

National Tracing Center(NTC) Trace Request

Phone: 1-800-788-7133 FirearmTraceRequest@atf.gov Fax: 1-800-578-7223

FOR NTC DATA ENTRY ONLY Page 1 of 2 - Trace Request Information

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 <input type="checkbox"/> Urgent <i>(Justification required)</i> <input type="checkbox"/>	1c. NIBIN match <input type="checkbox"/>
Justification:		NESS Crime Gun ID:
1d. Special Instructions		

Part II - Crime Code Information

2a. NCIC Crime Code**	2b. Project Code, Project Title, or Other Initiative <i>(If you wish to obtain a Project Code, contact the Chief, Firearms Tracing Branch, ATF National Tracing Center)**</i>
-----------------------	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Part III - ATF Agent Requesting Trace (Contact Information)

3a. Organization Code*	3b. Phone Number: Fax Number: E-mail:	3c. ATF Special Agent's Name <i>(Last, first, middle)</i>
3d. Badge Number	3e. ATF Case Number	3f. Field Office

Part IV - Other Agency Requesting Trace (Contact Information)

4a. ORI Number*	4b. Phone Number: Fax Number: E-Mail:	4c. Other Agency Officer's Name <i>(Last, first, middle)</i>
4d. Badge Number	4e. Other Agency Case Number	4f. Department/Unit
4g. Full Mailing Address <i>(Street, city, county, state, ZIP code)</i>		

Part V - Firearms Information

5a. Serial Number* <i>(From Frame or Receiver)</i>	5b. Obliterated <i>(If yes, complete Part IX)</i> Yes <input type="checkbox"/> No <input type="checkbox"/>	5c. Firearms Manufacturer*
5d. Type*	5e. Caliber*	5f. Model*
5g. Country of Origin* <i>(Importer required if other than U.S.)</i>		
5h. Importer*	5i. Additional Markings	5j. Privately Made Firearm (PMF) <input type="checkbox"/>
5k. PMF Slide/Barrel Serial Number <i>(If any)</i>		

Part VI - Possessor Information

6a. Name <i>(Last, first, middle, suffix)</i>			6b. Alias <i>(If given) (Last, first, middle, suffix)</i>		6c. Alias Date of Birth
6d. Height	6e. Weight	6f. Sex	6g. Ethnicity Hispanic or Latino Yes <input type="checkbox"/> No <input type="checkbox"/>		
6h. Race <i>(Check one or more boxes)</i>					
American Indian or Alaskan Native <input type="checkbox"/>			Black or African American <input type="checkbox"/>		
Native Hawaiian or Other Pacific Islander <input type="checkbox"/>			Asian <input type="checkbox"/> White <input type="checkbox"/>		
Other <i>(Specify)</i> <input type="checkbox"/> _____					
6i. Address 1		6j. Address 2		6k. City	
6l. County	6m. State/Province/Department		6n. ZIP Code <i>(Nine Digit Number)</i>	6o. Country	
6p. Date of Birth	6q. Place of Birth	6r. Possessor's ID Number		6s. ID Type/State	

Part VII - Associate Information

7a. Name (Last, first, middle, suffix)

7b. Alias (If given) (Last, first, middle, suffix)

7c. Alias Date of Birth

7d. Height

7e. Weight

7f. Sex

7g. Ethnicity

Hispanic or Latino

Yes No

7h. Race (Check one or more boxes)

American Indian or Alaskan Native Black or African American Native Hawaiian or Other Pacific Islander Asian White Other (Specify)

7i. Address 1

7j. Address 2

7k. City

7l. County

7m. State/Province/Department

7n. ZIP Code (Nine Digit Number)

7o. Country

7p. Date of Birth

7q. Place of Birth

7r. Possessor's ID Number

7s. ID Type/State

Part VIII - Firearm Recovery Information

8a. Recovery Date*

8b. Address 1

8c. Address 2

8d. City*

8e. County

8f. State*

8g. ZIP Code

8h. Country

8i. Additional Recovery Information (School, park, airport, etc.)

Part IX - Obliterated Serial Number Information

9a. Serial Number Category (Check one of the following serial number categories)

Restoration Pending Serial Number Restored Partial Serial Number Unable To Restore Serial Number Attempt to Obliterate Serial Number Research/Review Multiple
Serial Number Combinations

9b. Serial Number Being Submitted _____

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

9c. Obliteration Method Used (Check all that apply)

AG - Worn by Age DR - Drill ES - Electric Scribe FI - Filled In GC - Grinder Course GS - Grinder Smooth GV - Grinder Concave PD - Peened PN - Punch SB - Scratch Pointed/BROA SN - Scratch Pointed/NARR OR - Other

9d. Additional Remarks, Firearms Markings, Possible Serial Number Combinations, or Other Special Instructions

Instructions: For Completing ATF Form 3312.1 - National Tracing Center Trace Request

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 data entry 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*).

For more efficient and timely submission of firearms trace requests, law enforcement agencies are encouraged to obtain access to ATF's eTrace system. eTrace allows for the electronic exchange of crime gun incident data in a secure web-based environment. The system provides real-time capabilities that allow law enforcement agencies to submit firearms trace requests, monitor the progress of traces, retrieve completed trace results, and query firearm trace related data. For additional information regarding eTrace, please contact the National Tracing Center at etraceadmin@atf.gov or call (304) 260-1540.

Required Entry Fields Include:

Question 1b** - (Justify Urgent Trace) See Trace Priorities listed below

Question 2a** - 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*, 5c*, 5d*, 5e*, 5f*, 5g*, & 5h* - Verify data

Question 8a*, 8h* & 8j* - Confirm Recovery data to be submitted

Question 1b - Trace Priority (*Enter numbered qualifier to justify urgent trace request*)

NOTE: An urgent trace is deemed necessary when the violations 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 2c - NCIC Crime Codes (*Enter one code only. For complete listing refer to NCIC Manual*)

0098 Found Firearm	1301 Aggravated Assault (Family)	2899 Stolen Property	5212 Possession of Weapon
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	5201 Altering Identification on Firearm	7399 Public Order Crimes
		5211 Explosives	8100 Escape (Juvenile)

Question 5d - Type of Firearm

- C = Combination - A weapon designed to be fired from the shoulder that 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 that 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 that includes single barrel, super-posed (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 that 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 that discharges 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, Firearms and Explosives 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, Resource Management Staff, Contract and Forms Sections, Bureau of Alcohol, Tobacco, Firearms and Explosives, 99 New York Avenue, N.E. 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 Office of Management and Budget control number.

Privacy Act Notice

- Authority:** Pub. L. No. 90-618, 82 Stat. 1213 (October 22, 1968); Criminal Investigation Report System, Justice/ATF-003 (82 FR 24147)
- Purpose:** ATF collects this information from Federal, State, and local law enforcement officials to request that the ATF trace firearms used or suspected to have been used in crimes.
- Routine uses:** A record in this system may be disclosed as a routine use to appropriate Federal, State, local, foreign, or tribal law enforcement authorities for law enforcement purposes.
- Disclosure:** Furnishing this information is voluntary. However, failure to furnish this information will prevent Federal, State, and/or local law enforcement officials from initiating a trace request.