NOTICE: The contents of this document do not have the force and effect of law and are not meant to bind the public in any way. This document is intended only to provide clarity to the public regarding existing requirements under the law or Department policies.
History

The Bureau of Alcohol, Tobacco, Firearms and Explosives' Stolen Firearms Program was formally established on September 13, 1994, with the passage of the Violent Crime Control and Law Enforcement Act of 1994. For more than 20 years before this Act, ATF had been accepting voluntary reports of firearms lost/stolen from interstate shipments. This law created a statutory requirement for Federal firearms licensees (FFLs) to report the theft/loss of firearms from their inventories or collections.

Pursuant to the 1994 legislation, federally-licensed firearms dealers are required to report the theft/loss of a firearm(s) from inventory or collection within 48 hours of the discovery of the theft or loss. In order to manage this new reporting, to support law enforcement efforts to recover these firearms, and to develop strategies to prevent future thefts/losses, the Stolen Firearms Program was created. ATF staff manage thousands of reports containing the records of more than 200,000 firearms reported lost or stolen since 1994.

Although the 1994 law did not address firearms lost/stolen from interstate shipments, ATF continued to maintain a program for the voluntary reporting of these theft/losses. Under the ATF Stolen Firearms Program, a new submodule to the existing database was also created specifically to manage the information from these incidents. Years later, in February 2016, the Department of Justice amended the ATF regulations concerning the statutory reporting requirement for firearms that have been stolen or lost. Specifically when an FFL discovers a firearm it shipped was stolen or lost in transit, the transferor/sender FFL must report the theft or loss.

In the years following, ATF has used the information generated by the program to identify, apprehend, and convict hundreds of firearms thieves. Thousands of stolen firearms have been taken from the hands of criminals and returned to their lawful owners. In addition, the program has highlighted the vital role that dealer security and sound inventory practices play in protecting licensed dealers and in keeping firearms out of the hands of criminals.

Statutory and Regulatory Provisions

The statutory requirement for reporting the theft or loss of a firearm is found in the Gun Control Act (GCA), Title 18, United States Code (U.S.C.), § 923(g)(6) which states: Each licensee shall report the theft or loss of a firearm from the licensee's inventory or collection, within 48 hours after the theft or loss is discovered, to the Attorney General and to the appropriate local authorities.

The procedures for reporting the theft or loss of a firearm are set forth in Title 27, Code of Federal Regulations (CFR), Part 478–Commerce in Firearms and Ammunition, at 27 CFR § 478.39a, Reporting Theft or Loss of Firearms. An expansive source of information on Federal firearms laws and regulations is ATF Publication 5300.4, Federal Firearms Regulations Reference Guide, which is available on the ATF website at www.atf.gov.
The Department of Justice amended the ATF regulations concerning the statutory reporting requirement for firearms that have been stolen or lost. The final rule specifies that when an FFL discovers a firearm it shipped was stolen or lost in transit, the transferor/sender FFL must report the theft or loss to ATF and to the appropriate local authorities within 48 hours of discovery.

The ATF Stolen Firearms Program is limited to firearms as defined by 18 U.S.C. § 921(a)(3). Although property other than firearms, such as pellet and BB guns, black powder rifles, etc. may be lost or stolen from an FFL, the reporting requirements apply only to firearms as defined in the aforementioned statute.

The ATF Stolen Firearms Program helps protect our communities. ATF focuses on three distinct problem areas: the criminal taking of firearms from FFLs (theft); firearms in the inventories of FFLs whose disposition cannot be determined (loss); and, firearms lost/stolen in transit. Reporting requirements for each of these areas are explained in this publication.

A “theft” of a firearm occurs when one or more firearms are stolen from the inventory of an FFL. The term “stolen firearm” is used to refer to a firearm(s) taken in a theft from a licensee. Under ATF’s Stolen Firearms Program, theft is divided into three distinct categories: burglary, larceny, and robbery.

A “loss” of a firearm occurs when a licensee cannot determine the disposition of a firearm and cannot locate it. The licensee’s records will generally reflect an acquisition but no disposition. These “lost” firearms are distinct from stolen firearms because, although they are “missing from inventory,” there is no indication that they were stolen.

An in-transit, or interstate, “theft/loss” occurs when a firearm that was shipped through a common carrier, including shipping and moving companies and the United States Postal Service, is lost or stolen. The ATStolen Firearms Program fills a gap in law enforcement jurisdiction that is created by the interstate nature of these shipments. Because the movements of these shipments make the point of theft/loss difficult to determine, local law enforcement agencies often lack the jurisdiction or authority to investigate these interstate movements. This is most likely when the point of loss is undetermined.

**Licensee Responsibility**

**Lost or Stolen Firearms Pose a Threat to Public Safety**

**Report Theft/Loss within 48 Hours**

Pursuant to 18 U.S.C. § 923(g)(6) and 27 § CFR 478.39(a), FFLs who discover the theft or loss of a firearm(s) are required to report the incident to the local law enforcement authority and to ATF within 48 hours. The procedures to report a theft or loss are found in the “How to Report a Theft/Loss” section of this publication.

**Protect Inventory**

ATF recommends that FFLs take every precaution available to protect their firearms from theft or loss. This includes conducting periodic and thorough, physical inventories. At a minimum, an annual inventory or its equivalent is highly recommended. Physical security, including alarm systems, and safe business practices are also highly recommended and in some cases may be required by state or local law. This publication contains many tips and methods that licensees can utilize to enhance the safety of their inventory.

**Report Firearms Violations**

FFLs may not knowingly transport, ship, or receive firearms with serial numbers that have been altered, removed, or obliterated. (See 18 U.S.C. § 922(k).) Licensees also may not knowingly receive or sell stolen firearms. (See 18 U.S.C. § 922(i).) Firearms taken on pawn or for resale that are determined to be stolen must also be surrendered to the appropriate law enforcement authority. (See 18 U.S.C. 922(j).) In all circumstances, licensees should immediately report any violations of the GCA to ATF and the appropriate local law enforcement agency.

