

# Automation of Industry eForms



## **EFORMS 4473 USER MANUAL**

**DEPARTMENT OF JUSTICE:** BUREAU OF ALCOHOL,  
TOBACCO, FIREARMS AND EXPLOSIVES  
INFORMATION SERVICES DIVISION

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## Overview

This manual provides the information necessary to effectively use the eForm 4473 automated information system distributed by ATF. The eForm 4473 application runs identically in both PC and Mac versions. As such, this user guide is applicable to both versions.

## 1 Description of Application Release

The eForm 4473 application provides an easy and intuitive method for electronically entering information necessary for completing ATF Form 4473. Though human review of Form 4473 will remain, the application ensures the highest possible data input through edit checks, mandatory field logic and Seller Alerts based on buyer and seller answers. The application minimizes errors due to omissions and invalid entries, helps to ensure compliance to ATF regulations, and largely eliminates unintelligible data entry due to manual scripting.

## 2 System Requirements to Install and Run this Application

This application is a stand-alone desktop application requiring no network connectivity to run. The only need for Internet connectivity is to download the application, supporting software (Adobe Acrobat Reader), user manual and updates from the ATF public website. The following depicts the environment required to run the eForm 4473 application on both PC and Mac:

### 2.1 Microsoft Windows ®

- Minimum operating system required: Windows 7 or later.
- Required disk space is 90.1

### 2.2 Apple OS X ®

- Minimum operating system: Mac OS X 10.12 Sierra or later
- Required disk space is 123.02 MB

## 3 Installing, Updating, and Upgrading eForm 4473

### 3.1 Online Installation: Installing in Windows

Open an Internet browser and navigate to the following URL:

<https://www.atf.gov/firearms/applications-eform-4473-download>. You will see eForm 4473 **Download Page** (Figure 1).

**Applications eForm 4473 Download**

**User's Manuals**

The user's manual contains installation instructions and step by step instructions on using eForm 4473.

- [User Installation Guide](#) (Updated: 09/11/20)
- [User's Manual](#) (Updated: 09/11/20)
- [Seller's Quick Reference Guide](#) (Updated: 05/05/17)
- [Buyer's Quick Reference Guide](#) (Updated: 05/05/17)

[Answers to Common Questions](#) | [eForm 4473 Support](#)

**Downloading the Application**

Downloading the application could take up to approximately 30 minutes; however, the average download time is approximately 5 minutes. **Prior to using the e4473 application**, users **MUST** update their default settings to Microsoft Edge for Windows OS or Preview for MacOS to properly view PDF documents. Please refer to the instructions below to update your default settings:.

Figure 1: eForm 4473 Download Page

From the eForm 4473 **Download Page**, you can access answers to frequently asked questions (FAQs) or the support page to email your eForm 4473 questions. This page also allows you to download the application ZIP Codes, Installation Guide, and User’s Manual.

To install the application, select the appropriate *Download* link. These links will begin to download the application’s zip file. The files included in the zip file will be the application, zip code csv file, and countries csv file (**Figure 2: eForm 4473 User Agreement PageDownload Links**).

## Microsoft Windows

### SYSTEM REQUIREMENTS

**Recommended Operating System:** Windows 10

**Required disk space:** 90.01 MB

**Updated:** 11/25/2020

[Download Windows OS](#)

### NOTES

If using an older version of Windows, to print a completed ATF Form 4473, one must save PDF file to their computer first. Then, open the saved file and print the form. For more information, please view [Printing e4473 PDF Using Older Windows Operating System](#).

If not using the current version of Microsoft operating system and Adobe Acrobat Reader DC, ATF cannot guarantee that:

- ATF will be responsible for resolving defects
- e4473 application will operate and print as expected
- e4473 will be uninterrupted, timely or error-free

## Apple OS X

### SYSTEM REQUIREMENTS

**Minimum Apple OS X required:** OS X 10.12 (Sierra) or later

**Required disk space:** 124.14 MB

**Updated:** 11/25/2020

[Download Mac OS](#)

*Figure 2: eForm 4473 Download Links*

## Supporting Software

Microsoft Edge is required to run the eForm 4473 application on Windows, and Preview is required to run the application on MacOS. The applications come preinstalled on all personal computers (PCs) running Windows 10 or Mac laptops.

## 3.2 eForm 4473 Application Installation

To install the eForm 4473 application, click on the appropriate *Download* link (**Figure 2**).

### 3.2.1 Windows Version

The instructions below will differ by using various web browsers and computer configurations

1. To install the e4473 application, click on the Download Windows OS button. Click the “**Save**” button to save the zipped file. In certain web browsers, your download will appear and you can view the download progress.
2. Once download is complete, unzip/extract the downloaded zip file by clicking/double clicking the file.
3. Once unzipped, you will see the application, zip code csv file, and countries csv file. Double click the application named “**ATF eForm 4473 Setup 1.x.x**” and select “**Run**” to begin the install.

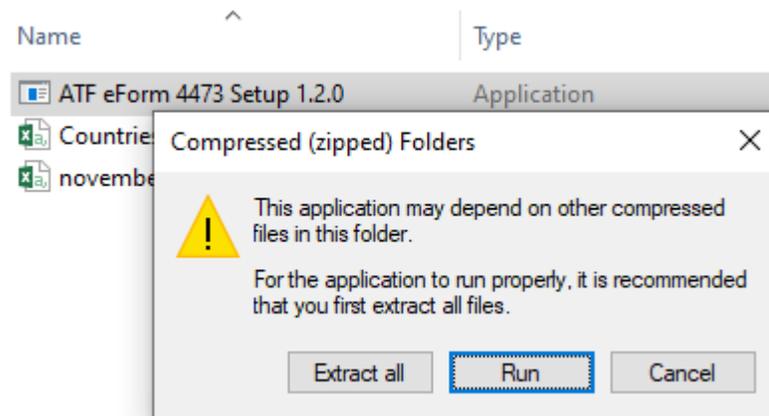


Figure 3: Run/Extract Application Screen

4. The File Download Security Warning box may display depending on your security configurations.

**Note:** This box automatically closes, and a Security Warning dialog box is displayed indicating that no digital signature is included with the application download. This is an approved ATF application and can be run without security implications.

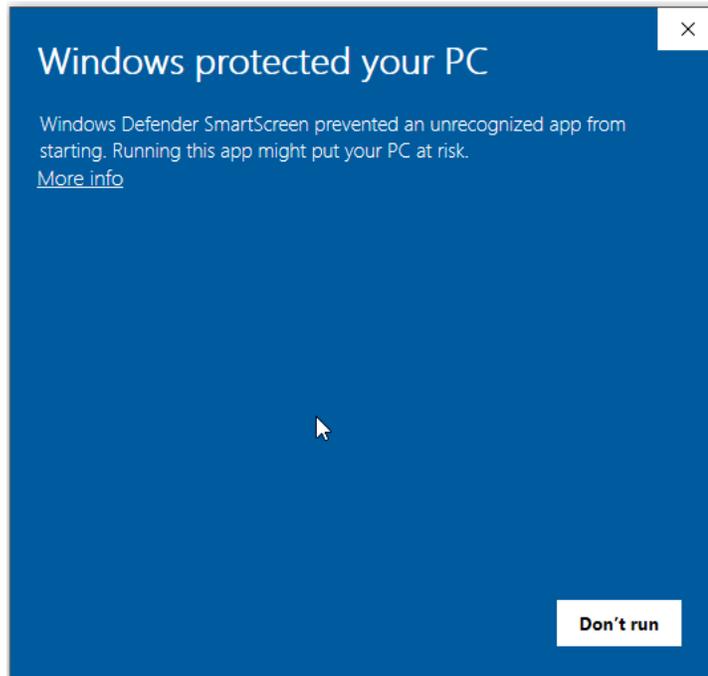


Figure 4: Windows Run Screen

5. Select the **More Info** link, the Windows Defender SmartScreen information will appear. Select "**Run anyway**" to continue.

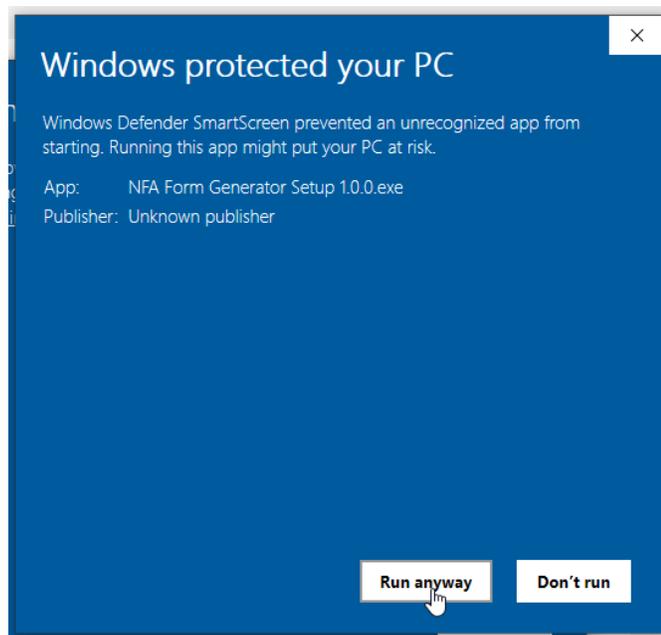


Figure 5: Windows Run Application Anyway

6. The Windows installation progress bar will automatically open, and then close when installation is complete.

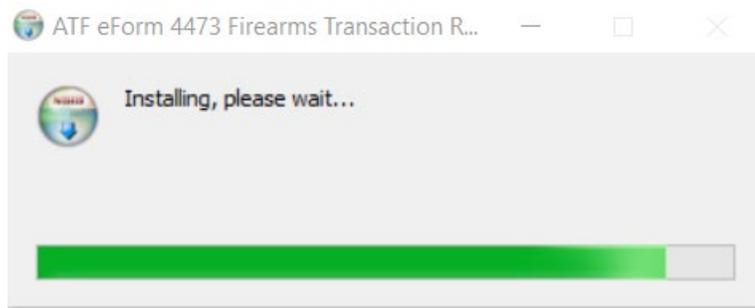


Figure 6: Windows Installation Progress Bar

### 3.2.1.1 Opening e4473 PDFs with Windows Operating System

Prior to use, please change the default setting to open all PDFs with **Microsoft Edge**. Please use the instructions below:

1. In the Windows search box on the bottom left corner of your screen, type “**File Explorer**” and open the *File Explorer* application.

