



Office: (816) 380-5200 Fax: (816) 380-8334
2501 West Mechanic, Suite 100, Harrisonville, MO 64701
www.cassmosheriff.org

Date: January 1, 2011
Subject: ATF Form 1 or Form 4 Applications
Reference: Required Documents & Fees

The Cass County Sheriff's Office requires that all ATF Form 1 and Form 4 Applicants submit a complete set of documents so that their Form 1 or Form 4 Application packets can be processed quickly and accurately.

NEW POLICY:

You must submit your packet of documents to us in person. You will be required to display a valid Missouri Driver's License or State issued ID with signature and photo, along with the fingerprint cards and the attached questionnaire. You will need to deliver your packet to us at 2501 west Mechanic, Harrisonville, MO 64701, Monday through Friday, 7:30 to 4:30. If you wish to have the packet returned to you by mail, you must include a self-addressed envelope in the packet with SUFFICIENT POSTAGE for return mail and a \$5.00 fee for a local records check.

Below is a list of the required documents:

- ATF Form 4 – Must be completely filled out and signed by both the transferor and you, the transferee. Photographs must be attached and handwriting must be legible. Two forms for each firearm or device are required.

or

- ATF Form 1 - Must be completely filled out and signed by the Applicant. Photographs must be attached and handwriting must be legible. Two forms for each firearm or device are required.

plus

- Approved fingerprint cards that are complete and legible are required for each Form 4 Application.

(Note: The Cass County Sheriff's Office can provide fingerprint and fingerprint cards for the additional cost of \$10.00).

- A completed Cass County Sheriff's Office Form: Questions for Investigation of ATF Form 1, Form 4 and Form 5 Applications.

Once we receive your complete packet, it will take three to four business days to process it. Once this process is completed, you may pick it up or you may have the original document packet mailed to you. You will be responsible for forwarding the packet for submission to the ATF.

If you have any questions or concerns, please feel free to call Major Jeff Weber at 816-380-8308