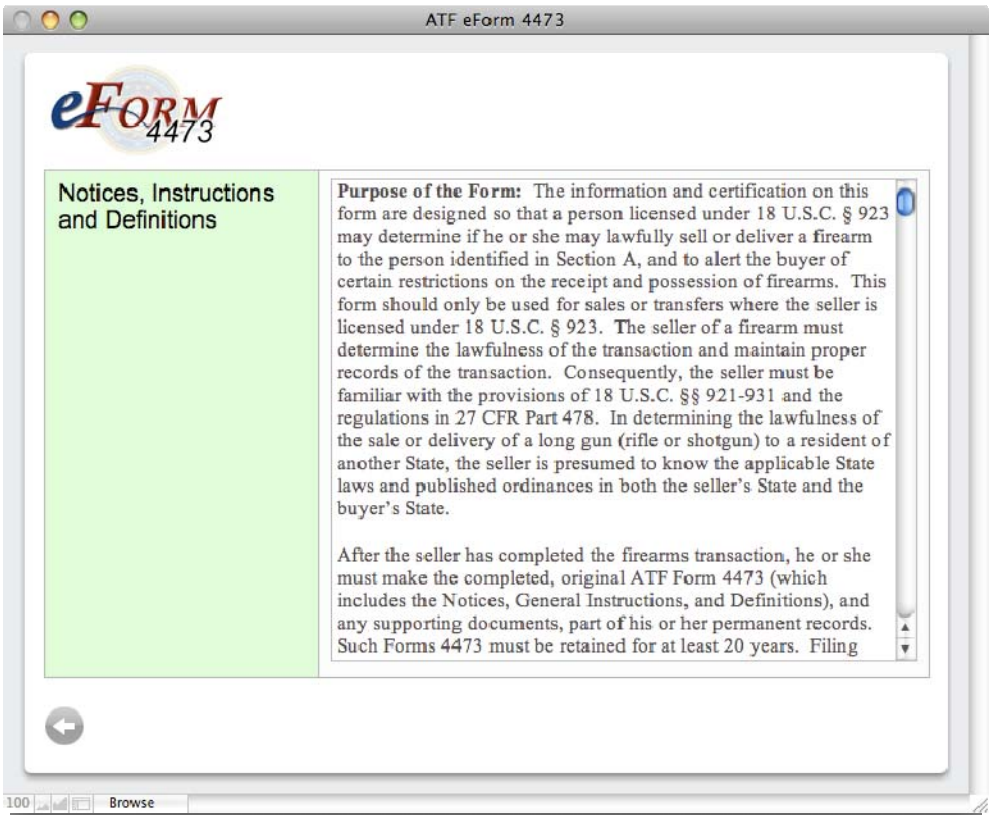



**Figure 15 Notices, Instructions & Definitions Screen**

With your mouse cursor, move the scroll button on the right side of the screen to read information. After you have read the information, click the button to return to the Buyer Warnings screen.

From the Buyer **Warnings** screen, select the Next button to proceed to the Name & SSN screen and begin entering the Buyer information.

#### 4.2.1.2 Name & SSN Screen

- First Name
- Middle Name (If no middle name, state ("NMN")
- Last Name
- Social Security Number
- Unique Personal Identification Number

The Name & SSN screen allows the Buyer to enter personal identification information. The scroll box on the left contains information from the back of Form 4473 that pertains to Buyer. With the cursor keys or mouse, move the scroll bar up or down to read information about the fields. Select the information button for Notices, Instructions, and Definitions from the back of the Form 4473.

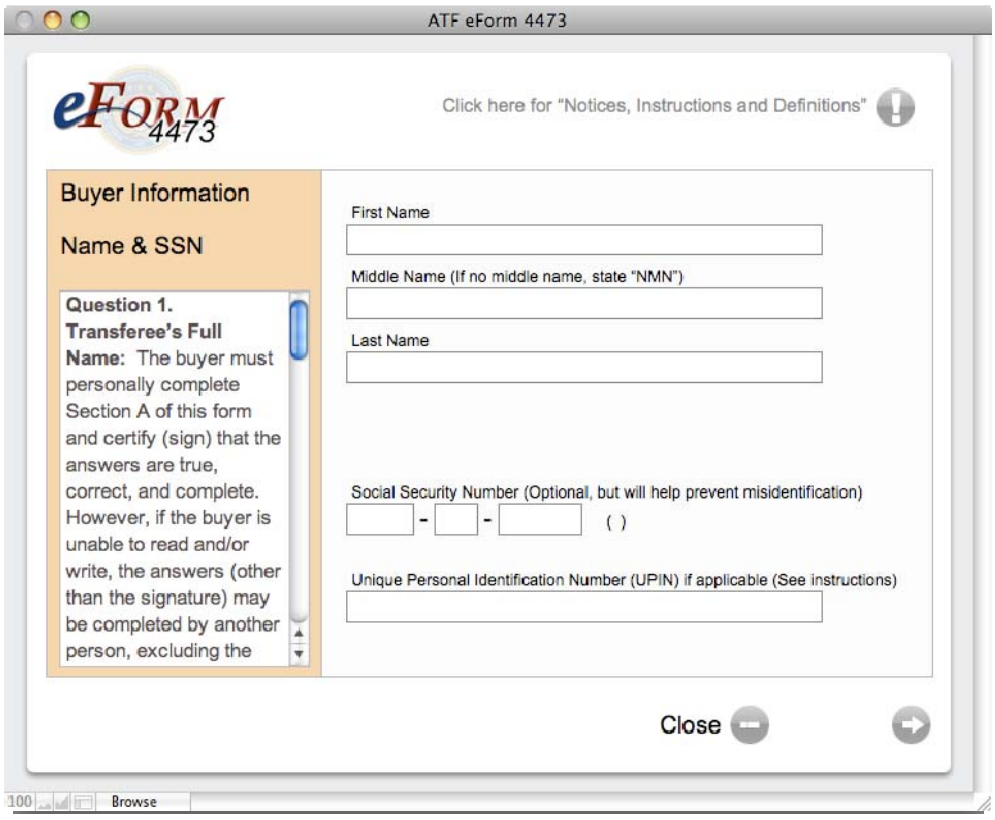



**Figure 16 Name & SSN Screen**

## Entering Buyer's Name

The cursor defaults to the First Name Field when this screen opens. Enter Buyer's first name by typing from the keyboard. Tab to or click on the Middle Name field and enter the Buyer's middle name. If no middle name is used enter "NMN" This field must be completed prior to starting a 4473 Form. Tab to or click on the Last Name field and enter the Buyer's last name.

## Entering Social Security Number (SSN)

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

## Entering Unique Personal Identification Number (UPIN)

Tab to or click on the UPIN field. For Buyers approved to have information maintained about them by the FBI NICS Voluntary Appeal File, NICS will provide the Buyer with a **U**nique **P**ersonal **I**dentification **N**umber, which the Buyer should record in question 9.

After entering the Buyer's information, select the Next button to display the Primary Residence screen.

**Note:** Clicking the Close button displays a dialog box prompting the Buyer to confirm or cancel the close operation. Clicking on Cancel returns the Buyer to the Name & SSN screen. Clicking on the OK button erases the current 4473 Form data and returns the Buyer to the Start screen.

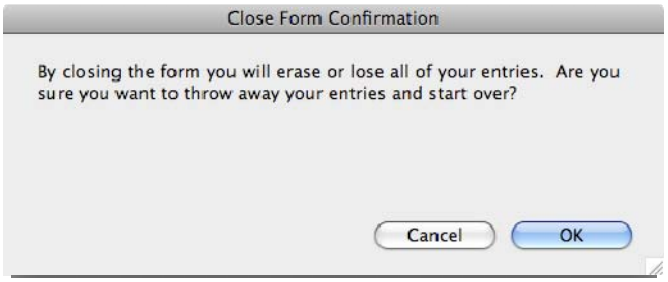



**Figure 17 Close Confirmation Dialog Box**

#### 4.2.1.3 Primary Residence Screen

- Number and Street Address
- City
- County
- State
- ZIP Code

The Primary Residence screen shown in Figure 18 Primary Residence allows the Buyer to enter information concerning the primary residence. The scroll box on the left contains information from the back of Form 4473 that pertains to Buyer residence. With your cursor keys or mouse, move the scroll bar up or down to read information about the fields. Select the information button for Notices, Instructions and Definitions from the back of the Form 4473.

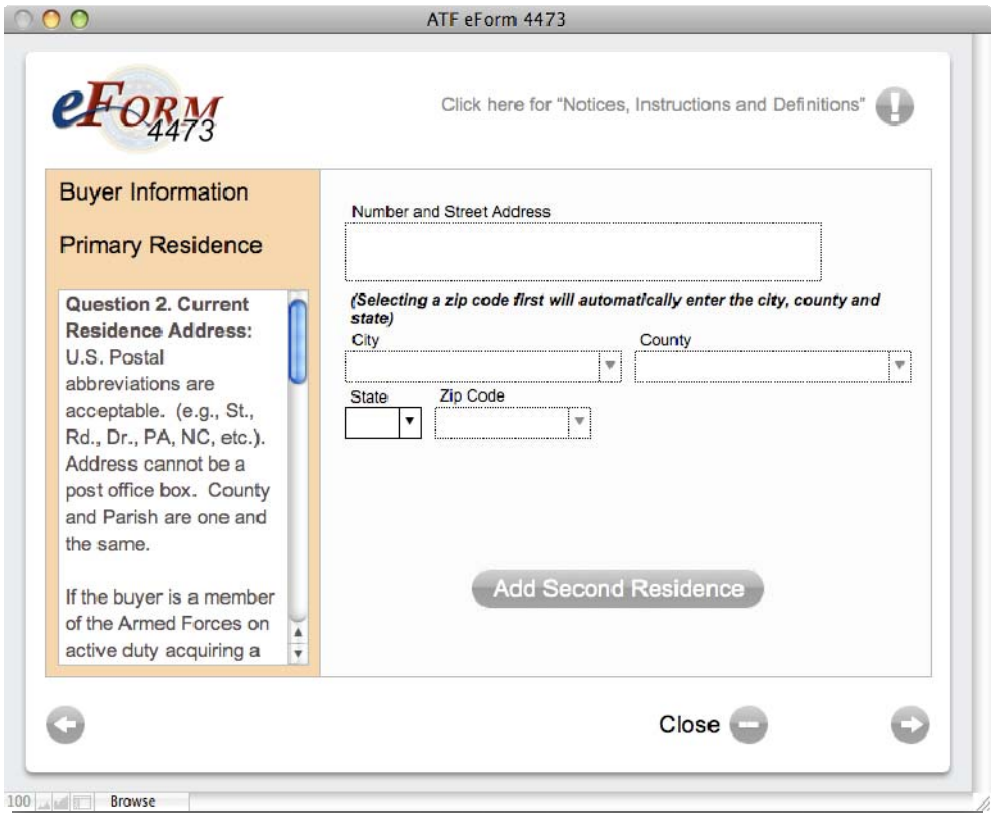



**Figure 18 Primary Residence**

## Entering ZIP Code, City, County, & State

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. as shown in Figure 19 Residency Fields.

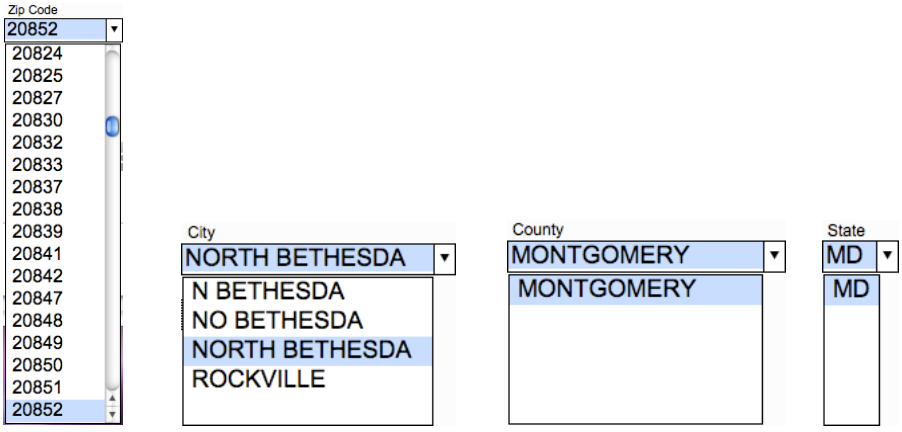



**Figure 19 Residency Fields**

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.

### Entering Number and Street Address

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. The Number and Street Address information can be entered in two lines.

**Note:** If the Buyer has 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 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.

**Note:** Clicking the Close button displays a dialog box, Figure 17 Close Confirmation Dialog Box on page 28, prompting the Buyer to confirm or cancel the close operation. Clicking on Cancel returns the Buyer to the Primary Residence screen. Clicking on the OK button erases the current 4473 Form data and returns the Buyer to the Start screen.

#### 4.2.1.4 Secondary Residence Screen

- Number and Street Address
- City
- County
- State
- ZIP Code

The Secondary Residence screen shown in Figure 20 Secondary Residence allows the Buyer to enter information concerning the secondary residence (see instructions for question 2).

See section 4.2.1.3 Primary Residence Screen for details on entering ZIP Code, City, County, State, and Street Address residency information.

After entering the Buyer's secondary residence information, select the Next button to display the Personal Information screen. Clicking on the Back button returns the Buyer to the Primary Residency screen.

**Note:** Clicking the Close button displays a dialog box, Figure 17 Close Confirmation Dialog Box on page 28, prompting the Buyer to confirm or cancel the close operation. Clicking on Cancel returns the Buyer to the Secondary Residence. Clicking on the OK button erases the current 4473 Form data and returns the Buyer to the Start screen.

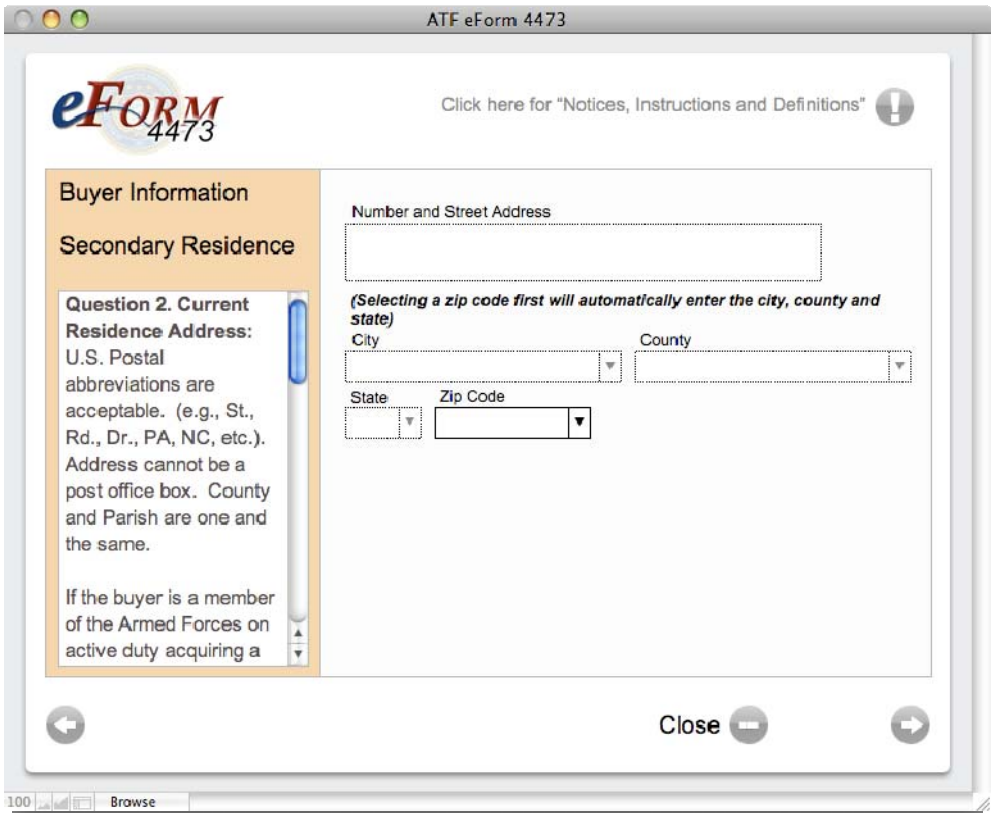



**Figure 20 Secondary Residence**

#### 4.2.1.5 Personal Information Screen

- Birth Date
- Place of Birth (City/State) **OR** Foreign Country of Birth
- Gender
- Height (Feet (Ft.) and Inches (In.))
- Weight (Pounds (Lbs.))
- Race (Ethnicity)

The scroll box on the left contains information from the back of Form 4473 that pertains to Buyer's information. With your cursor keys or mouse, move the scroll bar up or down to read information about the fields. Select the information button for Notices, Instructions, and Definitions from the back of the Form 4473.