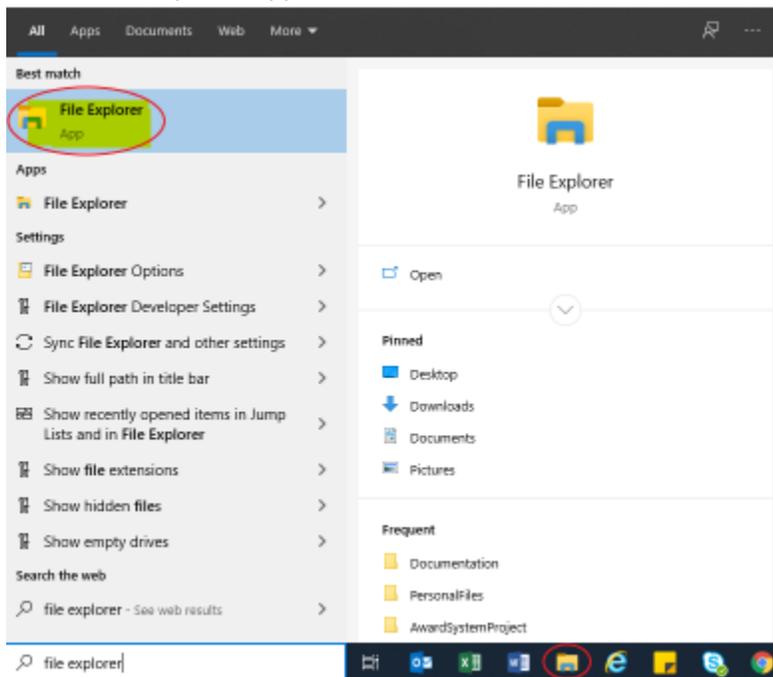


Figure 7: Opening Windows File Explorer

2. In File Explorer, right-click on any PDF file and choose **“Properties”**.

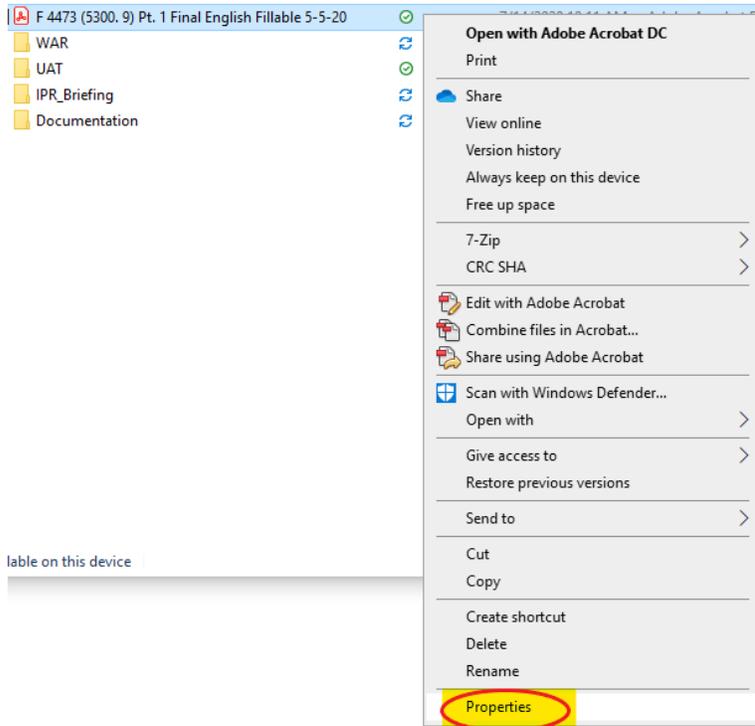


Figure 8: Windows File Properties

3. In the General tab, where it says "Opens with:", click the **“Change”** button.

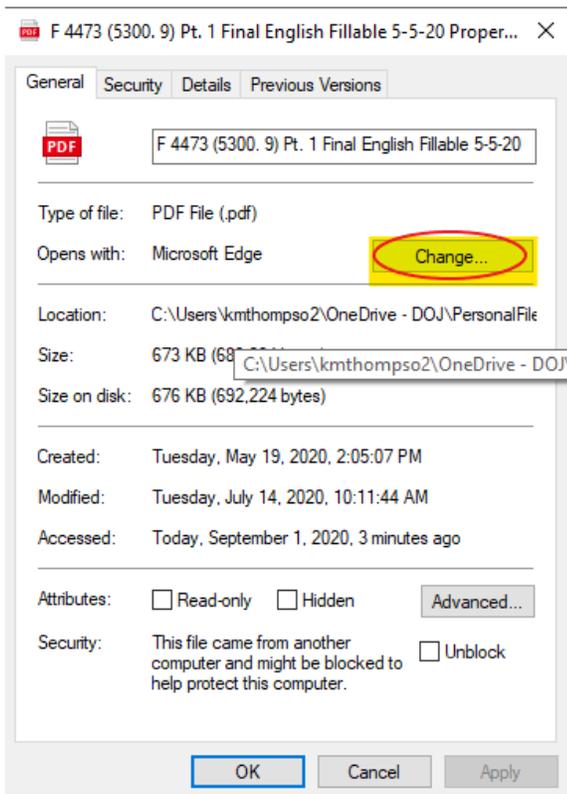


Figure 9: Windows Properties General Tab

- 4. Choose **“Microsoft Edge”**, then click **OK**.

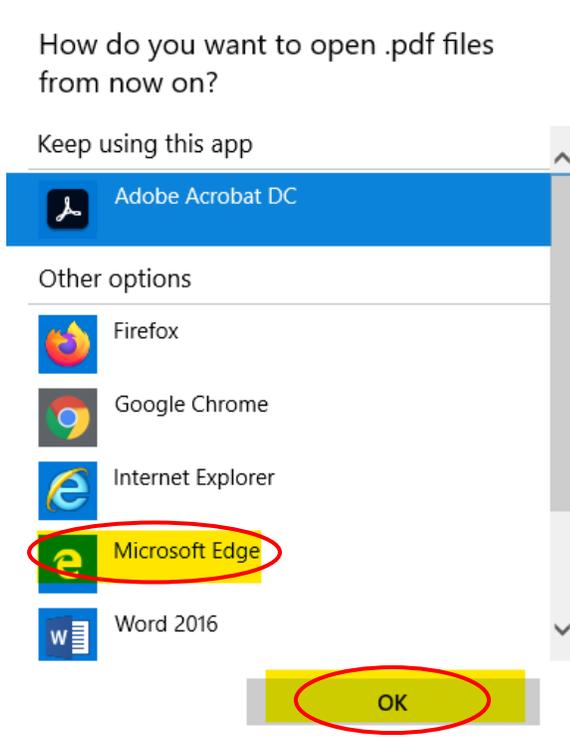


Figure 10: Windows Application Options Page

- 5. Click **Apply** and click **OK**.

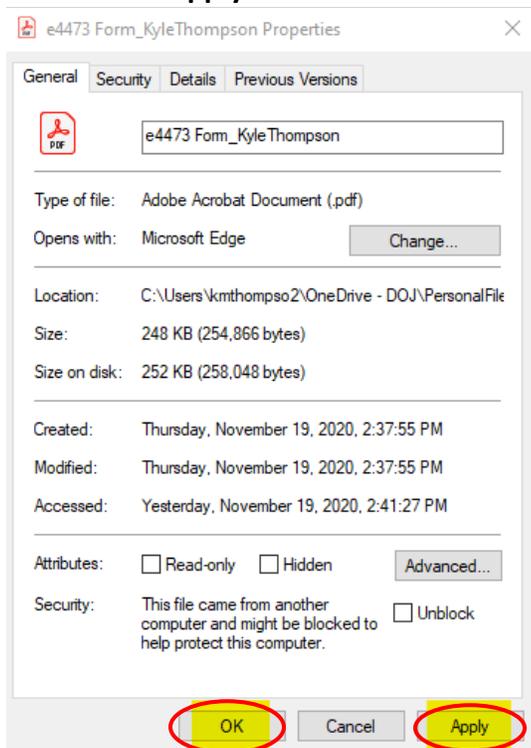


Figure 11: Windows Default Settings Confirmation

### 3.2.2 Macintosh Version

1. To install the e4473 application, click on the Download Mac OS button.
2. The application will begin downloading and may take several minutes depending on your internet connection.

