

U.S. DEPARTMENT OF THE TREASURY
Bureau of Alcohol,
Tobacco, and Firearms



Safety and Security Information for Federal Firearms Licensees

MARCH 1998

ATF

**Working for a
Sound and
Safer America
through
Innovation and
Partnerships
to Prevent
Firearms Thefts.**



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NOTE: You may make additional copies of the Basic Firearms Safety Notice, the Disposition of Firearms Notice and the Theft of Firearms Warning Notice for issuance or posting as needed.

ATF OFFICE TELEPHONE NUMBERS

ATF 24-HOUR FIREARMS THEFT HOTLINE.....1-800-800-3855/FAX 202-927-7862

CRIMINAL ENFORCEMENT FIELD DIVISIONS	TELEPHONE
Atlanta, Georgia	404-331-6526
Baltimore, Maryland	410-962-0897
Birmingham, Alabama	205-731-1205
Boston, Massachusetts	617-565-7042
Charlotte, North Carolina	704-344-6125
Chicago, Illinois	312-353-6935
Dallas, Texas	214-767-2250
Detroit, Michigan	313-393-6000
Houston, Texas	281-449-2073
Kansas City, Missouri	816-421-3440
Los Angeles, California	213-894-4812
Louisville, Kentucky	502-582-5211
Miami, Florida	305-597-4800
Nashville, Tennessee	615-781-5364
New York City, New York	212-466-5145
New Orleans, Louisiana	504-589-2350
Philadelphia, Pennsylvania	215-597-7266
Phoenix, Arizona	602-640-2840
San Francisco, California.....	415-744-7001
Seattle, Washington	206-220-6440
Washington, DC	202-219-7751

REGULATORY DISTRICT OFFICES	TELEPHONE
(Southeast) Atlanta, Georgia	404-679-5001
(Midwest) Chicago, Illinois	312-353-1967
(Southwest) Dallas, Texas	214-767-2280
(North Atlantic) New York City, New York	212-264-2328
(Western) San Francisco, California	415-744-7013

ATF Web Site on the World Wide Web
www.atf.treas.gov

ATF Headquarters
Bureau of Alcohol, Tobacco and Firearms
650 Massachusetts Avenue, NW.
Washington, DC 20226



IMPORTANT TELEPHONE NUMBERS



	TELEPHONE	FAX
AMBULANCE -----	_____	_____
FIRE DEPARTMENT -----	_____	_____
POLICE DEPARTMENT -----	_____	_____
SHERIFFS DEPARTMENT -----	_____	_____
STATE POLICE -----	_____	_____
LOCAL ATF OFFICE -----	_____	_____
ALARM COMPANY -----	_____	_____
INSURANCE AGENT -----	_____	_____
CARRIER/DELIVERY COMPANY -----	_____	_____
LOCAL U.S. POST OFFICE -----	_____	_____
ATF 24 HOUR FIREARMS THEFT HOTLINE ---	1-800-800-3855	202-927-7862
OTHER:		
_____ -----	_____	_____
_____ -----	_____	_____
_____ -----	_____	_____
_____ -----	_____	_____
_____ -----	_____	_____

THEFT AND LOSS VULNERABILITY ASSESSMENT

Beginning in September 1994 with the enactment of the Violent Crime Control and Law Enforcement Act, all Federal firearms licensees (FFL) are required to report all firearms thefts and losses to the Bureau of Alcohol, Tobacco and Firearms (ATF) within 48 hours of their discovery. As a result, between September 1994 and December 1997, ATF received 7,523 separate reports from 5,492 different FFLs, involving the theft or loss of 37,150 firearms. While much of this information is used to assist ATF in investigating these thefts, the information contained in those theft and loss reports may also prove useful to your business by assisting you in determining your vulnerability to theft and loss. What will follow in this section is theft and loss trend information developed through analysis of information reported between September 1994 and December 1997. By comparing this information to factors found at your business (e.g., type and location of store or type and amount of inventory maintained at store), you may find it easier to determine what level of security to utilize in order to reduce your risk of theft/loss and increase your personal safety. Once you have assessed your level of vulnerability, review the safety and security measures found in this brochure and determine which are most appropriate for you.

