

# Guidelines for Hobbyist Transport Using the PGI license

The first step and longest step to complete is to request a fingerprint card (form FBI FD-258EX) from the ATF. This is the only part of the process where you need paperwork that cannot be downloaded electronically. To get the fingerprint card, you can make the request online at <http://www.atf.gov/forms/dcof/>

Fill out the information at the top. On the right-hand side, all the way near the bottom is the fingerprint cards. Make sure to get form FBI FD-258EX, which is the explosives license version of their fingerprint card. Or, as an alternative, or if you have any problems, you can call (301) 583-4696 and request them to mail the explosives license fingerprint card to you. When you get the card, you must have a law enforcement officer complete the fingerprint process and sign the form. Please make sure to have the form filled out so that it is not rejected. And do not let the officer forget to sign the form. Usually, state police, local police, or county sheriff can complete fingerprint cards, but I would highly suggest calling ahead of time just to make sure that they can do it. They might do it for free, or they might charge a fee depending on location.

While you are waiting for your fingerprint card to arrive, you can download the ATF License application from <http://www.atf.gov/forms/download/atf-f-5400-13.pdf>

You will need a photo per the specifications on the ATF license application. Please see instruction number 8 on the license application (page 6 under Instructions of the application you just downloaded). Make sure that this is a high-quality photo. Although they do not specifically state this, a low-quality photo printed on plain paper is likely to be rejected.

On the application, you only need to complete a few parts. On page 1 enter your full name for item #1 and prepare the picture as described, and then go to page 2. Complete item 11 (a thru j) Then go to page 3, items 14 and 15, answer all the questions. Page 4, item 23, sign the application, enter "PGI Member" for the title, and enter the date. That is it. The rest of the application remains blank. You will only need to send in pages 1-4. The other pages are not needed.

You will need to sign a contract with the PGI. This contract includes all the terms and conditions that you must agree to. The contract can be downloaded from the PGI website at: [http://www.pgi.org/forms/PGI ATF License Use Agreement.pdf](http://www.pgi.org/forms/PGI_ATF_License_Use_Agreement.pdf)

When you have completed all the paperwork, mail the paperwork to:

Paul Smith, 3930 Penbrook Lane, Lafayette, IN 47905-4140.

When I receive the paperwork, we will send an email to you notifying you that it has been received and that you have been preliminarily approved to transport your items to the PGI.

The last step is to send a list of items that you wish to transport to the convention. When we get this list, we will send you an authorization letter, along with a watermarked copy of the PGI's ATF license so that you have written documentation that the items you are transporting to the PGI convention are covered under the PGI ATF license. The list of items must be accurate, and we need enough time to get the letter of authorization completed, so please plan to send your list no later than Wednesday, July 13, 2022. Only when you have this authorization letter can you transport under the PGI license. If you do not have this letter, then you are not authorized to transport by the PGI using the PGI's ATF license.

If you would like to stop overnight, you will need a magazine that meets the requirements of the ATF orange book. It does not have to be large, but you need to be able to fit all your items into it, and you need to be able to secure the magazine to the vehicle (by lock and chain, bolting, welding, etc.). Also, notification is required ahead of time for the location where you intend to stop, and you must meet the Table of Distances from where the vehicle is going to be parked. If you would like to stop overnight using the PGI's ATF license, then please contact me by email so that we can work together on your specific travel plans. Also, the variance that the PGI received is only good for the PGI ATF license. If you have your own ATF license, you are not covered under this variance unless you request and receive the same variance from the ATF.

Paul Smith

PGI President