

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
Federal Firearms Licensee Email Address			
Full Name and Position of Person Making Report			

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 Issued Incident Number
ATF Notification			
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.):*

Some or all of the stolen/missing inventory listed in Section C falls within the purview of the National Firearms Act *(NFA)* *(see Definitions)*.

Section C - Description of Firearms

Acquisition Date	Type	Manufacturer	Importer	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, from the collection of a licensed collector, or any firearm which has been transferred from the licensee's inventory to a personal collection and held as a personal firearm for at least one year. The licensee must report the theft/loss within 48 hours of discovery **to the Bureau of Alcohol, Tobacco, Firearms and Explosives (ATF)** by calling 1-888-930-9275, preparing this form, and contacting local law enforcement authorities.

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 Licensees

1. Federal Firearm Licensees must report the theft/loss of firearms to the ATF Stolen Firearms Program within 48 hours of discovery. The Stolen Firearms Program can be reached via phone (toll free 888-930-9275) or via email (stolenfirearms@atf.gov). Your message or email will be answered/returned within the same or next business day. You may email your reports to stolenfirearms@atf.gov, or submit them via fax to (304)260-3671 or (304)260-3676.
2. This form is to be used to provide written notification of firearms thefts/losses to the ATF Stolen Firearms Program. You must document in Section B the date that you reported the information to ATF. The ATF Issued Incident Number will be provided to you at a later time to record in your Record of Acquisition and Disposition.
3. A separate form is required for each theft/loss incident. This form must be signed and dated in ink. 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. Federal Firearms Licensees 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.
5. 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.
6. Upon completion, a copy must be maintained at your premises as part of your permanent records, and a copy should be forwarded to the Stolen Firearms Program (*see instruction 1 in this section*). In the event that you do not have access to the internet or a fax machine, remit original to the following address:
**U.S. Department of Justice
NTC - LESB - SFP
244 Needy Road
Martinsburg, WV 25405**
7. Should any of the firearms be located, they should be re-entered into the Record of Acquisition and Disposition as an acquisition entry, and notification should be made to the Stolen Firearms Program.
8. Additional forms may be obtained online via atf.gov/resource-center/forms library, or through the ATF Distribution Center via atf.gov/distribution-center-order-form, or by calling (703) 870-7256.

Definitions

The following firearms fall within the purview of the NFA under 27 U.S.C § 5845.

1. Short-barreled shotgun - Shotguns with barrels less than 18 inches long or any weapon made from a shotgun having an overall length of less than 26 inches or a barrel less than 18 inches in length.
2. Short-barreled rifle - Rifles with barrels less than 16 inches long, or any weapon made from a rifle having an overall length of less than 26 inches or a barrel less than 16 inches in length.
3. Any other weapon - A weapon, except a conventional pistol or revolver having a rifled bore, capable of firing a shot and being concealed on the person. Examples include: "pen guns" ostensibly designed to expel tear gas but which fire fixed ammunition. H & R Handy Guns; Ithaca Auto-Burglar guns; can guns; and gadget-type firearms.
4. Machinegun - Any weapon which shoots, is designed to shoot, or can be readily restored to shoot, automatically more than one shot, without manual reloading, by single function of the trigger. The term also includes the frame or receiver of any such weapon, any combination of parts designed and intended for use in converting a weapon into a machinegun, and any combination of parts from which a machinegun can be assembled if such parts are in the possession or under the control of a person.
5. Destructive device - Destructive devices include explosive, incendiary including so called "molotov cocktails", or poison gas: bombs, grenades, rockets, missiles, mines, and similar devices. Included in this category are weapons with bore of more than one-half inch in diameter, except a shotgun shell (for example anti-tank guns, bazookas and mortars). This includes any combination of parts designed or intended to convert a device into a destructive device.
6. Muffler or silencer - A device for silencing, muffling, or diminishing the report of any portable firearm. This includes any combination of part designed or redesigned and intended for use in assembling a silencer/muffler or any part intended only for use in assembly of a silencer or muffler.

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, including firearms falling within the purview of the National Firearms Act (NFA). 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.

Marginals for ATF Form 3310.11:

Original - Forward To ATF

Copy 1 - Your Permanent Records

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