LARCENY

For purposes of the data, larceny means the unlawful taking of a firearm(s) from an FFL through fraud, deception, or trickery without the use or threat of force/violence.

- Larcenies account for 28.3 % of all reported FFL thefts.
- The average number of firearms stolen per reported FFL larceny was 2.
- The total number of firearms reported stolen due to FFL larcenies was 5,388.
- The total number of FFL larcenies reported to ATF was 2,813.
- Handguns account for 79.9 % of all firearms reported stolen during an FFL larceny.
- Rifles account for 11.8 % of all firearms reported stolen during an FFL larceny.
- Shotguns account for 7.9 % of all firearms reported stolen during an FFL larceny.

BURGLARY

For purposes of the data, burglary means to break and enter the premises of an FFL, during non-business hours, to unlawfully take a firearm(s).

- Burglaries account for 29.0 % of all reported FFL thefts.
- The average number of firearms stolen per reported FFL burglary was 10.
- The total number of firearms reported stolen due to FFL burglaries was 21,234.
- The total number of FFL burglaries reported to ATF was 2,179.
- Handguns account for 77.4 % of all firearms reported stolen during an FFL burglary.
- Rifles account for 12.9 % of all firearms reported stolen during an FFL burglary.
- Shotguns account for 9.4 % of all firearms reported stolen during an FFL burglary.

OTHER

For purposes of the data, "other" includes losses of a firearm(s) from an FFL due to inventory errors, record keeping errors, and employee problems.

- "Other" accounts for 28.3 % of all reported FFL theft/loss incidents.
- The average number of firearms lost per "other" reported FFL incident was 4.
- The total number of firearms lost due to "other" incidents was 8,079.
- The total number of "other" FFL incidents reported to ATF was .
- Handguns account for 52.2 % of all firearms lost during an "other" FFL incident.
- Rifles account for 27.3 % of all firearms lost during an "other" FFL incident.
- Shotguns account for 20.3 % of all firearms lost during an "other" FFL incident.

ROBBERY

For purposes of the data, robbery means the unlawful taking of a firearm(s) from an FFL by the use of force or violence, or the threatened use of force or violence.

- Robberies account for 5.3 % of all reported FFL thefts.
- The average number of firearms stolen per reported FFL robbery was 6.
- The total number of firearms reported stolen due to FFL robberies was 2,449.
- The total number of FFL robberies reported to ATF was 399.
- Handguns account for 90.8 % of all firearms reported stolen during an FFL robbery.
- Rifles account for 5.6 % of all firearms reported stolen during an FFL robbery.
- Shotguns account for 3.4 % of all firearms reported stolen during an FFL robbery.

OVERALL THEFT/LOSS INFORMATION

- Total firearms reported stolen or lost from FFLs during 1995 - 9,368
- Total firearms reported stolen or lost from FFLs during 1996 - 13,279
- Total firearms reported stolen or lost from FFLs during 1997 - 11,764
- Handguns account for 78 % of all firearms reported lost or stolen from FFLs. Handguns may be stolen more frequently because they are easier to conceal and a thief can carry more of them. (Total number of handguns reported stolen in 1995, 1996 and 1997; 27,169)
- Rifles account for 15 % of all firearms reported lost or stolen from FFLs. (Total number of firearms; 5,723)
- Shotguns account for 11 % of all firearms reported lost or stolen from FFLs. (Total number of firearms; 4,134)
- Larcenies comprise the largest portion of all reported theft incidents. Many larcenies may be prevented by following the security measures listed in this brochure.
- Burglaries comprise the second largest portion of all reported theft incidents. Many burglaries may be prevented by following the security measures listed in this brochure.

**SAFETY AND SECURITY INFORMATION:
STEPS FOR REDUCING YOUR VULNERABILITY TO THEFT/LOSS
AND PERSONAL INJURY**

Each year ATF receives more than 2,000 reports of thefts from FFLs involving more than 10,000 stolen firearms. FFLs are frequently targeted for theft by criminals, and stolen firearms by their very nature are destined to become crime guns. While an impenetrable and perfect security system does not exist, there are many steps that FFLs can take to significantly improve their chances of preventing firearms thefts, losses, and personal injury. The following suggested measures and information are intended to help you from becoming the victim of a crime as well as prevent criminals from obtaining firearms they may use to victimize others.