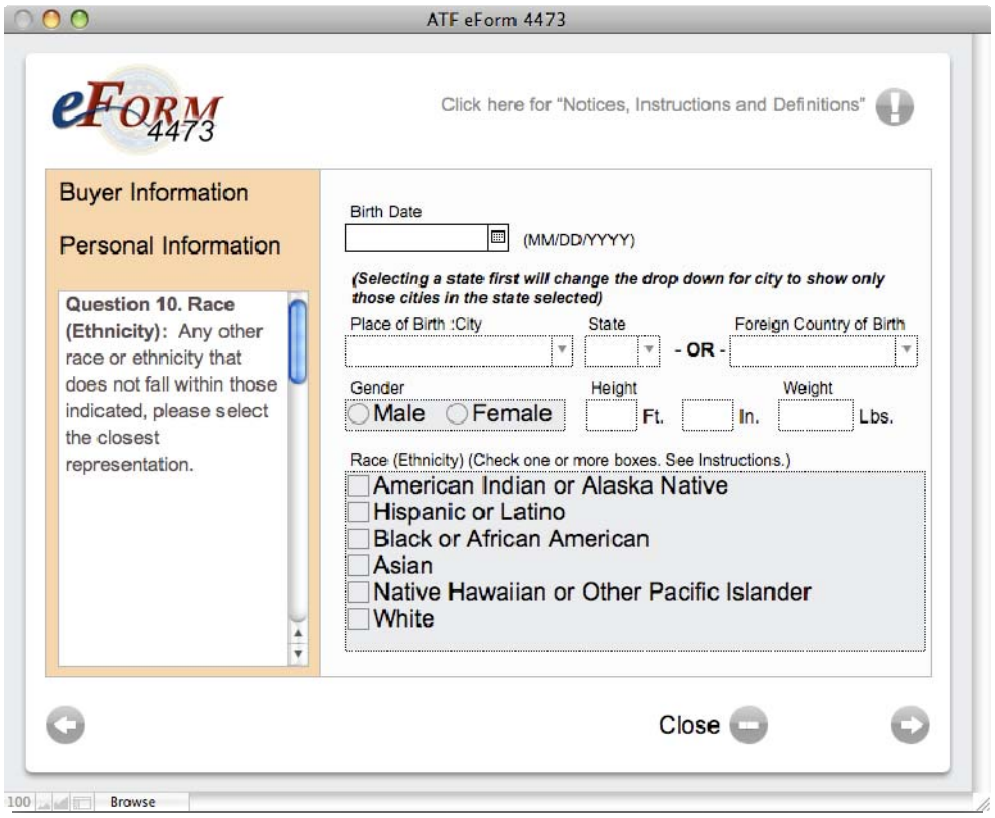
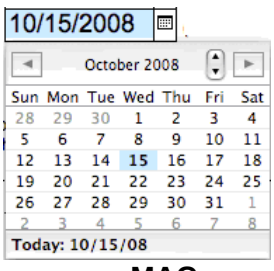



**Figure 21 Personal Information Screen**

## Entering Birth Date

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 for MAC and Windows




**MAC**

**Windows**

**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.

## Entering Place of Birth/Foreign Country of Birth

The Buyer can enter Place of Birth **OR** Foreign Country of Birth **but not both**. By selecting the State first, you may click on the drop down button to select the correct City or you may type the City/State in the appropriate boxes. If the Buyer elects to enter a Foreign Country, click on the drop down to select the appropriate country. See Figure 22 Place of Birth/Foreign Country of Birth Drop Downs

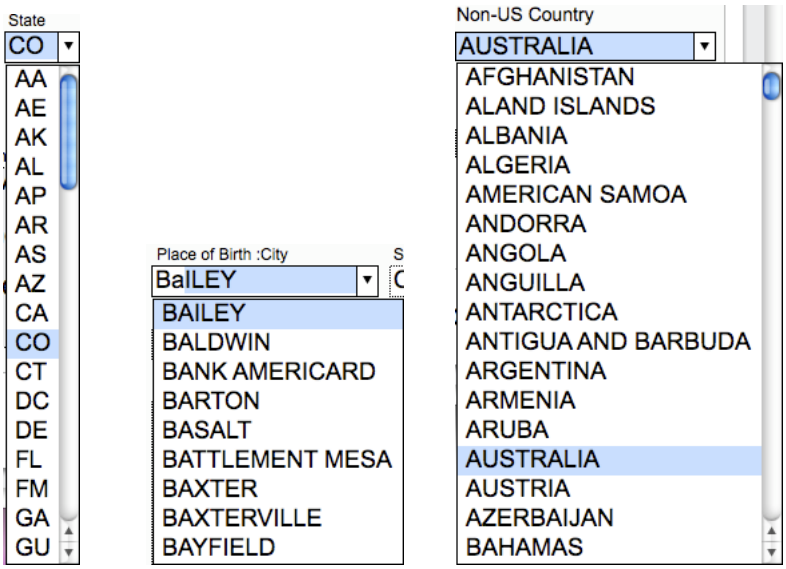



**Figure 22 Place of Birth/Foreign Country of Birth Drop Downs**

## Entering Gender & Race (Ethnicity)

Gender and Race (Ethnicity) are **mouse selectable** fields only and cannot be tabbed to. Only one Gender (Male or Female) can be selected. One or more Race (Ethnicity) selections can be made, but at least one selection must be made. Clicking on the Race (Ethnicity) check box ☒ toggles the answer on and off. A check box with an "X" means the Race (Ethnicity) selection is made. A check box without an "X" means the Race (Ethnicity) selection is not made.

## Entering Height & Weight

The Buyer can tab to or click on the Height (feet and inches) and Weight (Lbs.) fields. Height and Weight take numeric entries only.

After entering the Buyer personal information, select the Next button to display the Questionnaire (1 of 4) screen. Clicking on the Back button returns the Buyer to the Primary Residency screen.

**Note:** Clicking the Close button displays a dialog box, Figure 17 Close Confirmation Dialog Box on page 28, prompting the Buyer to confirm or cancel the close operation. Clicking on Cancel returns the Buyer to the Personal Information screen. Clicking on the OK button erases the current 4473 Form data and returns the Buyer to the Start screen.

#### 4.2.1.6 Questionnaire (1 of 4) Screen

The Questionnaire (1 of 4), shown in Figure 24 Questionnaire (2 of 4) Screen, requires the Buyer to respond to three questions. The scroll box on the left contains information from the back of Form 4473 that pertains to the questions on the right. With your cursor Keys or mouse, move the scroll bar up or down to read information about the fields. Select the information button for Notices, Instructions, and Definitions from the back of the Form 4473.

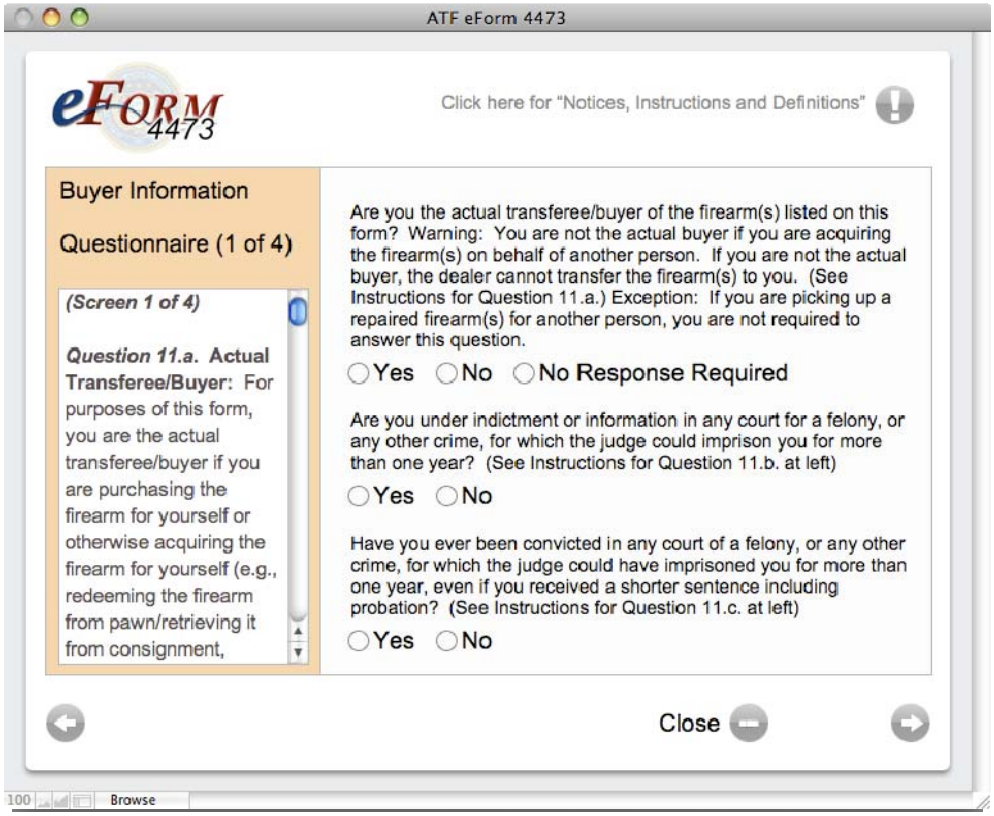



**Figure 23 Questionnaire (1 of 4) Screen**

### Responding to Questions

All fields in this screen are mouse click fields. Only one answer per question can be selected (Radio Button). Clicking on Yes/No/No Response Required fills in the corresponding radio button.

Yes No No Response Required

The first question may be left unanswered if the Buyer meets the exception (see instructions for Question 1) However, if the Buyer does make a selection and then wishes to remove that selection, clicking on the No Response Required button will result in the same outcome on the printed form as leaving the question unanswered.

After entering questionnaire 1, select the Next button to display the Questionnaire (2 of 4) screen. Clicking on the Back button returns the Buyer to the Personal Information screen.

**Note:** Clicking the Close button displays a dialog box, Figure 17 Close Confirmation Dialog Box on page 28, prompting the Buyer to confirm or cancel the close operation. Clicking on Cancel returns the Buyer to the Questionnaire (1 of 4) screen. Clicking on the OK button erases the current 4473 Form data and returns the Buyer to the Start.

#### 4.2.1.7 Questionnaire (2 of 4) Screen

The Questionnaire (2 of 4), shown in Figure 25 Questionnaire (3 of 4) Screen, requires the Buyer to respond to three questions. The scroll box on the left contains information from the back of Form 4473 that pertains to the questions on the right. With your cursor keys or mouse, move the scroll bar up or down to read information about the fields. Select the information button for Notices, Instructions, and Definitions from the back of the Form 4473.

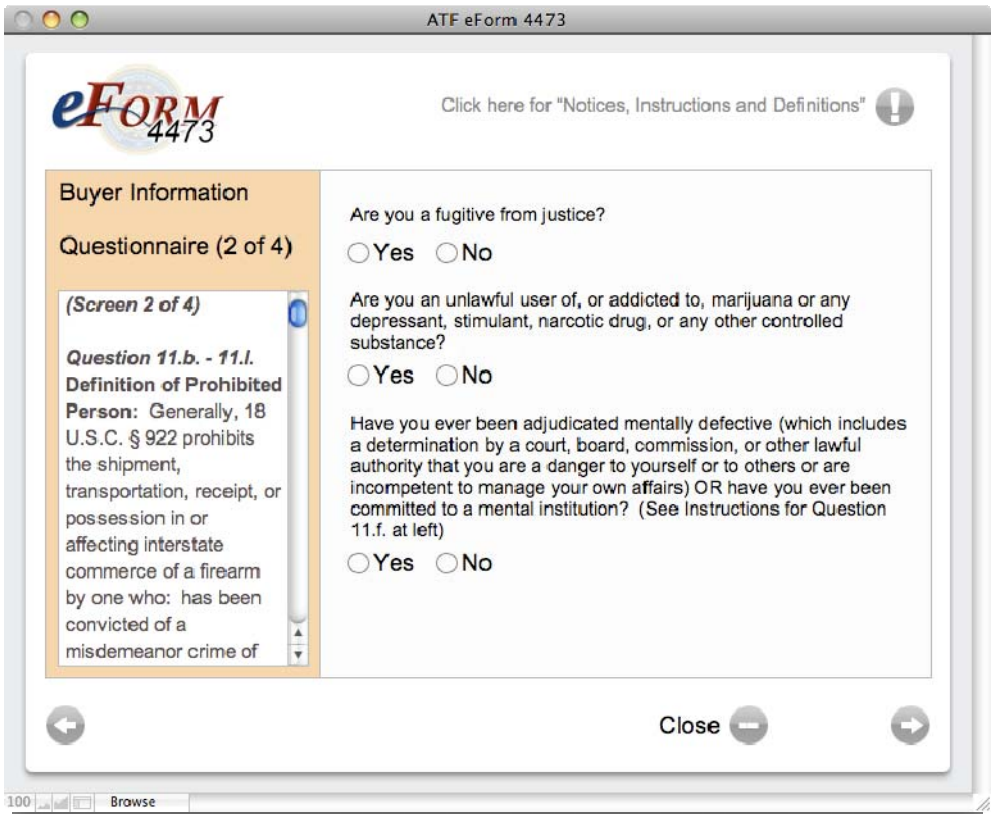



**Figure 24 Questionnaire (2 of 4) Screen**

## Responding to Questions

All fields in this screen are mouse click fields. Only one answer per question can be selected (Radio Button). Clicking on Yes/No Required fills in the corresponding radio button.

◯Yes ◯No

After entering questionnaire 2, select the Next button to display the Questionnaire (3 of 4) screen. Clicking on the Back button returns the Buyer to the Personal Information screen.

**Note:** Clicking the Close button displays a dialog box, Figure 17 Close Confirmation Dialog Box on page 28, prompting the Buyer to confirm or cancel the close operation. Clicking on Cancel returns the buyer to the Questionnaire (2 of 4) screen. Clicking on the OK button erases the current 4473 Form data and returns the Buyer to the Start.

### 4.2.1.8 Questionnaire (3 of 4) Screen

The Questionnaire (3 of 4), shown in Figure 25 Questionnaire (3 of 4) Screen, requires the Buyer to respond to four questions. The scroll box on the left contains information from the back of Form 4473 that pertains to the questions on the right. With your cursor keys or mouse, move the scroll bar up or down to read information about the fields. Select the information button for Notices, Instructions, and Definitions from the back of the Form 4473.

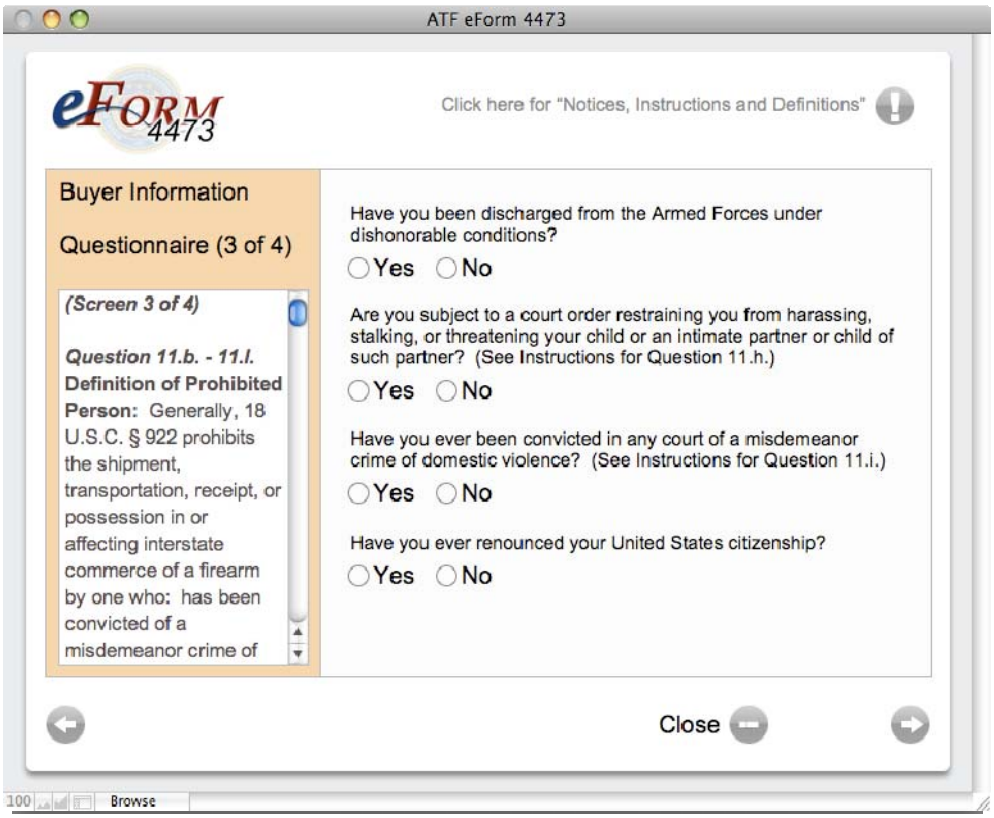



**Figure 25 Questionnaire (3 of 4) Screen**

## Responding to Questions

All fields in this screen are mouse click fields. Only one answer per question can be selected (Radio Button). Clicking on Yes/No fills in the corresponding radio button.

◯Yes ◯No

After entering Questionnaire (3 of 4), select the Next button to display the Questionnaire (4 of 4) screen. Clicking on the Back button returns the Buyer to the Personal Information screen.

**Note:** Clicking the Close button displays a dialog box, Figure 17 Close Confirmation Dialog Box on page 28, prompting the Buyer to confirm or cancel the close operation. Clicking on Cancel returns the Buyer to the Questionnaire (3 of 4) screen. Clicking on the OK button erases the current 4473 Form data and returns the Buyer to the Start.