**Trends**

Thieves of firearms from federally licensed firearms manufacturers, importers, dealers, and collectors continue to be a significant concern for law enforcement and the general public. The ATF Stolen Firearms Program is at the center of efforts by licensees to protect their inventories and by law enforcement to apprehend and prosecute firearms thieves. These initiatives are greatly assisted when licensees fulfill their legal responsibility to maintain accurate inventories and records and provide timely and accurate notifications regarding any thefts or losses of firearms.

Accurate and reliable firearms inventories and recordkeeping are vital to ensure public safety. When a firearm theft occurs, the records maintained by FFLs and firearm owners are pivotal to the recovery of those firearms and the prosecution of the thieves. Failure to conduct periodic inventories and maintain accurate records lead to confusion regarding the true dispositions of firearms and can result in false arrests and/or seizures of firearms mistakenly reported stolen.

The full extent of all firearm thefts and losses, reported and unreported, in America is impossible to quantify. One key factor leading to this gap is the fact that non-licensees are not required under federal law or, largely, under state law to report stolen firearms. A second factor is that non-licensees who want to report firearm thefts and losses frequently are unable to accurately identify the firearms. Without accurate identification of these firearms, for instance by serial number, model, and manufacturer, law enforcement officials face considerable obstacles in investigating these firearms thefts.

ATF has reintroduced ATF Publication 3312.8, Personal Firearms Record, which is available for download on the ATF website (https://www.atf.gov/file/4831/download). The publication is designed to assist firearm owners and law enforcement in correctly documenting and identifying lost or stolen firearms. Whenever a firearm is sold to a non-licensee, ATF recommends that the FFL either provide the buyer with a copy of this publication or advise the buyer to download the publication from the ATF website. ATF also recommends that FFLs encourage firearm purchasers to keep a record in some form, including a full description of the firearm, separate from the firearm storage location.

Although only FFLs are required to report firearms thefts, the information law enforcement receives makes it clear that firearm thefts are a serious problem. This trend underscores the need for licensees and non-licensees to continue efforts to properly record firearm inventory and identification information, and to safeguard firearms from theft or loss.

Licensed firearms dealers are the first line in maintaining the security and lawful transfer of firearms. Because the security of your business operations, particularly your firearms inventory, is critical to ensuring the safety of licensees and the public, ATF has implemented fflAlert. ATF now notifies FFLs via telephone and email when a licensee in their geographic area has experienced a robbery or burglary.
Federal Firearms Laws

The Gun Control Act addresses stolen firearms. Some of the applicable violations and penalties include:

Unlawful to transport or ship stolen firearms. “It shall be unlawful for any person to transport or ship in interstate or foreign commerce, any stolen firearm or stolen ammunition, knowing or having reasonable cause to believe that the firearm or ammunition was stolen.” 18 U.S.C. § 922(i).

Unlawful to possess, store, sell or pawn stolen firearms. “It shall be unlawful for any person to receive, possess, conceal, store, barter, sell, or dispose of any stolen firearm or stolen ammunition, or pledge or accept as security for a loan any stolen firearm or stolen ammunition, which is moving as, which is a part of, which constitutes, or which has been shipped or transported in, interstate or foreign commerce, either before or after it was stolen, knowing or having reasonable cause to believe that the firearm or ammunition was stolen.” 18 U.S.C. § 922(j).

Unlawful to steal a firearm from a federally licensed firearms dealer. “It shall be unlawful for a person to steal or unlawfully take or carry away from the person or premises of a person who is licensed to engage in the business of importing, manufacturing or dealing in firearms, any firearm in the licensee's business inventory that has been shipped or transported in interstate or foreign commerce.” 18 U.S.C. § 922(u).

Fines and imprisonment up to 10 years for stealing a firearm. “A person who steals any firearm which is moving as, or is a part of, or which has moved in, interstate or foreign commerce shall be imprisoned for not more than 10 years, fined under this title, or both.” 18 U.S.C. § 924(l).

Fines and imprisonment for stealing a firearm or ammunition. “A person who steals any firearm or ammunition was stolen.” 18 U.S.C. § 922(j).

Licensee. A Federal firearms licensee (FFL) is any person, partnership, or business entity holding a valid license issued under the authority of 18 U.S.C. § 923, which allows them to “engage in the business” of dealing (manufacturing, importing, selling retail or wholesale, repairing, or pawn brokering) firearms. It also refers to collectors licensed under 18 U.S.C. § 923. By law, all FFLs must keep records of their firearms transactions. (See 18 U.S.C. § 921(a)(21) for a definition of “engage in the business.”)

Firearm. As defined under Federal law, 18 U.S.C. § 921(a)(3), the term “firearm” refers to (A) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; (B) the frame or receiver of any such weapon; (C) any firearm muffler or firearm silencer; or (D) any destructive device. Such term does not include an antique firearm.

Licensee. The term “licensee” refers to a Federal firearms licensee, also abbreviated “FFL.”

Loss. The term “loss” refers to firearms whose disposition is unknown but for which there is no evidence of theft.

Shipper. The term “shipper” refers to the business or individual who delivers the firearm(s) to the consignee.

Stolen firearm. A firearm that has been taken from its lawful owner by the act of burglary, larceny, or robbery.

Theft. The term “theft” refers to a specific criminal act or event in which a firearm, or firearms, are stolen.
Safety and Security

Steps for Reducing Vulnerability to Theft/Loss and Personal Injury

Each year ATF receives reports documenting thousands of firearms reported stolen or missing from federally licensed firearms dealers. In 2020, ATF received nearly 15,000 reports of firearms that were stolen or whose disposition is unknown to these businesses. It is clear that criminals target businesses that sell weapons. Experience has shown that in many instances, the thieves spend a considerable amount of time evaluating these businesses to determine and capitalize on the businesses’ vulnerabilities.

Although it may be impossible to balance an impenetrable security system with the requirements of a business that receives and transfers property openly to the public, there are many steps that can be taken to reduce risk. Outlined below are six areas that FFLs should consider in order to proactively attempt to avoid firearms thefts or losses and prevent personal injury. Some of these methods can be implemented at no cost, while others may involve a considerable investment. Think about how the six areas may apply to your business and determine which steps are right for you.