SECURITY PROTOCOLS:

- Keep display cases locked at all times and install shatter-proof glass when possible.
- Show only one firearm at a time to a customer. If the customer requests to handle another firearm, return the firearm they are currently handling to the display case before displaying the requested firearm for the customer. Lock the display case after each exchange.
- Disable display firearms by removing the firing pin or use/insert plastic ties so that ammunition cannot be readily loaded into the firearm.
- Do not keep your firearms in a location where you must turn your back on a customer in order to retrieve a firearm for display.
- Do not leave a customer unattended while handling a firearm.
- Keep your ammunition stored separately from the firearms and out of the reach of customers.
- Do not provide ammunition to a customer who is handling a firearm.
- Place mirrors in locations within the business that afford you increased visibility into blind spots, or that afford you with a view of customers should you have to turn your back to them to complete a transaction.
- Do not meet with customers who request after-business hours meetings.
- Strictly control your firearms security and accessibility at gun shows. Maintain a list describing each firearm taken to a gun show and verify that all firearms are accounted for through sales or inventory after the show. It is recommended that you do not take your record book to the show. Make all required entries in your record book after you return to your business.

Do not keep large sums of cash on hand and keep checks separate from the cash.

If you use a courier other than the U.S. Mail to ship firearms, inquire into what background checks the company performs on its delivery personnel and what the company's policies are concerning firearms shipments and losses.

Always utilize any security measures that you may already have in place. Ensure existing alarm systems are in good working order by testing them monthly and regularly familiarize employees with your established security protocols and system operations. It may be useful to plan for and practice the steps that each employee should, or should not take in the event of a robbery.

Do not talk to anyone other than your employees, the police, ATF, or your insurance carrier about existing security plans or measures at your store.

Keep your employees apprised of theft problems occurring in the area of your business that you are aware of as well as any suspect or theft modus operandi information that they may be vigilant for.

Secure your firearms inventory at the end of the day either by locking them in place with a hardened cable through the trigger guards or placing them in a vault. Consideration should also be

given to securing the breech of firearms with plastic tie strips or removing the firing pins.

Keep your inventory records accurate and up to date through regular inventories of your stock and secure your records in a safe location. In the event of a theft, the inventory records will be important to the law enforcement officials investigating the theft. The records will allow the officials to accurately identify the firearms stolen and return these items to you if they are recovered in the future. The records will also be useful to you in accurately reporting the theft to ATF and to any insurance carrier you may have as well as preventing the reporting of inaccurate information. In the event that an inventory of your stock discloses missing firearms, it is important to be sure that you believe the firearm was stolen before reporting it as such. If you are unsure, the firearm should be reported as missing rather than stolen.

Place the telephone numbers of your local police and fire departments, ambulance service, and ATF next to the telephone or, if available, enter them into the speed dial feature on your telephone. *(Use page 3 of this brochure to post these telephone numbers.)*

Wipe down all countertops and doors each night or morning. This creates a clean environment each day that a would-be robber or burglar's latent fingerprints can be captured on. This can assist law enforcement in apprehending the criminals.

Consider keeping bait money available for a criminal to take in the event of a theft. Bait money is cash from which you have recorded and kept a list of the denominations and serial numbers of the bills. If a theft occurs and this cash is taken, law enforcement may later be able to more effectively solve and prove the crime by linking your records to the recovery of this bait money from a suspect.

Make a written note and description of any suspicious person(s) or vehicle(s). Use the suspect description diagram appearing on page 10 of this brochure for this purpose. *(CAUTION: It is recommended that FFLs not approach, challenge, or otherwise place themselves in jeopardy with a suspicious person. If a suspicious situation is encountered, trust your instincts. FFLs should report it to the local law enforcement agency. FFLs should not pursue suspects. Remember, FFLs do not possess police powers and are liable as an individual for civil and criminal charges should they exceed their authority. The key is to OBSERVE and REPORT.)*

Post the Theft Warning Notice appearing at the end of this brochure in a window or other conspicuous location in your business to assist in theft deterrence.

EMPLOYEE SCREENING:

Institute an employee screening process. Conduct pre-employment background checks to include

contacting references and prior employers as well as conducting a criminal history check. Ask the references to name someone else for you to speak with that the job applicant did not list. Your local police department may assist you in conducting the records checks or require the applicant to bring a certified copy of a record check on them prior to employment.

