

eForm 6 Access Request

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| Submit this form to the Firearms and Explosives Imports Branch, ATF, Washington, DC 20226 | ATF Tracking Number |
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A - Action Requested

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| 1. <input type="checkbox"/> Add User <input type="checkbox"/> Modify User Information <input type="checkbox"/> Delete User <input type="checkbox"/> Reactivate User | 2. If Modifying or Deleting, Provide User ID, if known |
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B - User Information: Please complete this section with all the required data to establish a user identification record.

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|---|---|---------------------------|---------------------------------|
| 3. First Name | 4. Middle Initial | 5. Last Name | 6. Suffix (i.e., Jr., Sr., III) |
| 7. Social Security Number (last 4 digits) | 8. Date of Birth | 9. Mother's Maiden Name | |
| 10. Employee Title | 11. Business E-mail Address | 12. Business Phone Number | |
| 13. Business Fax Number | 14. <input type="checkbox"/> Check Here if User Will Be Responsible Person (See instructions for definition.) | | |

C - Company Information: Provide information about the company for which you work

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| 15. Name and Address of Company as it Appears on Your Federal Firearms License and/or Arms Export Control Act Registration |
| 16. Federal Firearms License Number or Arms Export Control Act Registration Number |

Requester's Certification: I hereby attest that the entries on this form are true and correct and that the unique username and password or digital signature that the Bureau of Alcohol, Tobacco, Firearms and Explosives assigns to me are intended as my original signature and I intend that such submissions be treated as bearing an original signature for all intents and purposes when submitting firearm import applications electronically via the eForm 6 System. I have read and agree to be bound by the terms set out in the eForm 6 Notices and Agreement governing the use of the eForm 6 System.

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| 17. Requester's Signature | 18. Date |
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D - Approval Required: Signature of responsible person with signature authority required to grant access to eForm 6 System.

Responsible Person's Certification: I authorize the above-named user to complete and execute, on behalf of the company named in Item 15, firearm import applications via the eForm 6 System. I attest that the company intends to be bound by the entries on any such applications and intends that such applications be treated as bearing an original signature for all intents and purposes. I have read and on behalf of the company agree to be bound by the terms set out in the eForm 6 Notices and Agreement governing the use of the eForm 6 System. I hereby ratify and confirm all that the user shall lawfully do or cause to be done by virtue of this authorization.

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| 19. Company Approval Signature By Responsible Person | 20. Print Name and Title of Responsible Person | 21. Date |
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ATF Use Only

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|--------------------------------|------|----------|
| User Verification Completed | Date | Comments |
| System Owner Approval | Date | Comments |
| ATF Operations Completed | Date | Comments |
| System Administrator Completed | Date | Comments |
| User Notification Completed | Date | Comments |

You must complete this form in order to receive a user ID and password to obtain access to ATF's eForm 6 system.

Section A – You must check the "New User" if you are requesting access to eForm 6 for the first time. Check "Modify User Information" if you are changing any of the information in sections B or C. If you are modifying user information, you must supply the User ID. You should complete only those sections in items B and C that have changed. You must notify ATF's Licensing Center in Atlanta if you have changed any information in section C before changing it in eForm 6 System. Check "Delete User" if you would like that individual to no longer have access to eForm 6 System. If you are deleting a user, provide the User ID if known.

Section B – You must enter the required information about the individual requesting access to eForm 6 in items 3-13. Also include your business and telephone and FAX numbers. **One** individual from each Federal firearms license or Arms Export Control Act registrant **must** be registered as a Responsible Person in item 14. This person will be able to review the User Profiles of all other users registered under that Federal firearms license or Arms Export Control Act registration number. This individual will also receive a confirmation email for each application submitted via the eForm 6 system. A Responsible Person is defined as a sole proprietor, or in the case of a corporation, partnership or association, any individual possessing the power to direct or cause the direction of the management, policies and practices of the corporation, partnership or association as they relate to firearms, and in the case of a corporation, association or similar organization, any person holding ten percent or more of the outstanding shares of stock issued by the applicant and the officers and directors of that organization. These persons are listed on the ATF Form 7, Application for Federal Firearms License and ATF Form 4587, Application to Register as an Importer of U.S. Munitions Import List Articles.

Section C – You must enter the required information about the company for which you work. This information must appear exactly as it does on the Federal Firearms License. You (*the individual requesting access*) must sign and date the form in items 17-18.

Section D – A person listed as responsible person on the ATF Form 7 or ATF Form 4587, must sign and print his or her name and title, and date the form in items 19-21.

You must send the original of this form to:

Firearms and Explosives Imports Branch
Bureau of Alcohol, Tobacco, Firearms and Explosives
Washington, DC 20226

Your user ID and password will be sent to you separately for security reasons.

Privacy Act Information

We provide this information to comply with Section 3 of the Privacy Act of 1974 (5 U.S.C. 552a(e)(3)).

We require this information under the authority of 18 U.S.C. 925(d). You must disclose this information so we may identify the company on whose behalf applicant claims to act, to verify the scope of the applicant's authority to act, and to evaluate the applicant's qualifications for access to the system.

We use this information to approve, grant and control access to sensitive information systems. In addition, the information may be disclosed to other Federal, State and local law enforcement and regulatory agency personnel to verify information on the application and to aid in the performance of their duties. Disclosure may otherwise be made pursuant to the routine uses most recently published in the Federal Register for ATF's Regulatory Enforcement Records System (Treasury/ATF.008).

If you fail to supply complete information then there will be a delay in the processing of your application.

Disclosure of your Social Security Number is voluntary. Solicitation of this information is pursuant to section 925(d), Title 18 U.S. Code. The Social Security Number may be used to verify the applicant's identity. If you fail to supply your Social Security Number, there will either be a delay in processing your application or you will not be granted access to the system.

Paperwork Reduction Act Notice

This request is in accordance with the Paperwork Reduction Act of 1995. We use this information to authenticate end users in the program to electronically file ATF Form 6 Part I (5330.3A). The information is used by the Government to verify the identity of the end users prior to issuing them passwords. The information we request is voluntary, however, if the requested information is not submitted, the users will not be granted a password and cannot participate in the electronic program.

The estimated average burden associated with this collection is 18 minutes per respondent or recordkeeper depending on the individual circumstances. Comments concerning the accuracy of this burden estimate and suggestions for reducing this burden should be directed to the Reports Management Officer, Documents Services Branch, Bureau of Alcohol, Tobacco, Firearms and Explosives, Washington, DC 20226.

ATF may not conduct or sponsor, and you are not required to respond to a collection of information unless it displays a currently valid OMB control number.