Structural Security

Structural security is a combination of the physical characteristics of your business facility and its location. A thorough evaluation of your structural security should be done on a regular basis. Poor or absent structural security may make your establishment an attractive target, and consequently, the most likely victim of criminals or criminal opportunity. ATF Publication 5380.1, Loss Prevention for Firearms Retailers, available on the ATF website (https://www.atf.gov/firearms/docs/guide/loss-prevention-firearms-retailers/download) is a useful guide that will help you evaluate the security of your premises and develop a strategy for preventing losses. The following are recommended practices to enhance structural security.

• Evaluate your business location. Have property crimes been recurring or increasing in your area? Is your business in a rural area in which a crime is unlikely to be witnessed and in which police response time may be slow? Have you already been a victim of theft/loss? What is your business’s position in relation to other businesses or buildings? Is there a vacant or unsecured business next door that can be used to gain entry into your business?

• Evaluate your door and window locks. Can any door or window be opened from the outside without keys? Do any former or non-employees have access to keys? Are keys stored or kept near the container or door for which they are used? Have any of your business keys been lost or stolen? If so, is it time to replace, re-key, improve locks, and improve procedures for storing and tracking keys.

• Evaluate the front windows and entrance. Can employees see persons approaching the store or vehicles parked outside? Can a passerby see into the store or are persons inside the store concealed from public view so that a robbery would be undetected while it was being committed?

• Evaluate your windows and doorjambs. Can any of these be opened or broken through from the outside with minimal force? Is it time to reinforce or replace windows and/or doors? It may be important to invest in burglar bars or roll-down security gates on windows, doors, and vents. Barriers such as concrete filled posts or large cement planters may deter thieves who would use a vehicle to smash into the building to gain access. Consider replacing any exterior hollow core doors with solid metal or sheet metal-faced solid wood doors. Also consider steel doorframes, long throw dead bolts, and welding or preening any hinge pins to prevent their easy removal.

• Evaluate any unsecured openings. Does your premises have air conditioning units in open windows or any holes in exterior walls? These units are easily removed and could be an ideal place for theft entries. Are chimneys and other vents blocked or narrowed sufficiently to prevent entry?

• Evaluate the walls and ceilings. Criminals have cut through adjoining walls or the ceiling to gain access for theft. In some cases, the wall next to the doorway was simply pushed through. Poorly protected adjoining businesses also provide an easy entry point for criminals who choose to go through unreinforced walls and it may also avoid triggering the alarm system. A common precaution is the installation of floor to ceiling steel mesh in the gun vault and in exterior walls. If circumstances warrant it, consider moving to a more secure building.

• Evaluate exterior lighting and surrounding structures, shrubs, and trees. Is your business and the surrounding area well-lit at night? Are there areas in which criminals can conceal themselves to monitor your business and by which they could enter/leave the building unseen or under the cover of darkness? Are there structures or objects such as trash cans or dumpsters next to the building that may provide cover or easy access to the roof or windows?

• Obtain an alarm system. ATF recommends that firearms businesses have an alarm system. Most alarm companies will evaluate your needs and make recommendations at no cost. A simple system is far less expensive than the cost of replacing inventory. Many states require an alarm system on specific types of businesses, particularly firearms dealers. Are you in compliance with state and local laws regarding alarm systems and other security requirements?

• Evaluate your existing alarm system. Is it sufficient for the nature and size of your business? Are all points of entry protected? Do you have, or need, a panic button? Tamper alarm? Cellular backup? (Cellular backup is considered an industry standard to protect during power failures and/or if power/phone lines are cut.) Do you test the system on a regular basis? Who is on the emergency call list and are the phone numbers correct and current? Have you met with the local authorities to agree on protocols when the alarm is tripped? Have you had a series of apparent false alarms? If so, is the problem with the system or is your response procedure being studied by a savvy criminal?

• Protect your alarm codes. Have you limited the number of people who know the codes? Are your codes unrelated to family names, personally important dates, like a birthday, and other easily recognizable names and number sequences? Do you change the codes on a regular basis and whenever there is employee turnover? Have you written the codes where they are easily accessible to thieves or unauthorized employees?

• Evaluate the need for or condition of your video recording system. The presence of video cameras can significantly deter crime. They can also be instrumental in solving thefts. Do your cameras face in a direction that will capture people’s faces and features? Are you recording at all times? Is your recording system in plain view or protected from view, tampering, and/or theft? If you use a videocassette recorder (VCR), do you have fresh videotapes, or have they been used repeatedly? VCR tapes lose their integrity with repeated recording. If you use a VCR, consider switching to a digital recorder for enhanced picture quality that will not degrade over time. In some instances, insurance savings may offset updating obsolete or inferior equipment.
**Inventory Security**

Inventory security is the way in which business merchandise and equipment is accounted for from the date it is acquired (received) by the business, to the date of its disposition (e.g., sale, trade). At the core of inventory security is the practice of complete and consistent documentation. Accurately completed ATF Forms 4473 and a correct and complete acquisition and disposition record are required by law under 18 U.S.C. § 923(g). The following additional steps are recommended practices to help protect firearms acquisitions.

- **Conduct periodic physical inventories.** Conducting complete book-to-gun and gun-to-book inventory reconciliations enables licensees to know which firearms have been transferred legally and which firearms may have been lost/stolen. This includes ensuring that all firearms in inventory are recorded in the acquisition and disposition record and there is a firearm in inventory for all open entries in the record. The frequency of inventories may be dictated by the nature of the business, but at a minimum, an annual “floor to ceiling” inventory is recommended. ATF Publication 5380.2, How to Conduct a Firearms Inventory, available on the ATF website (https://www.atf.gov/firearms/docs/guide/how-conduct-firearms-inventory-atf-p-53802/download) is a useful guide to help you conduct a firearms inventory.

- **Accurately record your physical inventory in your records.** Remove firearms from containers/boxes when recording their acquisition. An accurate inventory must include physical comparison of firearms with the acquisition description. Many times the firearms that are shipped do not match the firearms listed in shipping manifests. The markings on firearms boxes can bear markings that are different than those which appear on the firearms. Do not rely on packaging or labeling to record firearms acquisitions.