### 4.2.1.9 Questionnaire (4 of 4) Screen

The Questionnaire (4 of 4), shown in Figure 26 Questionnaire (4 of 4) Screen, requires the Buyer to respond to three questions. The scroll box on the left contains information from the back of Form 4473 that pertains to the questions on the right. With your cursor keys or mouse, move the scroll bar up or down to read information about the fields. Select the information button for Notices, Instructions, and Definitions from the back of the Form 4473.

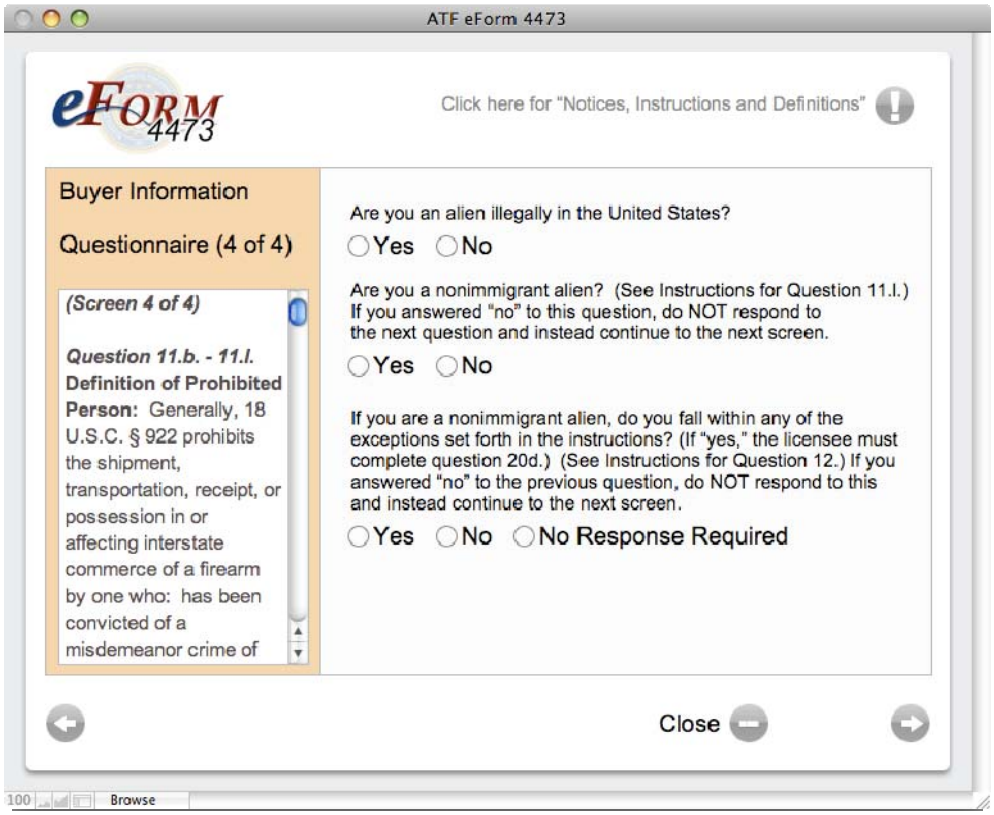
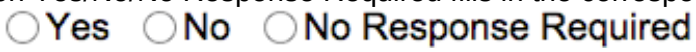



**Figure 26 Questionnaire (4 of 4) Screen**

## Responding to Questions

All fields in this screen are mouse click fields. Only one answer per question can be selected (Radio Button). Clicking on Yes/No/No Response Required fills in the corresponding radio button.




The third question may be unanswered if the Buyer meets the exceptions (see instructions for Question 12). However, if the Buyer does make a selection and then wishes to remove that selection, clicking on the "No Response Required" button will result in the same outcome on the printed form as leaving the question unanswered.

After entering Questionnaire (4 of 4), select the Next button to display the Residency/Citizenship screen. Clicking on the Back button returns the Buyer to the Questionnaire (3 of 4) screen.

**Note:** Clicking the Close button displays a dialog box, Figure 17 Close Confirmation Dialog Box on page 28, prompting the Buyer to confirm or cancel the close operation. Clicking on Cancel returns the buyer to the Questionnaire (4 of 4) screen. Clicking on the OK button erases the current 4473 Form data and returns the Buyer to the Start.

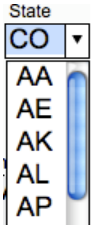
### 4.2.1.10 Residency/Citizenship Screen

- State of Residence
- Country of Citizenship (U.S.)
- Country of Citizenship (Non-U.S.)
- U.S. Issued Alien Number

The Residency/Citizenship screen shown Figure 27 Residency/Citizenship Screen in allows the Buyer to enter information concerning the residency and citizenship. The scroll box on the left contains information from the back of Form 4473 that pertains to Buyer residence. With your cursor keys or mouse, move the scroll bar up or down to read information about the fields. Select the information button for Notices, Instructions, and Definitions from the back of the Form 4473.

## Entering State of Residence

Upon entering the Residency/Citizenship screen the cursor is automatically positioned in the State of Residency field. Enter a state by typing the two character state abbreviation or by selecting the desired state from the drop down list as shown below.



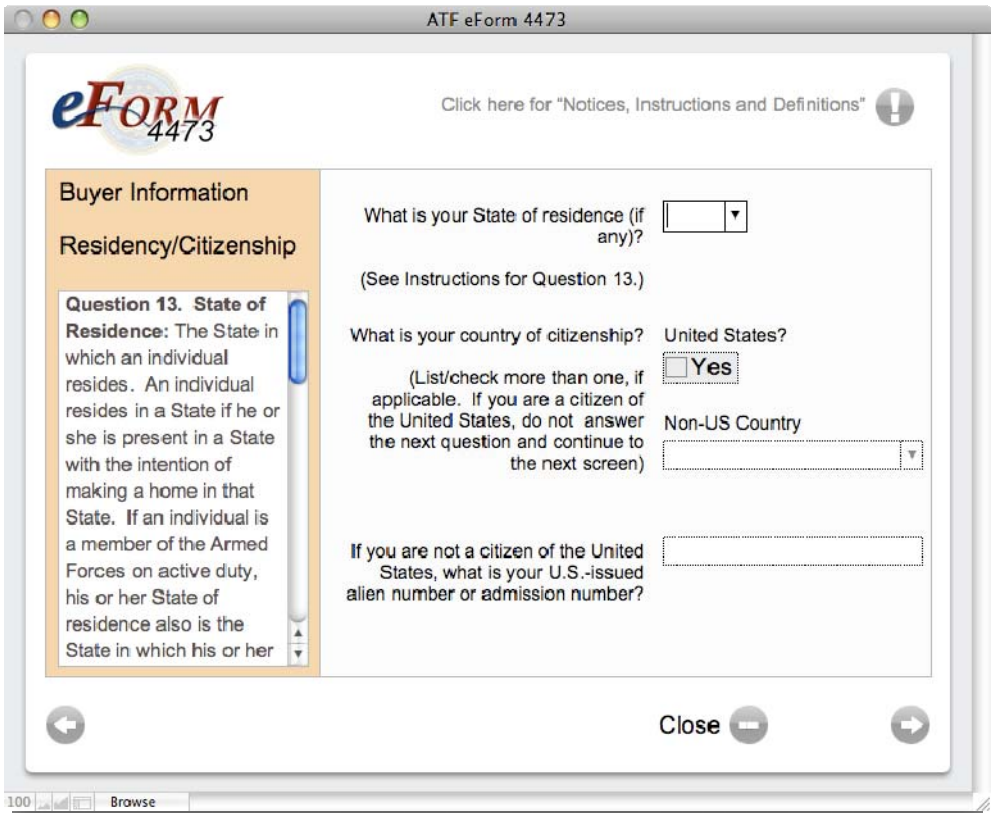
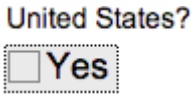



**Figure 27 Residency/Citizenship Screen**

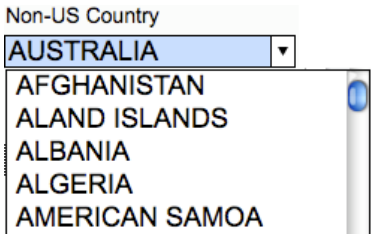
## Entering Country of Citizenship (U.S.)

Clicking on the "Yes" check box for Country of Citizenship (United States) means the Buyer is a U.S. citizen. If the box before the Yes does not have an "X" it means the Buyer is not a U.S. citizen.




## Entering Country of Citizenship (Non-U.S.)

By tabbing to or clicking on the Country of Citizenship (Non-U.S.) field the Buyer can enter or select the desired foreign country from the drop down list.




**Note:** The Buyer must designate a Country of Citizenship. Either United States must be checked, Non-U.S. Country entered/selected, or both.

## Entering U.S. Issued Alien Number

By tabbing to or clicking on the U.S. Issued Alien Number field the Buyer can enter the appropriate information. This field is only required when the "Yes" check box for Country of Citizenship United States is not selected with an "X".

After entering the Buyer residency/citizenship, select the Next button to display the Buyer Form Preview screen. Clicking on the Back button returns the Buyer to the Questionnaire (4 of 4) screen.

**Note:** Clicking the Close button displays a dialog box, Figure 17 Close Confirmation Dialog Box on page 28, prompting the Buyer to confirm or cancel the close operation. Clicking on Cancel returns the Buyer to the Residency/Citizenship screen. Clicking on the OK button erases the current 4473 Form data and returns the Buyer to the Start.

### 4.2.1.11 Buyer Form Preview Screen

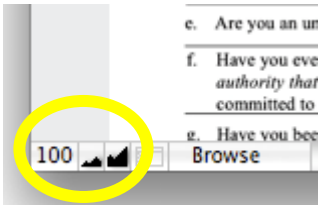
The Buyer Form Preview screen allows the Buyer to review the answers provided as they will appear in the printed form. The Buyer may return to previous pages to change answers. Select the information button for Notices, Instructions, and Definitions from the back of the Form 4473.

## Controlling Preview Size

The Buyer Form Preview screen, shown in Figure 28 Buyer Form Preview Screen on page 41, allows the Buyer to view the Form 4473 as it will be printed based on the entries made in the prior screens.

The Buyer can scroll through the form preview moving the scroll bar up or down with the mouse. The user can enlarge and reduce the view of the form in two ways, using the magnifying glass icons on the Navigation Bar of the screen or using the view size control at the bottom left of the screen.

**OR**




Clicking on the "+" and "-" magnifying glass icons will enlarge and reduce the view respectively. Likewise, clicking on the rising graph and falling graph at the bottom left will enlarge and reduce the view respectively.

After previewing the 4473 from, select the Next button to display the Buyer Certification screen. Clicking on the Back button returns the Buyer to the Residency/Citizenship screen.

**Note:** Clicking the Close button displays a dialog box, Figure 17 Close Confirmation Dialog Box on page 28, prompting the Buyer to confirm or cancel the close operation. Clicking on Cancel returns the Buyer to the Buyer Form Preview screen. Clicking on the OK button erases the current 4473 Form data and returns the Buyer to the Start.

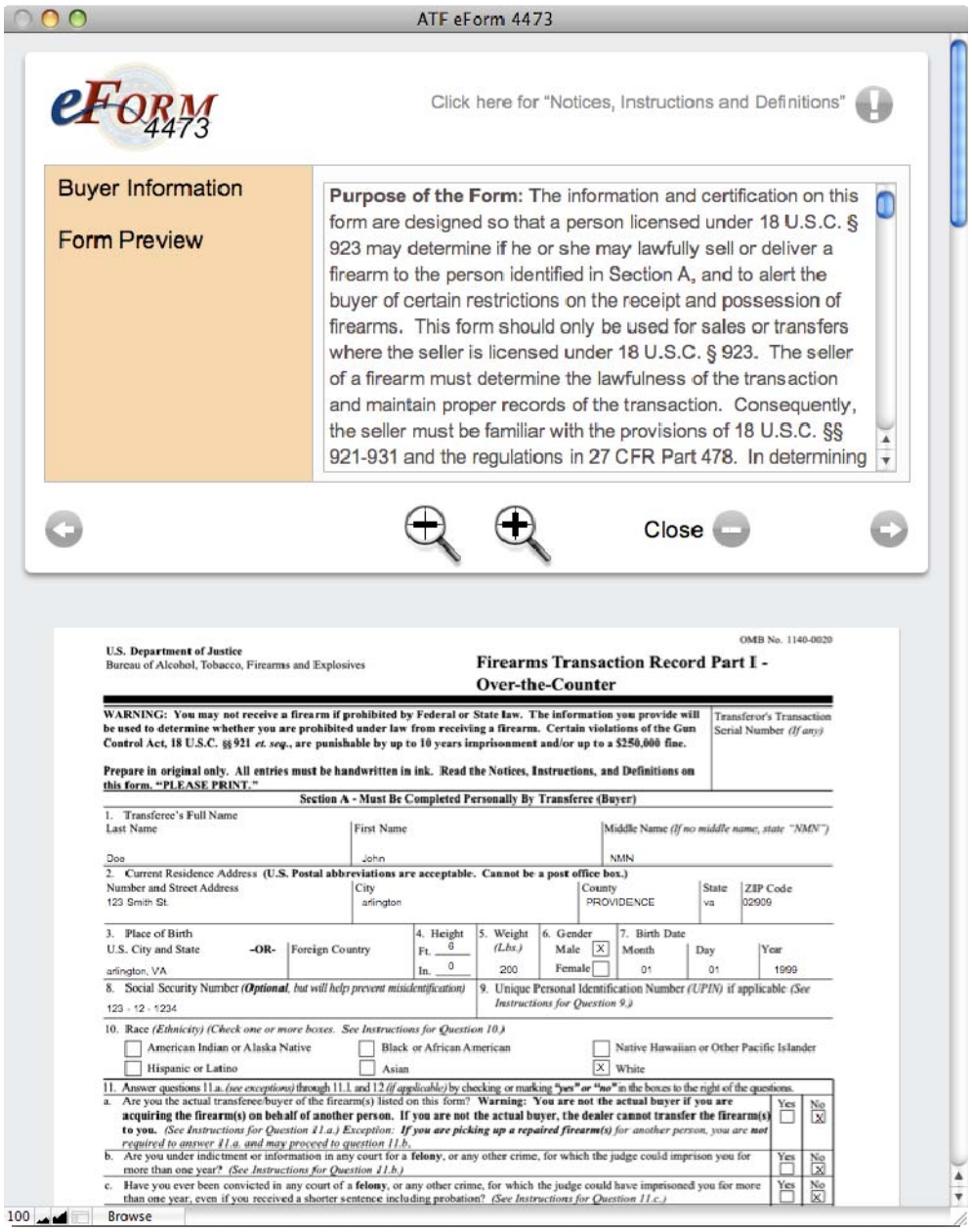



**Figure 28 Buyer Form Preview Screen**

### 4.2.1.12 Buyer Certification Screen

The Buyer Form Certification screen, shown in Figure 29 Buyer Certification Screen, requires the Buyer to read the certification statement (as it appears on ATF Form 4473). Select the information button for Notices, Instructions, and Definitions from the back of the Form 4473.

## Certifying Answers

The Buyer agrees with the certification statement by clicking on the "I agree with and certify the above statement" I agree with and certify the above statement button. The Buyer is instructed to notify the Seller at this point.

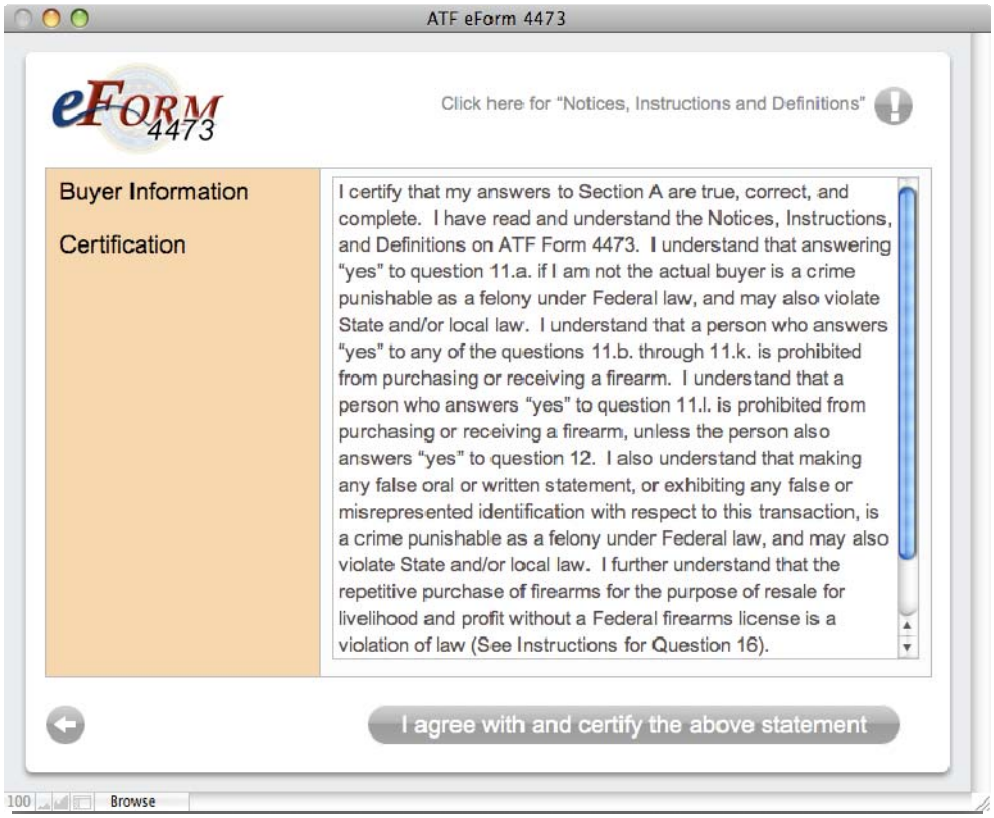



**Figure 29 Buyer Certification Screen**

**Note: Once the certification button is clicked, the Seller Login page is displayed and the Buyer can no longer make revisions to his/her answers.** The Seller will now complete the remaining portion of the form.