BUSINESS CONSTRUCTION, SURROUNDINGS, AND SECURITY SYSTEMS:

Place a height measuring device next to all entrances/exits in your store for use to quickly gauge a robber or suspicious person's height. You can also accomplish this by simply marking the door frame with paint or a marker at intervals measured with a tape measurer.

Ensure the area surrounding your store has good lighting at night.

Keep any front windows unobstructed so that you can see suspicious individuals or vehicles located outside the store, individuals approaching the store, and so passers by can see in your store and detect any robberies that may be occurring.

Keep large shrubs and vines around your business low to the ground to reduce places for criminals to conceal themselves and to prevent criminals from climbing to potential points of entry.

Invest in a remotely activated electronic security entrance to your store. This will allow you to screen customers and refuse entry to suspicious persons. Such an entrance can also deter robbers from seriously harming store employee(s) as once inside, a robber will need the employee(s) to remotely activate the door to allow the robber to exit.

Invest in the addition of a burglar alarm with central monitoring, a video system, motion and glass smash sensors, and a panic button connected to your local police department or private security company to detect, prevent, and impede theft. Statistics indicate that proper use of a burglar alarm can reduce your chances of being burglarized by 50 to 83 percent. It is best to consult with a security professional to assist in evaluating various security options and costs to meet your needs and budget. Contact your local Better Business Bureau or the National Burglar and Fire Alarm Association at 301-907-3702 for a list of reputable security alarm firms in your area.

Invest in burglar bars or roll-down security gates on windows, doors, and vents and barriers such as concrete-filled posts or barriers or large cement planters placed around the business to deter smash and grabs and burglaries. Consider replacing any exterior hollow core doors with solid metal or sheet metal faced solid wood doors with steel door frames and long throw dead bolts. Also consider welding or peening any

hinge pins to prevent their easy removal. *(NOTE: Local building ordinances should be researched BEFORE costly security renovations are undertaken.)*

Invest in the installation of at least a number 10-gauge expanded steel mesh from the floor to ceiling in the walls of your vault or store walls that adjoin other businesses. Oftentimes interior walls that adjoin other businesses, such as those in a strip mall setting, are an easy breach point after entry to the adjoining store is gained.

If alarm systems are cost prohibitive, a simple inexpensive buzzer system may be wired to an adjoining store or business. In the event of a robbery, the FFL can activate the buzzer, and the adjoining store personnel will know to call the police.

MISCELLANEOUS INFORMATION:

If you employ any additional security measures, contact your insurance carrier to determine if these measures will reduce your premium cost.

Contact you local law enforcement officials for additional advice on safety and security measures for your business and ensure that your local law enforcement agency has accurate business emergency notification information. You may also want to provide your local police department with copies of your business floor plan.