- **Evaluate the installation of a remotely activated electronic security entrance.** Would there be value in screening customers to prevent access to suspicious persons? This could be particularly helpful in businesses in or near high crime areas and those who have already been a victim of a crime.

- **Evaluate the business-hours and store layout.** Are unsecured firearms displayed within reach of customers? Does your business have blind spots in which customers can access inventory? Are display cases kept locked unless an employee is displaying a firearm or other item from that case? Are there times/situations where all employees have their backs to customers? Do any business activities require that employees enter the rear of the store/storage locations, leaving customers unattended?

- **Evaluate after-hours business layout.** Have firearms and ammunition been secured? If thieves break into the store, are firearms readily accessible or are secondary measures in place (e.g., firearms secured by locking cable)? The best business practice is to remove all firearms from display cases and racks and place them in a gun vault at night. As an alternative, some businesses use reinforced display cases with shatterproof glass.

- **Evaluate the level of security provided by an answering machine.** Avoid using the answering machine to announce weekends and other times when you will be out of town. When the message says you are closed so that you can attend a show, the underlying message is that your business is unprotected.

- ** Protect your inventory records.** Thefts of firearms often include the theft of inventory records. Some criminals are aware that the records may be the only way to determine which firearms were stolen. Secure storage of records after hours in a location separate from the firearms inventory is advised.

- **Require two-party inventories.** Never allow one person to have singular oversight of any part of your business, including sales transactions, handling monies, and particularly the inventory process. Many internal thefts stem from situations in which a single person was in control of the physical firearms inventory and/or records. In addition to incorporating a second party in a regular review of the acquisition and disposition records, physical inventories should always be conducted by at least two persons.

- **Keep timely acquisition and disposition records.** Federal regulations generally require that acquisitions be recorded by the close of the next business day, and that dispositions be recorded within 7 days. However, it is advisable to record them at the time the firearms transaction occurs. If you are a victim of theft, having current “real time” records is essential.

- **Examine each shipment of firearms that you receive.** Federal law requires that common and contract carriers who deliver firearms in interstate commerce obtain written acknowledgement of receipt from the actual recipient. Before you sign, examine the shipment. Determine, at a minimum, that the number of firearms indicated on the carrier’s documents is the number you received. A best practice would be to open each package to verify that the shipment matches the order exactly.

- **Keep display cases locked at all times.** This is a standard practice in the jewelry trade, another industry that is prone to shoplifting and internal theft.

- **Ensure strong computer security systems are in place.** ATF authorizes licensed importers, licensed manufacturers, licensed dealers, and licensed collectors to maintain their firearms acquisition and disposition records electronically instead of in paper format (ATF Ruling 2016-1). ATF also authorizes licensees to use an electronic version of ATF Form 4473 (ATF Ruling 2016-2). Licensees are strongly encouraged to ensure that there are proper and robust security protection measures in place (e.g., encryption) to ensure all data is protected. Both aforementioned rulings require licensees to back-up their computerized systems at least daily to protect the data from accidental deletion or system failure. In addition to backing up to an on-premises computer or storage device, consider backing up your data to an off-premises computer or storage device to maintain complete and accurate records in the event the on-premises computer or storage device is corrupted or destroyed. All electronic records should be secured to prevent identity theft, as some records contain customers’ personally identifiable information (PII), which, if stolen, must be reported in some states.

- **Employee Screening**

  The same care that is given to the safe handling and storage of firearms should be given to the selection of the people whom the licensee authorizes to do that work. It is neither lawful nor in the licensee’s interest to knowingly allow a prohibited person to possess firearms or engage in firearms sales. (See 18 U.S.C. § 922(g)-(h).) The importance of conscientiousness and trustworthiness of employees is underscored by the high level of responsibility placed upon persons who are in a position to transfer firearms.
Safe Business Practices

Safe business practices are the least expensive and perhaps the most immediately beneficial steps that an FFL can take to limit the risks of becoming a victim of crime. As with all of the recommendations in this publication, the following methods and ideas have proven effective for many licensees. A structured training program is also recommended to implement and encourage safe business practices and procedures among employees.

- **Institute an employee screening process.** ATF recommends conducting background checks on all employees and applicants (even relatives). Many private companies are available to perform these checks on a fee basis. It is also advised that background checks be repeated after an established period of time has elapsed. Applicants/employees should also provide references. These references should be contacted, interviewed, and asked to provide the names of other potential references, not listed by the applicant/employee.

- **Require proof of identity.** Require that each applicant/employee produce a government-issued identification card—a driver’s license, for example—and a Social Security card.

- **Discuss questions with the local police or ATF.** If it appears an applicant or employee may not be eligible to possess or transfer firearms, contact the local police or local ATF field office for guidance. ATF field office information is found at https://www.atf.gov/contact/atf-field-divisions.

- **Obtain a business license.** While it is not legally required, it is highly recommended. Many localities require a business license in order to operate a firearms business.

- **Keep a record of all firearms transactions.** Sales personnel must be shown, understand, and be able to explain the firearms laws that apply to them and to your customers. Ensure that they understand how to make a lawful transfer and what transactions to avoid. You can contact your local ATF office to inquire about ATF administered FFL seminars (https://www.atf.gov/contact/atf-field-divisions).

- **Familiarize yourself with state laws and local ordinances.** Many jurisdictions have established security requirements for businesses, some specifically for businesses that sell firearms. Many jurisdictions require by law that a working alarm system be installed in your business.

- **Familiarize your employees with firearms laws.** Sales personnel must be shown, understand, and be able to explain the firearms laws that apply to them and to your customers. Ensure that they understand how to make a lawful transfer and what transactions to avoid.

- **Show only one firearm at a time to a customer.** If the customer requests to handle another firearm, secure the first firearm before displaying another. If the firearms are kept in a locking display case or other security device, ensure that only one firearm is unlocked or unsecured at a time.

- **Disable display firearms.** Use trigger locks or plastic ties to ensure that the firearms cannot be loaded or fired while being examined. In some situations, the best practice may be the removal of the firing pin. Another best practice to consider is placing display firearms in a safe at night.

