



U.S. Department of Justice

Bureau of Alcohol, Tobacco,  
Firearms and Explosives

*Assistant Director*

Washington, DC 20226

JAN 14 2009

**OPEN LETTER TO ALL FEDERAL FIREARMS LICENSEES**

The purpose of this open letter is to provide guidance on certain regulatory requirements under the Gun Control Act of 1968. As a Federal firearms licensee (FFL), you are required to keep records of the acquisition and disposition of firearms. In fulfilling these requirements, you play an essential role in ensuring that firearms are not diverted to the criminal element, to include firearms stolen from your inventory. ATF is dedicated to your success in meeting your requirements as an FFL and preventing the unlawful diversion of firearms. The following guidance is intended to assist you in accomplishing these goals.

Federal law requires FFLs to report the theft or loss of a firearm from the FFL's inventory or collection within 48 hours after the theft or loss is discovered. FFLs must report thefts and losses by telephoning the Stolen Firearms Program Manager at (888) 930-9275 or 1-800-800-3855 (after hours), and by submitting to ATF the ATF F 3310.11, Federal Firearms Licensee Theft/Loss Report. You must also report the theft or loss to the appropriate local authorities. The 48 hour period begins when you are reasonably certain that a firearm is missing. So, if while conducting an inventory you are reasonably certain that a firearm is missing, you are required to report this missing firearm to ATF and local authorities within the prescribed 48 hours. If you are not reasonably certain, you should immediately take the steps necessary to determine whether the firearm is missing.

If there is any doubt as to whether a report should be made, it is best to err on the side of caution and make a report to ATF and local authorities. The Theft/Loss Report is available at <http://www.atf.gov/forms/pds/f331011.pdf> or can be obtained by contacting the ATF Distribution Center at (301) 583-4696.

If you make a report of a lost or stolen firearm and later locate the missing firearm, you should notify ATF's Stolen Firearms Program Manager by calling (888) 930-9275.

Carson W. Carroll  
Assistant Director  
Enforcement Programs and Services