

National Tracing Center (NTC) Trace Request

Phone: 1-800-788-7133

FirearmTraceRequest@atf.gov

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 <i>(justification required)</i> <input type="checkbox"/>	1c. NIBIN match <input type="checkbox"/>
Justification:		NESS crime gun ID:
1d. 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 (contact information)

3a. Organization code*	3b. Phone number: Fax number: Email:	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 (contact information)

4a. ORI number*	4b. Phone number: Fax number: Email:	4c. Other agency officer's name <i>(last, first, middle)</i>
4d. Badge number	4e. Other agency case number	4f. Department/unit
4g. Full mailing address <i>(street, city, county, state, ZIP code)</i>		

Part V - Firearm 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. Firearm 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	5j. Privately made firearm (PMF) <input type="checkbox"/>	5k. PMF slide/barrel serial number <i>(if any)</i>

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. Race/ethnicity <i>(check all that apply)</i>			
			American Indian or Alaska Native	<input type="checkbox"/>	Asian <input type="checkbox"/>	White <input type="checkbox"/>
			Native Hawaiian or other Pacific Islander	<input type="checkbox"/>	Black or African American	<input type="checkbox"/>
			Middle Eastern or North African	<input type="checkbox"/>	Hispanic or Latino	<input type="checkbox"/>
6i. Address 1		6j. Address 2		6k. City		
6l. County		6m. State/province/department		6n. ZIP code <i>(nine-digit number)</i>	6o. Country	
6p. Date of birth		6q. Place of birth		6r. Possessor's ID number		6s. 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. Race/ethnicity (check all that apply) <div>American Indian or Alaska Native <input type="checkbox"/> Asian <input type="checkbox"/> White <input type="checkbox"/> Native Hawaiian or other Pacific Islander <input type="checkbox"/> Black or African American <input type="checkbox"/> Middle Eastern or North African <input type="checkbox"/> Hispanic or Latino <input type="checkbox"/></div>
7i. Address 1		7j. Address 2	
7k. City			
7l. County	7m. State/province/department	7n. ZIP code (nine-digit number)	7o. Country
7p. Date of birth	7q. Place of birth	7r. Possessor's ID number	7s. ID type/state

Part VIII - Firearm recovery information

8a. Recovery date*	8b. Address 1	8c. Address 2
8d. City*	8e. County	8f. State*
8g. ZIP code	8h. Country	
8i. Additional recovery information (school, park, airport, etc.)		

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: For partial serial numbers, enter * where unable to recover a character.			
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, firearm markings, possible serial number combinations, or other special instructions			

DISCLOSURE RESTRICTION

Federal law severely restricts disclosing any part of the contents of the Firearms Trace Request. Information may be disclosed and used only by (1) a federal, state, local, or tribal law enforcement agency or a federal, state, or local prosecutor; or (2) a foreign law enforcement agency solely in connection with or for use in a criminal investigation or prosecution; or (3) a federal agency for a national security or intelligence purpose. In addition, no person or entity described in (1), (2), or (3) may knowingly and publicly disclose such data. See Pub. L. 112-55, 125 Stat. 522 (November 18, 2011).

Instructions for completing ATF Form 3312.1, National Tracing Center Trace Request

General instructions:

*Required data entry fields

** Available options/codes listed for reference

You need to provide the information requested on this form to initiate a trace request. All fields marked with an asterisk (*) indicate required data entry fields. You must complete all areas so marked 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).

For more efficient and timely submission of firearms trace requests, ATF encourages law enforcement agencies (LEAs) to obtain access to ATF's eTrace system. eTrace allows LEAs to electronically exchange crime gun incident data in a secure web-based environment. The system provides real-time capabilities that allow LEAs to submit firearms trace requests, monitor the progress of traces, retrieve completed trace results, and query firearm trace-related data. For additional information regarding eTrace, please contact the National Tracing Center at etraceadmin@atf.gov or call (304) 260-1540.

Required Entry Fields Include:

Question 1b** - (Justify urgent trace) - see trace priorities listed below

Question 2a** - List NCIC crime 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 (*enter 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 2a - 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	3399 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 that 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 that 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 that includes both single- and double-action handguns having a breech-loading chambered cylinder designed with a repetitive function base on rotation.
- PD = Pistol/derringer – a weapon that 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 that 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 that discharges 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. Federal, state, and local law enforcement officials use this information collection to request that ATF trace firearms used or suspected to have been used in crimes. ATF estimates the average burden associated with this information collection is six minutes per respondent or record-keeper, depending on individual circumstances. Address comments concerning the accuracy of this burden estimate and suggestions for reducing this burden to Reports Management Officer, Resource Management Staff; Contract and Forms Section; Bureau of Alcohol, Tobacco, Firearms, and Explosives; 99 New York Avenue, N.E.; Washington, DC 20226. An agency may not conduct or sponsor, and a person is not required to respond to, an information collection unless it displays a currently valid Office of Management and Budget (OMB) control number.

Privacy Act Notice

This information is provided pursuant to sections 3 and 7(b) of the Privacy Act of 1974 (5 U.S.C. § 552a(e)(3)):

1. **Authority:** ATF is authorized to solicit this information under the Gun Control Act of 1968 (18 U.S.C. § 923(g)(1)(B), (D), and (g)(7)) in support of its firearms tracing responsibilities through the National Tracing Center (NTC). ATF implementing regulations are at 27 CFR §§ 478.25 and 478.25a.

2. **Purpose:** ATF uses the information collected on ATF Form 3312.1/3312.1(S), National Tracing Center (NTC) Trace Request, to conduct firearms tracing in support of law enforcement investigations. The data enables ATF to trace the origin and disposition of firearms recovered in crimes, develop investigative leads, identify potential trafficking activity, and support public safety initiatives. ATF may also use this information may to validate and cross-reference firearms-related intelligence in active cases.

3. **Routine uses:** ATF may disclose the information collected as permitted by the Privacy Act of 1974 (5 U.S.C. § 552a) and in accordance with System of Records Notice (SORN) JUSTICE/ATF-003, Criminal Investigation Report System. ATF may share it with federal, state, local, tribal, and foreign law enforcement or regulatory agencies for purposes such as investigating firearm-related crimes, intelligence sharing, criminal prosecution, or other authorized law enforcement activities, consistent with applicable laws.

4. **Disclosure:** Providing this information is voluntary for submitting law enforcement agencies. The information is used exclusively for law enforcement purposes, and ATF maintains confidentiality in accordance with statutory and regulatory protections.