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# Guiding Templates for Firearms-related Investigations

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INSTITUTIONS



**UNITED NATIONS OFFICE ON DRUGS AND CRIME**

Vienna

# Guiding Templates for Firearms-related Investigations



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# Table of Contents

<b>I. Acknowledgements</b>	<b>1</b>
<b>II. Introduction</b>	<b>2</b>
<b>III. Aim, Structure and Use of the Guiding Templates</b>	<b>3</b>
a) Aim of the Guiding Templates	3
b) Structure of the Guiding Templates	3
c) Use of the Guiding Templates	4
<b>IV. Presentation of the Guiding Templates</b>	<b>5</b>
<b>Sample Procès-verbal</b>	<b>6</b>
<b>Form A:</b> Template for seizure and in-depth analysis of firearms or their parts and components	10
<b>Form B:</b> Template for seizure and in-depth analysis of ammunition	16
<b>Form C:</b> Template on individuals suspected/arrested	20
<b>Form D:</b> Template on the tracing procedure	23
<b>Form E:</b> Template for storage and disposal of the evidence	27
<b>V. Annex – Consolidated Set of Guiding Templates for Firearms-related Investigations</b>	<b>30</b>

# I. Acknowledgements

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## II. Introduction

The illicit trafficking of and unauthorized access to firearms, their parts or components and ammunition hinder development and constitute a key enabler of armed violence, conflict, terrorism and various forms of organized crime in many countries across the globe. Against this backdrop, United Nations Member States have formally committed to significantly reduce illicit arms flows and integrated this target in Goal 16 of the 2030 Agenda for Sustainable Development (SDGs).

To develop knowledge on illicit arms flows and conceive strategic and efficient responses to attain this target, criminal justice authorities need to initiate proactive investigations on the origin of illicit firearms, their parts or components and ammunition. Moreover, countries need to systematically collect, centralise and analyse data on the items seized and the contextual circumstances of the seizure. Such an approach helps countries increase their understanding on sources, trends and patterns regarding the diversion and illicit trafficking in firearms and contributes to the development and implementation of comprehensive responses to firearms trafficking and related forms of crime.

However, many countries across the globe do not seem to systematically collect and analyse data on seized firearms, their parts or components and ammunition. Especially information that goes beyond technical details of a firearm is often not recorded in a manner that allows a speedy analysis of contextual data which constitutes important information. Moreover, many countries do not routinely trace weapons to their illicit origin and point of diversion. Without this information, countries maintain an insufficient level of understanding on the national situation regarding illicit firearms and their links to other countries, which in turn also impedes knowledge-development on illicit firearms trafficking at regional and global levels.

One major obstacle identified in many countries is the lack of templates to properly and accurately gather relevant information and data on seized firearms and their criminal context during the different steps of a criminal proceeding.

To help overcome these challenges and support evidence-based decision making against firearms criminality, the UN Office on Drugs and Crime (UNODC), through its Global Firearms Programme, developed the set of guiding templates for firearms-related investigations. These templates were also developed with the aim to facilitate the process of countries collecting data requested under the UN Illicit Arms Flows Questionnaire (IAFQ), which is the methodology developed by UNODC to monitor illicit firearms trafficking flows, to identify firearms trafficking trends and patterns at global level, as well as to collect data requested under SDG indicator 16.4.2. The mandate for this exercise is derived from resolutions 8/3 of 2016 and 9/2 of 2018 of the Conference of the Parties to the UN Convention against Transnational Organized Crime as well as the designation of UNODC as co-custodian for the above referenced SDG indicator.

This document presents the guiding templates, explains their aim and structure and suggests possibilities for their use at national level. It should be noted that the set of guiding templates for firearms-related investigations are conceived as a living document, to which additional templates as well as examples on their use and contextualisation may be added over time.

# III. Aim, Structure and Use of the Guiding Templates

This section explains the aim, structure and use of the guiding templates.

## a) Aim of the Guiding Templates

Across the globe, countries report challenges in collecting and consolidating data required to comprehensively assess the national situation regarding illicit firearms, including illicit transnational and domestic arms flows as well as their links to other forms of serious and organized crime. In addition, many countries expressed difficulties filling in the IAFQ, referring to gaps relating to the substantive and/or geographical scope of national data collection practices and challenges in centralising all relevant data.

