

## **Firearms: 4473 At a Glance**

1. **Does the customer live in the state we are selling the gun in?** If not, we can only sell long guns to adjoining states.
2. **Do we sell guns to California?** No.
3. **What are some valid forms of ID?** a driver's license, a conceal carry permit, a state ID, or any state-issued identification.
4. **What do you need on Section A of the 4473?** We need a full name, even their full middle name and not just the initial. If the customer doesn't have a middle name, tell him to write NMN for no middle name. If they have a suffix like Senior, Junior, II or III in his name, they will need to put it after their last name.
5. **What if the employee or customer makes an error?** Put a single line through the error, write the correction next to it, initial it, and date it. Employees should not make corrections to the customer portion and customers should not make corrections to employee portions.
6. **How to verify the customer's legal address?** Verifying it with the address on his license, conceal carry permit, or state ID. Another way to verify their address would be with a city- or state-issued utility bill, car registration, or a house payment. If they use one of these documents, you need to make a photocopy of it and attach it to the back of the 4473.
7. **When is the customer allowed to use an abbreviation?** Only on the state, everything else needs to be written out completely.
8. **Is the Social Security number optional?** Yes
9. **Review these items with your manager or sporting goods lead:**
  - a. **Are 10a and 10b the same question?** No, we need them to fill out both questions.
  - b. **Does each customer need to fill out all parts of questions 11 & 12?** Yes.
  - c. **If a customer responds: "No" to 11a do, we continue with the sale?** No, because it would be a straw purchase.
  - d. **If a customer responds: "Yes" to 11b-12 do, we continue with the sale?** No.
  - e. **Do customers need to answer question 13 and 15?** Only if it pertains to them.
  - f. **Where do we put the customer's phone number?** On number 31.
10. **Should we put the Manufacturer, Model, Type, Caliber on the 4473 before doing the background?** Yes, ATF likes to know what each person is attempting to purchase, even if they get denied.
11. **What are the two ways of doing a background check?** Phone or online.

**Note:** If they have a different address than the state in which they have a CWP, while technically they have passed the background, they will need a background done again. The only way to avoid the background check is to live and have a CWP in the state in which you live. If you have any questions regarding this check with Dave Carpenter.

12. **Review with your manager or sporting goods lead about who you call for a background check and the price.**
13. **When can you skip section C?** When the customer purchases the gun that day and:
  - a. they didn't get delayed on their background check or have a current concealed weapon carry permit from the state in which the sale is being conducted.
14. **What do you do on question 29?** You need to write out the number of firearms being sold. Instead of writing the number 1, write **O-N-E**.
15. **Should you use the overlays?** Yes, every time!
16. **What are some things the employee should do when a customer is buying a handgun?**
  - a. Show the customer the trigger Lock
  - b. Stamp the back of the 4473 and have them sign it saying they were shown the trigger lock.
  - c. Give them the youth handgun flier, it should already be included in the gun case.
17. **You should have a member of management review the 4473 before finalizing the sale of the firearm, if they are unavailable find another sporting goods associate.**