

# NATIONAL FIREARMS ACT BRANCH

## Who We Are

The National Firearms Act (NFA) Branch is a separate branch within the Firearms & Explosives Services Division. We are responsible for the effective administration of the National Firearm Act, 26 U.S.C. Chapter 53. We maintain control and custody of the National Firearms Registration and Transfer Record (NFRTR), which is a central registry of firearms that are required by Federal law to be registered in the United States such as: machineguns, silencers, short-barreled rifles, short-barreled shotguns, destructive devices and certain firearms described as any other weapons. We provide record searches and/or certifications for use in Federal court relating to the registration status of firearms. We testify in court concerning NFA Branch procedures. We are responsible for processing and approving applications to make, export, transfer and register NFA firearms and notices of NFA firearms manufactured or imported.

## Who Are Our Customers

The NFA Branch has a variety of direct customers, each with specific service needs: They include:

- *ATF regulatory and criminal enforcement personnel*
- *Other Federal, State and local government agencies*
- *Federal Firearms licensees/Special (Occupational) Taxpayers*
- *General public*
- *Members of the Armed Services*

## Our Service Commitment To You

The National Firearms Act Branch has developed standards for service to our customers. When you deal with us, you have a right to expect professional, prompt, and courteous service.

- Correct ATF Forms 1 and 4 will be processed in 90 days from date of receipt. ATF Forms 2, 3, 5, 9, 10 and 5320.20 will be processed in 2 to 3 weeks from date of receipt. Application must be perfected before the processing time start.
- We will respond to your telephone requests for information and assistance in helping you complete your importation forms.
- We will hold in the strictest confidence all information you provide us about your application.
- The application status may only be given to the transferor or the transferee if the transferor has given approval.

## What We Do

We process and approve the following applications and notices:

- ATF Form 1 (5320.1), Application to Make and Register a Firearm.

This form is used by an individual to make and register an NFA firearm. A making tax of \$200 per firearm will be incurred.

This form may also be used by State, and local government agencies. An exemption from the making tax is provided for government agencies.

- ATF Form 2 (5320.2), Notice of Firearm Manufactured or Imported.

This form is used to notify ATF of the manufacture or importation of a firearm by a properly qualified special (*Occupational*) taxpayer.

- ATF Form 3 (5320.3), Application for Tax Exempt Transfer of Firearms and Registration to Special (*Occupational*) Taxpayers.

This form is used to apply for the tax exempt transfer of any NFA firearm when both parties involved are Federal firearms licensees and special (*Occupational*) taxpayers.

- ATF Form 4 (5320.4), Application for Tax paid Transfer and Registration of a Firearm.

This form is used for the tax paid transfer of an NFA firearm. A transfer tax of \$200 per firearm will be incurred.

- ATF Form 5 (5320.5), Application for Tax Exempt Transfer and Registration of a Firearm.

This form is used to apply for tax-exempt transfers of NFA firearms. This form is used to transfer firearms to government agencies.

- ATF Form 9 (5320.9), Application and Permit for Exportation of Firearms.

This form is used to apply for the permanent exportation of NFA firearms.

- ATF Form 10 (5320.10), Application for Registration of Firearms Acquired by Certain Governmental Entities.

This form is used by State or local government agencies to register an NFA firearm not previously registered (*for example, firearms seized for violation of the law*).

- ATF Form 5320.20, Application to Transport Interstate or to Temporarily Export.

This form is used by a person who is seeking to move his/her firearm in Interstate (*across State lines*) or foreign commerce. This form would not be used by someone licensed under the National Firearms Act.

The NFA Branch also provides technical advice and assistance to the general public regarding requirements of NFA.

## Future Improvements

### To Help Serve You

The National Firearms Act Branch has identified the following areas to better assist you within the next two years.

- We plan to decrease the time it takes us to process your NFA forms submissions, by updating our computer programs.
- We plan to develop and distribute an NFA Information Pamphlet.
- We plan to enhance communication with the firearms industry and enforcement agencies through the Internet and the Federal Firearms Newsletter.

## How To Contact Us

In the event you have any inquiries relating to your NFA activity, please contact:

**Bureau of Alcohol, Tobacco, Firearms  
and Explosives  
National Firearms Act Branch  
Suite 1250  
244 Needy Road  
Martinsburg, WV 25405-9431  
Phone (304) 616-4500  
Fax (304) 616-4501**

**Hours of Operation: 8:00 a.m. to 5:00 p.m.  
(Eastern Time) Monday through Friday  
(Except Federal Holidays)**



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