Clicking on the Back button, prior to certification, returns the Buyer to the Buyer Form Preview screen.

## **********End of Buyer's Input Section**********

### 4.2.2 Entering Seller Information

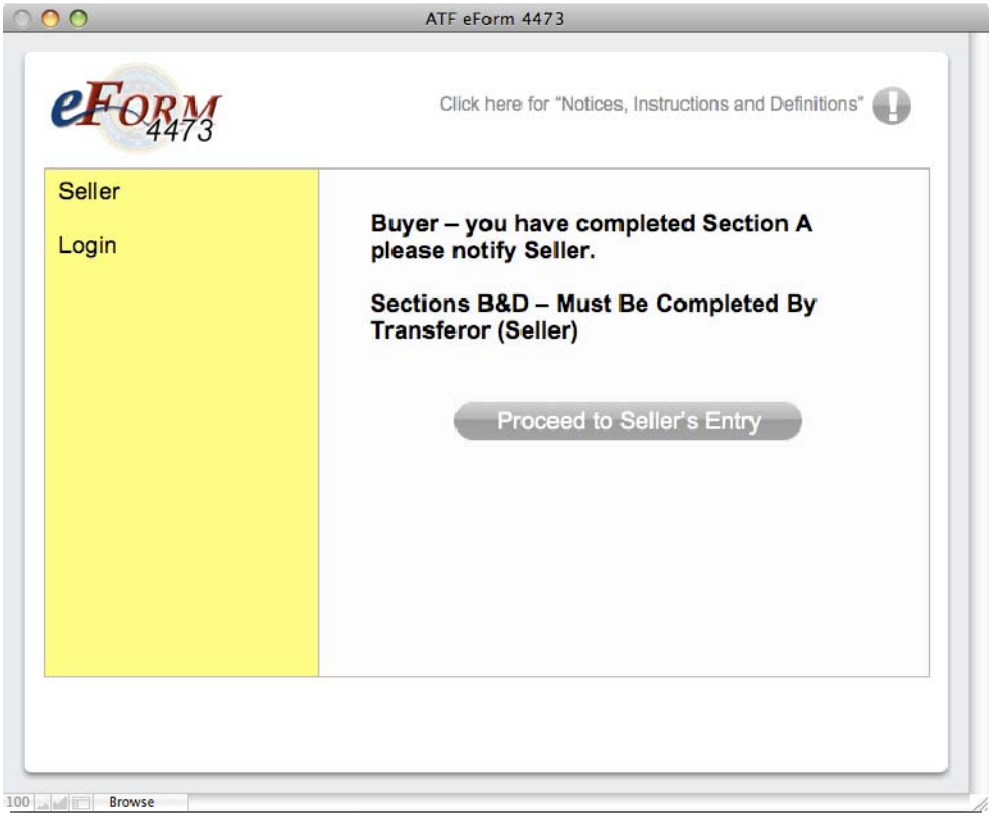



**Figure 30 Seller Login Screen**

After the Buyer has completed Section A of ATF Form 4473 and has certified his/her answers by clicking on the certification button, the Seller Login Screen, shown in Figure 30 Seller Login Screen, is displayed.

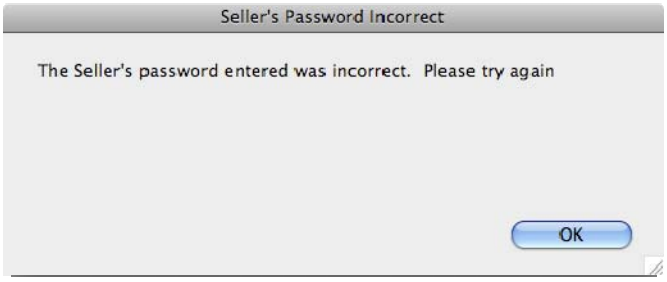
If you chose the Seller Password to be mandatory (in the Seller Settings page) there will be a security feature that helps to prevent unauthorized access to the remainder of the form.

Select the information button for Notices, Instructions, and Definitions from the back of the Form 4473.

## Logging into the Seller Section

In order to continue filling out the application the Seller must click the Proceed to Seller's Entry button. **If the Mandatory Seller Password option is enabled the Seller's Password dialog displays.**

- If the Seller selects the **Cancel** button, or enters the incorrect password and clicks the **OK** button, the Seller's Password Incorrect dialog box is displayed. Clicking the **OK** button closes the dialog box and the Seller Login Page is displayed.




- If the Seller enters the correct password and clicks the **OK** button, the Firearm Information screen is displayed.

#### 4.2.2.1 Firearm Information Screen

The Firearm information screen, shown in Figure 31 Firearm Information Screen, prompts the Seller to enter the Type of Firearm(s) being purchased and information pertaining to a gun show or event (Name of Event, City and State) if relevant. The scroll box on the left contains information from the back of Form 4473 that pertains to Buyer residence. With your cursor keys or mouse, move the scroll bar up or down to read information about the fields. Select the information button for Notices, Instructions, and Definitions from the back of the Form 4473.

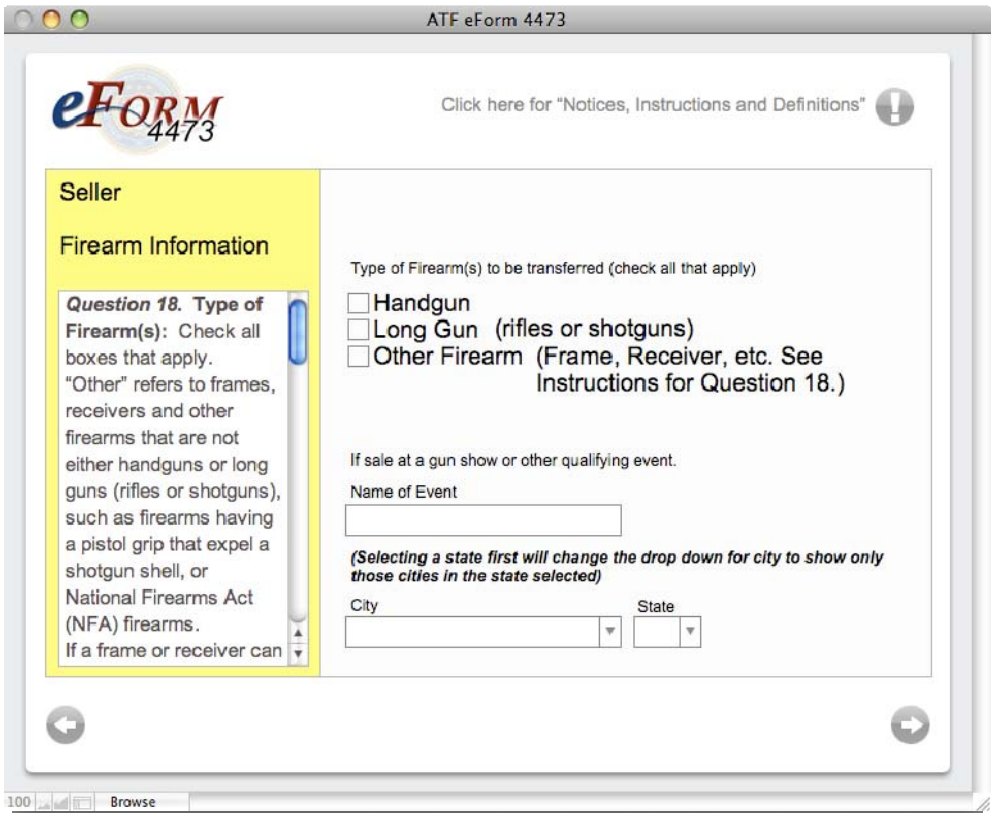



**Figure 31 Firearm Information Screen**

## Firearms Information

Using the mouse, the Seller clicks on all applicable Firearm Type(s) putting an "X" in the desired box(es) ☒. More than one selection may be made however at least one selection must be made.

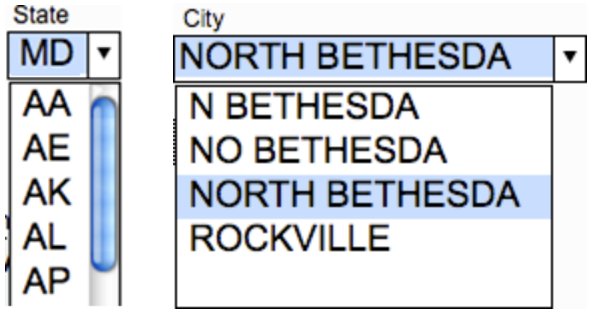
**Note:** There is an age dependency associated with Firearm Type.

- Buyers purchasing a Long Gun (rifles or shotguns) must be 18 years of age or older.
- Buyers purchasing a Hand Gun or Other (Frame, Receiver, etc.) must be 21 years of age or older

If the age requirement for the purchase is not met the Seller will receive a warning in the Seller Warnings Screen the shown in Figure 38 on page 57.

## Entering Gun Show Information

Tab to or click on the Name of Event field to enter the name of the gun show or qualifying event. For the location of the event, City information is dependent upon the State value entered or selected. Tabbing to or selecting first the State field allows the Seller to enter or select the appropriate City.




After entering the firearm information, select the Next button to display the Identification Check screen. Clicking on the Back button returns the Seller to the Seller Login screen.

#### 4.2.2.2 Identification Check Screen:

In the Identification Check screen, shown in Figure 32 Identification Check Screen on page 47, the Seller enters information specific to the identification supplied by the Buyer. The Buyer must present at least one form of identification with adequate information necessary to purchase the firearm(s) (see instructions for question 20.a.).

The scroll box on the left contains information from the back of Form 4473 that pertains to these questions. With your cursor keys or mouse, move the scroll bar up or down to read information about the fields. Select the information button for Notices, Instructions, and Definitions from the back of the Form 4473.

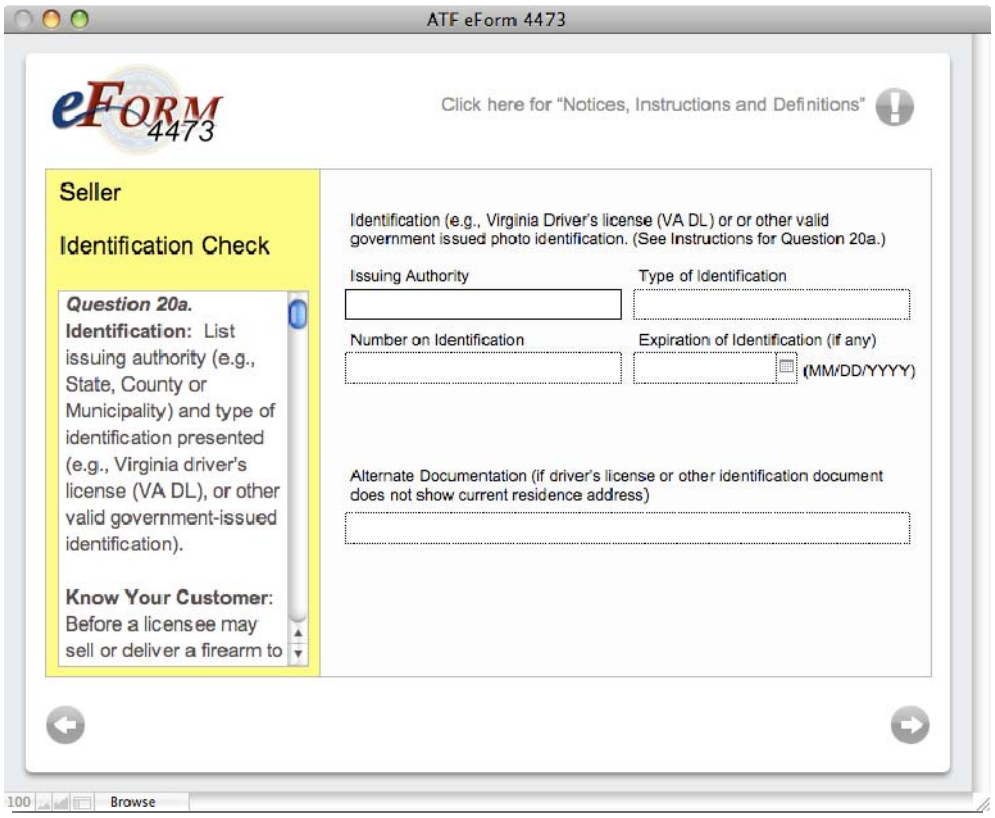


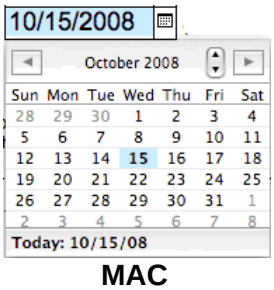

**Figure 32 Identification Check Screen**

## Entering Identification Information

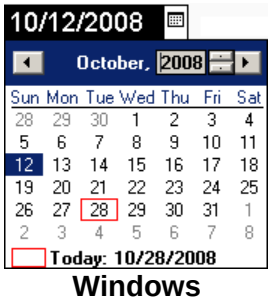
Upon entering the Identification Check screen the cursor is automatically positioned in the Issuing Authority field. The Issuing Authority, Type of Identification, Number on Identification, & Alternate Documentation fields are all text entry fields and can be tabbed to or clicked on with the mouse. Data is entered using the keyboard.

## Entering Expiration Date

Tab to or click on the Expiration of Identification field. The expiration 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 for MAC and Windows.




**MAC**




**Windows**

**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.

After entering the firearm information, select the Next button to display the Aliens screen. Clicking on the Back button returns the Seller to the Firearm Information screen.

### 4.2.2.3 Aliens Screen

In the Aliens screen, shown in Figure 33 Aliens Screen, the Seller enters information relevant to the Buyer. This information is required if the Buyer did not select U.S. as his/her Country of Citizenship on the Residency/Citizenship Screen shown on page 39.

The scroll box on the left contains information from the back of Form 4473 that pertains to these questions. With your cursor keys or mouse, move the scroll bar up or down to read information about the fields. Select the information button for Notices, Instructions, and Definitions from the back of the Form 4473.

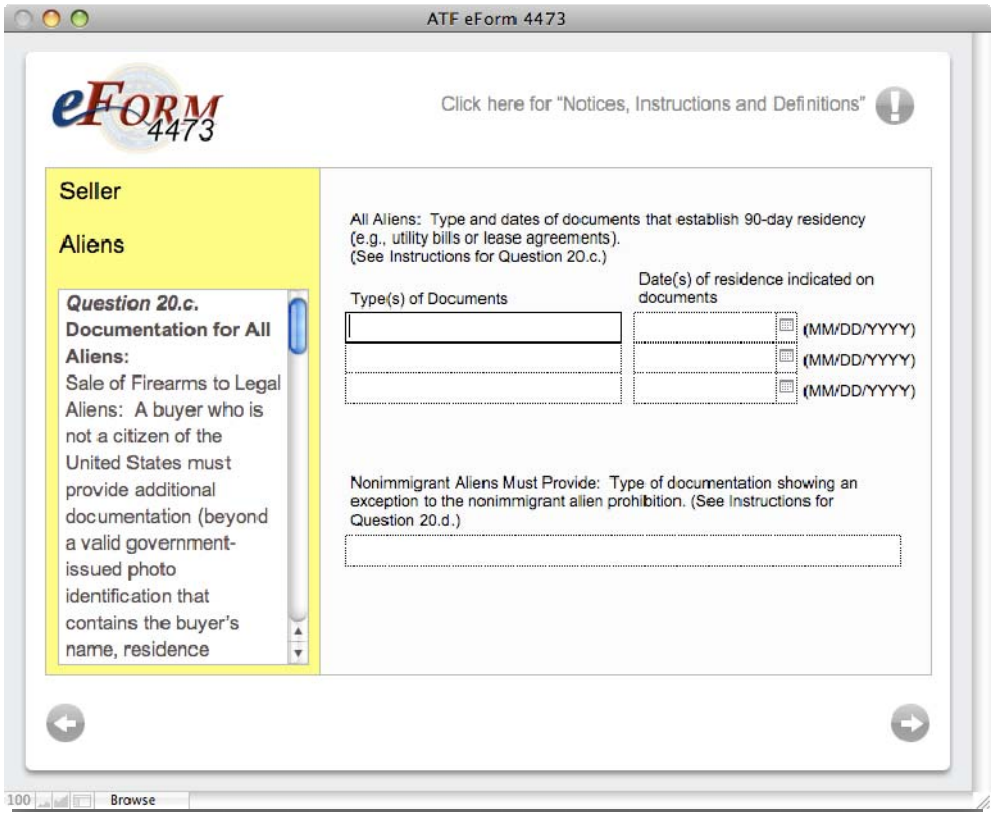


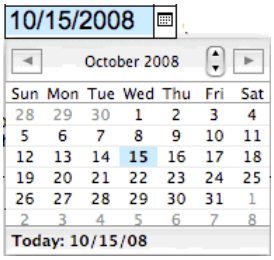

**Figure 33 Aliens Screen**

## Entering Document Information

Upon entering the Aliens screen the cursor is automatically positioned in the first of three Type(s) of Document fields. The Type(s) of Document and Exception Documentation fields are all text entry fields and can be tabbed to or clicked on with the mouse. Data is entered using the keyboard.

