



NFA eForms Helpful Hints

General information:

- **Registration** – Access the eForms Registration/Log In screen at www.atfonline.gov/eforms/. Fill in the information that is requested on the screen. As soon as your name is entered in the Registration screen, your User ID will be generated. We suggest that you write the User ID down for your future reference (as well as note the password you establish). Soon after the registration is completed and submitted, an email will be sent to the email address you provided containing the User ID. Once your registration is complete you must have your Federal Firearms Licensee (FFL) and Employee Identification Number (EIN) associated with your eForms User ID before you can submit NFA eForms on behalf of your company. In order for you to request association you must log into eForms and click on the MY PROFILE tab to request to be associated with your FFL(s) and EIN number(s).
- **FFL Number/EIN Associations** - the FFL Number association is done by clicking on the “My Profile” Tab. Then click on the FFL/AECA/EIN button, enter the first three and the last five digits of your FFL number in the FFL Number field and/or EIN and submit the request. You will have to indicate if you will be submitting forms as the Super user (who must be listed as a responsible person on the FFL), or a Delegate, or a Submitter. There must be one and only one Super User for each FFL. You may request to be associated with multiple FFL or EIN numbers. You will receive notification when your request is approved and then the FFL and EIN number (s). This information will populate the NFA forms for you as the registrant on a Form 2 or as the transferor on Forms 3, 4, 5 and 9 based on the FFL you select from the drop-down information on the Application screen.

If other members of your company will be submitting eForms on your behalf, they must register as Delegates or Submitters. The Super User will approve their associations in the User Administration tab. ATF will not be approving the Delegate or Submitter roles.

- **Forms 2, 3, 4, 5 and 9** may only be submitted by an FFL who has paid special tax for the current tax year.
- **Form 1** may be submitted by a State or local government agency or by a legal entity (LLC, trust, corporation, etc.).
- **Form 10** may only be submitted by a State or local government agency.

- **Attachments:**
 - If there will be an attachment to your eForms submission, have it ready so that it may be submitted via the Electronic Documents function for each form.
 - Note that if letters of interest or permits, for example, are needed for ATF to approve the form but are not attached, the application will be disapproved.
- **Forms 1, 4 or 5** cannot be filed electronically when the form requires the submission of fingerprints, photographs and the Law Enforcement Certification.
- **For the transfer or export of an NFA firearm**, you will select the firearm(s) from your current inventory. In the eForms system, your inventory for selection will be retrieved based on your EIN. **If a firearm does not appear that is currently registered to you, please contact the NFA Branch at (304) 616-4500.**

FORMS

Form 1

- There are two options for the Form 1:
 - An application by a State or local government agency.
 - The agency information will be retrieved by the use of the agency's ORI (Originating Agency Identification Number).
 - The application will be exempt from making tax.
 - Select the State or local government button on the Applicant screen.
 - An application by an unlicensed legal entity
 - Start by checking the Tax Paid button on the Application screen
 - Then by clicking 'No FFL' box on the Applicant screen.
 - The documents establishing the legal entity must be submitted with the application as an electronic attachment.
 - Any permit required to evidence compliance with State or local law or any other document needed by ATF must also be submitted as an electronic attachment.
 - Have your credit/debit card information handy as the making tax (\$200) will have to be paid (via Pay.Gov) before the application can be submitted.

Form 2 – manufacturing

- Your license name will populate the Manufacture Name field (in the Line Item function when you are adding firearms). Your name will probably be too long to be associated with the manufacturer names in the table, so you

will need to shorten it for names to be brought up for selection. You may wish to note your Manufacturer Code to use as a more expedient means of identifying your company as the manufacturer. Once you verify the manufacturer name, you will be able to see the code in the box to the right of the name. Of course, you can always ask us and we will provide it to you.

- The system is not able to accept records where there is no caliber, barrel length or overall length, so 'explosive-type' destructive devices, such as flashbangs, cannot be registered at this time via eForm 2. We are working on a fix to this.

Form 2 – importing

- A Form 2 for an importation may be filed electronically, with some exceptions, only when the Form 6 and 6A were filed electronically. However, in some cases, the Form 2 cannot be filed because some of the firearm type codes used in importation do not match to the firearms codes used in the NFA system. You will be able to submit the Form 2 for machineguns, silencers, short barreled rifles, short barreled shotguns, and 'any other weapons,' but you cannot file for destructive devices if the devices were identified as other than a destructive device to include: grenade, howitzer, launcher, mine, missile, mortar, rocket, torpedo, or warhead.

Form 3

- The transferee's information will be populated from the transferee's FFL number, EIN, and class of special tax paid. This information needs to be provided as you submit the form.
- For the transfer of a 'post-1986' machinegun, the law enforcement letter(s) of interest must be submitted (as electronic documents) with the application. If no letters are required, an explanation must be made (in the appropriate field in the function).
- Any permit required to evidence compliance with State or local law or any other document needed by ATF must also be submitted as an electronic attachment.

Form 4

- A transfer may be made to an unlicensed legal entity by checking the 'No FFL' box on the Transferee screen.

- The documents establishing the legal entity must be submitted with the application as an electronic attachment.
- Any permit required to evidence compliance with State or local law or any other document needed by ATF must also be submitted as an electronic attachment.
- Have your credit/debit card information handy as the transfer tax will have to be paid (via Pay.Gov) before the application can be submitted.
- The transfer tax amount will be determined by the type of firearm selected for transfer. If the firearm is an ‘any other weapon,’ the tax will be at the \$5 rate.

Form 5

- There are two options for transfer for the Form 5:
 - A transfer may be made to a government agency (Federal, State or local).
 - Start by checking the ‘transfer to a government agency’ button on the Application screen.
 - The agency information will be retrieved by the use of the agency’s ORI (Originating Agency Identification Number). The agency can provide the ORI to you.
 - If the agency does not have an ORI, the application must be submitted on paper.
 - A transfer may be made to an unlicensed legal entity (LLC, trust, corporation, etc.)
 - Start by checking the ‘firearm is unserviceable’ button on the Application screen and then
 - By checking the ‘No FFL’ box on the Transferee screen.
 - The documents establishing the legal entity must be submitted with the application as an electronic attachment.
 - Any permit required to evidence compliance with State or local law or any other document needed by ATF must also be submitted as an electronic attachment.

Form 9

- The State Department license number is required on the form.
- A copy of the State Department license is required and must be submitted as an electronic attachment.

Form 10

- The agency information will be retrieved by the use of the agency's ORI (Originating Agency Identification Number).