



Reed-Joseph International Company

ATF PERMIT FOR EXPLOSIVE PEST CONTROL DEVICES (EPCDs)

We compiled this document to explain the process, and to alert you to some of the information you need to gather to apply for an ATF Explosive Pest Control Devices (EPCDs) Permit, which is needed for Bird Banger EXP and CAPA cartridges.

This document could also serve as your check list.

PAPERWORK - THE FORMS YOU NEED

We put all the required forms on the ATF Permit Help page of our web site. They are also available by calling the ATF's Distribution Center at (301) 583-4696.

- **FD258 Fingerprint Identification Card**
 - contact your local law enforcement to get this process started first
 - you can download a sample form from our web site.
- **ATF 5400-13 Application for Explosives License or Permit**
 - the application is a 7 page document, of which 4½ pages must be completed
 - it includes a detailed **Explosives Storage Magazine Description Worksheet**, and we provide some help about storage on page 3.
- **A 2" x 2" Photograph.**
- **Payment**

The fee is \$100 for a 3 year Permit, and the renewal fee is \$50.
A check, money order, credit card, no cash

 - payable to Bureau of Alcohol, Tobacco, Firearms and Explosives
 - include your social security or employer ID on the check or money order.
- **Employees**

If any employee has "actual or constructive possession of explosive materials during the course of employment", a separate **Employee Possessor Questionnaire Form 5400-28** must be included with your Application Form

 - photograph and fingerprints are not needed, but an electronic background check will be conducted.

MAIL ALL YOUR PAPERWORK TO

Bureau of Alcohol, Tobacco, Firearms and Explosives
P.O. Box 409567
Atlanta, GA 30384-9567

Keep a copy of everything you send to ATF, and your mailing receipt.

KNOW WHERE YOUR LOCAL ATF OFFICE IS?

Visit <http://www.atf.gov/contact/field/> for a list, by State, or call (800) 800-3855.

SOME INFORMATION YOU NEED FOR THE APPLICATION FORM

A separate permit is required for each separate address where explosives are kept.

Form question 11: You need a photograph for all names listed as a "responsible person".



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Form question 12: You will apply for a Permit, not a License. Generally, a License is required for those who sell EPCDs, and a Permit is required for those who use them

- in the **User of Explosives** section, check the **Other (Specify)** box, and specify them as **EPCDs**.

Form Question 13: Check your State and local regulations to see if a license is needed. Familiarize yourself with State and local zoning requirements for EPCDs, as you will need the information for an ATF interview.

Providing your Social Security number or Employee Identification on the form is “voluntary”, although it is required on your check or money order.

THE PROCESS

Your completed application goes to the Federal Explosives Licensing Center (FELC) in Martinsburg WV, where ATF

- enters it into a database
- reviews the application and supporting materials, and reviews your finger prints, and
- conducts an electronic background check on all “responsible persons” in the application.

Applications are then sent to the nearest ATF field office.

An ATF Industry Operations Investigator will conduct a face-to-face, or telephone interview about storage requirements, record keeping, and discuss laws and regulations.

A report is prepared, which recommends or denies the permit. A Field Office supervisor will review that report and electronically submit it to FELC, which will then issue a permit.

WHEN WILL I RECEIVE MY PERMIT?

The Safe Explosives Act (SEA) requires ATF to act on a properly completed application within 90 days.

The Permit will be sent by first class mail to the mailing address on your form.

Ensure that your forms are correctly completed and signed, or there may be another 90 days delay.

STORAGE

Our storage magazine complies with ATF regulations for “Type 2 mobile and portable indoor/outdoor magazines”, and holds 40 boxes of Bird Banger EXP or 30 boxes of CAPA cartridges.

It is 24” x 17” x 15”, with an 11 gauge steel exterior. The interior is lined with ½” plywood, secured with non-sparking rivets. The lid overlaps the sides by a minimum ½”. The two hood locks are constructed of ¼” steel, and there are two separate locks and keys. Weight is 125 pounds. You can download technical drawings from our Pyrotechnics page at www.reedjoseph.com.

The classification for “Explosives to be stored” is “high”.

A plat plan (not to scale) is required for your storage magazine location.



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ADMINISTRATION

Notify your local Fire Authority. "Notification must be made orally before the end of the day on which storage commences, **and in writing** within 48 hours from the time such storage commenced."

Recordkeeping

ATF regulations require you to keep records of your EPCDs, and the ATF Industry Operations Investigator may question you about them.

QUESTIONS ABOUT THE APPLICATION

Bureau of Alcohol, Tobacco, Firearms and Explosives
Federal Explosives Licensing Center
244 Needy Road
Martinsburg, WV 25405

Toll Free (877) 283-3352
Fax (304) 616-4401
Email FELC@atf.gov

HELPFUL LINKS

The ATF Permit Help page on our website has links to all the more detailed information on the ATF website.

YOUR CHECK LIST

Application Form. Check all sections are completed. Signed

Employee Questionnaire (if applicable). Check all sections are completed. Signed

One 2" x 2" Photograph

Fingerprint Identification Card

Credit Card, Check, Money Order (Social Security or Employer ID on back), no cash.