

# Appendix C



OMB No. 1512-0541

**DEPARTMENT OF THE TREASURY  
BUREAU OF ALCOHOL, TOBACCO AND FIREARMS  
NATIONAL TRACING CENTER TRACE REQUEST**

FOR NTC DATA ENTRY ONLY

Phone: 1-800-788-7133

Falling Waters, WV 25419

FAX: 1-800-578-7223

**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** JUSTIFICATION	<input type="checkbox"/> ROUTINE <input type="checkbox"/> URGENT (Justification required)	<input type="checkbox"/> FOR NTC INFORMATION ONLY
1c. SPECIAL INSTRUCTIONS			

**PART II - CRIME CODE INFORMATION**

2a. <input type="checkbox"/> GANG INVOLVED? GANG NAME: _____ <input type="checkbox"/> JUVENILE INVOLVED? <input type="checkbox"/> YOUTH CRIME GUN <input type="checkbox"/> ENTERED IN NIBIN? NIBIN No.:	2b. PROJECT CODE**:	2c. NCIC CRIME CODE**:
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**PART III - ATF AGENT REQUESTING TRACE**

3a. ORGANIZATION CODE*	3b. PHONE NUMBER: FAX NUMBER:	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:	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*	<input type="checkbox"/> OBLITERATED <input type="checkbox"/> ATTEMPT TO RAISE	5b. FIREARMS MANUFACTURER*
5c. TYPE**	5d. CALIBER*	5e. MODEL*
5g. IMPORTER*	5f. COUNTRY OF ORIGIN* (Importer required if other than U.S.)	
5h. ADDITIONAL MARKINGS*		

**PART VI - POSSESSOR INFORMATION**

6a. NAME (Last) (First) (Middle) (Suffix)	<input type="checkbox"/> CRIMINAL HISTORY			
ALIAS (AKA) (Last) (First) (Middle) (Suffix)	AKA DATE OF BIRTH			
6b. HEIGHT	6c. WEIGHT	6d. SEX	6e. RACE	6f. ADDRESS - ROUTE NUMBER
6g. APT. NUMBER	6h. STREET No.	6i. DIRECTION	6j. STREET NAME	6k. CITY
6l. COUNTY	6m. STATE	6n. ZIP CODE	-	6o. COUNTRY
6p. DATE OF BIRTH	6q. PLACE OF BIRTH	6r. POSSESSOR'S ID NUMBER	ID TYPE/STATE	

**PART VII - ASSOCIATE INFORMATION**

7a. NAME (Last) (First) (Middle) (Suffix)	<input type="checkbox"/> CRIMINAL HISTORY			
ALIAS (AKA) (Last) (First) (Middle) (Suffix)	AKA DATE OF BIRTH			
7b. HEIGHT	7c. WEIGHT	7d. SEX	7e. RACE	7f. ADDRESS - ROUTE NUMBER
7g. APT. NUMBER	7h. STREET No.	7i. DIRECTION	7j. STREET NAME	7k. CITY
7l. COUNTY	7m. STATE	7n. ZIP CODE	-	7o. COUNTRY
7p. DATE OF BIRTH	7q. PLACE OF BIRTH	7r. ASSOCIATE'S ID NUMBER	7s. ID TYPE/STATE	

**PART VIII - FIREARM RECOVERY INFORMATION**

8a. RECOVERY DATE*	8b. ROUTE NUMBER	8c. APT. NUMBER	8d. STREET No.	8e. DIRECTION	8f. STREET NAME
8g. CITY*	8h. STATE*	8i. ZIP CODE	-		
8j. ADDITIONAL INFORMATION					

ATF F 3312.1 (3-2000) PREVIOUS EDITION IS OBSOLETE

**INSTRUCTIONS FOR COMPLETING ATF F 3312.1 - REQUEST FOR A FIREARMS TRACE**

**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 2b\*\* & 2c\*\*** - 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\*, 5b\*, 5c\*\*, 5d\*, 5e\*, 5f\*, 5g\* & 5h\*** - Verify data
- Question 8a\*, 8g\* & 8h\*** - 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 violation 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.