- **Do not leave a customer who is handling a firearm unattended.** If an employee leaves a customer who is handling a firearm, control of that firearm has been relinquished to the customer. To prevent this, instruct your staff to return a firearm to its storage location before leaving the customer unattended.

- **Keep ammunition stored separately from the firearms and out of the reach of customers.** This practice can help eliminate shoplifting of ammunition and help ensure that firearms remain unloaded while on display.

- **Do not meet with customers after hours or off site.** This is particularly important if the customer asks that some firearms be brought to the meeting. Advise your local ATF office of any such requests and provide them with the identity of the requestor.

- **Wipe down all countertops and doors each night.** A clean surface makes it easier to capture and preserve fingerprints. Those fingerprints could be the difference between an unsolved crime and capturing the criminals.

- **Do not keep large sums of cash on hand.** Keeping large sums of cash on premises during business hours or at night creates an opportunity for your business to experience a substantial financial loss. Limit the amount of cash on hand by making regular deposits, but do not follow a set pattern for dates and times of the deposits. Consider recording the serial numbers of paper money left in the cash register at night. Store this record away from the cash so that if the money is taken, it can be more easily tracked.

- **Do not leave counter and/or safe keys in the cash register at night.** Ready access to keys left in the cash register allow easy access to items you have attempted to secure. The cash register is one of the first targets in a burglary.

- **Ship firearms in a way that requires signatures or recording of transfers.** In many cases, the most inexpensive means of shipping provides little accountability. Using a shipping method that includes some form of tracking is strongly encouraged. Ask the carrier if and how each point of transfer will be documented. Detailed documentation makes it easier to track a lost or damaged shipment.

- **Provide safety and security training for your employees.** Ensure that employees know what to do if a crime is committed or discovered. Prepare a specific procedure for them to follow. Post important telephone numbers and keep procedures where they can be readily used. You can contact your local ATF office to inquire about ATF administered FFL seminars (https://www.atf.gov/contact/atf-field-divisions).

- **Record the description of suspicious persons and their vehicles.** If an individual or individuals raise your suspicions or specifically ask you to assist them in subverting the law, make a record of the encounter. If safe to do so, record the individual’s identification, physical description, and vehicle description and license plate. Many crimes have been solved through physical and vehicle descriptions recorded by employees and witnesses who grew suspicious of a person’s or a customer’s actions, questions, or activity.

- **Post the Theft Warning Notice in a conspicuous location.** This publication contains a theft warning notice that can be removed and placed in a window or other conspicuous location. A lunchroom or other area frequented by business staff is also a good location to post this warning.

- **Request the assistance of the local law enforcement authorities.** Contact your local police department and request a visit for safety and security advice. Ask if there have been any thefts in the area or patterns of theft to which you may be vulnerable. Develop a relationship with the law enforcement officers who work in the area where your business is located. Obtain the best telephone numbers to use in emergency and non-emergency situations.
• Secure your inventory. Use safes and cable locks that can retain and protect inventory.
• Perform a full inventory and take acquisition and disposition records to a safe location until the threat has passed.
• Make your disaster plan “multi-hazard” by taking into account each possibility: fire, tornado, hurricane, flooding, looting, etc.
• ATF can approve variances to move business operations in special circumstances, which can include impending natural disasters. The licensee should familiarize itself with the procedures to request this type of variance in the event of a disaster.
• For more information on disaster preparedness, request a copy of ATF Publication 3317.7, Disaster Preparedness for Federal Firearms Licensees, available on the ATF website (https://www.atf.gov/file/58666/download) and from the ATF Distribution Center. (See Index, page iv.)

Your Local ATF Office
The local ATF office (https://www.atf.gov/contact/atf-field-divisions) is an invaluable resource for information and assistance in the safe and compliant operation of your business. This office should be your first point of contact with questions regarding anything associated with your Federal firearms license. The local office can also assist you in the preparation of the theft/loss reports that must be submitted to the Stolen Firearms Program.

Private Party Firearms Sales

ATF recommends that FFLs who facilitate private party firearms sales review the educational resource Facilitating Private Sales: A Federal Firearms Licensee Guide, available on the ATF website (https://www.atf.gov/file/110076/download). Additionally, ATF Procedure 2020-2, available on the ATF website (https://www.atf.gov/rules-and-regulations/docs/ruling/atf-proc-2020-2-%E2%80%93-recordkeeping-and-background-check-procedure), sets forth the recordkeeping and National Instant Criminal Background Check System (NICS) procedures for FFLs to follow when facilitating the transfer of firearms between unlicensed persons. ATF encourages FFLs to facilitate the transfer of firearms between unlicensed individuals to enhance public safety and assist law enforcement. Unlicensed persons do not have the ability to use NICS to conduct background checks on prospective transferees (buyers) and consequently have no comprehensive way to confirm whether or not the transferee (buyer) is prohibited from receiving or possessing a firearm. In addition, several states have laws that prohibit the transfer of firearms between unlicensed individuals unless a NICS check is conducted on the transferee (buyer). As provided by 18 U.S.C. § 922(t)(1), an FFL may only conduct a NICS check in connection with a proposed firearm transfer by the licensee. For an FFL to lawfully complete the transfer of a firearm, the licensee must first take the firearm into inventory and record it as an acquisition in the acquisition and disposition record. Only then, can the FFL transfer the firearm as in the licensee’s normal course of business.
Identifying and Recording Firearms

In order to conduct business lawfully, FFLs rely on the accurate description of firearms and the timely recording of acquisitions and dispositions. Likewise, law enforcement agencies rely on this accurate information to investigate firearms thefts. Inaccurate and incomplete records impact the ability to determine ownership of recovered firearms and their return to the lawful owners.

