



**Fairfax County Sheriff's Office**  
**Stan Barry, Sheriff**



Date: June 18, 2010  
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, the fingerprint cards and the questionnaire. You will need to deliver your packet to us at 10520 Judicial Drive, Adult Detention Center, 1<sup>st</sup> Floor Lobby Information Booth, Monday through Friday, 7:30 to 3:30.**

**You must include a self-addressed 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 three to four weeks to process it. Once this process is 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.

Sincerely,

**1<sup>st</sup> Lieutenant J.J. Snyder**  
**Supervisor, Internal Affairs Section**

**4110 Chain Bridge Road, Fairfax, Virginia 22030 703-246-3207 fax 703-385-2537**



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Questions for Investigation of ATF Form 1, Form 4 and Form 5 Applications

- 1. Do you have any criminal history in your background?
2. Have you ever had any domestic violence in your history or had a protective order issued?
3. Do you have any mental health history in your background?
4. Do you currently or have you ever had a substance abuse problem?
5. Are you or have you ever been part of a militant organization?
6. What is your citizenship status?
7. Have you been in the military? If yes, then type of discharge?
8. What type of security do you have in your home for your weapons?
9. Do you have a security system for your home?
10. Are there any children in your home?
11. What is your profession?

Name: Home Phone:

Address: Work Phone:

Mobile Phone:

Signature: Date:

1st Lieutenant J.J. Snyder, Internal Affairs Section
Fairfax County Sheriff's Office
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