

U.S. Department of Justice
Bureau of Alcohol, Tobacco, Firearms and Explosives
Federal Explosives Licensing Center, Martinsburg, West Virginia 25405

RENEWAL APPLICATION CHECKLIST

May 30, 2008

To assist you in preparing your renewal application for a Federal Explosives License/Permit (FEL), we have prepared a checklist for you to use. Please complete all forms included in your renewal application packet in accordance with the instructions on each form. Please return your completed application and forms with applicable fees to:

**Bureau of Alcohol Tobacco, Firearms and Explosives
P.O. Box 409567
Atlanta, Georgia 30384-9567**

Please verify you have completed the following as indicated:

- _____ Completed application, ATF F 5400.13/5400.16. Please ensure all questions have been fully answered to include information for all storage facilities and locations, if applicable, in accordance with specific instructions.
- _____ Verify that each ATF F 5400.13/5400.16 has been signed by the sole proprietor, corporate officer or partner as applicable, and that all questions have been answered.
- _____ Verify that item 13 (second page of ATF F 5400.13/5400.16) has been filled out by all Responsible Persons listed on the license or permit.
- _____ Attach one FD-258 (fingerprint card) and one 2" x 2" photograph for each newly added Responsible Person identified in item 13 (ATF F 5400.13/5400.16). **Fingerprints must be taken by a law enforcement official. Fingerprint cards and photographs do not need to be submitted by individuals who have previously submitted them.**
- _____ Complete ATF F 5400.28 – Employee Possessor Questionnaire for any individual who meets the definition of an Employee Possessor (see definition #2 on back of form). Also verify that each form has been signed by the person on the form and all questions have been answered. **Employees that have previously submitted a form may initial the questions and resign and date previously submitted form (if all other information has not changed).**
- _____ Confirm that the appropriate fee has been included. The payment of the fee should be with a check or money order (no cash) made payable to: **Bureau of Alcohol, Tobacco, Firearms and Explosives.**

ATF will deactivate any Responsible Person and Employee Possessor not included in renewal package.

For assistance please call 1-877-283-3352 or email FELC@atf.gov

Federal Explosive Licensing Center Web Site: <http://www.atf.gov/explarson/felc/index.htm>