## Entering Date(s) of Residence

Tab to or click on the Date(s) of Residency fields. The date(s) 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. Enter the earliest date on the document (example 01/01/2007). An example of using the calendar function is shown below for MAC and Windows.




**MAC**

**Windows**

**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.

After entering the firearm information, select the Next button to display the Identification Check screen. Clicking on the Back button returns the Seller to the Identification Check screen.

### 4.2.2.4 NICS Screen

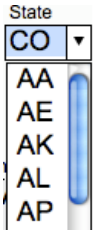
Not all firearms transactions require a NICS check. The NICS screen shown in Figure 34 NICS Screen on page 50, allows the Seller to indicate that a NICS check is not required for this purchase. This screen can be skipped if a NICS check is required to complete the transaction.

## Indicating NICS Exceptions

Upon entering the NICS screen the cursor is automatically positioned in the Issuing State field not in the first check box because check boxes are mouse click fields only. Clicking on the check box places or removes the “X”. A check box with an “X” means the NICS check is not required.

## Entering Permit Information

Click on the “down arrow” to the right of the Issuing State field to display the drop down lists for states. Select the appropriate State by clicking on it with the mouse. That State will be displayed in the field.




The Permit Type and Permit Number fields are all text entry fields and can be tabbed to or clicked on with the mouse. Data is entered using the keyboard. The field memory feature will assist the Seller with entry of Permit Type by auto-filling from previously entered data as you type the information.

The scroll box on the left contains information from the back of Form 4473 that pertains to these questions. With your cursor keys or mouse, move the scroll bar up or down to read information about the fields. Select the information button for Notices, Instructions, and Definitions from the back of the Form 4473.

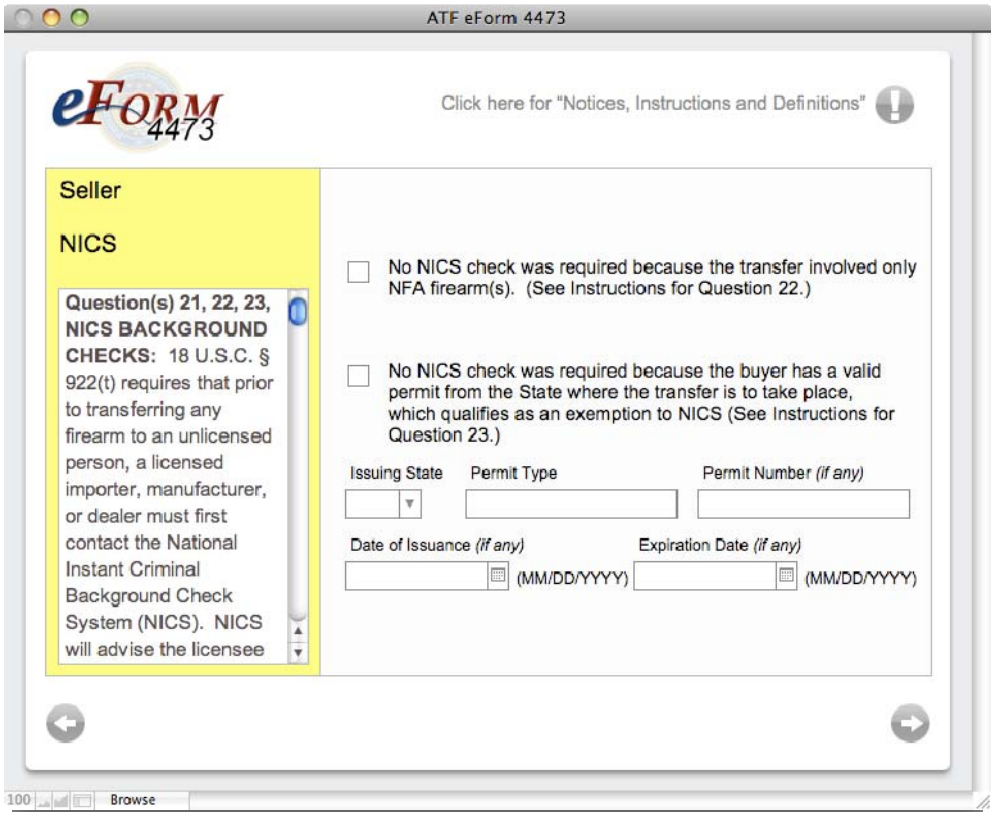
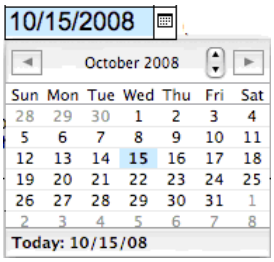



**Figure 34 NICS Screen**

## Entering Issuance/Expiration Dates

Tab to or click on the Issuance and Expiration Date fields. These dates 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 for MAC and Windows.




**MAC**

**Windows**

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

After entering the firearm information, select the Next button to display the Section D screen. Clicking on the Back button returns the Seller to the NICS screen.

#### 4.2.2.5 Section D Screen

On the Section D screen shown in Figure 35 Section D Screen, the Seller lists all firearms (up to five can be listed), being purchased by the Buyer (see instructions for questions 26 through 30.c).

The scroll box on the left contains information from the back of Form 4473 that pertains to these questions. With your cursor keys or mouse, move the scroll bar up or down to read information about the fields. Select the information button for Notices, Instructions, and Definitions from the back of the Form 4473.

### Entering Firearms Description

Upon entering the Section D screen the cursor is automatically positioned in the first Manufacturer/Importer field. The Seller can move to the Manufacturer/Importer, Model, Serial Number, Type, & Caliber/Gauge fields in the Firearms table by tabbing from field to field, left to right or by clicking on the field with the mouse.

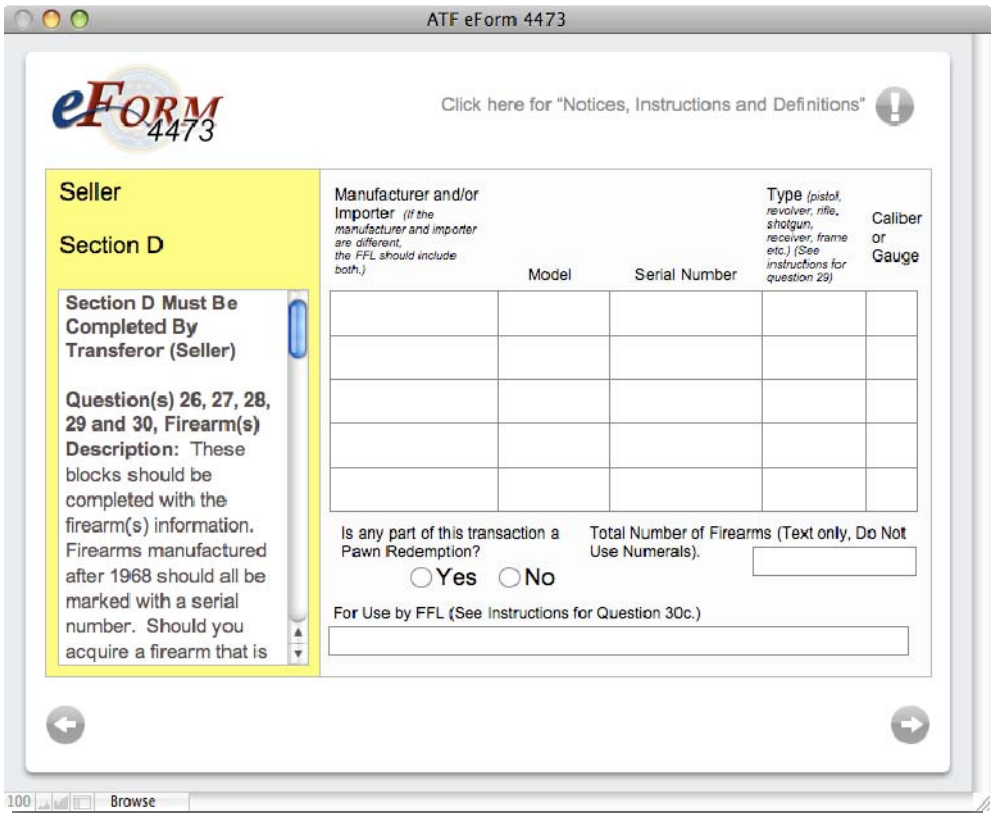



**Figure 35 Section D Screen**

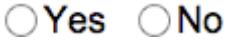
Data is entered using the keyboard. With the exception of the Serial Number entry, the field memory feature will assist the Seller with entry of the firearms description by auto-filling from previously entered data as you type the information. If no Serial Number is indicated on the firearm the Seller should enter "NSN" (No Serial Number), "N/A", or "None".

**Note:** Fields for the firearm(s) information (questions 26 through 30) will allow the following number of characters depending on your usage of capital letters:

- Manufacturer/Importer 20 to 29 characters
- Model 9 to 14 characters
- Serial Number 24 to 36 characters
- Type 11 to15 characters
- Caliber/Gauge 7 to 11 characters

### Entering Pawn Redemption

The Seller must indicate if any part of the transaction is a pawn redemption by clicking on the appropriate Radio Button and selecting “Yes” or “No”, as appropriate.




**Note:** This field must be completed by the Seller however it is not a mandatory field in the application at this time. The Seller must take care to answer this question prior to certifying the answers.

### Entering Total Number of Firearms

Tab to or click on the field and enter total number of firearms (Do not use numerals). The entry should match the total number of firearms purchased in the transaction. The entry should be the written word representation of the total number, (e.g., “One”, “two”, “THREE”, etc).

### Entering For Use by FFL

Tab to or click on the field and enter the information. This field is for the FFL’s use in recording any information he/she finds necessary to conduct business and may contain any amount of alpha or numeric characters.

After entering the firearm information, select the Next button to display the FFL Information screen. Clicking on the Back button returns the Seller to the NICS screen.

#### 4.2.2.6 FFL Information Screen

The FFL Information screen shown in Figure 36 FFL Information Screen on page 54 will auto-populate based on information you entered during Set Up (Seller Settings).

The scroll box on the left contains information from the back of Form 4473 that pertains to the question(s). With your cursor keys or mouse, move the scroll bar up or down to read information about the fields. Select the information button for Notices, Instructions, and Definitions from the back of the Form 4473.

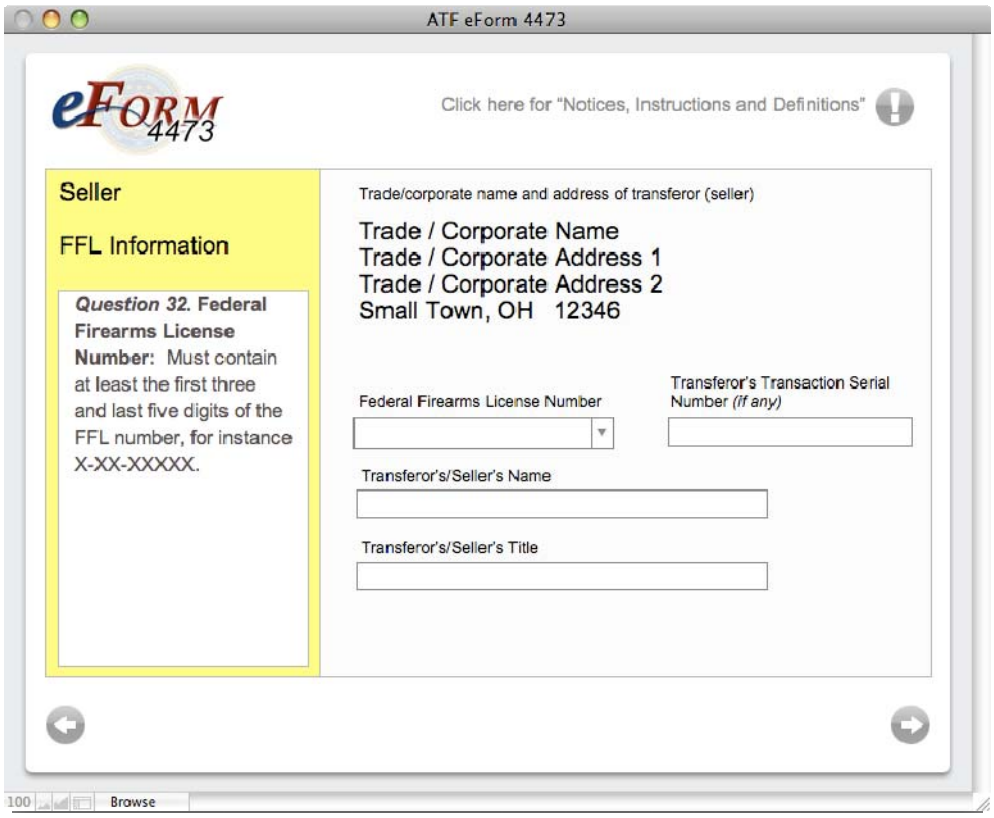
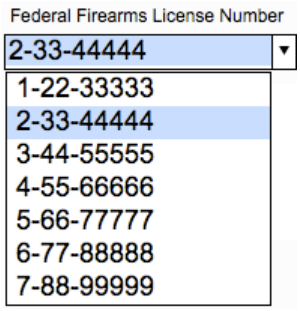



**Figure 36 FFL Information Screen**

## Selecting Federal Firearms License Number

Click on the "Down Arrow" at the right of the Federal Firearm License Number field to display a dropdown list for the FFL numbers you entered during Set Up (Seller Settings). Select the appropriate key by clicking on it with the mouse.




## Entering Seller Name, Title, & Transaction Serial Number

Tab to or click on the Transferor's Transaction Serial Number, Transferor's/Seller's Name, and Transferor's/Seller's Title fields. Data is entered using the keyboard. With the exception of the Transferor's Transaction Serial Number entry, the field memory feature will assist the Seller with entry of the Seller's Name and Title by auto-filling from previously entered data as you type the information.

After entering the firearm information, select the Next button to display the Seller Form Preview screen. Clicking on the Back button returns the Seller to the Section D screen.

#### 4.2.2.7 Seller Form Preview Screen

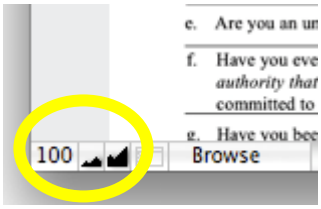
The Seller Form Preview screen allows the Seller to review the answers provided as they will appear in the printed form. The Seller may revisit previous pages to amend/change their answers. Select the information button for Notices, Instructions, and Definitions from the back of the Form 4473.

## Controlling Preview Size

The Seller Form Preview screen, shown in Figure 37 Seller Form Preview Screen on page 56, allows the Seller to view the Form 4473 as it will be printed based on the entries made in the prior screens.

The Seller can scroll through the form preview moving the scroll bar up or down with the mouse. The user can enlarge and reduce the view of the form in two ways, using the magnifying glass icons on the Navigation Bar of the screen or using the view size control at the bottom left of the screen.

**OR**




Clicking on the "+" and "-" magnifying glass icons will enlarge and reduce the view respectively. Likewise, clicking on the rising or falling graph and falling graph (found at the bottom left of the screen) will enlarge and reduce the view respectively.

After previewing the 4473 from, select the Next button to display the Seller Warning screen. Clicking on the Back button returns the Seller to the FFL Information screen.