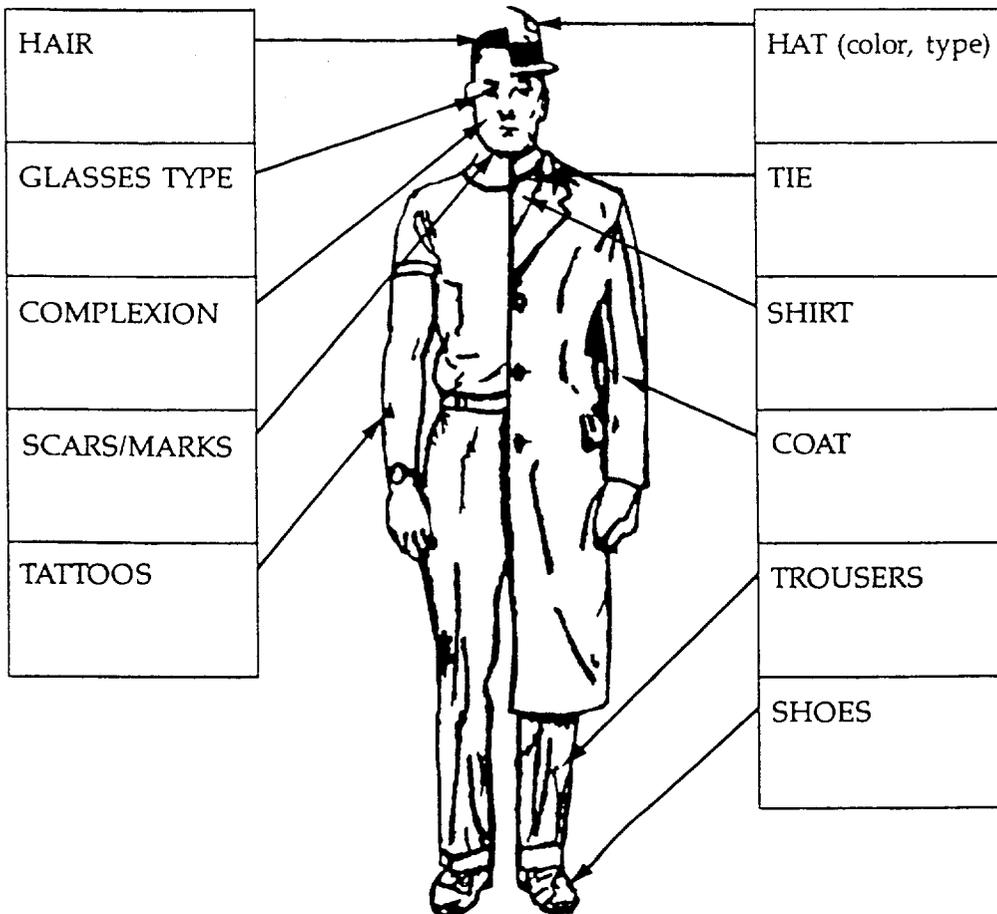


SUSPICIOUS/SUSPECT PERSON DESCRIPTION



PLEASE RECORD AS MUCH INFORMATION AS POSSIBLE

SEX	RACE	AGE	HEIGHT	WEIGHT	WEAPON TYPE
-----	------	-----	--------	--------	-------------



AUTO LICENSE, MAKE, COLOR	DIRECTION OF TRAVEL
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ADDITIONAL INFORMATION:

Make additional copies of this page and keep them in areas that are readily available to employees.

FIREARMS THEFT AND LOSS REPORTING PROCEDURES

On September 13, 1994, the Violent Crime Control and Law Enforcement Act was signed into law. This law requires FFLs to report any theft or loss of firearms from their inventory or collection to ATF and the appropriate local law enforcement authorities within 48 hours after the theft or loss is discovered.

FFLs should follow these procedures to report the theft or loss of firearms:

- 1** If you have had a firearms theft, you must report this incident to your local law enforcement authority. Obtain and maintain for your records an incident or report number from your local law enforcement authority. Further, while it is required that you also report the incident to the ATF Firearms Theft Hotline as detailed in step 2 below, it is also recommended that you report this theft to your local ATF office.

✓ **IMPORTANT NOTE:** *Rapid notification to law enforcement and quick response time to a crime scene are often important factors in the successful solution of a firearms theft, especially in cases of robbery and burglary.*

- 2** Within 48 hours of discovering a theft or loss, you must report the incident to ATF Headquarters by telephoning the ATF Firearms Theft Hotline at 1-800-800-3855. This hotline is operational 24 hours a day, 7 days a week. When you call, be prepared to provide your name, address, telephone number, the date and location of the theft, and your license number. Also be prepared to write down an ATF Theft Hotline Incident Number that you will need to place in your records and on the ATF Form 3310.11, Federal Firearms Licensee Theft/Loss Report. A copy of this form appears at the back of this brochure.

✓ **IMPORTANT NOTE:** *It is very important that you properly distinguish between firearms that have been stolen and firearms that are lost or missing. DO NOT report lost or missing firearms as stolen firearms. If firearms are found to be lost or missing be sure to report them as such to the ATF Theft Hotline and when completing the ATF Form 3310.11, check the "other" block under the "description of incident" section to indicate missing or lost.*

