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

NEW APPLICATION CHECKLIST

May 30, 2008

To assist you in preparing your new application for a Federal Explosives License/Permit (FEL), we have prepared a checklist for you to use. Please complete all forms included in your 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 Responsible Person identified in item 13 (ATF F 5400.13/5400.16). **Fingerprints must be taken by a law enforcement official**.

_____ 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).

_____ Verify that each ATF F 5400.28 has been **signed by the person on the form and all questions have been answered.**

_____ 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.**

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