

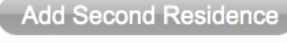






# ATF e-Form 4473

## Quick Reference Guide for the Buyer

<b>Warning:</b>	The Buyer's opening screen is the Buyer Warning screen.  You should read the <b>Warning</b> statement before selecting the Next  button on this screen.
<b>Notices, Instructions &amp; Definitions:</b>	Every screen has a Notices, Instructions, and Definitions button  in the upper right corner of the screen. Clicking on this button displays the Notices, Instructions, and Definitions screen which reflects all information contained on the form. Additionally, information relating to specific questions may be found on the left side of the screen.
<b>Social Security Number:</b>	The Social Security Number is an optional field, but will help prevent misidentification. To enter your SSN, type in the first three digits of your number [click/tab] type the second two numbers [click/tab] and then enter your last four numbers. [The screen to the right will show this standard format XXX - XX - XXXX as you type].
<b>Unique Personal Identification Number (UPIN):</b>	For buyers approved to have information maintained about them in the FBI NICS Voluntary Appeal File, NICS will provide you with a <b>Unique Personal Identification Number</b> , which the buyer should record in question 9.
<b>Primary Residence:</b>	Upon entering the Primary Residence screen the cursor is automatically positioned in the ZIP Code field. Entering ZIP Code automatically fills the City, County, and State fields. ZIP Code can be typed in or selected from a drop down. When the Buyer tabs away from the ZIP Code field or clicks on another field, the City, County, and State information is filled. If more than one City, County, or State exists for the ZIP Code entered, the appropriate one can be selected by clicking on the down arrow in the field and selecting from the list. At any time the auto filled information can be overwritten by manually typing in the desired information. After entering the ZIP Code, City, County, and State information the Buyer can tab to or click on the Number and Street Address field to enter the street address of the buyer's residence. This information can be entered in two lines.
<b>Secondary Residence:</b>	If you have an additional residence ( <i>See Instructions for Question 2</i> ) it may be entered by

clicking the “Add Second Residence”  button. The Secondary Residence Screen displays.

After entering the buyer’s primary residence information, select the Next  button to display the Personal Information screen.

Clicking on the Back  button returns the Buyer to the Name and SSN screen.

**Date Of Birth:**

Upon entering the Personal Information screen the cursor is automatically positioned in the Birth Date field. Birth Date can be entered in the form of MM/DD/YYYY or by clicking the calendar icon to the right of the date field and selecting the appropriate date. An example of using the calendar function is shown below.

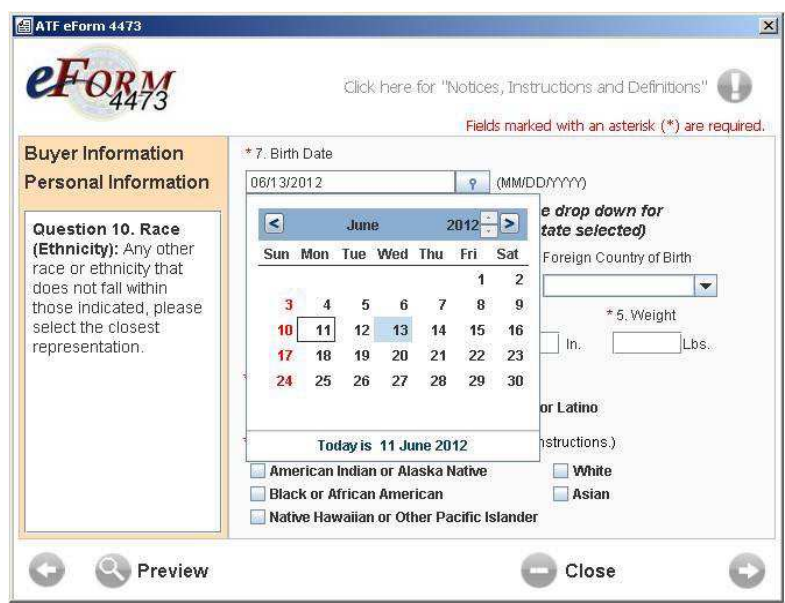


Figure 1 Calendar Drop Down

**Note:** In the Windows version, in order to scroll through the years, the Buyer must click on the actual year in the calendar to expose the up and down arrows.