With the passage of the Gun Control Act of 1968 (GCA), Congress required the marking of serial numbers on the frame or receiver of all firearms imported into or manufactured within the United States. (See 18 U.S.C. § 923(i).) The regulations at 27 CFR §§ 478.92(a)(1) and 478.112(d)(2) further establish unique marking requirements for serial numbers and manufacturer and importer markings for all firearms imported into or manufactured within the United States. Unfortunately, marking requirements that existed before 1968 did not apply to all firearms and, in particular, allowed for duplication of serial numbers. Many thousands of firearms manufactured and imported prior to 1968 bear no serial numbers or are marked with product codes, patent numbers, or other markings that appear to be serial numbers. Some of these pre-1968 firearms bear virtually no markings at all. Licensees who receive these firearms should note in each descriptive column in the acquisition record the physical markings that appear on the firearms. If no serial number was placed on the firearm, it should be specifically noted that “Firearm has no serial number.” Remember, however, it is illegal for any person to knowingly possess, transport, ship, or receive any firearm that has had the importer’s or manufacturer’s serial number removed, obliterated, or altered, and a licensee should report such a firearm to the nearest ATF office (https://www.atf.gov/contact/atf-field-divisions). (See 18 U.S.C. § 922(k).)

Under the GCA, manufacturers and importers may not duplicate serial numbers. Both must use or place a unique serial number on the firearm’s frame or receiver. The serial numbers themselves are generated by the licensee, and many are so unique that their appearance can readily identify the manufacturer or importer. (See 27 CFR § 478.92(a)(1)(ii).)

To accurately identify a firearm, FFLs receiving firearms must record the serial number in their acquisition and disposition record. (See 27 CFR § 478.122-123.) Be careful to use the number on the frame or receiver. Parts of the firearm, such as the slide or barrel, may be marked with numbers other than the serial number, including, but not limited to, a part, model, or patent number.

A firearm frame or receiver that is not a component part of a complete weapon at the time it is sold, shipped, or otherwise disposed of must be marked with all of the required markings. (See 27 CFR § 478.92(a)(2).) The following additional information must be marked on the frame, receiver, or barrel of post-1968 firearms, and must be recorded in the acquisition and disposition record: model (if such designation has been made), caliber, or gauge (the model designation and caliber or gauge may be omitted without a variance if that information is unknown at the time the frames or receivers are marked (see ATF Ruling 2012-1)); name of the manufacturer (or recognized abbreviation); and importer (if applicable). (See 27 CFR § 478.92(a)(1)(ii).)

Basic Firearm Safety

Firearm Handling and Storage Recommendations

1. Treat every firearm as if it were loaded.
2. Always keep the firearm muzzle 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 the 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 only to adults. Keep ammunition locked in a secure location away from the firearms.
6. Understand and comply with all Federal, state, and local laws regarding the purchase, possession, carrying, use, storage, and disposition/sale of firearms.

Clearing/Loading a Firearm

1. Always keep the muzzle pointed in a safe direction AND always keep your finger off the trigger and outside the trigger guard while cleaning 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. Hold the weapon in a safe manner as described above, open the breech and visually as well as physically inspect the chamber to ensure the chamber is completely empty and free of ammunition. Repeat this step twice to be sure the firearm is rendered safe.
How to Report a Theft/Loss

Any licensee who has knowledge of the theft or loss of any firearms – this includes firearms taken in a crime (burglary, larceny, or robbery), missing inventory, and firearms stolen or lost in transit – from their inventory must report such theft or loss within 48 hours of discovery to ATF and to the local law enforcement agency. The GCA, at 18 U.S.C. § 923(g)(6), requires reporting within 48 hours of discovery, and regulations at 27 CFR § 478.39a require that the report of theft or loss be made to ATF within 48 hours of discovery. A firearm stolen or lost in transit on a common or contract carrier is considered stolen or lost from the transferor/sender licensee’s inventory for reporting purposes and such licensee shall report the theft or loss within 48 hours of discovery.

Reporting Requirements

Upon discovery of any theft or loss of any of your firearms:

1. **Contact Local Law Enforcement.** Call your local law enforcement agency to report the theft or loss. Contacting local law enforcement is essential to the quick recovery of firearms taken in a crime. If the firearms are unaccounted for during inventory, you should make it clear to the authorities that there is no evidence of a crime and that the disposition of these firearms is unknown and may stem from a record keeping error.

2. **Contact Your Local ATF Office.** The local ATF office will work with local law enforcement investigating the theft. ATF can also assist in the preparation of the Federal Firearms Licensee Firearms Inventory Theft/Loss Report for submission to the ATF Stolen Firearms Program.

3. **Contact ATF’s Stolen Firearms Program.** Call ATF’s Stolen Firearms Program toll free at 1-888-930-9275 or email stolenfirearms@atf.gov. They can also assist in the preparation of the Federal Firearms Licensee Firearms Inventory Theft/Loss Report for submission to the ATF Stolen Firearms Program.

4. **Complete ATF Form 3310.11.** Complete the Federal Firearms Licensee Firearms Inventory Theft/Loss Report (ATF Form 3310.11) and, if necessary, any continuation sheets (ATF Form 3310.11A). These forms are available on the ATF website at https://www.atf.gov/file/4996/download and https://www.atf.gov/file/11306/download. A separate form is required for each theft/loss incident. Once completed, submit the form to ATF’s National Tracing Center, Stolen Firearms Program. Be sure to retain copies for your records.

   **Email:** stolenfirearms@atf.gov  
   **Fax:** (304) 260-3676 or (304) 260-3671

   **Mailing Address:**  
   Bureau of Alcohol, Tobacco, Firearms and Explosives  
   National Tracing Center  
   Attn: Stolen Firearms Program  
   244 Needy Road  
   Martinsburg, WV 25405

5. **Notify ATF of Any Firearm Recoveries.** It is extremely important to report any firearms discovered that were thought to have been missing to the Stolen Firearms Program. Stolen firearms are placed into the National Crime Information Center system so that law enforcement all over the country will know if a firearm they recover is stolen. If a firearm is inaccurately reported as stolen, a law enforcement officer may inadvertently seize a firearm or arrest an individual in lawful possession of that firearm.

6. **Accuracy of Acquisition and Disposition Records.** Ensure that acquisition and disposition records accurately reflect the disposition of any firearm not received by the person to whom shipped. Licensees must reflect the theft or loss of a firearm as a disposition entry. Theft/loss disposition entries must be made within 7 days of discovering the theft/loss.