Firearms designated as stolen are entered into the National Crime Information Center (NCIC) system so that law enforcement all over the country will know if a firearm they recover from someone is stolen. If a firearm is inaccurately reported as stolen rather than missing, a police officer may arrest someone or retain a

firearm from someone based on the belief that the firearm he/she possesses is stolen when in fact it may have been lawfully purchased. To prevent this situation from occurring, only report firearms as stolen when you have been the victim of a robbery, burglary, larceny, or when you have strong reason to believe that firearms turning up as missing during an inventory were actually stolen as opposed to lost or overlooked in the record keeping process. If you have reported a firearm(s) as stolen or lost and later locate the firearm(s), please contact and advise ATF and your local law enforcement agency of this discovery immediately so that the firearm(s) can be removed from NCIC. Further, always complete required paperwork, maintain proper records, and conduct frequent inventories to prevent discrepancies and errors that may result in giving the appearance of missing firearms when in fact the firearms were lawfully sold or out on loan. Frequent inventories can also assist in detecting employee theft.

- 3** Follow-up your telephone call to the ATF Firearms Theft Hotline by completing and mailing ATF Form 3310.11, Federal Firearms Licensee Theft/Loss Report to ATF at the following address:

**Bureau of Alcohol, Tobacco and Firearms
Tech World Post Office
Post Office Box 50220
Washington, DC 20226**

When completing ATF Form 3310.11, be sure to follow the completion instructions appearing on the back of that form. It is important to include a complete description of all firearms that were stolen or are missing, and the description of these firearms should be identical to their description in your Record of Acquisition and Disposition as required by 27 CFR part 178 subpart H. If more firearms have been stolen than can be listed on the form, please use ATF Form 3310.11A, Continuation Sheet, to list the additional firearms. It is also important to place the ATF Theft Hotline Incident Number on ATF Form 3310.11. After a theft, if you need assistance in conducting an inventory to determine which firearms have been stolen, contact your local ATF office and request the assistance of an ATF Inspector.

- 4** In your Record of Acquisition and Disposition, reflect the theft or loss of each firearm by entering the ATF Theft Hotline Incident Number, local law enforcement agency incident number, and whether the firearm was lost or stolen, as the disposition of the firearm.
- 5** If any of the firearms are recovered and returned to you, they should be re-entered in your Record of Acquisition and Disposition as a new acquisition entry.

Interstate carriers who choose to voluntarily report firearms stolen from their custody during transit (interstate carriers are not required to report this information by law) should follow these reporting procedures:

1 If you have had a firearms theft, report this incident to your local law enforcement authority and local ATF office as soon as possible. Obtain and maintain for your records, an incident or report number from your local law enforcement authority.

✓ **IMPORTANT NOTE:** *Rapid notification to law enforcement is an important factors in the successful solution of a firearms theft.*

2 After discovering a theft or loss, complete ATF Form 3310.6, Interstate Firearms Shipment Report of Theft/Loss, and forward this form to ATF at the following address;

**Bureau of Alcohol, Tobacco and Firearms
Tech World Post Office
Post Office Box 50220
Washington, DC 20226**

When completing ATF Form 3310.6, be sure to follow the completion instructions appearing on the back of that form. It is important to include a complete description of all firearms that were stolen or are missing. If you have any questions concerning the reporting of this information or the completion of this form, please contact ATF at 1-800-424-9555.

INVESTIGATIONS OF FIREARMS THEFTS: ATF investigates thefts of firearms from FFLs and interstate carriers. The following are two of the primary Federal statutes applicable to criminals who commit these types of firearms thefts:

18 U.S.C. § 922(u): It is unlawful for any person to steal or unlawfully carry or take away from the person or premise of any licensed firearms dealer, manufacturer, or importer, and firearms in the licensee's business inventory that have been shipped or transported in interstate or foreign commerce.

18 U.S.C. § 922(j): It is unlawful for any person to receive, possess, conceal, store, barter, sell, or otherwise dispose of any stolen firearm or ammunition which has been shipped or transported in interstate or foreign commerce, before or after they were stolen, when the person has knows or has reasonable cause to believe the firearms or ammunition were stolen.