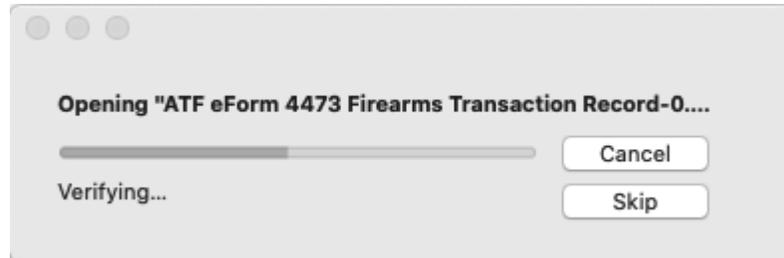


Figure 12: Macintosh Installation Progress Bar

3. When download is complete, click and drag the application into the **Applications** folder



Figure 13: Macintosh Application Folder

4. In the Finder  on your Mac, locate the E4473 app

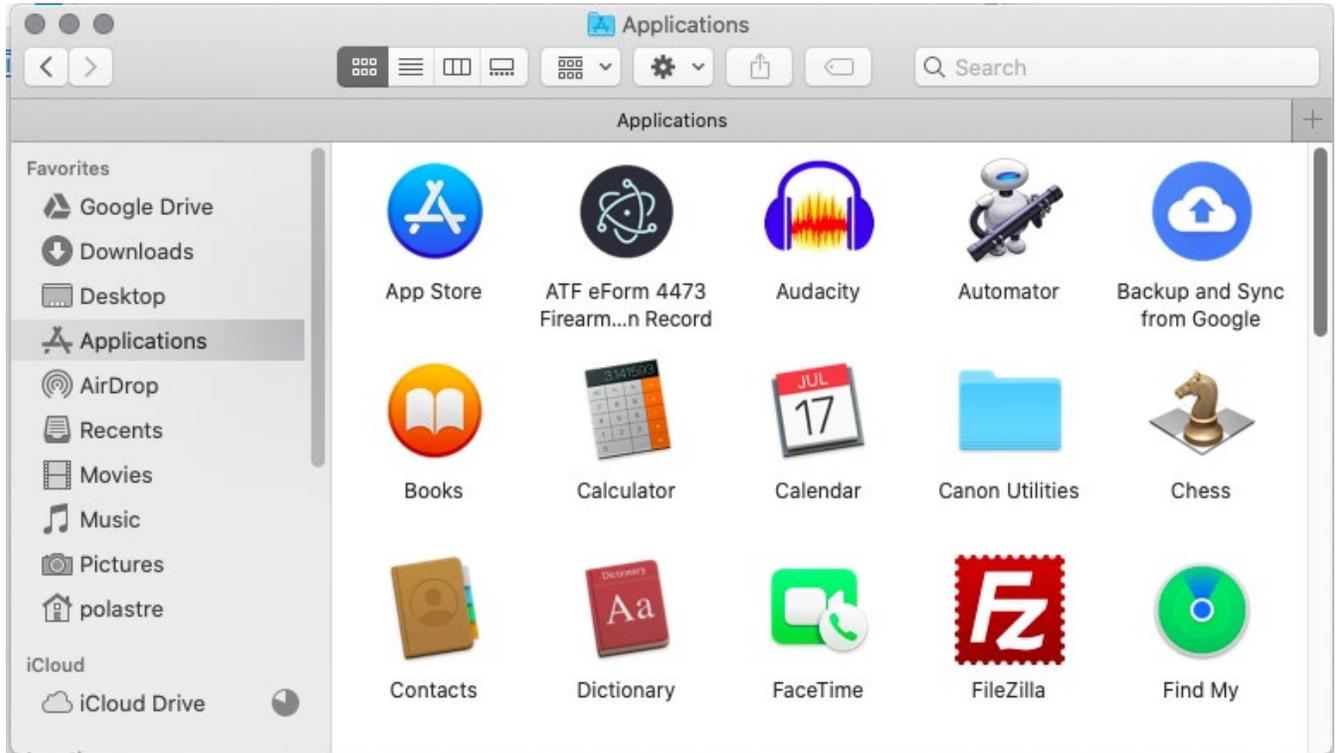


Figure 14: Finder Window

- 5. If it does not open, go to System Preferences -> Security & Privacy.
- 6. In the General tab, press the **Open Anyway** button

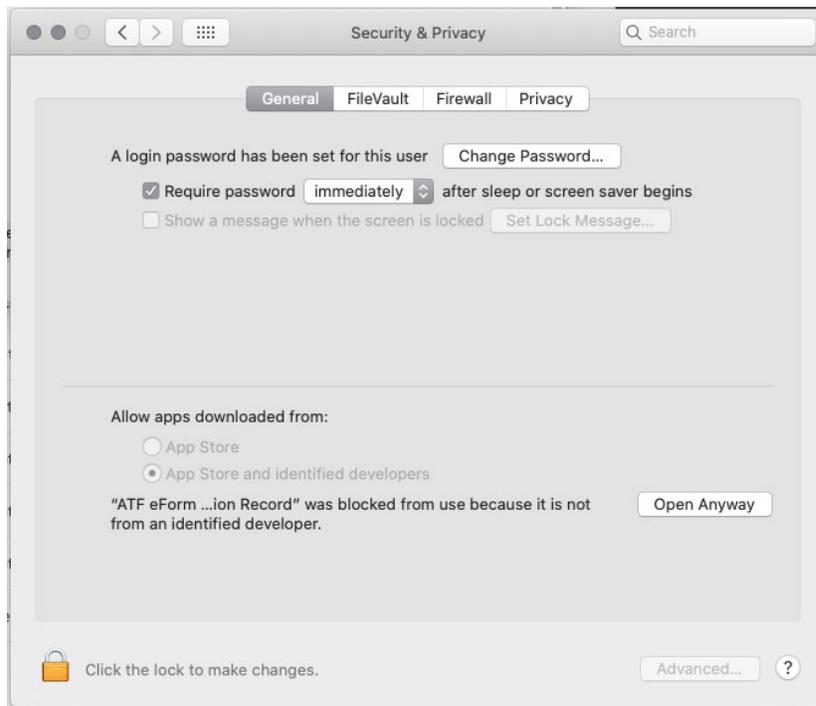


Figure 15: Security & Privacy Settings

7. The application should open successfully and will appear as shown below.

### 3.2.2.1 Opening e4473 PDFs with Mac Operating System

Prior to use, please change the default setting to open all PDFs with Preview. Please use the instructions below:

1. On the Mac dock, at the bottom of the screen, select and open the *Finder* application.



Figure 16: Finder on Mac Dock

2. In Finder, right-click on any PDF file and choose **“Get Info”**.

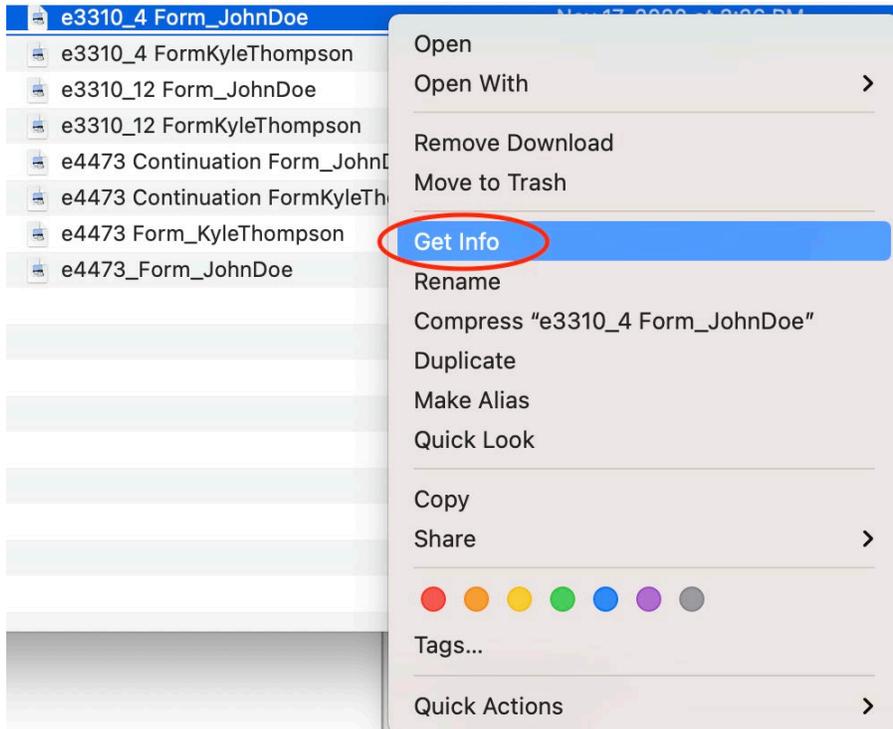


Figure 17: Mac Right Click “Get Info”

- 3. In the Open with section, select **“Google Chrome”** as the default PDF reader and click the **“Change All”** button.

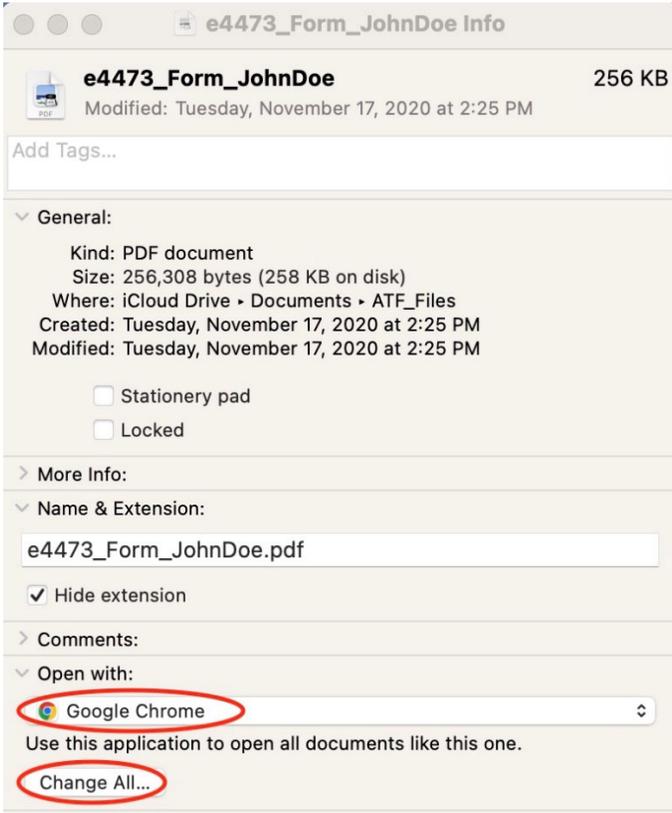


Figure 18: Mac File Default Settings

- 4. Click **Continue** to confirm the changes.

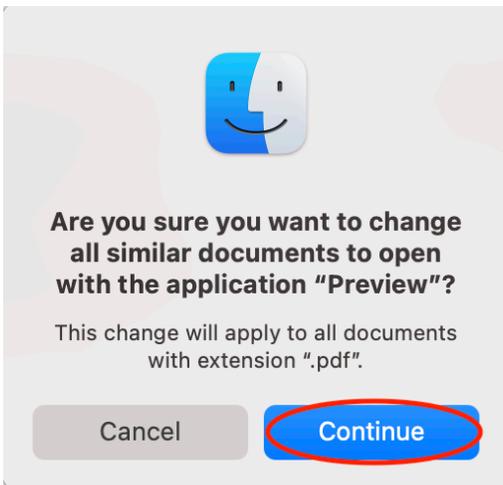


Figure 19: Mac Open with Confirmation

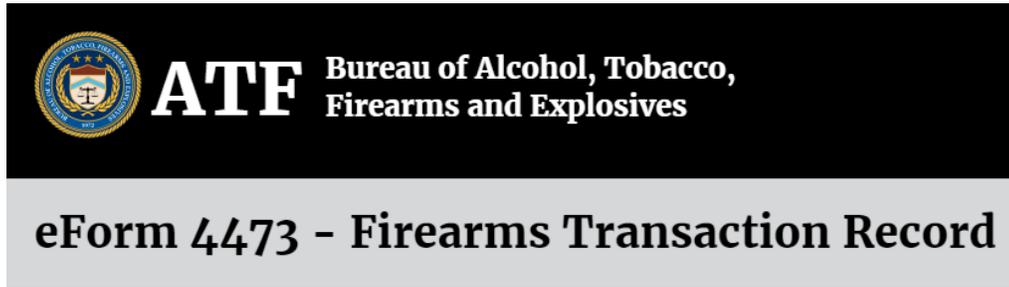


Figure 20: e4473 Splash Screen

### 3.2.3 Update Reference Table

The eForm 4473 uses a reference table containing ZIP Codes supplied by ATF. These tables will be updated on the website monthly. Once the reference table has been updated and posted to the website, it will be available for downloading and integration into the eForm 4473 application. The ATF website will reflect the last revision dates of the eForm 4473 and ZIP Codes.

