

Form 4473

Error Prevention

Review every completed Form 4473 before filing. Catch errors before ATF.

BEFORE THE BUYER STARTS THE FORM

- Current version of Form 4473 in use: ATF Form 5300.9, Revised August 2023
- Buyer has government-issued photo ID present
- Secondary residence document available if ID shows outdated or different-state address

AFTER BUYER COMPLETES SECTIONS A, B, AND C

- Section A: all fields complete — name, address, county, DOB, full ID information
- Section B: every question answered yes or no — zero blanks
- Section B: no "yes" answers to any prohibited person question
- Section C: buyer signature present

→ Do not initiate NICS until Section B is fully and unambiguously completed

AFTER NICS — BEFORE COMPLETING THE TRANSFER

- NICS Transaction Number recorded in Section D
- Proceed result documented in Section D
- If delayed: delay documented with date, time, and NTN
- If using default proceed: confirm 3 business days have elapsed; document the calculation
- Transfer date is today — not backdated to sale date

COMPLETING SECTION E (TRANSFEROR)

- Transferor signs Section E
 - Transferor dates Section E with today's actual transfer date
 - Firearm make recorded exactly as it appears on the firearm
 - Firearm model recorded exactly as it appears on the firearm
 - Caliber recorded correctly and consistently with bound book entry
 - Firearm type: pistol / revolver / rifle / shotgun / receiver or frame
 - Serial number recorded exactly — verify digit by digit against physical firearm
- Section E firearm description must match bound book disposal entry exactly — make, model, caliber, type, serial number

FINAL CHECK BEFORE FILING

- No blank fields anywhere on the completed form
- No correction fluid used — errors corrected with strikethrough, correction, and initials
- Bound book disposal entry completed and cross-referenced against Section E
- Form 3310.4 filed if this is the 2nd+ handgun by this buyer within 5 business days

IF THE TRANSFER DOES NOT COMPLETE

- Write "VOID" clearly across the face of the form
- Note the reason and date on the voided form
- File the voided form with regular 4473 records — do not destroy
 - *Voided forms carry the same 20-year retention requirement as completed transfers*

THE ERRORS MOST COMMONLY CITED IN ATF AUDITS

- Missing county of residence (Section A)
- Blank question in Section B
- Section C signed on wrong date
- NICS Transaction Number not recorded (Section D)
- Transferor date missing or incorrect (Section E)
- Firearm description in Section E does not match bound book
- Correction fluid used anywhere on form
- Missing Form 3310.4 for qualifying multiple handgun sale