DEPARTMENT OF THE TREASURY
BUREAU OF ALCOHOL, TOBACCO AND FIREARMS
FEDERAL FIREARMS LICENSEE 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>
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TRADE/CORPORATE NAME AND ADDRESS OF FEDERAL FIREARMS LICENSEE *(Address should reflect the number, street address, city, State and ZIP code)*

NAME, ADDRESS AND TELEPHONE NUMBER OF PERSON MAKING REPORT *(Address should reflect the number, street address, city, State and ZIP code. Include area code in the telephone number.)*

SECTION B - THEFT/LOSS INFORMATION

	DATE	TIME	DESCRIPTION OF INCIDENT
DISCOVERED			<input type="checkbox"/> ROBBERY <input type="checkbox"/> LARCENY
POLICE REPORT NUMBER			<input type="checkbox"/> BURGLARY <input type="checkbox"/> OTHER
REPORTED TO ATF HOTLINE			ATF HOTLINE INCIDENT NUMBER

NAME AND ADDRESS OF LOCAL AUTHORITY TO WHOM REPORTED

SECTION C - DESCRIPTION OF FIREARMS

ACQUISITION DATE	MANUFACTURER	MODEL	CALIBER/GAUGE	SERIAL NUMBER

CERTIFICATION

I HEREBY CERTIFY THAT THE ABOVE INFORMATION 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 AFTER THE THEFT OR LOSS IS DISCOVERED IS A VIOLATION OF 18 U.S.C. § 923 (g)(6) PUNISHABLE AS A FELONY.

AUTHORIZED SIGNATURE	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 and Firearms (ATF)** by calling 1-800-800-3855 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 F 3310.6, Interstate Firearms Shipment Report of Theft/Loss.

INSTRUCTIONS TO FEDERAL FIREARMS LICENSEES

1. FFLs must report the theft/loss of firearms to the ATF Theft Hotline Number (1-800-800-3855) within 48 hours of discovery.
2. This form is to be used to provide written notification of firearms thefts/losses in **addition to** reporting firearms thefts/losses to the ATF Theft Hotline. Document the date that you report the information to the ATF Theft Hotline in Section A of this form. An ATF Theft Hotline representative will provide you with an ATF Theft Hotline Incident Number. That number must be recorded in Section A of this form. **This form must be forwarded to the address referenced in item 5 within 48 hours of discovery.**
3. A separate form is required for each theft/loss report. This form must be prepared in ink, signed, and dated. Please use ATF F 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, the original must be forwarded to the following address:

**Bureau of Alcohol, Tobacco and Firearms
Tech World Post Office
Post Office Box 50220
Washington, D.C. 20226**

6. Copy 1 should be removed and retained as part of the licensee's permanent records.
7. 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 Theft Hotline Report Number, and the Incident Number provided by the local law enforcement agency.
8. Should any of the firearms be located, they should be re-entered into the Record of Acquisition and Disposition as an acquisition entry.
9. Additional forms may be obtained through the ATF Distribution Center, P.O. Box 5950, Springfield, Virginia, 22150-5950, (703) 455-7801.

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 Branch, Bureau of Alcohol, Tobacco and Firearms, 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.

**DEPARTMENT OF THE TREASURY
BUREAU OF ALCOHOL, TOBACCO AND FIREARMS
INTERSTATE FIREARMS SHIPMENT REPORT OF THEFT/LOSS**

	NAME	ADDRESS	TELEPHONE NO. (Area Code)
SHIPPER			
CONSIGNEE			(Area Code)
CARRIER			(Area Code)
SHIPPER/CARRIER (Claim or Investigation No.)	DATE SHIPPED	NAME OF REPORTING COMPANY	
FIREARM(S) DESCRIPTION: UTILIZE ATTACHMENT IF ADDITIONAL SPACE REQUIRED.			
TYPE	MANUFACTURER	MODEL	CALIBER SERIAL NO.
		DATE	TELEPHONE NO. (Area Code)

INSTRUCTIONS: Report losses promptly. Fold card, staple closed and mail. Direct telephone inquiries to Washington, D.C. (800-424-9555) Firearms Interstate Theft Program Manager

PAPERWORK REDUCTION ACT NOTICE: - This request is in accordance with Section 3507, Public Law 96-511, December 11, 1980. The information collection documents reports of theft or loss of firearms experienced by common carriers in interstate shipment. ATF uses the information to investigate and perfect criminal cases. The information requested is voluntary. The estimated average burden associated with this collection of information is 20 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, Information Programs Branch, Bureau of Alcohol, Tobacco and Firearms, Washington, D.C. 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.

