

FREQUENTLY ASKED QUESTION

Question: How do you complete a "Multiple Handgun Report" or a "Multiple Rifle Report" with Dazzle?

Multiple Handgun Sales:

The ATF requires you to complete and submit form no. 3310-4 "Report of Multiple Sale or other Disposition of Pistols and Revolvers" whenever a non commercial customer acquires two or more handguns from you during a five consecutive business-day period. This is <u>not</u> needed if the customer is picking up his own guns. A business day is defined as a day on which you, the FFL licensee, are open for business. Therefore, Monday morning through Friday evening would be five business days. If you are open Saturdays and closed Sundays, then Saturday morning through Thursday evening would be another five business days.

A customer buying two or more handguns at one time automatically qualifies for this report.

A customer buying one handgun on Monday and another on Friday automatically qualifies.

A customer buying one handgun on Monday and another on Saturday does not qualify.

The report must be filed on the actual day of the transfer of the second handgun. You cannot wait till the end of the week, or even till the next day. One copy must be sent to the ATF, and a second copy to your local law enforcement agency. It may be faxed, mailed, or in some circumstances emailed.

If the customer acquires another handgun or handguns from you within five business days of filing such a report, you must file another report, listing the additional gun(s). In this case you must complete section 2c, stating that this is connected to a previous multiple sale, with the date of the previous report.

Form 3310-4 is shown below (reduced size)

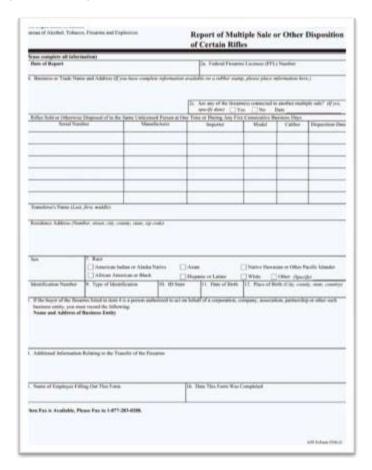
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Multiple Rifle Sales

At the present time in the States of Arizona, California, New Mexico and Texas, FFL licensees must also complete a very similar form, form 3310-12, if any non-commercial customer acquires two or more rifles of a certain type in any five consecutive business days. Very much the same rules apply as with handguns, except the types of gun are different.

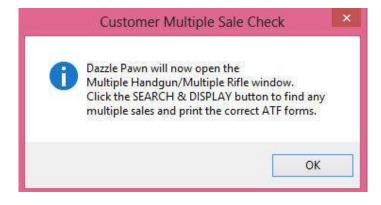
The applicable rifle types include: (1) semiautomatic rifles; (2) rifles capable of accepting a detachable magazine; and (3) rifles of caliber greater than .22 (including .223/5.56 caliber). For more details about this requirement, please see http://www.atf.gov/files/firearms/industry/080911-qa-multiple-rifles.pdf

Form 3310-12 is shown below (reduced size)



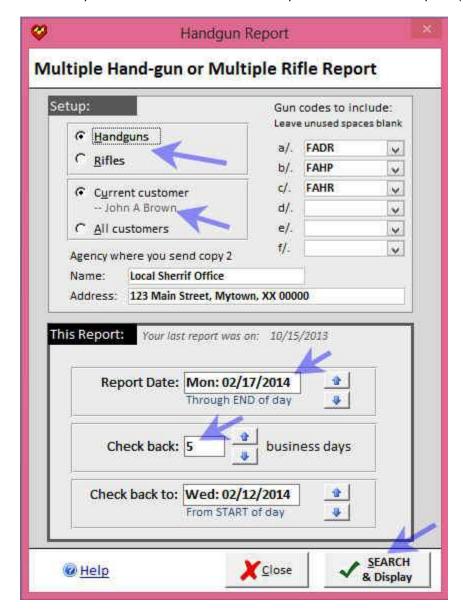
How to use Dazzle™ to check for any multiple sales and complete these forms.

Whenever a gun or guns are sold to any customer, the last thing that happens on-screen before the sale is complete is the Multiple-Gun check. The salesperson will automatically receive the following message on the screen:



Continued on next page

The only option is "OK" so the salesperson clicks "OK". Then the Multiple Gun Sale window opens (see below)



In most circumstance, all fields are automatically populated and the only thing the salesperson has to do is click the "SEARCH & Display" button at the bottom right.

Note that the sales-customer's name is automatically filled in. Also the report-date automatically defaults to today, and the search period automatically defaults to five business days. Dazzle knows about, and automatically ignores, any days when you were closed. The name and address of your local law-enforcement agency are already filled in by Dazzle, and so are the correct category codes for handguns.

If you wanted to do a rifle search you would simply click "Rifles" at the top. The gun category codes would change automatically.

Assuming that this customer (John A Brown) has purchased two handguns in the last five days, Dazzle would instantly prepare the correct ATF form. This form will be printed on your normal laser-printer, on <u>plain white paper</u>. Please see the sample on the next page. (Reduced size).

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If this had been a multiple rifle sale, form no. 3310-12 would have been generated instead.

The only part of the forms not completed is the part with the yellow outline. It is up to the salesperson to check the appropriate box for Ethnicity and Race. However, the Dazzle race-code is printed faintly for convenience. (arrow)

If preferred, the form can also be saved as a "pdf" document, or it can be emailed or faxed through your computer, assuming you have emailing or faxing software.

Check All Customers

In addition to using the Multiple Gun Sale Window during an actual sale, you may also use it at any time to check for <u>any</u> multiple handgun or multiple rifle sale, by <u>any</u> customer. It is a good idea to do this every evening, so you can catch any sales that were inadvertantly overlooked by the salesperson. You may have noticed in the top half of the window there was a customer selection area, as shown below



Simply click on "All customers" instead of "Current Customer" to conduct a store-wide search. As before, all the other fields will be filled in automatically for you. The results will be displayed on screen and you can print out the appropriate forms if you choose to. You may also check sales over longer periods, such as the 30-day check required in some States.

How to display the window

If checking ALL customers, you are probably not doing so during an actual sale. So how do you display the Multiple Gun Sale window? The answer is very easy: there are two ways to do this.

1. Click DOCUMENTS → MULTIPLE HANDGUN/MULTIPLE RIFLE REPORT (see below)



Click OFFICE → PRINT REPORTS → FIREARMS REPORTS → MULTIPLE HANDGUN/MULTIPLE RIFLE REPORT (see below)

