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ATF Imports eForms Basics and Common Pitfalls

Firearms and Explosives Imports Branch



U.S. Department of Justice

Bureau of Alcohol, Tobacco, Firearms and Explosives

ROLES AND RESPONSIBILITIES

SUPER USER

DELEGATE

SUBMITTER

ROLES AND RESPONSIBILITIES

Super User

The highest designation granted by ATF to an external eForms user. Super Users can perform the following actions:

- Submit Forms
- View all forms submitted for FFLs (delegates and submitters)
- Approve/reject association requests by delegates and submitters
- Revoke delegates and submitter associations from FFLs/AECA
- There can only be one super user per FFL/AECA

ROLES AND RESPONSIBILITIES

Delegate

A Delegate can perform the following actions:

- Submit forms
- View all forms submitted for FFLs/AECA
- Approve/reject association requests by Submitters
- Revoke Submitters from FFLs/AECA
- Complete a 6a for a Form 6 that was completed by a Submitter of Super User

ROLES AND RESPONSIBILITIES

Submitter

- Submit forms on behalf of associated FFLs/AECA's, as well as forms that do not require FFL numbers.

Note: If you have the role of Submitter, you should only have access to forms that you have submitted

COMMON PITFALLS

- Know the manufacturer
- Don't select models that are "close" in the dropdown (eForms).
- If you're unsure about the make and model of a firearm, do some research first. (incomplete submissions can delay processing times because ATF must have complete information)
- When in doubt, always provide clear photos that show all markings on the firearm.

COMMON PITFALLS

- Most modern firearms have a model designation.
- If it's an older rifle or shotgun with no visible model, you can put the type as the model (i.e., bolt action, SxS, O/U). Provide photos as proof!
- Be sure to list the model on the Form 6 application as it's marked on the gun.

Current Processing Times

- Average Form 6 turnaround= around two weeks
- Eforms vs. paper Form 6's
(Eform 6's are processed 5 days quicker on average)
- Official processing time is still 4 to 6 weeks
(Always plan for the official processing time)

FUTURE EFORM ENHANCEMENT ON HOLD

- Ability to upload serial number attachment (i.e., excel spreadsheet) for F6's/6A submissions when serial numbers are numerous and non-consecutive.

CONTACT US IF YOU HAVE QUESTIONS

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