DEPARTMENT OF THE TREASURY
BUREAU OF ALCOHOL,
TOBACCO AND FIREARMS

BUREAU OF ALCOHOL, TOBACCO AND FIREARMS
FIREARMS ENFORCEMENT DIVISION
P.O. BOX 50220
TECHWORLD
WASHINGTON, D.C. 20226



BASIC FIREARMS SAFETY

FIREARMS HANDLING AND STORAGE

- 1 Treat every firearm as if it were loaded.
- 2 Always keep the muzzle of the firearm pointed in a safe direction.
- 3 Always keep your finger off the trigger and outside the trigger guard unless you intend to fire the weapon.
- 4 Wear appropriate ear and eye protection when discharging a firearm.
- 5 If you have children in your residence, use child safety locks or other commercially available locking mechanisms on your firearms and/or keep your firearms locked in a secure location accessible to adults only. Keep your ammunition locked in a secure location away from the firearms.
- 6 Become familiar with, and obey, all Federal, State, and local laws regarding the purchase, possession, carrying, use, storage, and disposition/sale of firearms.

CLEARING/UNLOADING A FIREARM

- 1 Always keep the muzzle of the firearm pointed in a safe direction AND always keep your finger off the trigger and outside the trigger guard while clearing or unloading a firearm. (Consider obtaining a commercially made firearm clearing barrel for safe clearing/unloading purposes.)
- 2 Remove the magazine or other source of ammunition.
- 3 Open the breech and visually as well as physically inspect the chamber to ensure the firearm is completely unloaded. Repeat this step twice to be sure the firearms is completely unloaded.



DISPOSITION OF FIREARMS

If you do not have a Federal firearms license and you later decide to sell, trade, transfer, or otherwise dispose of the firearm(s) you have purchased, keep in mind the following basic guidelines contained within the Gun Control Act (GCA) of 1968 that may apply to such dispositions:

1 The GCA prohibits persons from engaging in the business of dealing in firearms without a license issued by ATF (18 U.S.C. § 922(a)(1)(A)). A sentence of up to 5 years' imprisonment and/or a fine of up to \$250,000 may be imposed on anyone found guilty of dealing in firearms without a license. The GCA defines the term "dealer" in firearms as "a person who devotes time, attention and labor to dealing in firearms as a regular course of trade or business with the principle objective of livelihood and profit through the repetitive purchase and resale of firearms..." (18 U.S.C. § 921(a)(21)(c)). The term "dealer" in firearms does not include a person who makes occasional sales, exchanges, or purchases of firearms for the enhancement of a personal collection or for a hobby, or who sells all of part of a personal collection of firearms. In general, the following applies to an unlicensed person:

- You may occasionally acquire or dispose of firearms to, and from, residents of your State as long as this activity does not fall under the definition of "dealer" in firearms and as long as the intended receiver of the firearm may legally possess the firearm.
- You may dispose of firearms to a licensed firearms dealer in any State.
- You may not acquire from or dispose of firearms to residents of any State other than your own.
- You may not engage in the business of dealing in firearms without being licensed.

2 In addition, the GCA prohibits any person from:

- Knowingly transferring firearms to a convicted felon (18 U.S.C. § 922(d)), or to someone for use in a crime of violence or serious drug trafficking offense (18 U.S.C. § 924(h)).
- Transferring handguns or handgun ammunition to juveniles (persons under 18 years of age) except for purposes of employment, military, hunting, or a safety course provided the juvenile has a parent or guardian's prior written consent (18 U.S.C. § 922(x)).

3 **General Advice:** While it is not required by law, it is always a good idea to identify the person to whom you sell a firearm(s) and keep personal notes regarding that persons name and address as well as the date of the firearm(s) disposition.



WARNING



THE THEFT OF FIREARMS FROM A FEDERALLY LICENSED FIREARMS DEALER IS A VIOLATION OF FEDERAL LAW (18 U.S.C. § 922 (u)) INVESTIGATED BY THE BUREAU OF ALCOHOL, TOBACCO, AND FIREARMS (ATF) AND IS PUNISHABLE BY IMPRISONMENT FOR UP TO 10 YEARS AND A FINE OF \$250,000. CALL **1-800-ATF-GUNS** TO REPORT ALL VIOLATIONS.