

**DEPARTMENT OF THE TREASURY  
BUREAU OF ALCOHOL, TOBACCO AND FIREARMS  
NTC OBLITERATED SERIAL NUMBER TRACE REQUEST**

FOR NTC DATA ENTRY ONLY

Phone: 1-800-788-7133

Falling Waters, WV 25419

FAX: 1-800-578-7223

**PART I - OBLITERATED SERIAL NUMBER INFORMATION\***

(Check one of the following serial number categories and fill in serial number if applicable)

**NOTE:** On partial serial numbers enter \* where character was unable to be recovered.

<input type="checkbox"/> SERIAL NUMBER RAISED	
<input type="checkbox"/> PARTIAL SERIAL NUMBER	
<input type="checkbox"/> UNABLE TO RESTORE SERIAL NUMBER	<b>N O N E</b>

1a. TRACE PRIORITY\*\* (*support request for urgent trace under "Justification"*)

**NOTE:** See back for numerical codes and options.

REQUEST PRIORITY - ROUTINE  
 REQUEST PRIORITY - URGENT  
 JUSTIFICATION\*\*

1b. OBLITERATION METHOD USED

<input type="checkbox"/> DRI - DRILLED/CUTTING DEVICE	<input type="checkbox"/> GRS - GROUND/ABRASIVE/SMOOTH SURFACE	<input type="checkbox"/> PUN - PUNCHED/COMPRESSION DEVICE
<input type="checkbox"/> ELS - ENGRAVED/ELECTRIC SCRIBE	<input type="checkbox"/> GRV - GROUND/ABRASIVE/CONCAVE SURFACE	<input type="checkbox"/> SCB - SCRATCHED/BOARD TIPPED HAND TOOL
<input type="checkbox"/> GRC - GROUND/ABRASIVE/COARSE SURFACE	<input type="checkbox"/> PND - PEENED/COMPRESSION DEVICE	<input type="checkbox"/> SCN - SCRATCHED/POINTED HAND TOOL

**PART II - ATF AGENT REQUESTING TRACE**

2a. ORGANIZATION CODE*	2b. PHONE NUMBER: FAX NUMBER:	2c. ATF SPECIAL AGENT'S NAME ( <i>Last, first, middle</i> )
2d. BADGE NUMBER	2e. ATF CASE NUMBER	2f. FIELD OFFICE

**PART III - OTHER AGENCY REQUESTING TRACE**

3a. ORI NUMBER*	3b. PHONE NUMBER: FAX NUMBER:	3c. OTHER AGENCY OFFICER'S NAME ( <i>Last, first, middle</i> )
3d. BADGE NUMBER	3e. OTHER AGENCY CASE NUMBER	3f. DEPARTMENT/UNIT

3g. MAILING ADDRESS

**PART IV - FIREARMS INFORMATION**

4a. PROJECT CODE**	4b. NCIC CRIME CODE**	4c. <input type="checkbox"/> GANG INVOLVED? <input type="checkbox"/> JUVENILE INVOLVED?	4d. SERIAL NUMBER*	
4e. FIREARMS MANUFACTURER*	4f. TYPE**	4g. CALIBER*	4h. MODEL*	
4i. COUNTRY OF ORIGIN* ( <i>Importer required if other than U.S.</i> )	4j. IMPORTER*	4k. ADDITIONAL MARKINGS*		

**PART V - POSSESSOR INFORMATION**

5a. NAME ( <i>Last</i> )	( <i>First</i> )	( <i>Middle</i> )	( <i>Suffix</i> )	<input type="checkbox"/> CRIMINAL HISTORY
ALIAS (AKA) ( <i>Last</i> )	( <i>First</i> )	( <i>Middle</i> )	( <i>Suffix</i> )	AKA DATE OF BIRTH
5b. HEIGHT	5c. WEIGHT	5d. SEX	5e. RACE	5f. ADDRESS - ROUTE NUMBER
5g. APT. NUMBER	5h. STREET No.	5i. DIRECTION	5j. STREET NAME	5k. CITY
5l. COUNTY	5m. STATE	5n. ZIP CODE		5o. COUNTRY
5p. DATE OF BIRTH	5q. PLACE OF BIRTH	5r. POSSESSOR'S ID NUMBER		ID TYPE/STATE

**PART VI - ASSOCIATE INFORMATION**

6a. NAME ( <i>Last</i> )	( <i>First</i> )	( <i>Middle</i> )	( <i>Suffix</i> )	<input type="checkbox"/> CRIMINAL HISTORY
ALIAS (AKA) ( <i>Last</i> )	( <i>First</i> )	( <i>Middle</i> )	( <i>Suffix</i> )	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. ASSOCIATE'S ID NUMBER		6s. ID TYPE/STATE

**PART VII - FIREARM RECOVERY INFORMATION**

7a. RECOVERY DATE*	7b. ROUTE NUMBER	7c. APT. NUMBER	7d. STREET No.	7e. DIRECTION	7f. STREET NAME
7g. CITY*		7h. STATE*	7i. ZIP CODE		

7j. ADDITIONAL INFORMATION

**INSTRUCTIONS FOR COMPLETING ATF F 3312.2 - 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 1a\*\*** - (Justify Urgent Trace) See Priorities listed below
- Question 2a\*** - Office Organizational Code For Use by ATF Requestor Only
- Question 3a\*** - ORI - NCIC Originating Requestor Identifier
- Question 4a\*\* & 4b\*\*** - Include Project Code and list NCIC Code
- Question 4d\*, 4e\*, 4f\*\*, 4g\*, 4h\*, 4i\*, 4j\* & 4k\*** - Verify data
- Question 7a\*, 7g\* & 7h\*** - 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.

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

**QUESTION 4A - PROJECT CODES** (Enter all codes that apply)

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

**QUESTION 4B - NCIC CRIME CODES** (Enter one code only. For complete listing refer to NCIC Manual)

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

**QUESTION 4F - 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.