The application was designed to select from the reference table, but it also allows keyboard entries to overwrite select information. The loading of those tables into the application is covered in Section 4.1 Application Setup – Instructions for the FFL Administrator.

### 3.2.4 Updating ZIP Codes

1. On the eForm 4473 Download Page, shown in Figure 1, click on the ZIP Codes link. A File Download box will be displayed.



Figure 21: Download Zip Code File

2. Click the *Save* button. This will close the *File Download* box and display a *Save As* box.

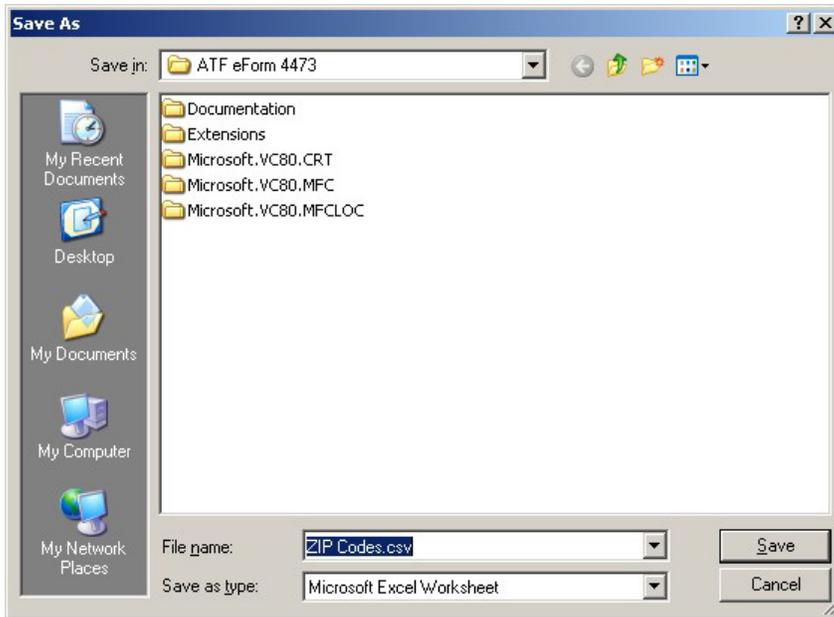


Figure 22: Save Zip Code File

3. Navigate to the following Windows folder in which to save the *ZIP Codes.csv* file.

**“C:\Program Files\ATF e4473\”**

**Do not** change the name of the file from *ZIP Codes.csv*. Click the *Save* button. A *Save As* warning box will display, indicating that the file already exists and asking if it can be replaced.

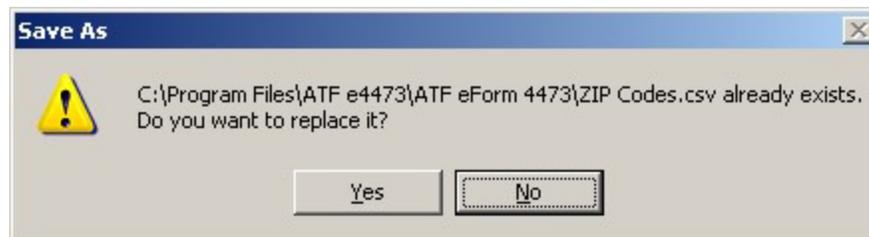


Figure 23: Replace Zip Code File

4. Click the *Yes* button. A final *File Download* box will display and automatically close when the download is complete.



Figure 24: Zip Code File Progress Bar

### 3.2.5 Upgrade Application

Upgrading the eForm 4473 application to a new version follows the same steps as outlined in Online Installation: Installing in Windows.

**Special Note:** Re-installing the eForm 4473 application over an existing installation will completely replace the existing version, including all data relating to completed Form 4473s. Before installing a new version, the FFL administrator should export the existing FFL data. See Section 4.1.

### 3.2.6 Uninstalling Application

If you need to uninstall the application for any reason, then please follow the instructions below: **Note: If you need to reset the administrator password, please uninstall the application and re-install**

#### 3.2.6.1 Uninstalling Windows Application

1. Go to Control Panel
2. Click on **Add or Remove Program** option
3. Search for “ATF eForm 4473 Setup 1.x.x”
4. Click on the version you want to remove, and then click the **Uninstall** button
5. Please follow the uninstall instructions to uninstall the program fully

#### 3.2.6.2 Uninstalling MacOS Application

1. Go to Finder window
2. Click Applications
3. Find “ATF eForm 4473-1.x.x”
4. Right-click on it and click **Delete**
5. The application will be uninstalled

### 3.2.7 Saving Completed PDFs

If you would like to keep a record of all completed 4473s, create a folder/location to save PDFs and determine a naming convention that will make each file unique.

#### 3.2.7.1 Saving Completed PDFs with Microsoft Edge (Windows Operating System)

1. Click the Save As button



Figure 25: Microsoft Edge Save As Button

2. Select file location and name, then click “Save”

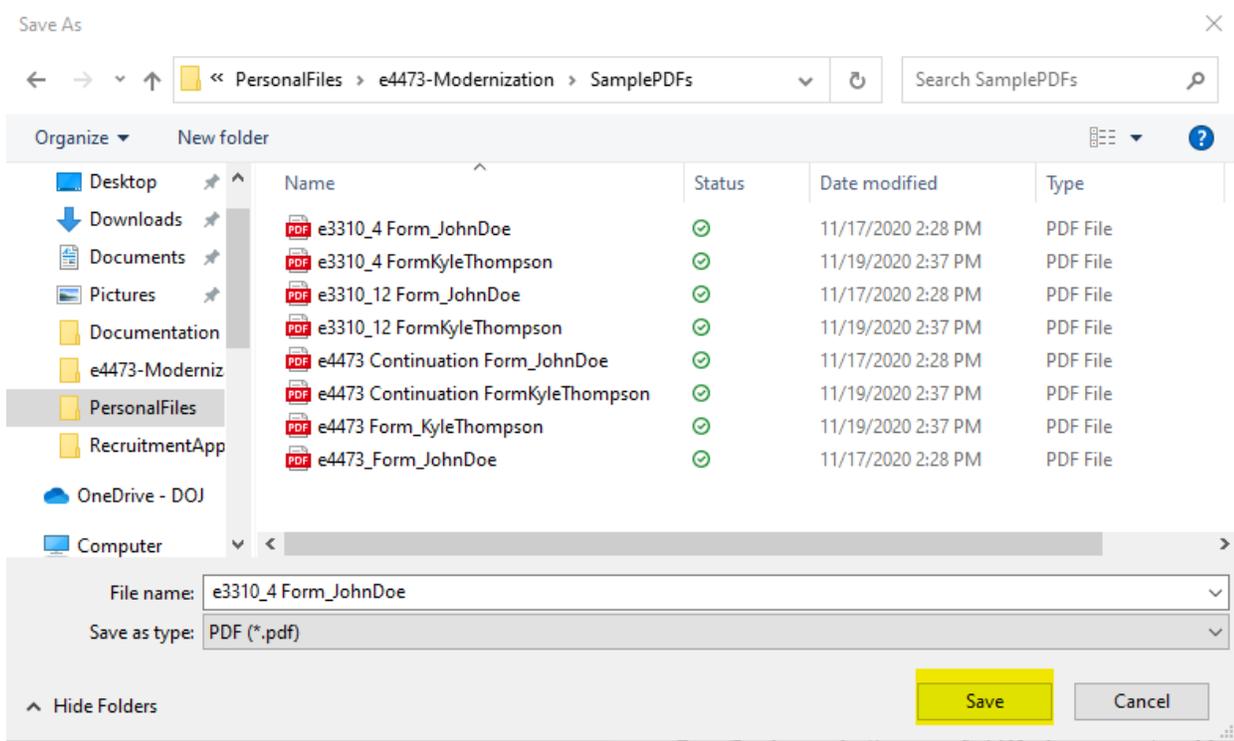


Figure 26: Windows Save Location Page

### 3.2.7.2 Saving Completed PDFs with Preview (Mac Operating System)

In the Preview application, click File > Export as PDF

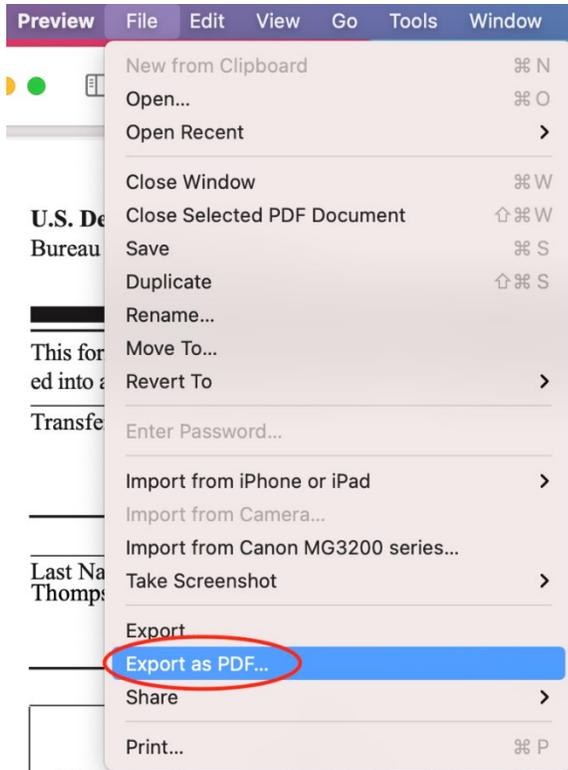


Figure 27: Preview Save As/Export as PDF

Select file location and name then click “Save”

