

Report of Theft/Loss

Federal firearms licensees who experience a theft or loss of a firearm(s) from inventory must report that loss to ATF on ATF Form 3310.11 and to the local law enforcement authority within 48 hours of discovery. For ATF assistance in the reporting process, call 888-930-9275 during normal business hours and 800-800-3855 after hours and on weekends and holidays. If lost or stolen firearms are recovered or returned, this should be reported immediately to ATF.

Law/Regulation

18 U.S.C. 923(g)(6) and 27 C.F.R part 478.39a

ATF Disclosure Restrictions

In December 2004, Congress passed the Omnibus Appropriations Act that now prohibits ATF from disclosing to the public any information required to be kept as a record by FFLs or reported to ATF (see 18 U.S.C. 923 note). Therefore, ATF is no longer capable of assisting individuals in searching records from an FFL who went out of business and from whom a firearm was purchased. ATF recommends that firearm owners keep a record of their firearm information, particularly the serial numbers. The Personal Firearms Record (ATF P 3312.8) is a great tool for recording such information and is available through the ATF Distribution Center and online at www.atf.gov.



Contact the NTC Out-of-Business Records Center:

ATF National Tracing Center
Out-of-Business Records Center
244 Needy Road
Martinsburg, WV 25401
Tel: 1-800-788-7133
Fax: 1-877-283-0288 (Multiple Sale)
1-800-578-7223 (All other inquiries)
Email: ntcobrc@atf.gov



ATF

Bureau of Alcohol, Tobacco,
Firearms and Explosives

NATIONAL TRACING CENTER DIVISION

Information for
Industry Members

What is the National Tracing Center Division (NTC)?

The Bureau of Alcohol, Tobacco, Firearms and Explosives' (ATF) National Tracing Center Division (NTC) is the only organization authorized to trace U.S. and foreign manufactured firearms for international, Federal, State, and local law enforcement agencies. Its purpose is to provide investigative leads in the fight against violent crime and terrorism and to enhance public safety.

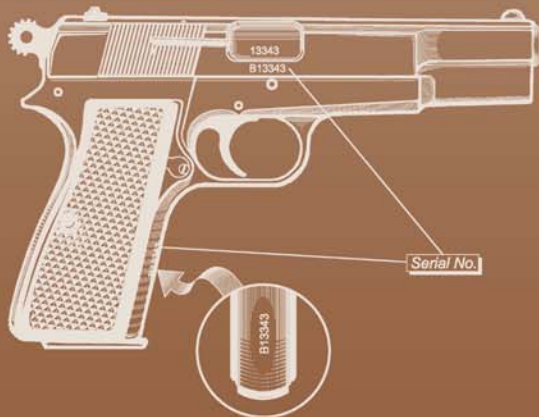
What is Firearms Tracing?

Firearms tracing is the systematic tracking of the movement of a firearm recovered by law enforcement officials from its first sale by the manufacturer or importer through the distribution chain (wholesaler/retailer) to the first retail purchaser.

What is the NTC's Out-of-Business Records Center?

Congress mandated that ATF centralize out-of-business records of Federal firearms licensees (FFLs) by establishing a records repository in 1986.

The mission of the Out-of-Business Records Center is to maintain records (for use in firearms tracing) of FFLs who have gone out of business.



Law/Regulation

18 U.S.C. 923(g)(4) and 27 C.F.R. part 478.127 generally require that FFLs who have discontinued business must forward their required records to ATF within 30 days of discontinuance.

Penalty

FFLs who willfully fail to forward their required records to ATF upon discontinuance face a penalty of \$250,000 and/or 5 years in jail.

Note: It is the licensee's responsibility to send records in a manner that enables the FFL to prove that the records have been received by ATF.

Required Records

Original Federal firearms license; Acquisition/disposition (A/D) records; ATF Forms 4473, Firearms Transaction Record; ATF Forms 3310.4, Report of Multiple Sale or Other Disposition of Pistols and Revolvers; ATF Forms 3310.11, Federal Firearms Licensee Theft/Loss Report; records of transactions in semiautomatic assault weapons; and law enforcement certification letters. If the licensee was granted a variance to use a computerized record keeping system, the licensee is required to provide a complete printout of the entire A/D records, and an ASCII text file (conforming to common industry standards), along with a file description. See 27 CFR 478.129 for details on the length of time records must be kept.

New Information

Starting in 2004, ATF began accepting records from dealers that are more than 20 years old, in lieu of the FFL destroying them. If an FFL wants to send such records to the ATF Out-of-Business Records Center, a letter should accompany the records stating that the licensee is not going out of business, but the records are being surrendered in lieu of their destruction. Please note, a licensed manufacturer or importer must permanently retain records of acquisitions.

ACCESS 2000 is a partnership between ATF and firearms industry members, such as importers, manufacturers, and wholesalers. It



provides the NTC with online access to their records in order to assist in the tracing process. *For questions or additional information, contact the ACCESS 2000 Program Manager at 1-800-788-7133.*

Multiple Sale Forms

Licensees must follow the directions relating to the reporting requirements on the ATF Form 3310.4, Report of Multiple Sale or Other Disposition of Pistols and Revolvers. Two copies must be forwarded to the NTC either by fax or mail.

FAX: 800-283-0288

MAIL: U.S. Department of Justice
Bureau of Alcohol, Tobacco,
Firearms and Explosives
National Tracing Center
P.O. Box 0279
Kearneysville, WV 25430-0279

These reports must be filed no later than the close of business on the day that the multiple sale or other disposition occurs.

Law/Regulation

18 U.S.C. 923(g)(3) and 27 C.F.R. part 478.126a

Response to Requests from the NTC

The Gun Control Act and regulations require each licensee to respond to a request from the NTC for a trace disposition no later than 24 hours after the request was received.

Law/Regulation

18 U.S.C. 923(g)(7), and 27 C.F.R. part 478.25a. The identity of a person or persons requesting information can be verified as set forth in 27 C.F.R. part 478.25a, by contacting 800-788-7133, or faxing information to 800-578-7223.