

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

## 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 <input type="checkbox"/> Urgent (Justification required) <input type="checkbox"/> For NTC Data Entry Only <input type="checkbox"/>
Justification	
1c. Special Instructions	

### Part II - Crime Code Information

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> )**:
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### Part III - ATF Agent Requesting Trace

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

### Part IV - Other Agency Requesting Trace

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		

### Part V - Firearms Information

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	

### Part VI - Possessor Information

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. Ethnicity Hispanic or Latino Yes <input type="checkbox"/> No <input type="checkbox"/>	6i. Address - Route Number		
6h. Race ( <i>Check one or more boxes</i> )			6i. Address - Route Number			
American Indian or Alaskan Native <input type="checkbox"/> Black or African American <input type="checkbox"/>			Native Hawaiian or Other Pacific Islander <input type="checkbox"/> Asian <input type="checkbox"/> White <input type="checkbox"/>			
Other ( <i>Specify</i> ) _____						
6j. Apt. Number	6k. Street No.	6l. Direction	6m. Street Name		6n. City	
6o. County		6p. State	6q. Zip Code ( <i>Nine Digit Number</i> )		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 <input type="checkbox"/> No <input type="checkbox"/>	7i. Address - Route Number
			7h. Race (Check one or more boxes) American Indian or Alaskan Native <input type="checkbox"/> Black or African American <input type="checkbox"/> Native Hawaiian or Other Pacific Islander <input type="checkbox"/> Asian <input type="checkbox"/> White <input type="checkbox"/> Other (Specify) _____	

7j. Apt. Number	7k. Street No.	7l. Direction	7m. Street Name	7n. City
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7o. County	7p. State	7q. Zip Code (Nine Digit Number)	7r. Country
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7s. Date of Birth	7t. Place of Birth	7u. Associate's ID Number	7v. ID Type/State
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**Part VIII - Firearm Recovery Information**

8a. Recovery Date*	8b. Street Number	8c. Direction	8d. Street Name	8e. Suffix	8f. Route Number
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8g. Apt. Number	8h. City*	8i. County	8j. State*	8k. Zip Code	8l. Country
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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 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 a 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 5D - 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.