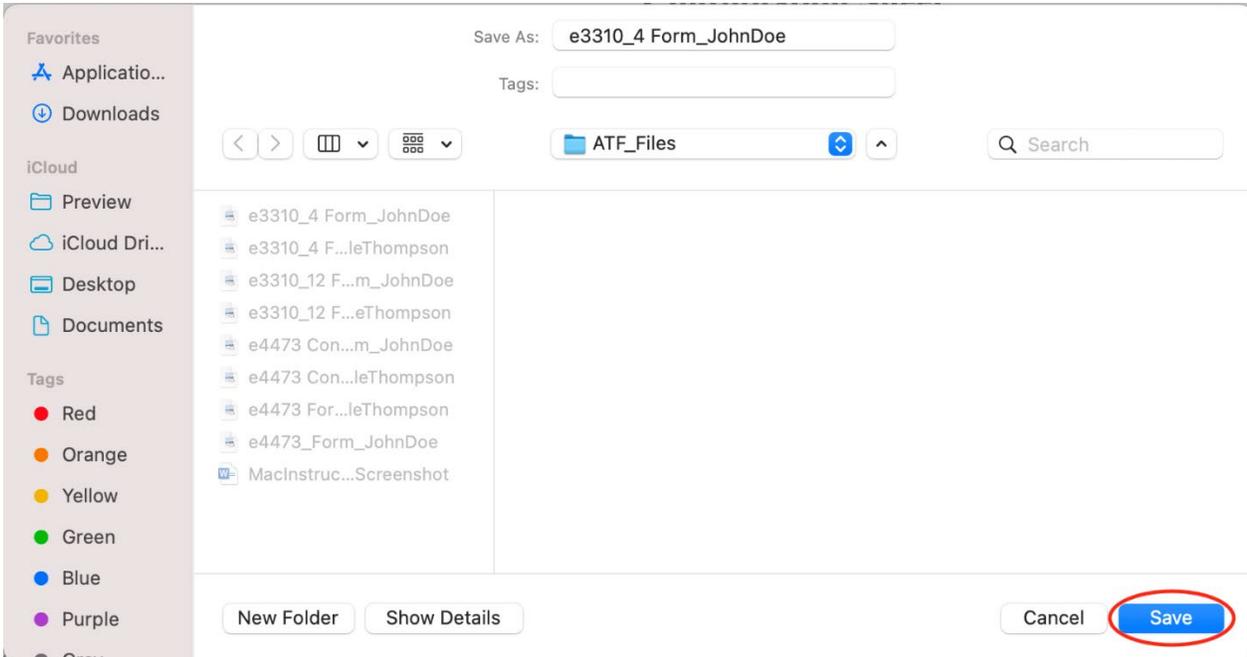


Figure 28: Mac Save Location Page

## 4 Using eForm 4473

*Note: The eForm 4473 application runs identically in both PC (Windows) and Mac versions so this user guide is applicable to both versions.*

There are two subcomponents of the eForm 4473 application:

- Setup Component:
  - Administrator Setting
  - Seller Settings (Must be completed prior to completing the first Form 4473)
- Form Completion Component:
  - Buyer Section
  - Seller Section

These components are covered in this guide. The **Setup** component allows initial setup and configuration of the application for each FFL and for the periodic update of *ZIP Code* and *Country* lookup data supplied by ATF. The **Form Completion** component, including the **Buyer** and **Seller** sections, are used to enter the information necessary to complete each individual 4473 Form (Firearms Transaction Record).

### Application Key:

Button	Description
	Add button for FFL
	Next button, displays the next screen
	Exit button, exits the application
	Back button, displays the previous screen
	Displays the Setup Screen (SetupComponent)
	Displays the Start Screen
	Displays the Seller Settings Screen
	Displays the Setup Screen

Button	Description
<b>Import Zip Codes</b>	Imports updated ZIP Code data into the application
<b>Import Countries</b>	Imports updated Country data into the application
<b>Add a Firearm</b>	Add a new firearm
<b>Save Firearm</b>	Save entered firearm information
<b>Edit Selected Firearm</b>	Edit an existing firearm record
<b>Remove Selected Firearm</b>	Remove an existing firearm record
<b>Add Second Residence</b>	Add a second address
<b>Preview Form(s)</b>	Opens Adobe Acrobat Review to preview a draft version of the PDF with the entered information
<b>Cancel Transaction</b>	Closes current e4473 Form, erases the data and returns to Start Screen
<b>Print</b>	Print final versions of the e4473 forms
<b>Return to Start</b>	Return to the start of the form wizard

## 4.1 Application Setup – Instructions for the FFL Administrator

### 4.1.1 Entering Setup Component

**Special Note:** Prior to completing a 4473 Form, the FFL administrator must go to the **Seller Settings** screen by selecting the *Setup* button on the **Start** screen shown in Figure 20: e4473 Splash Screen. This displays the **Seller Settings** page. Click on the *Seller Settings* button to display the **Seller Settings** screen, Figure 29: Seller Settings Page. The FFL Seller must complete the *Trade/Corporate Name*, *Trade/Corporate Address*, and at least one *Federal Firearms License Number* (first three and last five numbers of FFL). This information needs to be entered once and only modified when the information changes. **You must complete the Seller Settings page before starting a form.**

## Seller Settings

 Setup Instructions: Seller Settings

Fields marked with an asterisk (\*) are required.



To add a new FFL and associated Seller Information, tap "Add", enter the values in the fields, then tap "Save".

To edit an existing FFL and its associated Seller Information, select an FFL in the select box, update the values in the fields, then tap "Save".

To remove an existing FFL and its associated Seller Information, select an FFL in the select box, then tap "Remove".

Federal Firearms License Number(s)

- Select -

Add



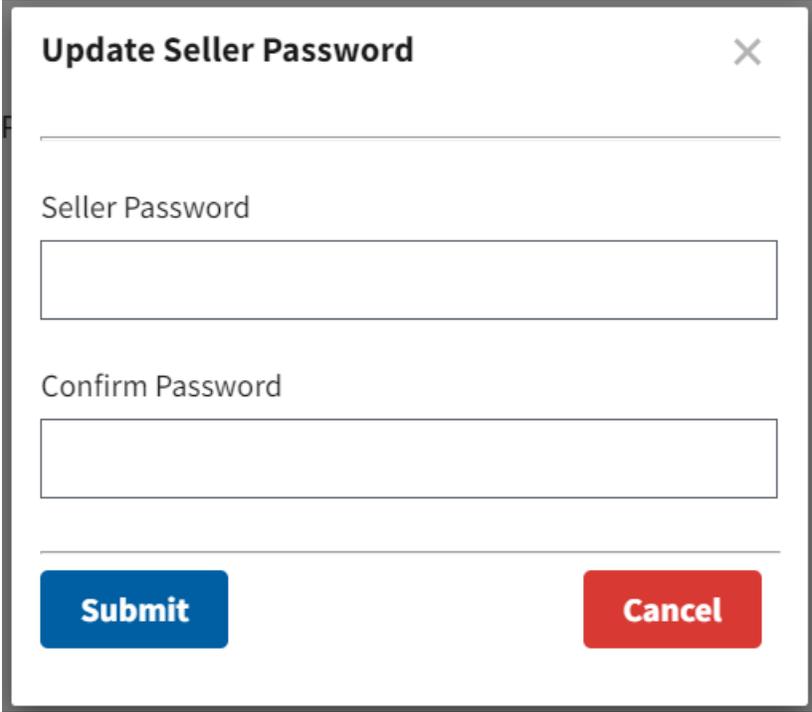
Check here to make Seller Password Mandatory

Update Seller Password

Figure 29: Seller Settings Page

The **Start** screen shown in Figure 36: e4473 Start Screen allows the administrator/seller to navigate to the **Setup** component or the **Form Completion** component.

If the seller password is set to *Mandatory*, the *Enter Seller Password* box shown in Figure 30: Seller Password will be displayed and prompt the seller for a password. Enter the seller password and click the *Submit* button. The **Seller Settings** Screen shown in Figure 29: Seller Settings Page will be displayed.



The image shows a modal dialog box titled "Update Seller Password". It features a close button (X) in the top right corner. Below the title bar is a horizontal line. The main content area contains two text input fields: "Seller Password" and "Confirm Password". At the bottom of the dialog are two buttons: a blue "Submit" button and a red "Cancel" button.

Figure 30: Seller Password

#### 4.1.2 Setup Screen

- Seller Settings
- Importing ZIP Codes
- Importing Countries
- Create Admin Password

The **Setup** Screen allows the FFL administrator to perform several periodic administrative tasks, including updating the *ZIP Codes* and *Foreign Countries* or exporting the database of Form 4473 records. These tasks are performed as necessary when ATF provides the updated ZIP Code and Foreign Countries data.

1. Click *Setup* on the **Start** screen to view the **Setup** screen.

# Setup

? Setup Instructions

**Seller Settings**

**Import Zip Codes**

**Import Countries**

Make Admin Password Mandatory

**Update Admin Password**

**Start**

**Exit**

Figure 31: Setup Screen

**Special Note:** All data is automatically saved when entered and will be retained even if you leave this screen by clicking *Exit*, *Seller Settings*, or the *Return to Start* button.

### 4.1.3 Importing ZIP Codes

Periodically, ATF will provide updated ZIP Code files with the latest information. This update can be imported into the eForm 4473 application to keep it current. The updated ZIP Code file (ZIP Codes.csv) can be downloaded from the ATF eForm 4473 site <https://www.atf.gov/firearms/applications-eform-4473-download>. See Section 3 Installing, Updating, and Upgrading eForm 4473 for instructions on downloading updated ZIP Code information.

Select the *Import ZIP Codes* button to start the ZIP code update process. A box appears that allows you to open a document. Click on the ZIP Codes.csv file and click *Open*. See Figure 32: Importing ZIP Codes below. The import process may take a couple of minutes. Once done, you will see a message indicating the ZIP Codes imported successfully. Click the *Open* button.

# Import Zip Codes

[? Setup Instructions](#)

Last Date of Import: N/A

Select Import File  
Must be a CSV file

No file chosen

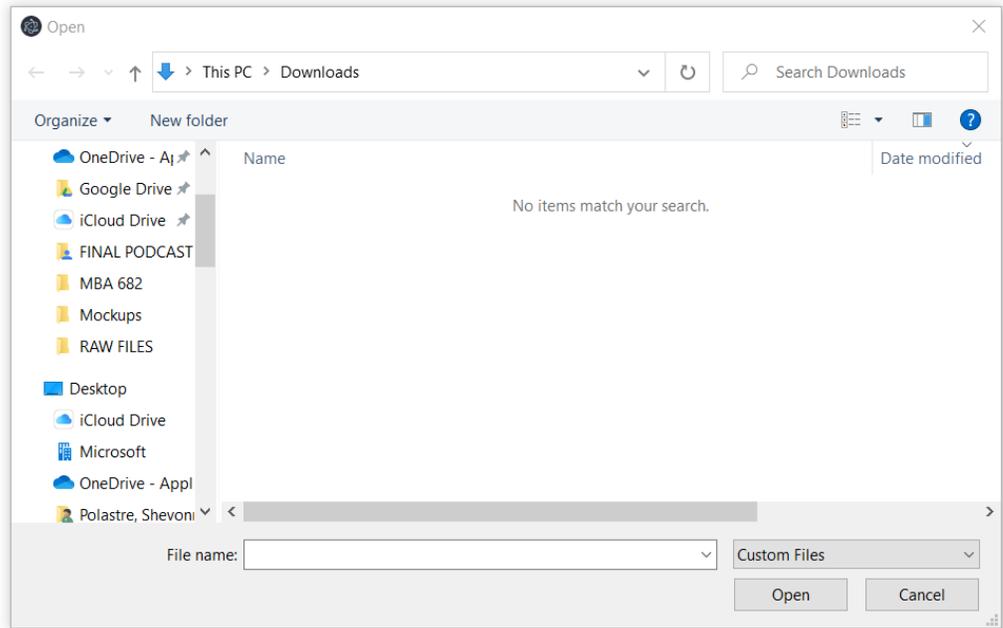


Figure 32: Importing ZIP Codes

## 4.1.4 Importing Countries

Select the *Import Countries* button to start the update. See Figure 33: Importing Foreign Countries below. When the countries have been imported, a box will appear to confirm a successful import. Click the *Open* button to complete the import process.

