

## National Tracing Center Trace Request

Phone: 1-800-788-7133	Martinsburg, WV 25405			Fax: 1-800-578-7223
FOR NTC DATA ENTRY ONLY		Page 1 of 2 - Trace Request Information		
<p>NOTE: * - Required Entry Field (<i>Must be completed for trace processing</i>)  ** - Required Entry With Listed Data Response (<i>See back for codes and options</i>)</p>				
<b>Part I - Trace Initiation Information</b>				
1a. Date of Request	1b. Priority**	Routine <input type="checkbox"/>	Urgent ( <i>Justification required</i> ) <input type="checkbox"/>	For NTC Data Entry Only <input type="checkbox"/>
Justification				
1c. Special Instructions				
<b>Part II - Crime Code Information</b>				
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> )**:			
<b>Part III - ATF Agent Requesting Trace</b>				
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		
<b>Part IV - Other Agency Requesting Trace</b>				
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. Mailing Address				
<b>Part V - Firearms Information</b>				
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			
<b>Part VI - Possessor Information</b>				
6a. Name ( <i>Last, First, Middle, Suffix</i> )				
6b. Alias ( <i>If given</i> ) ( <i>Last, First, Middle, Suffix</i> )				
6c. Alias Date of Birth				
6d. Height	6e. Weight	6f. Sex	6g. Race ( <i>Check one only</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"/> Other ( <i>Specify</i> ) <input type="checkbox"/>	6h. Address - Route Number
6i. Apt. Number	6j. Street No.	6k. Direction	6l. Street Name	6m. City
6n. County		6o. State	6p. Zip Code ( <i>Nine Digit Number</i> )	6q. Country
6r. Date of Birth	6s. Place of Birth	6t. Possessor's ID Number		6u. 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. Race (Check one only)	7h. Address - Route Number	
			American Indian or Alaskan Native	<input type="checkbox"/>	Asian <input type="checkbox"/>
			Black or African American	<input type="checkbox"/>	Hispanic <input type="checkbox"/>
			Native Hawaiian or Other Pacific Islander	<input type="checkbox"/>	White <input type="checkbox"/>
			Other (Specify) _____	<input type="checkbox"/>	
7i. Apt. Number	7j. Street No.	7k. Direction	7l. Street Name	7m. City	
7n. County		7o. State		7p. Zip Code (Nine Digit Number)	7q. Country
7r. Date of Birth		7s. Place of Birth		7t. Associate's ID Number	7u. ID Type/State

**Part VIII - Firearm Recovery Information**

8a. Recovery Date*	8b. Street Number	8c. Direction	8d. Street Name	8e. Suffix	8f. Route Number
8g. Apt. Number	8h. City*	8i. County	8j. State*	8k. Zip Code	8l. Country

8m. Additional Information

**Part IX - Obliterated Serial Number Information**

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

Restoration Pending <input type="checkbox"/>	Serial Number Restored <input type="checkbox"/>	Partial Serial Number <input type="checkbox"/>
Unable To Restore Serial Number <input type="checkbox"/>	Attempt to Obliterate Serial Number <input type="checkbox"/>	Research/Review Multiple Serial Number Combinations <input type="checkbox"/>

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 <input type="checkbox"/>	DR - Drill <input type="checkbox"/>	ES - Electric Scribe <input type="checkbox"/>
FI - Filled In <input type="checkbox"/>	GC - Grinder Course <input type="checkbox"/>	GS - Grinder Smooth <input type="checkbox"/>
GV - Grinder Concave <input type="checkbox"/>	PD - Peened <input type="checkbox"/>	PN - Punch <input type="checkbox"/>
SB - Scratch Pointed/BROA <input type="checkbox"/>	SN - Scratch Pointed/NARR <input type="checkbox"/>	OR - Other <input type="checkbox"/>

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 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 2a\*\* - Include Project Code and list NCIC Code
- Question 3a\* - Office Organizational Code For Use by ATF Requester 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 (Entered 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  
2 - Bank Robbery

3 - Kidnapping  
4 - Murder/Suicide

5 - Rape/Sex  
6 - Terrorist Act

7 - Terrorist Threat  
8 - Other (specify circumstance)

### Question 2C - NCIC Crime Codes (Enter one code only. For complete listing refer to NCIC Manual)

0098 Found Firearm  
0199 Sovereignty  
0299 Military  
0399 Immigration  
0907 Homicide (Police)  
0911 Homicide (Suicide)  
0999 Homicide (Street)  
1099 Kidnapping  
1101 Rape  
1199 Sexual Assault  
1201 Robbery (Business)  
1204 Robbery (Street)  
1211 Bank Robbery  
1212 Car Jacking  
1299 Robbery

1301 Aggravated Assault (Family)  
1311 Aggravated Assault (Police)  
1399 Assault  
1499 Abortion  
1602 Threat (Terroristic)  
1702 Material Witness (Federal)  
2099 Arson  
2199 Extortion  
2299 Burglary  
2399 Larceny  
2411 Unauthorized Use of Auto  
2499 Stolen Vehicle  
2599 Counterfeiting  
2699 Fraud  
2799 Embezzlement

2899 Stolen Property  
2999 Damage Property  
3599 Dangerous Drugs  
3699 Sex Offense  
3799 Obscenity  
3802 Cruelty Toward Child  
3803 Cruelty Toward Spouse  
3999 Gambling  
4099 Commercial Sex  
4199 Liquor  
4899 Obstruction Police  
4999 Flight - Escape  
5099 Obstruct  
5199 Bribery  
5201 Altering Identification on Firearm  
5211 Explosives

5212 Possession of Weapon  
5399 Public Peace  
5499 Traffic Offense  
5599 Health - Safekeeping  
5699 Civil Rights  
5799 Invade Privacy  
5899 Smuggling (Customs)  
5999 Election Laws  
6099 Antitrust  
6199 Tax Revenue  
6299 Conservation  
7099 Crimes Against Person  
7199 Property Crimes  
7299 Morals  
7399 Public Order Crimes  
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, 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 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, 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, Document Services Branch, Bureau of Alcohol, Tobacco, Firearms and Explosives, 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.