   ATF understands that there will be instances in which licensees must make corrections to the disposition information recorded in the acquisition and disposition record to reflect the theft or loss of a firearm. In those instances, the licensee should draw a single line through the disposition information. If there is room in the disposition block, the licensee should record the date of the theft or loss, the ATF incident number, and the local authority incident number. The licensee should then initial and date the changes. Alternatively, if there is no room in the disposition block to legibly record the required information, the licensee should line-out the disposition information and initial and date the change. The licensee should then make a new entry in the next available line in the current acquisition and disposition record. In that case, the licensee must enter a reference to the new book, page, and line number in the disposition side of the updated record, and use the new entry to record the date of the theft or loss, the ATF incident number, and the local authority incident number.
Special Reporting Considerations

In-Transit Theft/Loss

Firearms stolen or lost in transit including stolen from or lost by a contract carrier (which for purposes of this publication includes the United States Postal Service), are considered stolen or lost from the transferor/sender licensee’s inventory for reporting purposes. Therefore, the transferor/sender of the stolen or lost firearm shall report the theft or loss of the firearm within 48 hours after the transferor/sender discovers the theft or loss. (See 18 U.S.C. § 923(g)(6) and 27 § CFR 478.39(a).) The transferor/sender must complete ATF Form 3310.11, Federal Firearms Licensee Firearms Inventory/Firearms in Transit Theft/Loss Report.

The report must be filed by the transferor/sender licensee regardless of whether a transferee/consignee and/or the carrier indicates that they have filed a theft/loss report with ATF. (See 27 CFR § 478.39(a)(2).) This requirement applies because only the transferor/sender specifically knows how and when the particular firearms were shipped. The transferee/consignee or the carrier most often does not have all of the information necessary to file a complete theft/loss report. The licensee must continue to comply with the reporting requirements in the licensee’s disposition records to reflect the theft or loss of a firearm.

ATF encourages the voluntary reporting of the theft/loss of firearms in transit by non-licensees. A report may be filed by any person who lawfully ships a firearm and experiences a theft or loss. This includes contract carriers, who do not require a Federal firearms license to ship firearms. ATF provides ATF Form 3310.6, Interstate Firearms Shipment Theft/Loss Report, to assist non-licensees in reporting.

Questions and answers regarding firearm(s) stolen/lost in transit can be found on the ATF website (www.atf.gov/qa-category/theft-loss-transit).

National Firearms Act Weapons

Pursuant to 27 CFR § 479.141, licensees reporting the theft or loss of registered National Firearms Act (NFA) weapons must provide additional notification to ATF. A licensee will satisfy its obligation to provide the required notification to the NFA Division by submitting ATF Form 3310.11 to the Stolen Firearms Program, and the Stolen Firearms Program will in turn notify the NFA Division. Submitting ATF Form 3310.11 will satisfy the requirements of both 27 CFR § 478.39a and 27 CFR § 479.141 with one notification. Licensees will no longer have to submit additional or separate notification regarding the theft/loss of NFA weapons to the NFA Division.

Burglary, Larceny or Robbery

Swift notification may be the key in identifying and capturing thieves and in preserving evidence. If there is any possibility that criminals may be present, do not enter a crime scene until law enforcement authorities indicate that it is safe. Do not disturb the crime scene until law enforcement authorities have completed evidence gathering. Unless you are asked to assist, avoid the temptation to assess damage/losses until law enforcement authorities finish their on-site work.
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, FIREARMS AND EXPLOSIVES (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.

<table>
<thead>
<tr>
<th>Manufacturer/ Model</th>
<th>Serial Number</th>
<th>Type of Firearm</th>
<th>Caliber</th>
<th>Amount Transferred to</th>
<th>Date Acquired</th>
</tr>
</thead>
</table>

A complete description of each firearm is vitally important to law enforcement in the investigation and recovery of your firearms and to your ability to prove ownership.

Immediately report any theft or loss of firearms to your local police.
GUIDE TO RECORDING SUSPICIOUS PERSON

DESCRIPTION

PLEASE RECORD AS MUCH INFORMATION AS POSSIBLE

<table>
<thead>
<tr>
<th>SEX</th>
<th>RACE</th>
<th>AGE</th>
<th>HEIGHT</th>
<th>WEIGHT</th>
<th>WEAPON TYPE</th>
</tr>
</thead>
<tbody>
<tr>
<td>HAIR</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>HAT (color, type)</td>
</tr>
<tr>
<td>GLASSES TYPE</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>TIE</td>
</tr>
<tr>
<td>COMPLEXION</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>SHIRT</td>
</tr>
<tr>
<td>SCARS/MARKS*</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>COAT</td>
</tr>
<tr>
<td>TATTOOS*</td>
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<td></td>
<td>TROUSERS</td>
</tr>
<tr>
<td>JEWELRY</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>SHOES</td>
</tr>
<tr>
<td>AUTO LICENSE, MAKE, COLOR</td>
<td></td>
<td></td>
<td></td>
<td>DIRECTION OF TRAVEL</td>
<td></td>
</tr>
</tbody>
</table>

*Be sure to describe appearance as well as location.

Make additional copies of this page and keep them in areas that are readily available to employees.
**Interstate Firearms Shipment Theft /Loss Report**

<table>
<thead>
<tr>
<th>Name and FFL#</th>
<th>Address</th>
<th>Telephone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Shipper/Transferee</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Consignee/Transferee</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Carrier</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Shipment Tracking Number</td>
<td>Carrier Claim Number (if available)</td>
<td>Date Shipped</td>
</tr>
<tr>
<td>Name of Reporting Company</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Full Name and Position of Person Making Report (Please print)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Email Address of Shipper or Person Making Report</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Firearm(s) Description (Use ATF Form 3310.6A Continuation Sheet if additional space is needed):**

- Type
- Manufacturer
- Model
- Caliber
- Serial Number
- Date Acquired

- Some or all of the stolen/missing inventory listed above falls within the purview of the National Firearms Act (NFA).