# Import Countries

[? Setup Instructions](#)

Last Date of Import: N/A

Select Import File  
Must be a CSV file

No file chosen

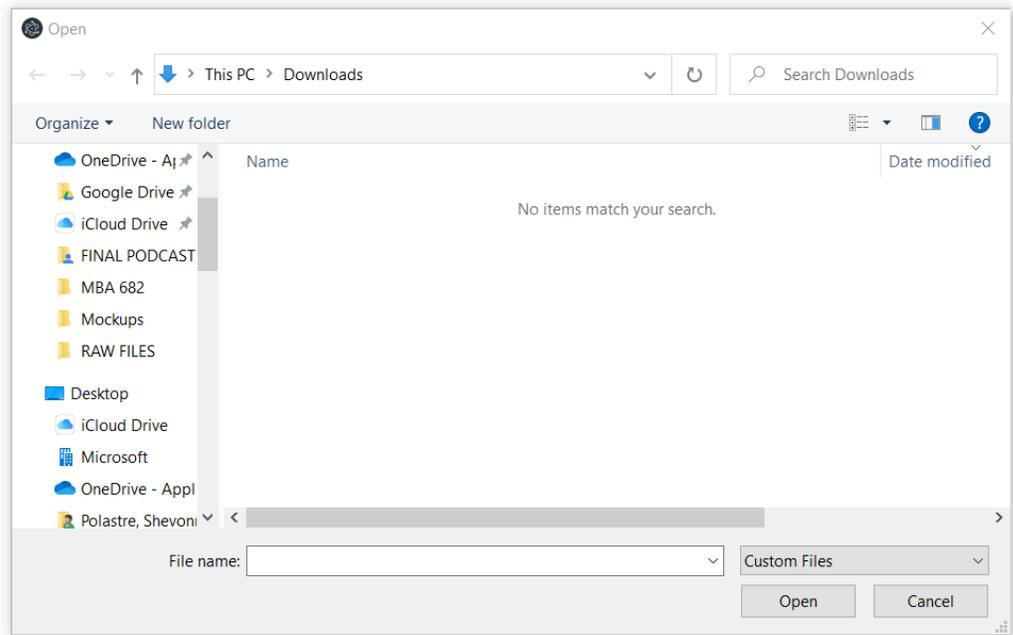


Figure 33: Importing Foreign Countries

## Create Admin Password

Create an administrator password if you have not already done so. The administrator password will prevent unauthorized persons from viewing or changing the *Setup* information.

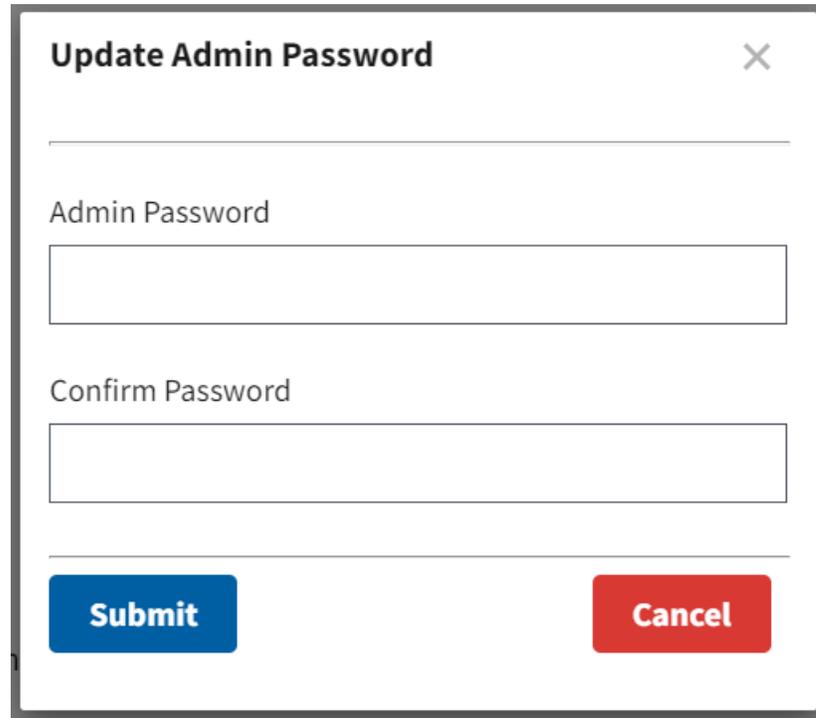


Figure 34: Admin Password

Your administrator password will be case sensitive. Type your desired password into the boxes below *Admin Password* and *Confirm Password*. Click *Submit*. Once you have updated the password, you can click the box next to *Click here to make the Admin Password Mandatory*. A box with a check means the password will be required. An empty box means a password is not required.

You can exit the **Setup** screen in three ways. Click the *Exit* button to exit the eForm 4473 application. Click the *Seller Settings* button to display the **Seller Settings** page. Click the *Start* button to return to the **Start** page.

### 4.1.5 Seller Settings Screen

- Trade/Corporate Name
- Trade/Corporate Address
- ZIP Code
- City
- State
- Federal Firearms License Number (first three and last five digits)
- Create Seller Password

The **Seller Settings** page is used to configure the FFL information. Complete this screen when the application is first loaded. You only need to change it if any of the information requires updating.

Federal Firearms License Number \*  
(must contain at least first three and last five digits X-XX-XXXXX)

Trade/Corporate Name \*

Number and Street Address 1 \*

Number and Street Address 2 (optional)

Zip Code \*

City \*

State \*

Figure 35: Add FFL Fields

**Special Note:** All data is automatically saved when entered. Leaving this screen by clicking the *Exit*, *Setup*, or *Start* buttons will not erase any data you have entered.

#### 4.1.6 Entering Trade/Corporate Name

Tab to or click on the *Trade/Corporate Name* field and enter the name. You must complete this field prior to starting a 4473 Form.

#### 4.1.7 Entering Trade/Corporate Address

Upon entering the **Seller Settings** screen the cursor is automatically positioned in the *ZIP Code* field. By entering the *ZIP Code* first, the *City* and *State* fields are auto filled. You can enter the *ZIP Code* by typing it in or by selecting it with the mouse.

If more than one *City* or *State* exists for the *ZIP Code* entered, the appropriate one can be selected by clicking the down arrow in the field and selecting from the list. You can overwrite the auto-filled information by manually typing in the desired information.

To enter your *Trade/Corporate Address*, click or tab to the address field and enter using your keyboard.

#### 4.1.8 Create Seller Password

Click *Create Seller Password* to enter a desired password to access the seller portion of the eForm. You can choose whether this password will be mandatory. If so, it will prevent unauthorized persons from completing the seller's portion of the eForm. You can change this password at any time by clicking *Update Seller Password*, entering the new password in the boxes under *Seller Password* and *Confirm Password*, and clicking the *Submit* button.

After you have created a password, you can click on the box next to *Check here to make Seller Password Mandatory*. A box with a check means a password will be required. An empty box means a password is not required.

There are three ways to exit the **Seller Settings** screen. Click the *Exit* button to exit the eForm 4473 application. Click the *Admin Settings* button to display the **Setup** page. Click the *Return to Start* button to return to the **Start** page.

## 4.2 Form Completion

### 4.2.1 Instructions for the Buyer

The following section describes how a firearm buyer enters the information required for the eForm 4473 application.

Launch the eForm 4473 application by double clicking the eForm 4473 icon on your desktop. The eForm 4473 application will open to the **Start** screen, see Figure 36: e4473 Start Screen.

## Firearms Transaction Record

**WARNING:** The information you provide will be used to determine whether you are prohibited by Federal or State law from receiving a firearm. Certain violations of the Gun Control Act, 18 U.S.C. 921 et. seq., are punishable by up to 10 years imprisonment and/or up to a \$250,000 fine. Any person who exports a firearm without a proper authorization from either the Department of Commerce or the Department of State, as applicable, is subject to a fine of not more than \$1,000,000 and up to 20 years imprisonment.

**Read the Notices, Instructions, and Definitions on this form.** Prepare in original only at the licensed premises (including business temporarily conducted from a qualifying gun show or event in the same State in which the premises is located) unless the transaction qualifies under 18 U.S.C. 922(c). **All entries must be handwritten in ink unless completed under ATF Rul. 2016-2. PLEASE PRINT.**



Tap the question (?) icons for help and/or to view more details. Please answer every applicable question and complete the form as you navigate through this application. Responses to the questions marked with an asterisk (\*) are required. Validation will be performed after you complete each page of the application, at which time you will be able to go back and correct any mistakes before certifying your answers to the questions on the form. Responses may not be changed after certification.

Setup

Next

Figure 36: e4473 Start Screen

**Special Note:** Every screen in the buyer section has a *Click Here for “Notices, Instructions and Definitions”* button in the upper right corner. Click this button to display the **Notices, Instructions and Definitions** screen shown in Figure 37: Notices, Instructions & Definitions Screen. This screen reflects the information at the end of page 3 and on the back of Form 4473. You can click this button at any time to display all information contained on the form.

## Notices, Instructions, and Definitions



**Purpose of the Form:** The information and certification on this form are designed so that a person licensed under 18 U.S.C. 923 may determine if he/she may lawfully sell or deliver a firearm to the person identified in Section B, and to alert the transferee/buyer of certain restrictions on the receipt and possession of firearms. The transferor/seller of a firearm must determine the lawfulness of the transaction and maintain proper records of the transaction. Consequently, the transferor/seller must be familiar with the provisions of 18 U.S.C. 921-931 and the regulations in 27 CFR Parts 478 and 479. In determining the lawfulness of the sale or delivery of a rifle or shotgun to a resident of another State, the transferor/seller is presumed to know the applicable State laws and published ordinances in both the transferor’s/seller’s State and the transferee’s/buyer’s State. (See State Laws and Published Ordinances - Firearms (ATF Electronic Publication 5300.5) on <https://www.atf.gov/>.)

*Figure 37: Notices, Instructions & Definitions Screen*

Click on the scroll bar arrows on the right side of the screen to read information about the purpose of the form. After you have read the information, click the *Close* button to return to the **Start** screen.