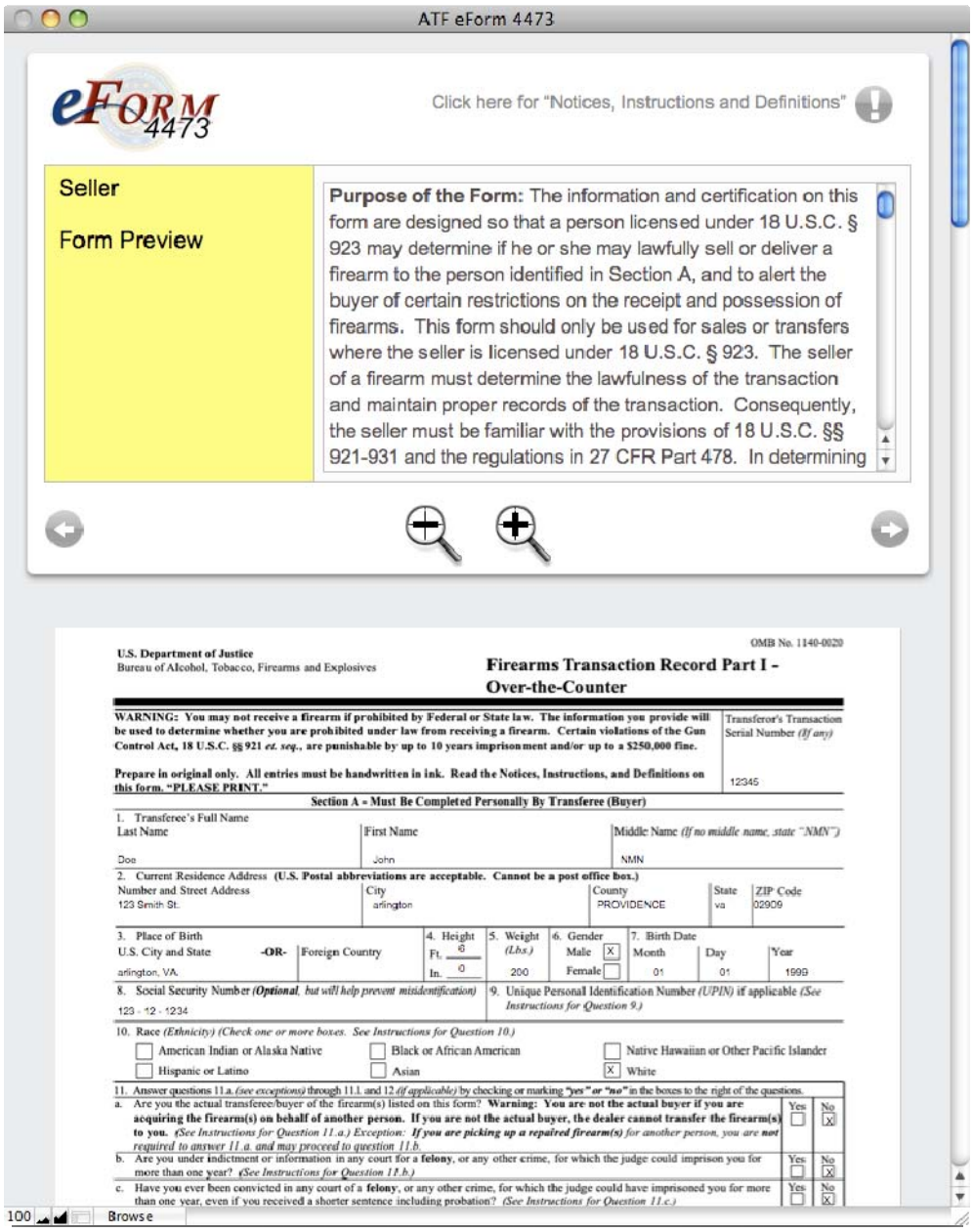



**Figure 37 Seller Form Preview Screen**

### 4.2.2.8 Seller Form Preview Screen

After the Seller has completed entering the information required to complete the Form 4473 he/she has an opportunity to review any warnings generated by the application based on the answers provided by the Buyer and Seller. These warning (if any) are displayed on the Seller Warning screen shown in Figure 38 Seller Warnings Screen. The Seller can revisit all the previous Seller screens and return to the Warnings screen at any time prior to certification. If the Seller observes a message that indicates that the transaction cannot continue, he/she may cancel the transaction at this time.

The scroll box on the left contains information from the back of Form 4473 that pertains to Seller Warnings. With your cursor keys or mouse, move the scroll bar up or down to read information about the fields. Select the information button for Notices, Instructions, and Definitions from the back of the Form 4473.

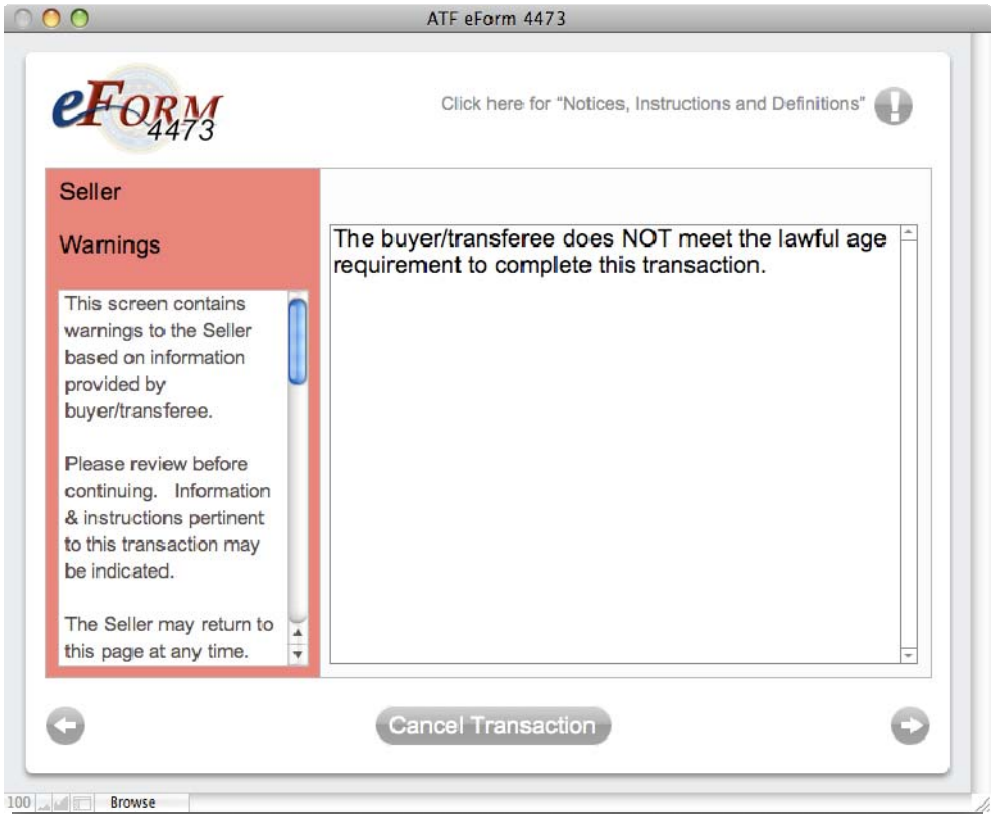
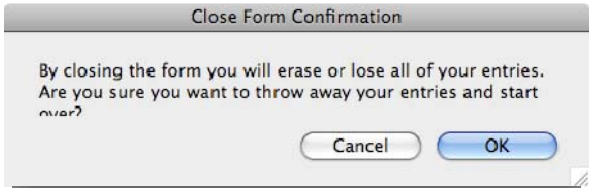



**Figure 38 Seller Warnings Screen**

Select the Next button to display the Seller Certification screen. Clicking on the Back button returns the Seller Form Preview screen.

**Note:** Clicking the Cancel Transaction Cancel Transaction button displays a dialog box prompting "OK" or "Cancel". Clicking on Cancel button returns the Seller to the Warnings screen. Clicking on the OK button erases the current 4473 Form data and returns the Seller to the Start screen.




### 4.2.2.9 Seller Certification Screen

The Seller Form Certification screen, shown in Figure 39 Seller Certification Screen on page 58, requires the Seller to read the certification statement (as it appears on ATF Form 4473). Select the information button for Notices, Instructions, and Definitions from the back of the Form 4473.

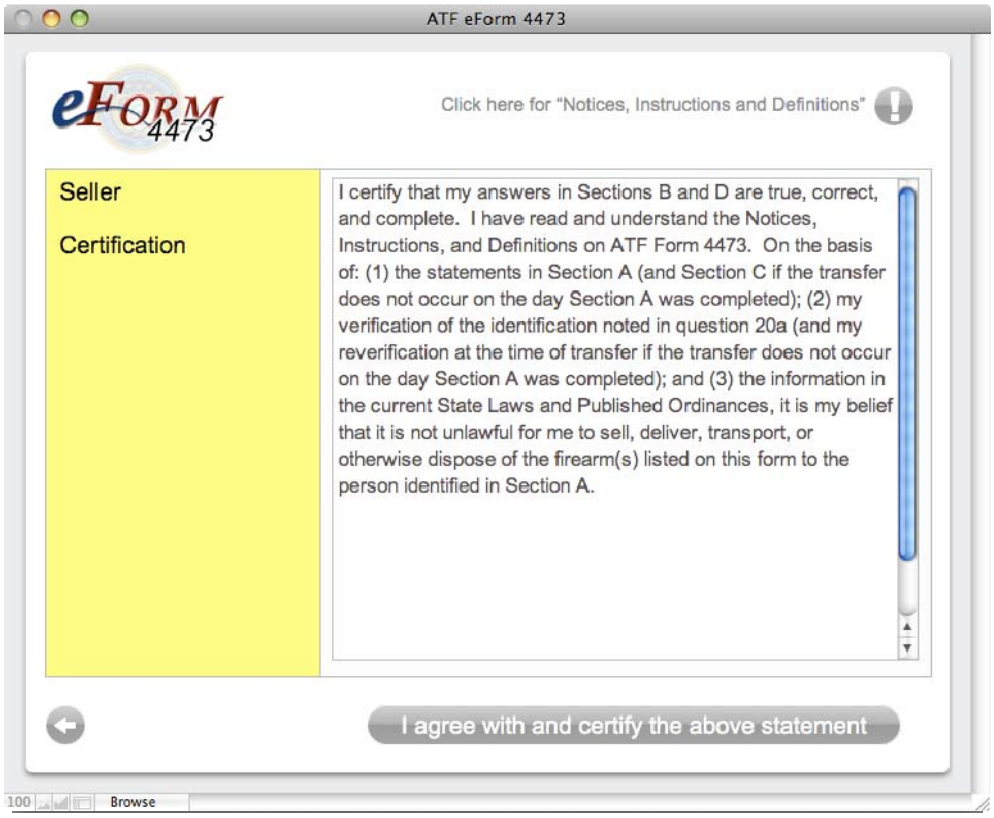



**Figure 39 Seller Certification Screen**

## Certifying Answers

The Seller Form Certification screen, shown in Figure 39 Seller Certification Screen on page 58, requires the Seller to read the certification statement (as it appears on ATF Form 4473) and agree with the statement by clicking on the "I agree with and certify the above statement"

button.

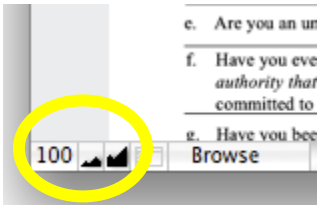
**Note:** Once the certification button is clicked, the Form 4473 Print page is displayed and the Seller **can no longer make revisions to his/her answers**. The Seller will now print the completed ATF Form 4473.

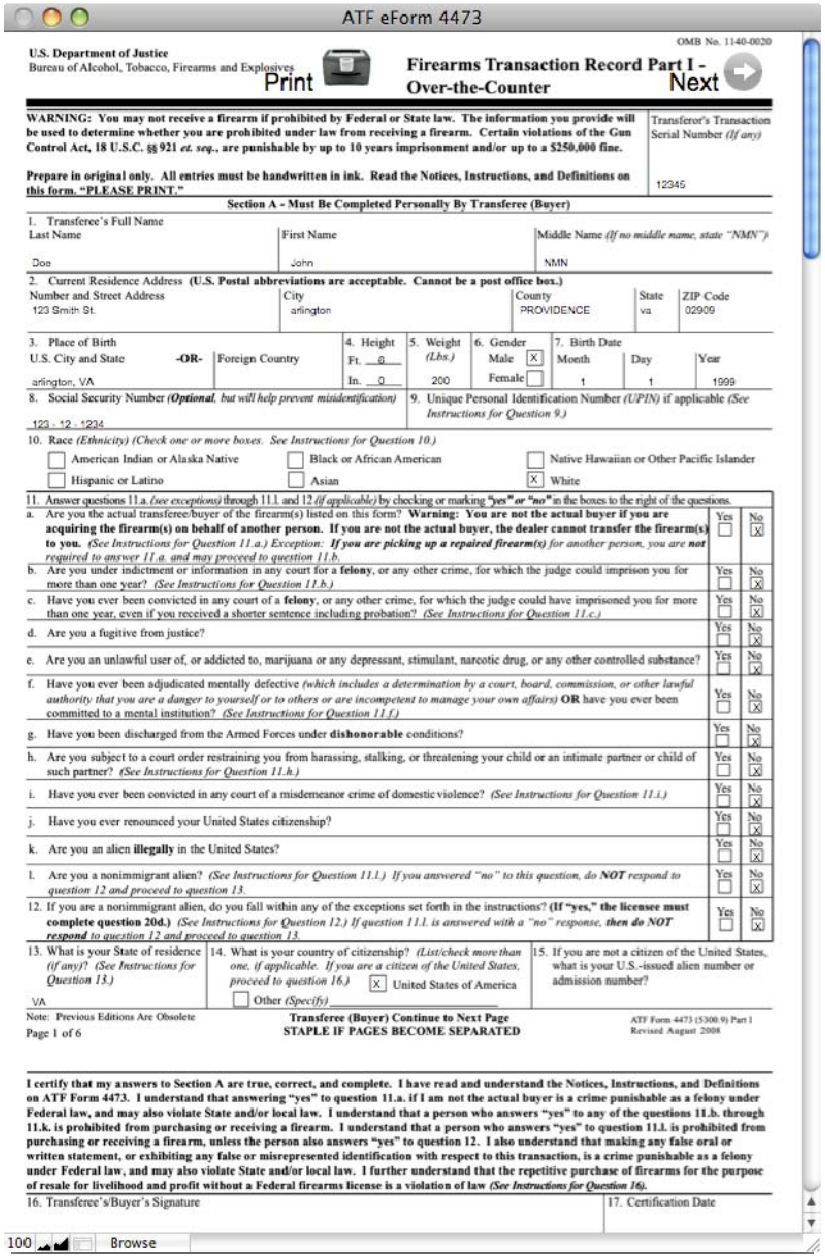
Clicking on the Back button, prior to certification, returns the Seller to the Seller Warnings screen.

#### 4.2.2.10 Form 4473 Print Screen

## Scrolling Through and Controlling Preview Size

The Seller Print Preview screen, shown in Figure 40 Print Preview Screen on page 60, allows the Seller to preview and print the ATF Form 4473. The Seller can scroll through the print preview moving the scroll bar up or down with the mouse. The user can enlarge and reduce the view of the form using the view size control at the bottom left of the screen.






ATF eForm 4473

OMB No. 1140-0020

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

**Firearms Transaction Record Part I - Over-the-Counter**

**WARNING: You may not receive a firearm if prohibited by Federal or State law. The information you provide will be used to determine whether you are prohibited under law from receiving a firearm. Certain violations of the Gun Control Act, 18 U.S.C. §§ 921 *et. seq.*, are punishable by up to 10 years imprisonment and/or up to a $250,000 fine.**

**Prepare in original only. All entries must be handwritten in ink. Read the Notices, Instructions, and Definitions on this form. "PLEASE PRINT."**

Transferor's Transaction Serial Number *(If any)*: 12345

**Section A – Must Be Completed Personally By Transferee (Buyer)**

1. Transferee's Full Name

| Last Name | First Name | Middle Name *(If no middle name, state "NMN")* |
|---|---|---|
| Doe | John | NMN |

2. Current Residence Address **(U.S. Postal abbreviations are acceptable. Cannot be a post office box.)**

| Number and Street Address | City | County | State | ZIP Code |
|---|---|---|---|---|
| 123 Smith St. | arlington | PROVIDENCE | va | 02909 |

| 3. Place of Birth | | 4. Height | 5. Weight | 6. Gender | 7. Birth Date | | |
|---|---|---|---|---|---|---|---|
| U.S. City and State **-OR-** | Foreign Country | | *(Lbs.)* | | Month | Day | Year |
| arlington, VA | | Ft. 6 In. 0 | 200 | Male [X] Female [ ] | 1 | 1 | 1999 |

8. Social Security Number ***(Optional**, but will help prevent misidentification)*: 123 - 12 - 1234

9. Unique Personal Identification Number *(UPIN)* if applicable *(See Instructions for Question 9.)*

10. Race *(Ethnicity) (Check one or more boxes. See Instructions for Question 10.)*

[ ] American Indian or Alaska Native [ ] Black or African American [ ] Native Hawaiian or Other Pacific Islander
[ ] Hispanic or Latino [ ] Asian [X] White

11. Answer questions 11.a. *(See exceptions)* through 11.l. and 12 *(if applicable)* by checking or marking **"yes" or "no"** in the boxes to the right of the questions.

| | | Yes | No |
|---|---|---|---|
| a. | Are you the actual transferee/buyer of the firearm(s) listed on this form? **Warning: You are not the actual buyer if you are acquiring the firearm(s) on behalf of another person. If you are not the actual buyer, the dealer cannot transfer the firearm(s) to you.** *(See Instructions for Question 11.a.) Exception: **If you are picking up a repaired firearm(s)** for another person, you are **not** required to answer 11.a. and may proceed to question 11.b.* | [ ] | [X] |
| b. | Are you under indictment or information in any court for a **felony**, or any other crime, for which the judge could imprison you for more than one year? *(See Instructions for Question 11.b.)* | [ ] | [X] |
| c. | Have you ever been convicted in any court of a **felony**, or any other crime, for which the judge could have imprisoned you for more than one year, even if you received a shorter sentence including probation? *(See Instructions for Question 11.c.)* | [ ] | [X] |
| d. | Are you a fugitive from justice? | [ ] | [X] |
| e. | Are you an unlawful user of, or addicted to, marijuana or any depressant, stimulant, narcotic drug, or any other controlled substance? | [ ] | [X] |
| f. | Have you ever been adjudicated mentally defective *(which includes a determination by a court, board, commission, or other lawful authority that you are a danger to yourself or to others or are incompetent to manage your own affairs)* **OR** have you ever been committed to a mental institution? *(See Instructions for Question 11.f.)* | [ ] | [X] |
| g. | Have you been discharged from the Armed Forces under **dishonorable** conditions? | [ ] | [X] |
| h. | Are you subject to a court order restraining you from harassing, stalking, or threatening your child or an intimate partner or child of such partner? *(See Instructions for Question 11.h.)* | [ ] | [X] |
| i. | Have you ever been convicted in any court of a misdemeanor crime of domestic violence? *(See Instructions for Question 11.i.)* | [ ] | [X] |
| j. | Have you ever renounced your United States citizenship? | [ ] | [X] |
| k. | Are you an alien **illegally** in the United States? | [ ] | [X] |
| l. | Are you a nonimmigrant alien? *(See Instructions for Question 11.l.) If you answered "no" to this question, do **NOT** respond to question 12 and proceed to question 13.* | [ ] | [X] |
| 12. | If you are a nonimmigrant alien, do you fall within any of the exceptions set forth in the instructions? **(If "yes," the licensee must complete question 20d.)** *(See Instructions for Question 12.) If question 11.l. is answered with a "no" response, **then do NOT respond** to question 12 and proceed to question 13.* | [ ] | [X] |

| 13. What is your State of residence *(if any)*? *(See Instructions for Question 13.)* | 14. What is your country of citizenship? *(List/check more than one, if applicable. If you are a citizen of the United States, proceed to question 16.)* | 15. If you are not a citizen of the United States, what is your U.S.-issued alien number or admission number? |
|---|---|---|
| VA | [X] United States of America [ ] Other *(Specify)* | |

