

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

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 Data Entry Only

Justification

1c. Special Instructions

Part II - Crime Code Information

2a. NCIC Crime Code**:

2b. Project Code, Project Title, or other Initiative (*If you wish to obtain a Project Code, contact the Chief, Firearms Tracing Branch, ATF National Tracing Center*)**:

Part III - ATF Agent Requesting Trace

3a. Organization Code*

3b. Phone Number:
Fax Number:
E-Mail:

3c. ATF Special Agent's Name (*Last, first, middle*)

3d. Badge Number

3e. ATF Case Number

3f. Field Office

Part IV - Other Agency Requesting Trace

4a. ORI Number*

4b. Phone Number:
Fax Number:
E-Mail:

4c. Other Agency Officer's Name (*Last, first, middle*)

4d. Badge Number

4e. Other Agency Case Number

4f. Department/Unit

4g. Mailing Address

Part V - Firearms Information

5a. Serial Number* (*From Frame or Receiver*)

5b. Obliterated (*If yes, complete Part IX*) Yes No

5c. Firearms Manufacturer*

5d. Type*

5e. Caliber*

5f. Model*

5g. Country of Origin* (*Importer required if other than U.S.*)

5h. Importer*

5i. Additional Markings

Part VI - Possessor Information

6a. Name (*Last, First, Middle, Suffix*)

6b. Alias (*If given*) (*Last, First, Middle, Suffix*)

6c. Alias Date of Birth

6d. Height

6e. Weight

6f. Sex

6g. Ethnicity Hispanic or Latino Yes No

6h. 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*) _____

6i. Address - Route Number

6j. Apt. Number

6k. Street No.

6l. Direction

6m. Street Name

6n. City

6o. County

6p. State

6q. Zip Code (*Nine Digit Number*)

6r. Country

6s. Date of Birth

6t. Place of Birth

6u. Possessor's ID Number

6v. 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

7i. Address - Route Number

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) _____

7j. Apt. Number

7k. Street No.

7l. Direction

7m. Street Name

7n. City

7o. County

7p. State

7q. Zip Code (Nine Digit Number)

7r. Country

7s. Date of Birth

7t. Place of Birth

7u. Associate's ID Number

7v. 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 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 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 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 (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 | 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 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.