### 4.2.2 Section A: Firearm Description

#### 4.2.2.1 Firearm Description

Please enter firearm information that will be populated in the PDF forms.

1. Click the **Add a Firearm** button
2. Enter the firearm information in the **Manufacturer, Importer, Model, Serial Number, Type, and Cal/Gauge** fields *Note: Fields with a red asterisk are required Note: If no Serial Number is indicated on the firearm you should enter “NSN” (No Serial Number), “N/A”, or “None”.*
3. Click the **Save Firearm** button
4. To edit an existing firearm record, then select the checkbox in the first column of the row that contains the firearm information, then click the **Edit Selected Firearm** button.
  - a. Make desired updates, and click the **Save Firearm** button
5. To remove a firearm in the table, select the checkbox, then click the **Remove Selected Firearm** button
  - a. Click the **Yes** button in the confirmation
6. Click the Yes or No for the **Pawn Redemption** radio button.

## 1. Manufacturer and Importer \* ?

(If the manufacturer and importer are different, include both.)

**Manufacturer \***

**Manufacturer is required**

Importer (if any)

## 2. Model (if designated) \* ?

## 3. Serial Number \* ?

## 4. Type \* ?

## 5. Caliber or Gauge \* ?

Figure 38: Add a Firearm

#### 4.2.2.2 Generating Multiple Sale or Other Disposition of Rifles

To generate a multiple sale or other disposition of rifles, a user or FFL must enter “Rifle” as the **Type** in Section A. When a FFL has entered more than two firearms identified as “Rifle” in the **Type** field, the multiple sale or other disposition of rifles will be generated.

**Note: Rifle must be spelled correctly for multiple sale or other disposition of rifles to generate. If there are more than two rifles, the form will be generated at the final print screen.**

1. Manufacturer and Importer \* ?

(If the manufacturer and importer are different, include both.)

Manufacturer \*

Importer (if any)

2. Model (if designated) \* ?

3. Serial Number \* ?

4. Type \* ?

#### 4.2.2.3 Generating Multiple Sale or Other Disposition of Pistols and Revolvers

To generate a multiple sale or other disposition of pistols and revolvers, a user or FFL must enter “Pistol”, “Revolver” or “Handgun” as the **Type** in Section A. When a FFL has entered more than two firearms identified as “Pistol”, “Revolver” or “Handgun” in the **Type** field, the multiple sale or other disposition of rifles will be generated.

**Note: Handgun, Pistol or Revolver must be spelled correctly for multiple sale or other disposition of pistols and revolvers to generate. If there are more than two pistols, handguns or revolvers, the form will be generated at the final print screen.**

## 1. Manufacturer and Importer \* ?

(If the manufacturer and importer are different, include both.)

Manufacturer \*

Glock

Importer (if any)

## 2. Model (if designated) \* ?

Glock 17

## 3. Serial Number \* ?

ABC123

## 4. Type \* ?

Handgun

**4.2.2.4 Firearm Description Contd.**

7. Enter the total number of firearms. Spell out the number; do not use numerals (e.g., "One", "two", "THREE", etc.). The entry should match the total number of firearms purchased in the transaction.
8. Check the **Check if this transaction is to facilitate a private party transfer** checkbox if the licensee is facilitating the sale or transfer of a firearm between private unlicensed individuals in accordance with ATF Procedure 2020-2.

6. Total Number of Firearms to be Transferred \* ?

(Please spell total number of firearms to be transferred e.g., one, two, etc. Do not use numerals.)

7. Check if any part of this transaction is a pawn redemption.

Record Line Number(s) from Question 1.

8. Check if this transaction is to facilitate a private party transfer. ?

Figure 39: Section A Fields

- 9. Click the **Next** button
- 10. Read any Section A Notices, and click the **Next** button to go to Section B

### 4.2.3 Section B: Transferee/Buyer

#### 4.2.3.1 Transferee/Buyer Information

- 1. Enter the Transferee/Buyer Last Name, First Name, and Middle Name *Note: Enter "NMN" if no middle name is used. If any name contains only an initial, enter "IO" after the initial.*

9. Transferee's/Buyer's Full Name \* ?

(If legal name contains an initial only, record the initial followed by "IO" in quotes. If no middle initial or name, record "NMN".)

Last Name (including suffix, e.g., Jr, Sr, II, III) \*

First Name \*

Middle Name \*

Figure 40: Transferee/Buyer Name

- 2. Enter the **Street Address, Zip Code, City, State,** and **County/Parish/Borough** fields
- 3. If there is a second address, click the **Add Second Residence** button
  - a. Enter the **Street Address, Zip Code, City, State,** and **County/Parish/Borough** fields
  - b. If entered second residence in error, click the **Remove Second Residence** button, and then click the **Yes** button in the confirmation window

Active duty members of the Armed Forces, if Required  
(U.S. postal abbreviations are acceptable. Cannot be a post office box.

Number and Street Address \*

Zip Code \*

City \*

State \*

County / Parish / Borough \*

Figure 41: Transferee/Buyer Address

- 4. Complete the **Place of Birth OR Foreign Country of Birth** fields, but not both. By selecting *State* first, you may click on the dropdown button to select the correct city or you may type the city and state in the appropriate boxes. If you were born in a foreign country, click on the drop down to select the appropriate country.

11. Place of Birth \*

U.S. City **and** State

State \*

City \*

**-OR-**

Foreign Country

Figure 42: Place of Birth Fields

5. Fill out the **Height** and **Weight** fields. These take numeric entries only. Both the *Ft.* and *In.* fields must be filled out for height.
6. Click the appropriate gender for **Sex** field

12. Height \*

Feet \*      Inches \*

--	--

13. Weight \*

Pounds

--

14. Sex \* ?

Male

Female

Non-Binary

Figure 43: Height, Weight, Sex Fields

7. Enter your birth date in the **Birth Date** field in the form of MM/DD/YYYY
8. Enter the social security number in the **Social Security Number** field *Note: This is an optional field but providing this information will help prevent misidentification.*
9. Enter the UPIN in the **Unique Personal Identification Number (UPIN) or Appeals Management Database Identification (AMD ID) (if applicable)** field. *Note: If you are approved to have information maintained about you by the FBI NICS Voluntary Appeal File, NICS will provide you with a Unique Personal Identification Number*

15. Birth Date \*

Month \*

Day \*

Year \*

16. Social Security Number

(optional, but will help prevent misidentification)

17. Unique Personal Identification Number (UPIN) or Appeals Management Database Identification (AMD ID) (if applicable). ?

18.a. Ethnicity \* ?

 Hispanic or Latino Not Hispanic or Latino

Figure 44: Birth Date, SSN, UPIN

10. Check the checkbox(es) in the **Race** area

18.a. Ethnicity \* ?

 Hispanic or Latino Not Hispanic or Latino

18.b. Race \* ?

(Select one or more race in 18.b. Both 18.a. and 18.b. must be answered.)

 American Indian or Alaska Native Asian Black or African American Native Hawaiian or Other Pacific Islander White

Figure 45: Ethnicity and Race

11. For *Country of Citizenship* you may check the box under **United States of America (U.S.A)** and/or select one or more from the **Other Country/Countries**12. For *If you are an alien, record your U.S.-issued alien or admission number (AR#, USCIS#, or I94#)*. Check the checkboxes that apply for AR, USCIS, and/or I94a. Enter the related number in the **Alien or Admission Number** field

## 19. Country of Citizenship \*

(Check/List more than one, if applicable. Nationals of the United States may check U.S.A.)

United States of America (U.S.A)

Other Country / Countries (Specify):

## 20. If you are an alien, record your U.S.-issued alien or admission number (AR#, USCIS#, or I94#). ?

Select the number type prefix (AR, USCIS, or I94), then enter the number.

AR

USCIS

I94

Alien or Admission Number

Figure 46: Country of Citizenship and Alien/Admission Number

13. Click the **Next** button

#### 4.2.3.2 Transferee/Buyer Questionnaire

Click the appropriate selection for each radio button in the questionnaire. Residency/Citizenship Screen

#### 4.2.3.3 Transferee/Buyer Certification

1. Check the **I agree with and certify the above statement** check box
2. If you want to review your selections, click the **Preview Form(s)** button for the draft PDF to be opened in your PDF reader
3. Click the **Next** button
4. Read any Section B Notices and click the **Next** button to go to Section C. **Note:** If a seller password was set, at this point, enter password to go to Section C. you can no longer revise your answers. The seller will complete the remaining portion of the form.

### Section B: Transferee/Buyer Certification

Section B - Must Be Completed Personally By Transferee/Buyer

Fields marked with an asterisk (\*) are required.

[Read the Notices, Instructions, and Definitions](#)

I certify that my answers in Section B are true, correct, and complete. I have read and understand the Notices, Instructions, and Definitions on ATF Form 4473. I understand that answering "yes" to question 21.a. if I am not the actual transferee/buyer is a crime punishable as a felony under Federal law, and may also violate State and/or local law. I understand that a person who answers "yes" to any of the questions 21.b. through 21.k. is prohibited from receiving or possessing a firearm. I understand that a person who answers "yes" to question 21.l.1. is prohibited from receiving or possessing a firearm, unless the person answers "yes" to question 21.l.2. and provides the documentation required in 26.d. I also understand that making any false oral or written statement, or exhibiting any false or misrepresented identification with respect to this transaction, is a crime punishable as a felony under Federal law, and may also violate State and/or local law. I further understand that the repetitive purchase of firearms for the purpose of resale for livelihood and profit without a Federal firearms license is a violation of Federal law.

I agree with and certify the above statement \* ?

Back

Preview Form(s)

Next

Figure 47: Section B Certification

#### 4.2.4 Section C: Transferor/Seller Verification

1. Check the appropriate check box(es) for **Category of firearm(s) to be transferred**
2. The **Firearm Information** screen shown Figure 48: Firearm Category and Gun Show/Event, allows you to enter the type of firearm(s) being purchased and information pertaining to a gun show or event (*Name of Function, City and State*) if relevant.
3. If sale or transfer is at a qualifying gun show or event, then please fill out the **Name of Function, State, and City** fields

24. Category of firearm(s) to be transferred \* 

(check or mark all that apply.)

- Handgun
- Long Gun (rifle or shotgun)
- Other Firearm (frame, receiver, etc.)

25. If sale or transfer is at a qualifying gun show or event: 

Name of Function

State

City

Figure 48: Firearm Category and Gun Show/Event

**Special Notes:** There is an age dependency associated with firearm type.

- Buyers purchasing a *Long Gun (rifles or shotguns)* must be 18 years of age or older.
- Buyers purchasing a *Hand Gun or Other Firearm (Frame, Receiver, etc.)* must be 21 years of age or older.

