



Hog Wild Precision LLC (HWP)

Firearm Serial Number Verification Policy

1. Purpose

This policy establishes procedures for the inspection, verification, and documentation of firearm serial numbers for all firearms received, transferred, or sold by [Your Business Name], in compliance with the Bureau of Alcohol, Tobacco, Firearms and Explosives (ATF) regulations under the Gun Control Act of 1968 and all applicable federal, state, and local laws.

2. Scope

This policy applies to:

- All firearms acquired into inventory
- All firearms transferred to non-licensees
- All firearms transferred to other FFL holders
- All consignment firearms
- All firearms accepted for gunsmithing (if applicable)

This policy applies to all employees, responsible persons, and authorized agents of [Your Business Name].

3. Definitions

Serial Number: The unique identification number placed on a firearm frame or receiver by the manufacturer or importer as required by federal law.

Altered or Obliterated Serial Number: A serial number that has been removed, changed, defaced, or rendered unreadable in whole or in part.

4. Firearm Receipt Procedures

Upon receipt of any firearm:

1. Immediate Inspection

- The receiving employee shall physically inspect the firearm.
- The serial number shall be located on the frame or receiver.
- The serial number must be clearly legible and unaltered.

2. Verification

- Confirm the serial number matches the accompanying invoice, shipping document, or transfer documentation.
- If received from another FFL, verify information matches the shipping FFL's documentation.

3. Recording

- Record the serial number exactly as marked (including hyphens, prefixes, or suffixes) in the Acquisition & Disposition (A&D) record (Bound Book).
- Double-check the entry before finalizing.
- A second employee should verify the entry when feasible.

4. Discrepancies

- If the serial number does not match documentation:
 - Do not log into inventory until discrepancy is resolved.
 - Contact the shipping FFL or distributor immediately.
 - Document the resolution.

5. Transfer / Sale Procedures

Before transferring or selling a firearm:

1. Physical Confirmation

- Retrieve the firearm.
- Confirm the serial number on the firearm matches:
 - The Bound Book entry
 - The ATF Form 4473 (if applicable)
 - Any transfer documentation

2. Form 4473 Accuracy

- Ensure the serial number is entered accurately on ATF Form 4473.
- Compare the firearm's serial number visually before finalizing paperwork.

3. Final Verification

- A final visual confirmation must be performed immediately before transfer to the transferee.

6. Altered, Obliterated, or Suspicious Serial Numbers

If a firearm is found to have an altered or obliterated serial number:

1. Do NOT log the firearm into inventory.
2. Do NOT return the firearm to the individual.
3. Secure the firearm immediately.
4. Contact the local ATF field office for guidance.
5. Document all actions taken.

No firearm with an altered or obliterated serial number will be transferred or sold.

7. Corrections to Records

If a serial number recording error is discovered:

1. Do not erase or obscure the original entry.
2. Draw a single line through the incorrect entry.
3. Enter the correct serial number.
4. Initial and date the correction.
5. Document the reason for the correction.

All corrections must comply with ATF recordkeeping requirements.

8. Inventory Audits

- Conduct serial number reconciliation during:
 - Annual inventory audits
 - Compliance inspections
 - Internal spot checks
- Any discrepancy must be immediately investigated.
- Report theft or loss in accordance with ATF requirements (ATF Form 3310.11).

9. Employee Training

All employees involved in receiving, logging, or transferring firearms must:

- Receive training on ATF recordkeeping requirements.
- Be trained in proper serial number inspection procedures.
- Review this policy annually.
- Sign acknowledgment of understanding.

10. Compliance Responsibility

The Responsible Person(s) listed on the Federal Firearms License are ultimately responsible for ensuring compliance with this policy and applicable law.

Failure to follow this policy may result in disciplinary action and potential termination.

Effective Date: 2-21-26

Last Reviewed: 2-21-26

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