**Brief Summary of Incident:**

- Date
- Time
- Description

**Shipper/Transferor is required by law to submit the theft or loss report to ATF. Completed forms can be mailed, emailed or faxed.**

**Federal Firearms Licensee Firearms Inventory/ Firearms in Transit Theft/Loss Report**

<table>
<thead>
<tr>
<th>Name and FFL#</th>
<th>Address</th>
<th>Telephone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Trade/Corporate/Transferor/Sender Name</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Street Address of Federal Firearms Licensee</td>
<td>City</td>
<td>State</td>
</tr>
<tr>
<td>Federal Firearms Licensee Email Address</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Full Name and Position of Person Making Report</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Email Address of Shipper or Person Making Report</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Firearm(s) Description (Use ATF Form 3310.6A Continuation Sheet if additional space is needed):**

- Type
- Manufacturer
- Model
- Caliber
- Serial Number
- Date Acquired

- Some or all of the stolen/missing inventory listed above falls within the purview of the National Firearms Act (NFA).

**Brief Summary of Incident:**

- Date
- Time
- Description

**Mail this form to:**

U.S. DEPARTMENT OF JUSTICE
244 NEEDY RD
MARTINSBURG, WV 25405

**Fax this form to:**

304-260-3671

**Paperwork Reduction Act Notice:**

This report is in accordance with the Paperwork Reduction Act of 1995. The information collection documents reports of theft or loss of firearms experienced by common carriers in interstate shipments. ATF uses this 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 the burden should be addressed to Reports Management Officer, 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.

ATF Form 3310.6
Revision: December 2019

ATF Form 3310.11
Revision: October 2020
Section II - Description of Firearms (see ATF Form 3310.11A, Theft/Loss Report Continuation Sheet, if necessary)

<table>
<thead>
<tr>
<th>Manufacturer</th>
<th>Importer</th>
<th>Model</th>
<th>Serial Number</th>
<th>Type</th>
<th>Caliber/ Gauge</th>
<th>Acquisition Date</th>
</tr>
</thead>
</table>

Completed forms can be mailed, emailed or faxed. For more information, call toll free 888-930-9275.

In the event that a firearm is stolen or lost in transit, the licensee shall report the theft or loss as a disposition entry in the Record of Acquisition and Disposition as required by 27 C.F.R. Part 478 Subpart H, not later than 7 days following discovery of the theft or loss.

The information on this form is subject to inspection by ATF offices. The information on this form is required by 18 U.S.C. § 923(g)(6).

Important Notice

Section 923(g)(7)(A), 18 U.S.C., requires each Federal Firearms Licensee (FFL) to report the theft or loss of a firearm from the FFL’s inventory, in the event that a firearm has been transferred from the FFL's inventory to a personal collection and held as a personal firearm for at least one year, or from the collection of a licensed collector, within 48 hours after the theft or loss is discovered. FFLs must report such thefts or losses by preparing ATF Form 3310.11, and report the theft or loss to the appropriate local authorities. This includes the responsibility to report a theft or loss that occurs once the licensee has placed a firearm in shipment. Shippers/transferors FFL is required by law under 27 C.F.R. 478.96 to submit ATF Form 3310.11.

This form should not be used by common carriers for reporting the theft/loss of firearms. Common carriers wishing to voluntarily report theft/losses of firearms from shipments should utilize ATF Form 3310.6.

ATF Form 3310.11

Revised October 2020

Instructions to Federal Firearms Licensees

1. Federal Firearms Licensees must report the theft or loss of firearms within 48 hours of discovery. When a firearm is stolen or lost in transit, for reporting purposes, the firearm is considered stolen or lost from the transferor/seller’s inventory.

2. This form is to be used to provide written notification of firearms thefts or losses to the ATF Stolen Firearms Program. The ATF Issued Incident Number will be provided to you at a later time to record in Section A.

3. A separate form is required for each theft or loss incident. Please use ATF Form 3310.11B, Federal Firearms Licensee Theft/Loss Report Continuation Sheet, when the number of lost/stolen firearms exceeds the space allowed in Section B.

4. Licensees shall reflect the theft or loss of a firearm as a disposition entry in the Record of Acquisition and Disposition required by 27 C.F.R. Part 478 Subpart H, not later than 7 days following discovery of the theft or loss. 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. Upon completion, a copy of this report must be maintained as part of your permanent records, and a copy should be forwarded to the ATF Stolen Firearms Program.

6. Licensees who report the theft or loss of a firearm and later discover its whereabouts shall advise the ATF Stolen Firearms Program, and shall re-enter the firearm in the Record of Acquisition and Disposition as an acquisition or disposition entry as appropriate.

7. Additional forms may be obtained online via atf.gov/resource-center/forms, or through the ATF Distribution Center via atf.gov/distribution-center-order-form, or by calling (240) 828-3316.

Definitions

The following firearms fall within the purview of the NFA under 27 U.S.C. § 5865:

- 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.

- 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.

- Any other weapon - A weapon, except a conventional pistol or revolver having a rifled bore, capable of firing a shot and being construed on the person. Examples include: "pump gun"; any firearm designed to propel a gas but which fire flammable ammunition; if A & B, Handly Gas Firearms; short-barreled rifle; gas gun; and grenade-type firearms.

- Muffler or silencer - A device for silencing, muffling, or diminishing the report of any portable firearm. This includes any combination of parts designed or intended to convert a firearm into a muffler, and any combination of parts from which a muffler can be assembled if such parts are in the possession or under the control of a person.

- Destructive device - Destructive devices include explosive, incendiary including called "rocket cocktails", or poison gas bombs, grenades, incendiary, 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 any firearm into a destructive device.

- Silencer - A device for silencing, muffling, or diminishing the report of any portable firearm. Included in this category is any combination of parts designed or intended for use in assembling a silencer or muffler.

Paperwork Reduction Act Notice

The estimated average burden associated with this collection in 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 Office, Document Services, Bureau of Alcohol, Tobacco, Firearms and Explosives, Washington, DC 20226.

Any 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 Form 3310.11

Revised October 2020

This includes the responsibility to report a theft or loss that occurs once the licensee has placed a firearm in shipment. Shippers/transferors FFLs are required by law under 27 C.F.R. § 478.96 to submit ATF Form 3310.11.