



HELPFUL HINTS FOR COMPLETING ATF F 4473

BEFORE YOU SIGN QUESTION 31, REVIEW THE ENTIRE F 4473 TO MAKE SURE ALL REQUIRED INFORMATION HAS BEEN PROVIDED. SEE HINTS BELOW:

- * **Omitted Responses.** If the transferee leaves **ANY** answers to the questions in Section A blank, return the F 4473 to the transferee for insertion of the missing answers.
- * **Question 12(a) – 12(k).** If the transferee answers “NO” to Question 12(a), or answers “YES” to ANY Question in 12(b) through 12(k), **STOP the transaction and do not contact NICS or your State POC.**
- * **Question 12(l).** If the transferee answers “YES” to Question 12(l), only contact NICS or your State POC if the transferee also answers “YES” to Question 13 AND shows you the documentation required by Question 18(c).
- * **Inadvertent incorrect answers.** If, before signing Question 14, the transferee realizes that he or she misread a question and inadvertently responded with an incorrect answer that would prohibit the transaction from occurring, the transferee may line through the incorrect answer, insert the corrected response, and date and initial the change.
- * **Questions 14-15.** Did the transferee sign and date the F 4473? This includes Questions 22 and 23 of Section C **IF** the transaction occurs on a different day than when the transferee signed Question 14 in Section A.
- * **Question 18(a).** Make sure the identification document(s) presented by the transferee and documented by you in Question 18(a) is for the person trying to acquire the firearm. Make sure the address on the identification document(s) presented match the residence address recorded in Question 2.

IF YOU OR THE TRANSFEREE ARE CONFUSED ABOUT HOW TO COMPLETE ANY PORTION OF THE F 4473, RE-READ THE IMPORTANT NOTICES/ INSTRUCTIONS/DEFINITIONS ON THE BACK OF THE FORM. IF CONFUSION STILL EXISTS, CONTACT YOUR LOCAL ATF OFFICE FOR ASSISTANCE BEFORE COMPLETING THE TRANSACTION.

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