If the age requirement for the purchase is not met, you will receive a warning

4. **The Issuing Authority, Type of Identification, Number on Identification, and Supplemental Government Issued Documentation** fields are all text-entry fields and can be tabbed to or clicked on with the mouse. Enter data using the keyboard.
5. Enter the expiration date in the form of MM/DD/YYYY in the **Expiration of Identification** field

26.a. Identification (e.g., Virginia driver's license (VA DL) or other government-issued photo identification including military ID.) \* ?

Issuing Authority and Type of Identification \*

Number on Identification \*

Expiration Date of the Identification (if any)

Month	Day	Year
mm	dd	yyyy

Figure 49: Seller Identification

- 6. Enter the desired information in the **Supplemental Government Issued Documentation** field
- 7. In the **Official Military Orders Establishing Permanent Change of Station (PCS)** area, fill out the **PCS Base / City and State, PCS Effective Date, and PCS Order Number (if any)** fields

26.b. Supplemental Government Issued Documentation ?

(If identification document does not show current residence address or full legal name)

26.c. Official Military Orders Establishing Permanent Change of Station (PCS) ?

PCS Base / City and State

PCS Effective Date

Month	Day	Year
mm	dd	yyyy

PCS Order Number (if any)

Figure 50: Supplemental Government and PCS

- 8. Enter the desired information in the Exception to the Nonimmigrant Alien Prohibition field *Note: If the transferee/buyer answered "yes" to 21.i.2. record the type of documentation showing the exception to the prohibition and attach a copy to this ATF Form 4473*

9. Check the **No NICS check is required because a background check was completed during the NFA approval process on the individual who will receive the NFA firearm(s), as reflected on the approved NFA application** check box *Note: Not all firearms transactions require a NICS check*
10. Check the **No NICS check is required because the transferee/buyer has a valid permit from the State where the transfer is to take place, which qualifies as an exemption to NICS** check box. If it's checked, then enter the corresponding fields
  - a. Fill out the **Issuing State, Permit Type, Date of Issuance (if any), Expiration Date (if any), and Permit Number (if any)** fields

28. No NICS check is required because a background check was completed during the NFA approval process on the individual who will receive the NFA firearm(s), as reflected on the approved NFA application. 
29. No NICS check is required because the transferee/buyer has a valid permit from the State where the transfer is to take place, which qualifies as an exemption to NICS. 

Issuing State \*

Permit Type \*

Date of Issuance (if any)

Month

Day

Year




Expiration Date (if any)

Month

Day

Year




Permit Number (if any)

Figure 51: NICS Checks

11. Click the **Next** button
12. Read any Section C Notices, and click the **Next** button to go to Section D

#### 4.2.5 Section D: Transferee/Buyer Recertification

1. The licensee to enter any information he/she finds necessary to conduct business and enters it in the **For Use by Licensee** text box
2. Select the appropriate Federal Firearms License Number in the **Federal Firearms License Number** field

32. For Use By Licensee 

33. Trade/corporate name and address of transferor/seller and Federal Firearm License Number (must contain at least first three and last five digits X-XX-XXXXX; hand stamp may be used)

Federal Firearms License Number \*

1-23-12121 

Figure 52: For Use by Licensee and FFL

3. Enter a name in the Transferor’s/Seller’s Name field
4. Click the Next button
5. Review the Section E Notices and Warning. At this point, you can discontinue filling out the form wizard by clicking the **Cancel Transaction** button. If you want to proceed, click the **Next** button

### 4.2.6 Section E: Transferor/Seller Certification

#### 4.2.6.1 Transferor/Seller Information

1. Check the **I agree with and certify the above statement** check box
2. If you want to review your selections, click the **Preview Form(s)** button for the draft PDF to be opened in your PDF reader
3. Click the **Next** button

**Section E - Must Be Completed By Transferor/Seller**

Fields marked with an asterisk (\*) are required.

[Read the Notices, Instructions, and Definitions](#)

I certify that: (1) I have read and understand the Notices, Instructions, and Definitions on this ATF Form 4473; (2) the information recorded in Sections A, C and E is true, correct, and complete; and (3) this entire transaction record has been completed at the licensed business premises (“licensed premises” includes business temporarily conducted from a qualifying gun show or event in the same State in which the licensed premises is located) unless this transaction has met the requirements of 18 U.S.C. 922(c). Unless this transaction has been denied or cancelled by NICS or State agency, I further certify on the basis of – (1) the transferee’s/buyer’s responses in Section B (and Section D, if applicable); (2) the verification of the identification recorded in question 26 (and the re-verification at the time of transfer, if Section D was completed); and (3) State or local law applicable to the firearms business – it is my belief that it is not unlawful for me to sell, deliver, transport, or otherwise dispose of the firearm(s) listed on this form to the person identified in Section B.

I agree with and certify the above statement \*

**Back**

**Preview Form(s)**

**Next**

Figure 53: Transferor/Seller Certification

### 4.2.6.2 Final Notices

1. Click the **Print** button if you are ready to print out the final version of the PDF form(s)
2. Click Yes or No for the **Did the Form 4473 print correctly? Are you ready to close?** radio button
3. Click Yes or No for the **Did you obtain a signature from Transferee/Buyer prior to beginning NICS/POCS request?** radio button

**Print**

**NOTE: Did the Form 4473 print correctly? Are you ready to close?**

- Yes  
 No

**NOTE: Did you obtain a signature from Transferee/Buyer prior to beginning NICS/POCS request?**

- Yes  
 No

If you answered “yes” to both NOTES then you can tap the “Return to Start” button to go to the Start page or the “Exit” button to exit the application.

**Return to Start**

**Exit**

Figure 54: Final Notices

## A. Appendix – Quick Reference Guide, Buyer.



### Quick Reference Guide for the Buyer

<p><b>Warning:</b></p>	<p>The Buyer’s opening screen is the <b>Warnings</b> screen.  You should read the <b>Warning</b> statement before selecting the Next button on this screen.</p>
<p><b>Notices, Instructions &amp; Definitions:</b></p>	<p> <b>Notices, Instructions, and Definitions</b> Every screen has a <i>Click here for “Notices, Instructions, and Definitions” link</i> in the upper right corner of the screen. Click this button to display the <b>Notices, Instructions, and Definitions</b> screen and view all information contained on the form. Additionally, information relating to specific questions may be found on the left side of each screen.</p>
<p><b>Social Security Number:</b></p>	<p>The <i>Social Security Number</i> is an optional field but filling it out will help prevent misidentification. To enter your SSN, type in the first three digits of your number [press tab] type the second two numbers [press tab] and type your last four numbers. [The screen to the right will show this standard format XXX - XX - XXXX as you type].</p>
<p><b>Unique Personal Identification Number (UPIN):</b></p>	<p>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.</p>

<p><b>Primary Residence:</b></p>	<p>Upon entering the <b>Primary Residence</b> screen the cursor is automatically positioned in the <i>ZIP Code</i> field. Enter your zip code first and press tab to automatically fill the <i>City</i>, <i>County</i>, and <i>State</i> fields. If more than one city, county, or state exists for the zip code entered, click the down arrow in the field and select the appropriate one from the list. You can type in the desired information at any time to overwrite the auto-filled information. After entering the zip code, city, county, and state information you can tab to or click on the <i>Number and Street Address</i> field to enter the street address of the buyer's residence. This information can be entered in more than one line. Press Enter to create another line.</p>
----------------------------------	---

<p><b>Secondary Residence:</b></p>	<div data-bbox="565 682 971 751" style="border: 1px solid black; padding: 5px; display: inline-block; margin-bottom: 5px;"> <p><b>Add Second Residence</b></p> </div> <p>If you have an additional residence (See <i>Instructions for Question 2</i>) it may be entered by clicking the <i>Add Second Residence</i> button. The <b>Secondary Residence</b> screen displays.</p>
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<p><b>Date Of Birth:</b></p>	<p>Enter your birth date in the form of MM/DD/YYYY</p>
------------------------------	--

<p><b>Place Of Birth:</b></p>	<p>The <i>City</i> field is dependent upon the <i>State</i> value entered or selected. Tab to or select first the <i>State</i> field to then enter or select the appropriate city. You can also enter or select a <i>Foreign Country of Birth</i>. <b>Note:</b> <i>Place of Birth: City and State</i> and <i>Foreign Country of Birth</i> are mutually exclusive. You can enter one or the other, but not both.</p>
-------------------------------	---

<b>Preview Screen:</b>	<p data-bbox="553 149 873 226"><b>Preview Form(s)</b></p> <p data-bbox="553 268 1477 352">On the <b>Buyer Form Preview</b> screen, click the blue <i>Click here to preview form</i> link to see a PDF version of the form. You can</p> <p data-bbox="553 390 699 468"><b>Next</b></p> <p data-bbox="553 443 1438 510">review all the answers on this electronic version of the <b>ATF e-Form 4473</b>.</p> <p data-bbox="553 527 1333 562">Select the <i>Next</i> button to move to the <b>Buyer Certification</b> screen.</p>
<b>Certification Screen:</b>	Check the <b>I agree with and certify the above statement</b> check box

## B. Appendix – Quick Reference Guide, Seller.



# ATF eForm 4473

## Quick Reference Guide for the Seller

<p><b>FFL Information</b></p>	<p>Enter the <i>Federal Firearms License Number</i> by clicking on the down arrow at the right of the FFL field to display the dropdown list for the numbers you entered during setup. Select the appropriate number by clicking on it with the mouse.</p> <p>Tab to or click on the remaining fields and enter the appropriate information with your keyboard.</p>
<p><b>Warnings</b></p>	<p>Warnings will be displayed only if applicable. The warnings are based on the buyer’s responses to questions. Still, you should review the form before transferring the firearm(s).</p>
<p><b>Populate Form 3310.4:</b></p>	<p>Note: If more than one handgun is purchased (i.e., entered on the eForm 4473) on the same date the form is submitted (system date), the system shall populate the Form 3310.4.</p>
<p><b>Seller Form Preview</b></p>	<p>This screen allows you to preview the form before printing.</p> <p>You may click the  <i>Back</i> button to go to the previous screen or click the  <i>Next</i> button to move forward to the next screen. You may also click  <i>Cancel Transaction</i> to give you the option to erase your entries and start over.</p>

<b>Seller Certification</b>	The <b>Seller Certification</b> requires you to read the certification statement (as it appears on ATF Form 4473) and agree with the statement by clicking on the <i>I agree with and certify the above statement</i> button seen here.
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