- |                         |                           |                          |   |
|-------------------------|---------------------------|--------------------------|---|
| <b>1 - Assault</b>      | <b>3 - Kidnapping</b>     | <b>5 - Rape/Sex</b>      | <b>7 - Terrorist Threat</b>             |
| <b>2 - Bank Robbery</b> | <b>4 - Murder/Suicide</b> | <b>6 - Terrorist Act</b> | <b>8 - Other</b> (specify circumstance) |

**QUESTION 2B - PROJECT CODES** (Enter all codes that apply)

- |  |  |   |
|--|--|---|
| <b>AIS</b> - Adult in School                       | <b>OBL</b> - Obligated Serial Number           | <b>MUN</b> - Murder and Narcotics (Ages 25 & older) |
| <b>GNG</b> - Gang Related                          | <b>ORG</b> - Organized Crime                   | <b>MIL</b> - Militia Related Project                |
| <b>JSS</b> - Juvenile & School (Ages 17 & under)   | <b>SCH</b> - School Involvement (No Possessor) | <b>YCG</b> - Youth Crime Gun                        |
| <b>JVV</b> - Juvenile & Violence (Ages 17 & under) | <b>SEN</b> - Sensitive/Significant             | <b>YIS</b> - Juvenile and School (Ages 18 - 24)     |

**QUESTION 2C - NCIC CRIME CODES** (Enter one code only. For complete listing refer to NCIC Manual)

- |   |   |                                   |                                   |
|---|---|-----------------------------------|-----------------------------------|
| <b>0199</b> Sovereignty                 | <b>1311</b> Aggravated Assault (Police) | <b>2999</b> Damage Property       | <b>5399</b> Public Peace          |
| <b>0299</b> Military                    | <b>1399</b> Assault                     | <b>3599</b> Dangerous Drugs       | <b>5499</b> Traffic Offense       |
| <b>0399</b> Immigration                 | <b>1499</b> Abortion                    | <b>3699</b> Sex Offense           | <b>5599</b> Health - Safekeeping  |
| <b>0907</b> Homicide (Police)           | <b>1602</b> Threat (Terroristic)        | <b>3799</b> Obscenity             | <b>5699</b> Civil Rights          |
| <b>0911</b> Homicide (Suicide)          | <b>1702</b> Material Witness (Federal)  | <b>3802</b> Cruelty Toward Child  | <b>5799</b> Invasiveness          |
| <b>0999</b> Homicide (Street)           | <b>2099</b> Arson                       | <b>3803</b> Cruelty Toward Spouse | <b>5899</b> Smuggling (Customs)   |
| <b>1099</b> Kidnapping                  | <b>2199</b> Extortion                   | <b>3999</b> Gambling              | <b>5999</b> Election Laws         |
| <b>1101</b> Rape                        | <b>2299</b> Burglary                    | <b>4099</b> Commercial Sex        | <b>6099</b> Antitrust             |
| <b>1199</b> Sexual Assault              | <b>2399</b> Larceny                     | <b>4199</b> Liquor                | <b>6199</b> Tax Revenue           |
| <b>1201</b> Robbery (Business)          | <b>2411</b> Unauthorized Use of Auto    | <b>4899</b> Obstruction Police    | <b>6299</b> Conservation          |
| <b>1204</b> Robbery (Street)            | <b>2499</b> Stolen Vehicle              | <b>4999</b> Flight - Escape       | <b>7099</b> Crimes Against Person |
| <b>1211</b> Bank Robbery                | <b>2599</b> Counterfeiting              | <b>5099</b> Obstruct              | <b>7199</b> Property Crimes       |
| <b>1212</b> Car Jacking                 | <b>2699</b> Fraud                       | <b>5199</b> Bribery               | <b>7299</b> Morals                |
| <b>1299</b> Robbery                     | <b>2799</b> Embezzlement                | <b>5211</b> Explosives            | <b>7399</b> Public Order Crimes   |
| <b>1301</b> Aggravated Assault (Family) | <b>2899</b> Stolen Property             | <b>5212</b> Possession of Weapon  | <b>8100</b> 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, superposed (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 and Firearms 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 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.

**ATF F 3312.1 (3-2000)**