

DEPARTMENT OF THE TREASURY
BUREAU OF ALCOHOL, TOBACCO AND FIREARMS
NATIONAL TRACING CENTER TRACE REQUEST

FOR NTC DATA ENTRY ONLY

Phone: 1-800-788-7133

Falling Waters, WV 25419

FAX: 1-800-578-7223

NOTE: * - REQUIRED ENTRY FIELD (Must be completed for trace processing) ** - REQUIRED ENTRY WITH LISTED DATA RESPONSE (See back for codes and options)**PART I - TRACE INITIATION INFORMATION**

1a. DATE OF REQUEST 1b. PRIORITY** ROUTINE URGENT (Justification required) FOR NTC INFORMATION ONLY
 JUSTIFICATION

1c. SPECIAL INSTRUCTIONS

PART II - CRIME CODE INFORMATION

2a. GANG INVOLVED? GANG NAME: _____ 2b. PROJECT CODE**: 2c. NCIC CRIME CODE**:
 JUVENILE INVOLVED? YOUTH CRIME GUN ENTERED IN NIBIN? NIBIN No.:

PART III - ATF AGENT REQUESTING TRACE

3a. ORGANIZATION CODE* 3b. PHONE NUMBER: 3c. ATF SPECIAL AGENT'S NAME (Last, first, middle)
 FAX NUMBER:

3d. BADGE NUMBER 3e. ATF CASE NUMBER 3f. FIELD OFFICE

PART IV - OTHER AGENCY REQUESTING TRACE

4a. ORI NUMBER* 4b. PHONE NUMBER: 4c. OTHER AGENCY OFFICER'S NAME (Last, first, middle)
 FAX NUMBER:

4d. BADGE NUMBER 4e. OTHER AGENCY CASE NUMBER 4f. DEPARTMENT/UNIT

4g. MAILING ADDRESS

PART V - FIREARMS INFORMATION

5a. SERIAL NUMBER* OBLITERATED 5b. FIREARMS MANUFACTURER*
 ATTEMPT TO RAISE

5c. TYPE** 5d. CALIBER* 5e. MODEL* 5f. COUNTRY OF ORIGIN* (Importer required if other than U.S.)

5g. IMPORTER* 5h. ADDITIONAL MARKINGS*

PART VI - POSSESSOR INFORMATION

6a. NAME (Last) (First) (Middle) (Suffix) CRIMINAL HISTORY

ALIAS (AKA) (Last) (First) (Middle) (Suffix) AKA DATE OF BIRTH

6b. HEIGHT 6c. WEIGHT 6d. SEX 6e. RACE 6f. ADDRESS - ROUTE NUMBER

6g. APT. NUMBER 6h. STREET No. 6i. DIRECTION 6j. STREET NAME 6k. CITY

6l. COUNTY 6m. STATE 6n. ZIP CODE - 6o. COUNTRY

6p. DATE OF BIRTH 6q. PLACE OF BIRTH 6r. POSSESSOR'S ID NUMBER ID TYPE/STATE

PART VII - ASSOCIATE INFORMATION

7a. NAME (Last) (First) (Middle) (Suffix) CRIMINAL HISTORY

ALIAS (AKA) (Last) (First) (Middle) (Suffix) AKA DATE OF BIRTH

7b. HEIGHT 7c. WEIGHT 7d. SEX 7e. RACE 7f. ADDRESS - ROUTE NUMBER

7g. APT. NUMBER 7h. STREET No. 7i. DIRECTION 7j. STREET NAME 7k. CITY

7l. COUNTY 7m. STATE 7n. ZIP CODE - 7o. COUNTRY

7p. DATE OF BIRTH 7q. PLACE OF BIRTH 7r. ASSOCIATE'S ID NUMBER 7s. ID TYPE/STATE

PART VIII - FIREARM RECOVERY INFORMATION

8a. RECOVERY DATE* 8b. ROUTE NUMBER 8c. APT. NUMBER 8d. STREET No. 8e. DIRECTION 8f. STREET NAME

8g. CITY* 8h. STATE* 8i. ZIP CODE

8j. ADDITIONAL INFORMATION

INSTRUCTIONS FOR COMPLETING ATF F 3312.1 - REQUEST FOR A FIREARMS TRACE

GENERAL INSTRUCTIONS - *Required Data Entry Fields And **Available Options/Codes Listed For Reference

The information requested on this form is needed to initiate a trace request. All fields marked with an asterisk (*) indicate required entry data fields. All areas so marked must be completed in order to effectively and expeditiously execute the trace request. Fields marked with a double asterisk (**) indicate areas of required data entry with available options and codes listed for reference (refer to lists below to determine the appropriate entry and correct nomenclature).

REQUIRED ENTRY FIELDS INCLUDE:

- Question 1b**** - (Justify Urgent Trace) See Priorities listed below
- Question 2b** & 2c**** - Include Project Code and list NCIC Code
- Question 3a*** - Office Organizational Code For Use by ATF Requestor Only
- Question 4a*** - ORI - NCIC Originating Requestor Identifier
- Question 5a*, 5b*, 5c**, 5d*, 5e*, 5f*, 5g* & 5h*** - Verify data
- Question 8a*, 8g* & 8h*** - Confirm Recovery data to be submitted

QUESTION 1B - TRACE PRIORITY (Entered Numbered Qualifier to Justify Urgent Trace Request)

NOTE: An urgent trace is deemed necessary when the violation are significant and circumstances warrant or require that the firearm be traced without undue delay. Examples of this are: to hold a suspect, provide probable cause, officer and public safety, etc. The following are examples of significant violations.