**Place Of Birth:**

City information is dependent upon the State value entered or selected. Tabbing to or selecting first the State field allows the Buyer to enter or select the appropriate City. Foreign Country can also be entered or selected. See Figure 2 Place of Birth/Non-US Country of Birth Drop Downs

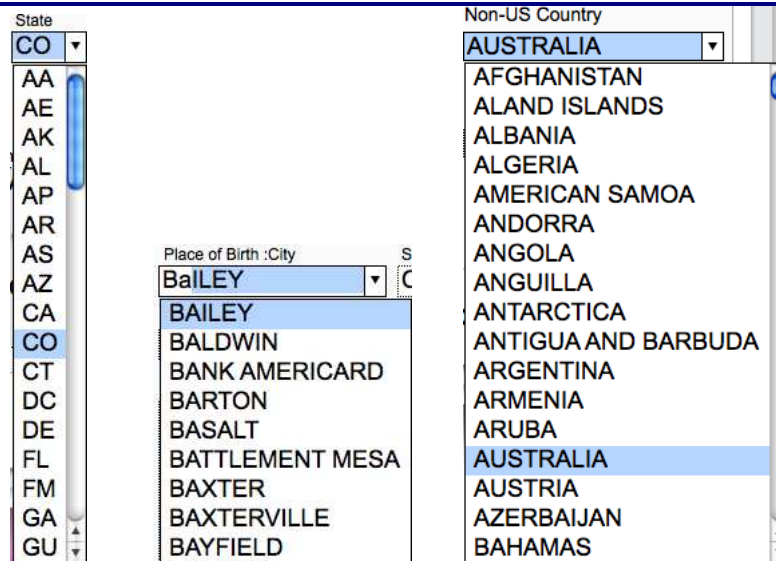


Figure 2 Place of Birth/Non-US Country of Birth Drop Downs

**Note:** Place of Birth (City & State) and Non-US Country of Birth are mutually exclusive. The Buyer can enter either Place of Birth **OR** Non-US Country of Birth but not both.

**Answering Questions 10.a. and 10b:**

You must check a box in 10.a.

You must check at least one box in 10.b – you may check more than one box, if applicable.

**Answering Questions 11.a:**

The system requires the user to one of the following responses for Question 11.a:

- Yes
- No
- No Response Required

If the user does not enter a response for question 11.a, the system displays the following message:

“You failed to answer Question 11.a. You are required to make a selection in order to proceed.”

**Answering Question 11.i:**


The wording in question 11.i has changed

**From:** “Are you a nonimmigrant alien”








**To:** “Are you an alien admitted to the United States under a nonimmigrant visa? (See *Instructions for Question 11.I*)”

<b>Answering Question 12:</b>	<p>The wording in question 12 has changed</p> <p><b>From:</b> “If you are a nonimmigrant alien, do you fall within any of the exceptions set forth in the instructions? (If “yes,” the licensee must complete question 20d. (See <i>Instructions for Question 12</i>)”</p> <p><b>To:</b> “If you are an alien admitted to the United States under a nonimmigrant visa, do you fall within any of the exceptions set forth in the instructions? (If “yes,” the licensee must complete question 20c.) (See <i>Instructions for Question 12.</i>) If question 11.i. is answered with a “no” response, <b>then do NOT respond</b> to question 12 and proceed to question 13.”</p>
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<b>Answering Question 15:</b>	<p>The user must enter a response to question 15:</p> <p>If the response to question 11.i or question 12 is “Yes”, and the user does not enter a response for question 15, the user is prevented from moving forward</p> <p>If the response to question 11.i or question 12 is “Yes”, and the user does not enter a response for question 15, the system will display an error message indicating that a response is required</p>
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<b>Preview Screen:</b>	<p>The <b>ATF e-Form 4473 Buyer Information Form Preview</b> screen displays. You can review all the answers on the electronic version of the <b>ATF e-Form 4473</b>. Select the</p> <p><b>Next</b>  button to move to the next screen.</p>
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## *ICONS and BUTTONS*

<b>Button</b>	<b>Description</b>
	<b>Displays Notices, Instructions &amp; Definitions</b> button. Located on every screen at the upper right corner of the screen.
	<b>Next</b> button, displays the next screen
	<b>Close</b> button, closes current 4473 Form, erases the data and returns to Start Screen
	<b>Exit</b> button, exits the application
	<b>Back</b> button, displays the previous screen
	<b>Scroll bar</b> , with your cursor, move the scroll bar up or down to read information about the fields.
TAB or CLICK	To move from field to field <b>Tab</b> or <b>Click</b> (in the box)
	Ends the Buyer section for the current 4473 form. Once clicked the user cannot return to the form.