Note: Previous Editions Are Obsolete
Page 1 of 6

**Transferee (Buyer) Continue to Next Page**
**STAPLE IF PAGES BECOME SEPARATED**

ATF Form 4473 (5300.9) Part I
Revised August 2008

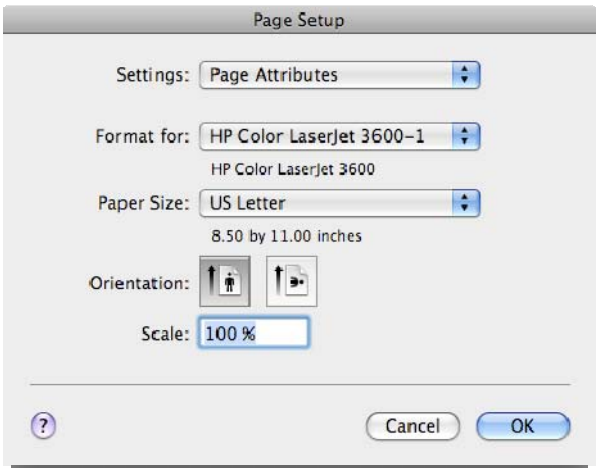
**I certify that my answers to Section A are true, correct, and complete. I have read and understand the Notices, Instructions, and Definitions on ATF Form 4473. I understand that answering "yes" to question 11.a. if I am not the actual buyer is a crime punishable as a felony under Federal law, and may also violate State and/or local law. I understand that a person who answers "yes" to any of the questions 11.b. through 11.k. is prohibited from purchasing or receiving a firearm. I understand that a person who answers "yes" to question 11.l. is prohibited from purchasing or receiving a firearm, unless the person also answers "yes" to question 12. I also understand that making any false oral or written statement, or exhibiting any false or misrepresented identification with respect to this transaction, is a crime punishable as a felony under Federal law, and may also violate State and/or local law. I further understand that the repetitive purchase of firearms for the purpose of resale for livelihood and profit without a Federal firearms license is a violation of law *(See Instructions for Question 16).***

| 16. Transferee's/Buyer's Signature | 17. Certification Date |
|---|---|
| | |

**Figure 40 Print Preview Screen**

Select the button on this form to print the form.

**Note:** The ATF Form 4473 is represented as a graphic. Print quality may be affected by the settings selected for your specific printer. **Configuring the printer for high quality graphics may improve print quality. Consult your printer's manuals for specific settings.**



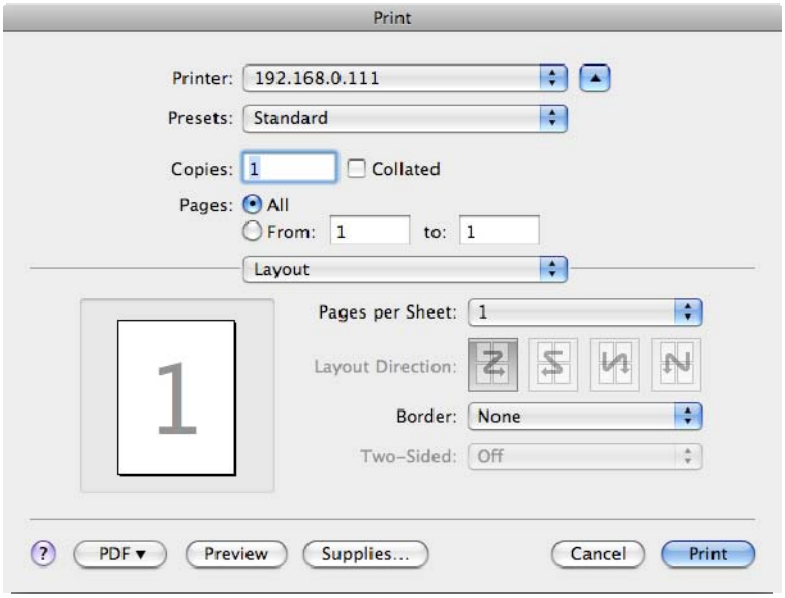




**Figure 41 Print Configuration MAC**

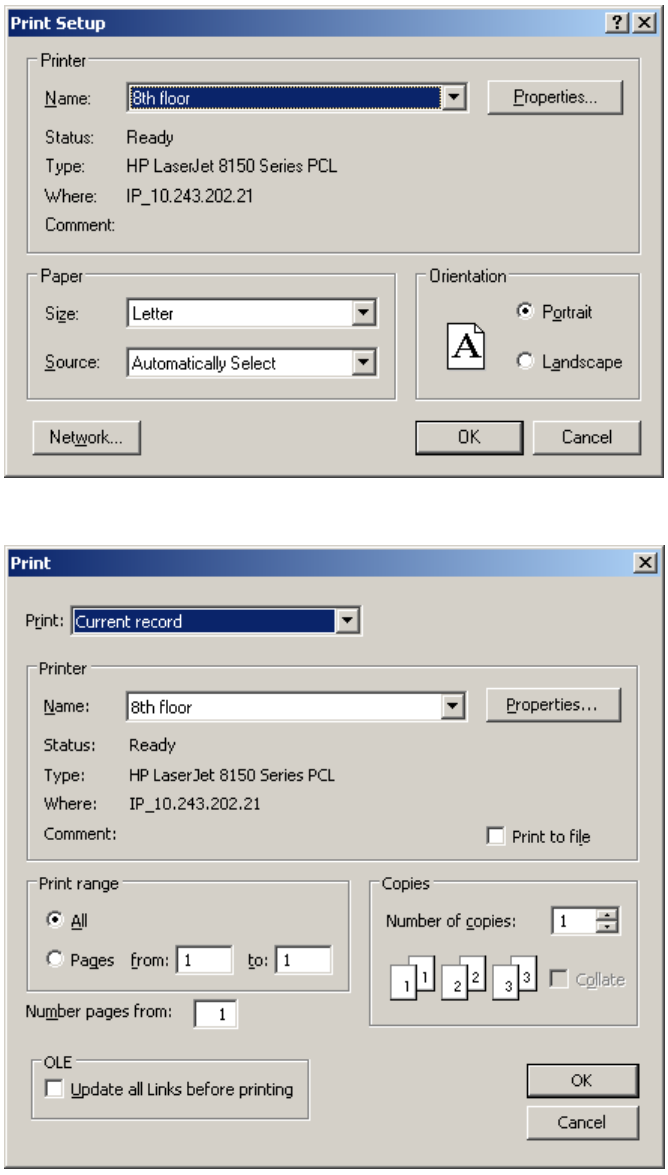



**Figure 42 Print Configuration Windows**

After the form has printed select the Next button to display the Print Confirm screen

### 4.2.2.11 Print Confirm Screen

Select the information button for Notices, Instructions, and Definitions from the back of the Form 4473.

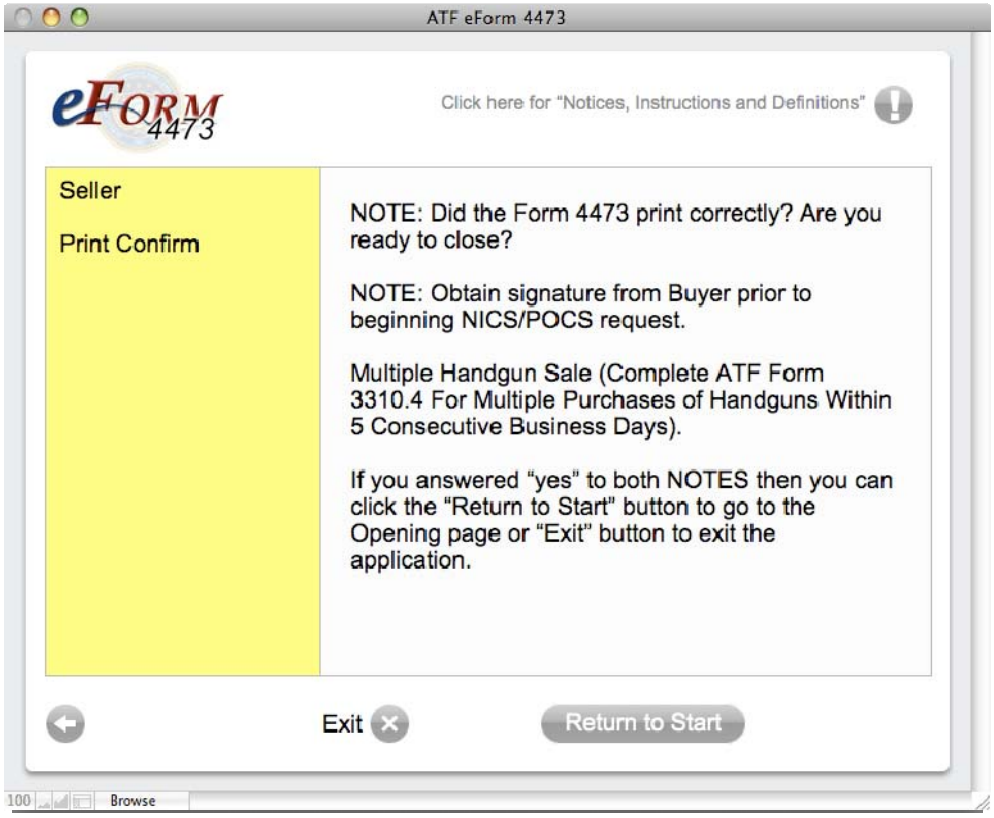



**Figure 43 Print Confirmation Screen**

Clicking on the Back button, returns the Seller to the Print Preview screen. There are two ways to exit the Print Confirm screen. Clicking on the Exit Exit button exits the e-Form 4473 application. Clicking on the Return to Start Return to Start button return you back to the start page.

# A. Appendix – Quick Reference Guide, Buyer.

# ATF e-Form 4473

# Quick Reference Guide for the Buyer

## 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 **U**nique **P**ersonal **I**dentification **N**umber, 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.

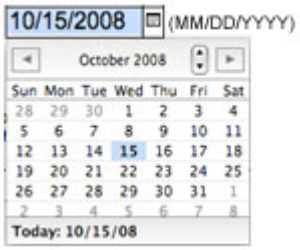



**Figure 44: Macintosh**

**Figure 45: 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

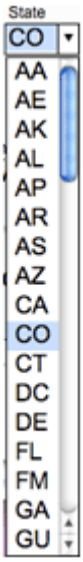



**Figure 46: State drop down menu**

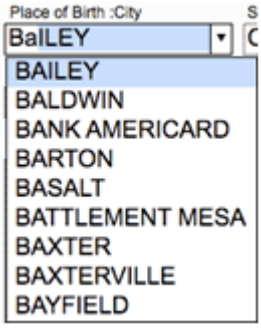



**Figure 47: City drop down menu**

**Figure 48: 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. |

# B. Appendix – Quick Reference Guide, Seller.

# ATF e-Form 4473

## Quick Reference Guide for the Seller

## Downloading the Application:

This section provides information on installing the application at the Seller's location for the first time:

### Installing on Windows:

#### Online Installation:

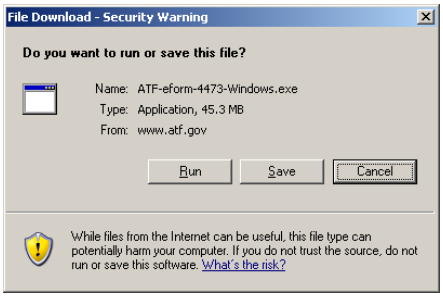
Download the ATF-eForm-4473-Windows-1.1.exe from the http://www.atf.gov/applications/e4473/ Web site.

#### Supporting Software:

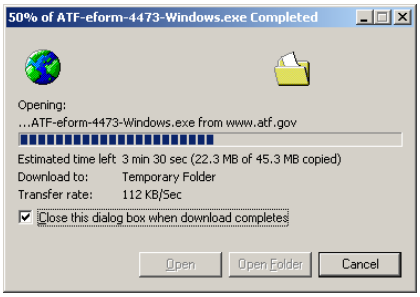
QuickTime and Adobe Reader are required to run the e-Form 4473 Application on Windows. If the computer running the e-Form 4473 application does not have QuickTime and Adobe Reader currently installed; the software can be installed, at no cost, from the Apple website by clicking the QuickTime link or the Adobe website by clicking the Adobe Reader link, respectively. This will navigate away from the ATF web site to commercial site. Follow the install instructions as posted the product.

#### e-Form 4473 Software:

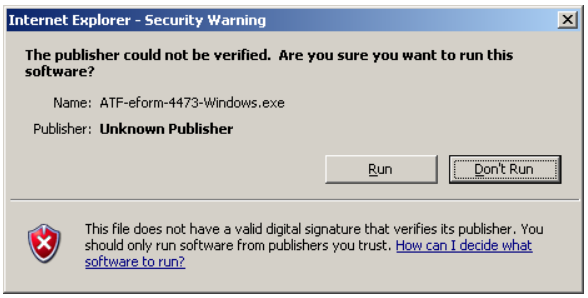
To install the e-Form 4473 application, click on the Download Now Download Now! link. The File Download Security Warning dialog box is displayed. Click the "Run" button to start the installation process. This could take up to approximately 30 minutes.



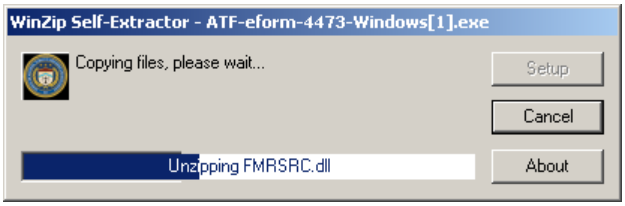
A File Download dialog box is automatically closed, and the Download progress dialog box is displayed.



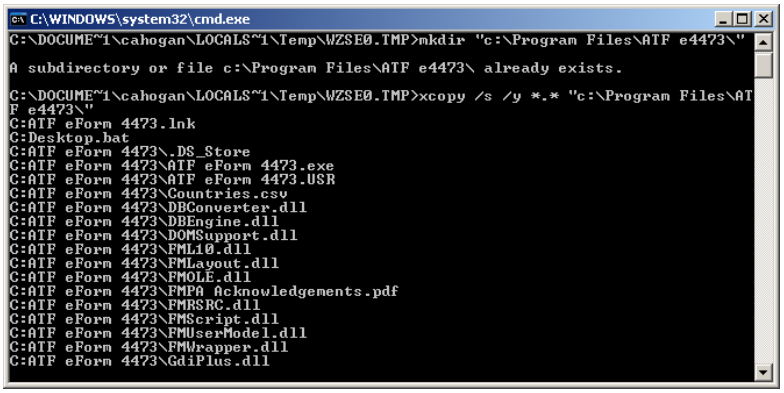

This dialog box automatically closes, and an Internet Explorer Security Warning dialog box is displayed. Click on the "Run" button to proceed.

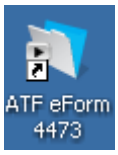



This dialog box is automatically closed, and an install progress dialog box is displayed.




A command prompt window is displayed listing all the files being copied to the computer. When this has completed, both the install progress dialog box and the command prompt window are automatically closed.



The following e-Form 4473 application icon 

is installed on the computer desktop for Windows users. Double clicking on this icon will launch the e-Form 4473 application. A User's Manual is available for detailed instruction on using the application.

## Installing on Mac:

### Online Installation:

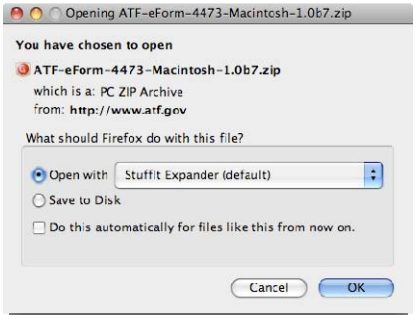
Download the ATF-eForm-4473-Macintosh-1.1.zip from the http://www.atf.gov/applications/e4473/ Web site.

