

U.S. Department of Justice
 Bureau of Alcohol, Tobacco, Firearms and Explosives

Federal Firearms Licensee Firearms Inventory Theft/Loss Report

All entries must be in ink. Please read notices and instructions on reverse carefully before completing this form.

Section A - Federal Firearms Licensee Information

Federal Firearms License Number	Federal Firearms Licensee Telephone Number <i>(Include area code)</i>	
Trade/Corporate Name		
Street Address of Federal Firearms Licensee	City	State
	Zip Code	Telephone Number <i>(with area code)</i>
Full Name of Person Making Report		
Street Address of Person Making Report	City	State
	Zip Code	Telephone Number <i>(with area code)</i>

Section B - Theft/Loss Information

	Date	Time	Description of Incident
Date of Theft/Loss Discovered			<input type="checkbox"/> Burglary <input type="checkbox"/> Robbery <input type="checkbox"/> Larceny <input type="checkbox"/> Missing Inventory
Police Notification			
ATF Notification			ATF Issued Incident Number
Name of Local Authority to Whom Reported <i>(For burglary, larceny or robbery, include the police report number and officer/detective name).</i>			
Street Address of Local Authority			Theft Location if Different from FFL Premises
City	State	Zip Code	City State Zip Code
Name and Telephone Number of the ATF Representative Notified <i>(If this report is the result of an ATF compliance inspection, provide the name and telephone number of the ATF Inspector.)</i>			

Brief Description of Incident *(e.g., How firearms were stolen, etc.):*

Section C - Description of Firearms

Acquisition Date	Type	Manufacturer	Model	Caliber/ Gauge	Serial Number

Certification

I hereby certify that the information contained in this report is true and correct. I also understand that failure to report the theft or loss of a firearm from my inventory or collection within 48 hours of the discovery of the theft/loss is a violation of 18 U.S.C. § 923(g)(6) punishable as a felony.

Signature of Licensee	Date
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Important Notice

Section 923 (g), Title 18 U.S.C., requires each Federal Firearms Licensee (FFL) to report the theft/loss of a firearm from the licensee's inventory or from the collection of a licensed collector, within 48 hours of discovery **to the Bureau of Alcohol, Tobacco, Firearms and Explosives (ATF)** by calling 1-888-930-9275 and **to local law enforcement authorities**.

FFLs who report a firearm as missing and later discover its whereabouts should advise ATF that the firearms have been located. Licensees reporting theft/loss of firearms registered under the National Firearms Act must provide written notification to the National Firearms Act Branch, pursuant to 27 C.F.R. § 179.141.

This form should not be used by common carriers for reporting the theft/loss of firearms. Thefts/losses from interstate shipments must continue to be reported on ATF Form 3310.6, Interstate Firearms Shipment Report of Theft/Loss.

Instructions To Federal Firearms Licensed Dealers

1. FFLs must report the theft/loss of firearms to the ATF Stolen Firearms Program Manager within 48 hours of discovery (toll free 888-930-9275). Please leave a message and your call will be answered within the same or next business day. You may email your reports to stolenfirearmsprogrammanager@atf.gov, or via fax to (304) 260-3676 or (304) 260-3671.
2. This form is to be used to provide written notification of firearms thefts/losses **in addition to** reporting firearms thefts/losses by telephone to the ATF Stolen Firearms Program Manager. You must document in Section B the date that you reported the information by telephone. If the call is after normal business hours, you will fax or email this report to the Stolen Firearms Program via the email or fax noted below. The ATF Issued Incident Number will be provided to you at a later time to record in your A & D book. If this is for a burglary of 10 or more, you will be directly transferred to an appropriate party to handle the incident. During normal business hours, or on the following business day, the Stolen Firearms Program Manager will provide you with an ATF Incident Number to record in this report. You will then be directed to forward a copy of this report to the address set forth in item 5 below.
3. A separate form is required for each theft/loss report. This form must be prepared in ink, signed, and dated. Please use ATF Form 3310.11A, Federal Firearms Licensee Theft/Loss Report Continuation Sheet, when the number of lost/stolen firearms exceeds the space allowed in Section C.
4. The description of the lost or stolen firearms provided in Section B of this form should be identical to the information contained in the Record of Acquisition and Disposition required by 27 CFR Part 178 Subpart H.
5. Upon completion, a copy must be maintained at your premises as part of your permanent records. A copy forwarded to the Stolen Firearms Program. You may email your report to stolenfirearmsprogrammanager@atf.gov, or via fax to (304) 260-3676 or (304) 260-3671. In the event you do not have a fax machine available, remit original to the following address:

**Bureau of ATF
National Tracing Center
Attn: Stolen Firearms Program Manager
244 Needy Road
Martinsburg, WV 25405**

6. FFLs must reflect the theft/loss as a disposition entry in the Record of Acquisition and Disposition required by 27 CFR Part 178, Subpart H. The disposition entry should indicate whether the incident is a theft or loss, the ATF Issued Incident Number, and the Incident Number provided by the local law enforcement agency.
7. Should any of the firearms be located, they should be re-entered into the Record of Acquisition and Disposition as an acquisition entry.
8. Additional forms may be obtained through the ATF Distribution Center, 13882 Redskin Drive, Herndon, VA 20171, (703) 870-7256.

Paperwork Reduction Act Notice

The information required on this form is in accordance with the Paperwork Reduction Act of 1995. The purpose of this information is to provide notification to ATF of the theft or loss of firearms from the inventory of a Federal firearms licensee and from the collection of a licensed collector. The information is subject to inspection by ATF offices. The information on this form is required by 18 U.S.C. 923(g)(6).

The estimate average burden associated with this collection is 24 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 directed to Reports Management Officer, Document Services, 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.