


Memo

From: David W. Boston 
To: Owen Responsible Persons (all locations)
CC: OCS, Jim Holt, Stacey Brinkman, Mark Elvig
File: 0400.626
Date: February 3, 2009
Re: Acceptability of Signatures on Copies of ATF Licenses and Permits
Acceptability of Copies of ATF Licenses and Permits

In response to an inquiry from OCS, Bill O'Brien, ATF's Explosives Industry Liaison Analyst¹, has issued interim guidance regarding the a/r subjects. He advises that formal guidance will be announced shortly and, in the interim, confirms that:

1. "... a signature is an original as long as the person signing the license meant it as such."
2. "... faxed and scanned copies of signed licenses and permits are acceptable."
3. "...the copy of the license or permit must legibly identify the licensee/permittee name, address, license/permit number, and expiration date. You should ensure that you don't recopy successively until portions are illegible; these would be considered unacceptable."
4. we may "...consider this email message a confirmation that those electronic means are acceptable."

Based upon this interim guidance, effective immediately, Owen Oil Tools locations may:

1. accept scanned or faxed copies of their customers licenses or permits, so long as they are legible, and
2. accept copies of licenses or permits with signatures produced mechanically, by rubber stamp, or other means, so long as the signature is intended to be an original.

A notice, including links to relevant documents, is available on the [ATF page at OCSResponds.com](#).

¹ The ATF's Explosive Industry Liaison Analyst works "...with the industry to ensure clear communications between ATF and the explosives industry." [ATF Explosives Industry Newsletter](#), September 2008, page 2.