- | | | | |
|-------------------------|---------------------------|--------------------------|---|
| 1 - Assault | 3 - Kidnapping | 5 - Rape/Sex | 7 - Terrorist Threat |
| 2 - Bank Robbery | 4 - Murder/Suicide | 6 - Terrorist Act | 8 - Other (specify circumstance) |

QUESTION 2B - PROJECT CODES (Enter all codes that apply)

- | | | |
|--|--|---|
| AIS - Adult in School | OBL - Obligated Serial Number | MUN - Murder and Narcotics (Ages 25 & older) |
| GNG - Gang Related | ORG - Organized Crime | MIL - Militia Related Project |
| JSS - Juvenile & School (Ages 17 & under) | SCH - School Involvement (No Possessor) | YCG - Youth Crime Gun |
| JVV - Juvenile & Violence (Ages 17 & under) | SEN - Sensitive/Significant | YIS - Juvenile and School (Ages 18 - 24) |

QUESTION 2C - NCIC CRIME CODES (Enter one code only. For complete listing refer to NCIC Manual)

- | | | | |
|---|---|-----------------------------------|-----------------------------------|
| 0199 Sovereignty | 1311 Aggravated Assault (Police) | 2999 Damage Property | 5399 Public Peace |
| 0299 Military | 1399 Assault | 3599 Dangerous Drugs | 5499 Traffic Offense |
| 0399 Immigration | 1499 Abortion | 3699 Sex Offense | 5599 Health - Safekeeping |
| 0907 Homicide (Police) | 1602 Threat (Terroristic) | 3799 Obscenity | 5699 Civil Rights |
| 0911 Homicide (Suicide) | 1702 Material Witness (Federal) | 3802 Cruelty Toward Child | 5799 Invade Privacy |
| 0999 Homicide (Street) | 2099 Arson | 3803 Cruelty Toward Spouse | 5899 Smuggling (Customs) |
| 1099 Kidnapping | 2199 Extortion | 3999 Gambling | 5999 Election Laws |
| 1101 Rape | 2299 Burglary | 4099 Commercial Sex | 6099 Antitrust |
| 1199 Sexual Assault | 2399 Larceny | 4199 Liquor | 6199 Tax Revenue |
| 1201 Robbery (Business) | 2411 Unauthorized Use of Auto | 4899 Obstruction Police | 6299 Conservation |
| 1204 Robbery (Street) | 2499 Stolen Vehicle | 4999 Flight - Escape | 7099 Crimes Against Person |
| 1211 Bank Robbery | 2599 Counterfeiting | 5099 Obstruct | 7199 Property Crimes |
| 1212 Car Jacking | 2699 Fraud | 5199 Bribery | 7299 Morals |
| 1299 Robbery | 2799 Embezzlement | 5211 Explosives | 7399 Public Order Crimes |
| 1301 Aggravated Assault (Family) | 2899 Stolen Property | 5212 Possession of Weapon | 8100 Escape (Juvenile) |

QUESTION 5C - TYPE OF FIREARM

- C = Combination** - A weapon designed to be fired from the shoulder which is fitted with both a rifled barrel 16" or greater in length and a smooth-bore barrel 18" or greater in length with an overall length of 26" or more.
- M = Machine Gun** - A weapon of handgun, rifle or shotgun configuration designed to automatically fire more than one shot, without manually reloading, by a single function of the trigger.
- P = Pistol** - A weapon which includes single shot and both single or double-action semiautomatic handguns fitted with a barrel(s) with an integral chamber design or having a chamber(s) permanently aligned with the barrel.
- PR = Pistol/Revolver** - A weapon which includes both single and double-action handguns having a breechloading chambered cylinder designed with a repetitive function based on rotation.
- PD = Pistol/Derringer** - A weapon which includes single barrel, superposed (over/under) and multi-barrel configuration handguns based on a hinged or pivoting barrel small frame pistol design.
- R = Rifle** - A weapon designed to be fired from the shoulder which discharges a single projectile through one or more rifled barrels 16" or greater in length with an overall length of 26" or more.
- S = Shotgun** - A weapon designed to be fired from the shoulder which discharge a single or multiple projectiles through one or more smooth-bore barrels 18" or greater in length with an overall length of 26" or more.

PAPERWORK REDUCTION ACT

This request is in accordance with the Paperwork Reduction Act of 1995. The information collection is used by Federal, State and local law enforcement officials to request that the Bureau of Alcohol, Tobacco and Firearms trace firearms used or suspected to have been used in crimes.

The estimated average burden associated with this collection of information is 6 minutes per respondent or recordkeeper, depending on individual circumstances. Comments concerning the accuracy of this burden estimate and suggestions for reducing this burden should be addressed to Reports Management Officer, Document Services Branch, Bureau of Alcohol, Tobacco and Firearms, Washington, DC 20226.

An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number.