### Supporting Software:

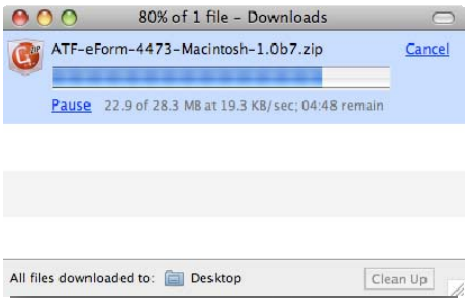
Adobe Reader is required to run the e-Form 4473 Application on Mac. If the computer running the e-Form 4473 application does not have Adobe Reader currently installed; the software can be installed, at no cost, from the Adobe website by clicking the Adobe Reader link. This will navigate away from the ATF web site to commercial site. Follow the install instructions as posted the product.

### e-Form 4473 Software:

To install e-Form 4473 application click on the Download Now **Download Now!** link. An Opening ATF e-Form 4473 dialog box will display. Click the Open with radio button and then click the OK button to install the e-Form 4473 Application.

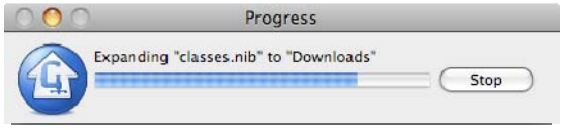



A downloads dialog box will display indicating the progress of the download. When the download is completed this dialog box will automatically close and the Install Progress dialog box will display.

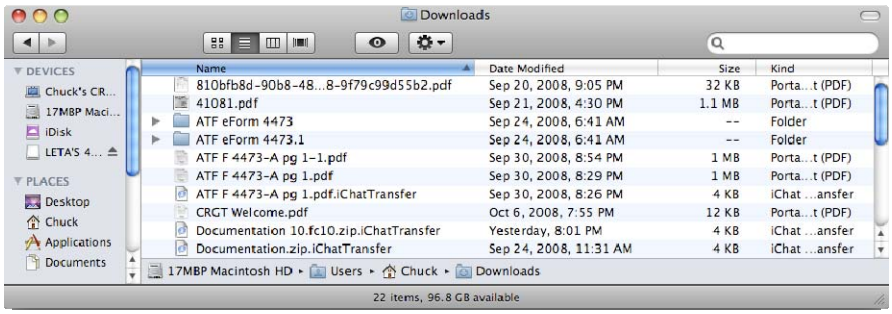


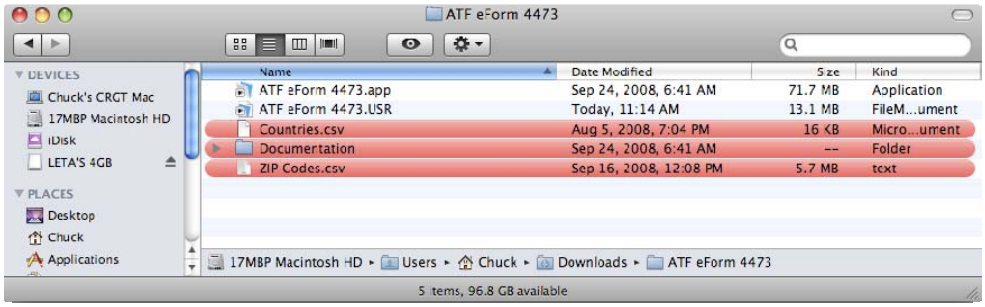

The Progress dialog box indicates the progress of the uncompress (installation) of the e-Form 4473 application to the Downloads folder. When the installation is complete the Progress dialog box will automatically close.

**Note**: The application download process could take up to 30 minutes to complete.




The figures below show the location of the installed e-Form 4473 application. The application Folder ATF e-Form 4473 is placed in the Downloads folder. If a previous version has already been installed and not removed prior to the new installation the application will be installed into the ATF e-Form 4473.**n** folder where **n** starts at 1 and is incremented by 1 for each new install.






The FFL administrator can create an "alias" for the ATF e-Form 4473.app file and place the alias on the desktop or drag the ATF e-Form 4473.app file to the "Dock" This allows for convenient launching of the e-Form 4473 application

## Application Set Up (Administrator):

Access the application/form by clicking on the e-Form 4473 icon; on the opening screen click "Continue"; on the e-Form 4473 screen click on the "Set Up" button; this will take you to the Administrator's Settings screen. If you click to make the Administrator's Password Mandatory, this will prevent unauthorized persons from viewing or changing your Set Up information. If the password is lost, you will have to download a new form from the Web site. The password is defaulted to "F1rearm5" and cannot be changed.

You have completed the Administrator's Set Up and may click on "Seller Settings,"' "Return to Start," or "Exit."

## Application Set Up (Seller):

**Note**: You must complete the Seller's Set Up prior to using the e-Form 4473.

From the e-Form 4473 screen click on the "Set Up" button; on the Administrator's screen click on the "Seller Settings" button. On the "Seller Set Up" page you must insert your FFL name, address, and first three and last five digits of your Federal firearms license number (you can list up to five FFLs for the same licensed premises).

Upon entering the Seller's Settings screen the cursor is automatically positioned in the ZIP Code field. This is because by entering the ZIP Code first the City and State fields are auto filled. You can enter the ZIP Code by typing it in or by selecting it with the mouse. When tabbing away from the ZIP Code field or clicking on another field, the City and State information is filled.

If more than one City 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.

**Note**: This information needs to be entered once and only modified when the information changes.

You may also choose a password on this screen. **If you click to make the Seller's Password Mandatory, this will prevent unauthorized persons from viewing or changing your Set Up information**. By entering this information, the form will automatically populate questions 31 and 32. Remember your password as you will need it to complete the Seller's sections (B and D) of the form. You may click on "Return to Start," "Administrator," or "Exit." Choosing any of these buttons will save your information.

**Note**: Once you have completed these steps you are ready to begin using the e-Form 4473.

## Updating the Application Set Up For Administrator (Importing ZIP Codes and Countries):

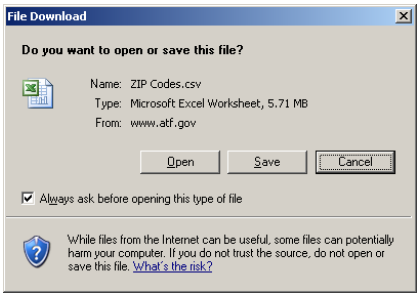
The first time you download the form, the ZIP Codes and Country Codes are included. Periodically ATF will provide updates. To update these files, follow these instructions:

### Step 1:

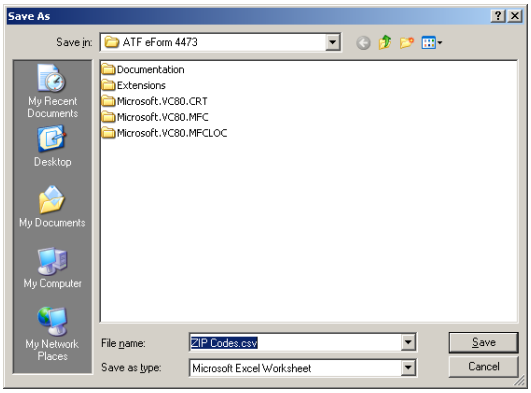
Go to the ATF e-Form 4473 link: http://www.atf.gov/applications/e4473/download.htm

From the download page, click on ZIP Codes (Updated: 11/04/08) or Country Codes (Updated: 9/19/08).

A File Download dialog box is displayed.




Click on the "Save" button. This closes the File Download dialog box and displays a Save As dialog box.



ZIP Codes: Navigate to the following Windows folder in which to save the "**ZIP Codes.csv**" file.

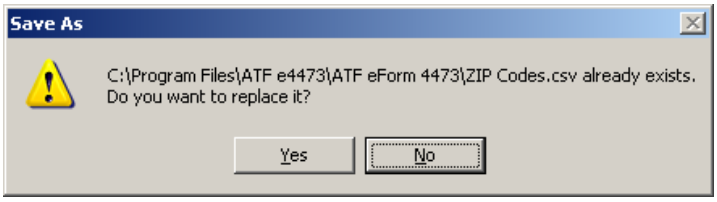
- "C:\Program Files\ATF e4473\"

Do not change the name of the file from "**ZIP Codes.csv**". Click on the "Save" A Save As Warning dialog box will display indicating that the file already exist and asking if it can be replaced.

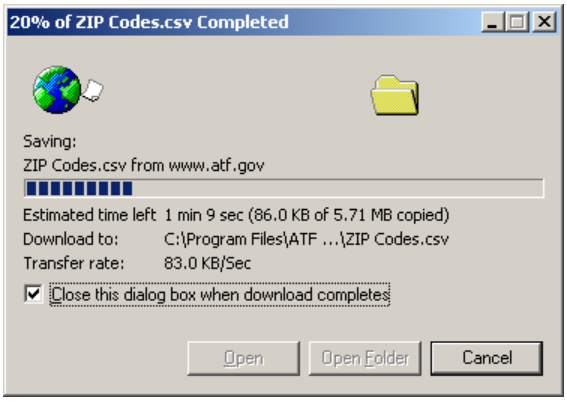
Country Codes: Navigate to the following Windows folder in which to save the "**Countries.csv**" file.

- "C:\Program Files\ATF e4473\"

Do not change the name of the file from "**Countries.csv**". Click on the "Save" A Save As Warning dialog box will display indicating that the file already exist and asking if it can be replaced.

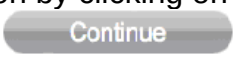



Click on the "Yes" button. A Final File Download dialog box will display and automatically close when the download completes.



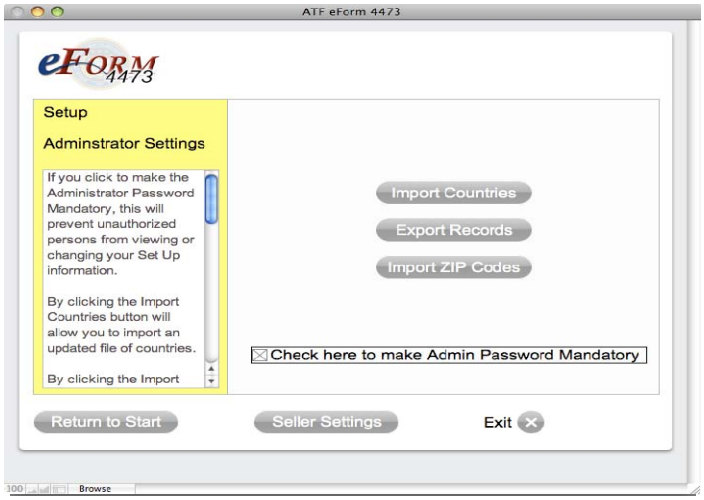

## Step 2:

Open the application by clicking on the e-Form 4473 icon

and click "Continue" on the first screen 

. Click on Setup

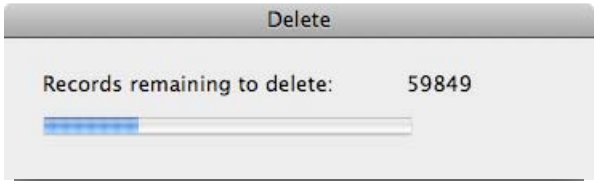
, the next screen will be the Administrator Settings Screen.

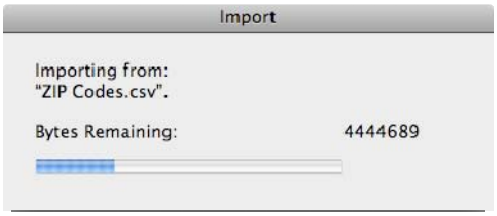


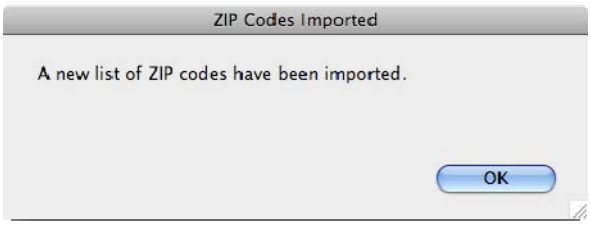

Select the Import ZIP Codes

button or the Import Countries

to start the ZIP Code or Country Code update process. Three subsequent dialog boxes will be displayed. The first shows the progress of removing the outdated ZIP Code/Country Code data. The second displays the progress of importing the new ZIP Code/Country Code data. When the ZIP Codes/Country Codes have been imported, a third dialog box is displayed, confirming a successful import. Clicking OK completes the import process.




## Updating the Application Set Up For Administrator (MAC) (Importing ZIP Codes and Countries):

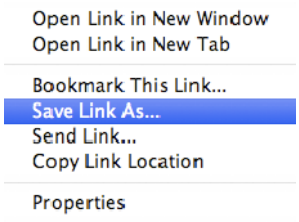
The first time you download the form, the ZIP Codes and Country Codes are included. Periodically ATF will provide updates. To update these files, follow these instructions:

### Step 1:

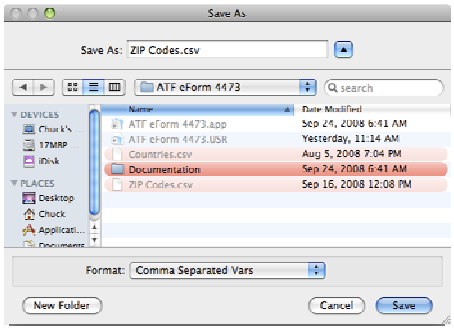
Go to the ATF e-Form 4473 link: http://www.atf.gov/applications/e4473/download.htm

From the download page, right click on ZIP Codes (Updated: 11/04/08) or Country Codes (Updated: 9/19/08).

A File Download dialog box is displayed. This displays the drop down menu shown below.

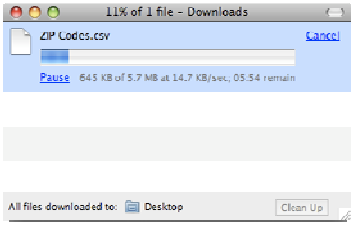



From the menu select “Save Link As…”. The menu is closed and the displays the Save As dialog box shown below is displayed.




Navigate to the ATF e-Form 4473 directory where the application has been installed. Click on the “Save” button. The Save As dialog box is automatically closed. Because the old ZIP Code (Countries) file exists a replacement confirmation is required as shown below.

Click the “Replace” button to replace the old “**ZIP Codes.csv**” (“**Countries.csv**”) file. This displays the Downloads progress dialog box shown below. This box is automatically closed when the download is completed.



## Updating the Application Set Up For Administrator (Exporting Records):

If you would like to save the information from the forms that you have created, select the Export Records button from the ATF e-Form 4473 Administrator Set Up screen. This will allow you to create a file of the information that can be saved to your computer (for example, in Excel or Access). This is not a complete form, just the responses to the questions.

## Calendar:

Dates 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.

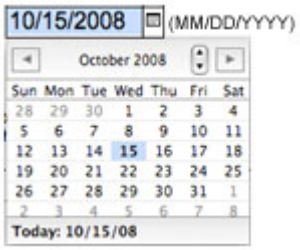



**Figure 49: Macintosh Calendar Drop Down**

**Figure 50: Windows Calendar Drop Down**

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

## Aliens 90-day residency Documents (Question 20.c.):

Enter the Type of Document, for example: "Rent". For Date of Residence indicate the earliest date from that document. For example: "01/01/2007".

## Firearm(s) Information Screen:

Fields for the firearm(s) information (question 26 through 30) will allow the following number of characters depending on your usage of capital letters:

- Manufacturer: 20 to 29 characters.
- Model: 9 to 14 characters.
- Serial Number: 24 to 36 characters.
- Type: 11 to 15 characters.
- Caliber/Gauge: 7 to 11 characters.

Total Number of Firearms (question 30.a.) must be listed as a word for the total number such as “one”, “two”, “THREE”, etc. Do not use numerals.

If the buyer purchases more than five firearms during this transaction, the firearm(s) information for the additional firearm(s) may be attached on a separate sheet; this question must be answered by including those firearm(s) on the separate sheet as well as those indicated on the electronic form.

## FFL Information Screen:

Choose the Federal Firearms License Number by clicking on the “Down Arrow” at the right of the FFL field to display the dropdown list for the numbers you entered during set up. Select the appropriate number by clicking on it with the mouse.

To enter the Transferor’s Transaction Serial Number (if any) tab to or click to this field.

## Warnings Screen:

Warnings will be displayed only if applicable. The right side of the warning screen may be blank if there are no warnings. The warnings are based on the buyer’s responses to questions; however, you should still review the form before transferring the firearm(s).

## Seller Form Preview Screen:

This screen allows you to preview the whole form before printing. Clicking on the will reduce or enlarge the screen, respectively. You may click the back button to go to the previous screen or click the next button to move forward to the next screen.

# Icons and Buttons:

| Button | Description |
|---|---|
| | Displays Notices, Instructions & Definitions button. |
| | 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. |
| | Reduce and Enlarge Form Previews. |
| | Print button, prints Form 4473. |
| Administration | Displays the Application Settings Screen. |
| Setup | Seller's Set Up. |
| Proceed to Form | Displays the Buyer Warning Screen (starts Seller's Section B of the Form 4473). |
| Return to Start | Displays the Start Screen. |
| Import Zipcodes | Imports updated ZIP Code data into the application. |
| Import Countries | Imports updated Country data into the application. |
| Export Records | Exports all Form 4473 data to Seller's specified file format and location. |
| Continue | Displays Opening Screen from application. |
| Cancel Transaction | Closes current 4473 Form, erases the data, and returns to Start Screen. |
| I agree with and certify the above statement | Ends the Buyer or Seller section for the current 4473 form. Once pressed, the user cannot return. |