



Fairfax County Sheriff's Office
Stacey A. Kincaid, Sheriff



Date: November 4, 2015
Subject: ATF Form 1 or Form 4 Applications
Reference: Required Documents

Dear Sir or Ma'am:

The Fairfax 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 Virginia Driver's License with signature and photo that matches the applicant information on Form 1 or Form 4, fingerprint cards and questionnaire. Applications are not acceptable if the front and back are not on the same sheet of paper.

You will need to deliver your packet to us at 10520 Judicial Drive, Adult Detention Center, 1st Floor Lobby Information Booth, Monday through Friday, 8 a.m. - 3:30 p.m. You must include a self-addressed 8x10 envelope in the packet with SUFFICIENT POSTAGE for return mail.

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 Fairfax County Sheriff's Office does not fingerprint or provide fingerprint cards.)
- A completed Fairfax County Sheriff's Office Form: Questions for Investigation of AFT Form 1, Form 4 and Form 5 Applications.

Once we receive your complete packet, it will take up to two weeks to process it. When the process has been completed, the original document packet will be 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 Reserve Deputy Dick Raines at 703-246-4325 or me at 703-246-3207.

1st Lieutenant W. Friedman
Supervisor, Internal Affairs Section
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