Against the backdrop of these identified challenges, UNODC, through its Global Firearms Programme, developed this set of guiding templates for firearms-related investigations. The overall objectives of the templates are to:

- Support national authorities in **framing the scope of data on seized and otherwise apprehended firearms, parts and components and ammunition** that should be collected at the different levels of the criminal justice chain;
- Support the **consolidation of data collected at the different levels** of the criminal justice chain through enhanced information exchange among national authorities involved in the prevention and combatting of illicit firearms trafficking and related forms of crime;
- Enhance the capacity of national authorities in **collecting data requested under the IAFQ**;
- And, ultimately, support **effective criminological analysis, investigation and prosecution of firearms trafficking** and firearms related criminality.

## b) Structure of the Guiding Templates

The guiding templates are designed in a way that allow **all levels of the criminal justice chain** involved in responding to cases of illicit firearms trafficking and related firearms criminality to collect relevant data at the time it becomes available.

The data included in the templates is usually generated during four different processes:

- (1) The seizure or other form of apprehension of the firearm, parts or components or ammunition;
- (2) The in-depth analyse as well as the national and international ballistic comparison of the seized items by firearms/ballistic/forensic experts;
- (3) The tracing of the firearm (domestic and, if necessary, international);
- (4) The storage and disposal of the evidence.

While the seizure of the firearm is usually the first step and the decision on the disposal of the evidence the last step of a criminal proceeding, the sequence in which an in-depth analysis of the seized items is undertaken and the firearm is traced, may depend on national procedures and on each individual case.

The data points are spread over different sheets to allow the collection of data with a high level of **flexibility regarding the number of items and individuals involved per case** while, at the same time, ensuring that relevant data is not repeated throughout the different forms.

The below is an overview of the various forms and the suggested units or officers for filling them in:

FIGURE 1: Forms contained in the set of guiding templates and suggested responsible units or officers

FORM	Responsible units/officers*
<b>Sample Procès-verbal:</b> Cover document which in most countries is filed by the uniformed officer in charge of documenting the facts of the case, identifying witnesses and potential suspects and protecting the crime scene (i.e. first responder). This document contains basic information on the case that is being opened.	First responder
<b>Form A:</b> SIDE I - Template for <b>seizure of firearms or components</b>  SIDE II - Template for (national and, when possible, international) <b>forensic/ballistic analysis on firearms or their components</b>	First responder or more specialised officer, depending on country  Scientific police or other police service in charge of forensic/ballistic work
<b>Form B:</b> SIDE I - Template for <b>seizure of ammunition</b>  SIDE II - Template for (national and, when possible, international) <b>forensic/ballistic analysis on ammunition</b>	First responder or more specialised officer, depending on country  Scientific police or other police service in charge of forensic/ballistic work
<b>Form C:</b> Template on <b>individuals suspected/arrested</b>	Investigative/Intelligence unit
<b>Form D:</b> Template on <b>tracing</b> procedure	Unit with access to national firearms registry, INTERPOL National Central Bureau, and unit charged with transnational tracing
<b>Form E:</b> Template for <b>storage and disposal</b> of the evidence	Exhibits and/or judicial officer

\* The units or officers responsible for each step depend on national protocols and procedures. Each unit should work with those guiding templates that are relevant for its work.

## c) Use of the Guiding Templates

As the guiding templates serve to enhance the capacities and procedures of countries in collecting and consolidating data required to conduct efficient investigations on firearms-related criminality, the use of the templates **depends on the existing institutional set up, tools and capacities** in each jurisdiction.

Possible forms for making use of the templates include:

- **Filling the gaps:** Where templates that accompany the different steps of the criminal justice chain exist, national authorities may assess their templates against the guiding templates and fill any existing gaps.
- **Adopting the templates for regular use in criminal investigations:** If national authorities do not use standardised templates for all the identified steps, countries may decide to contextualise the proposed templates, where necessary, and adopt them for regular use in criminal investigations.
- **Adopting the templates for specific purposes:** It may also become useful for countries to

contextualise and adopt one or several of the proposed templates for specific purposes. This, for instance, may be the case for targeted cross-country law enforcement operations against firearms trafficking. Such an approach fosters the adoption of harmonised procedures among countries and supports the generation of easily comparable data, which may expedite information exchange and international cooperation during the investigation and prosecution of detected cases.

If authorities consider the adoption of the entire set of forms contained in the set of guiding templates, it is important that authorities take **national ownership of the templates by contextualising their content and adopting them** at the appropriate level of the relevant ministries.

While the individual forms are to be filled in by different units and authorities, it is crucial to **ensure a data centralisation and consolidation process at two levels**: First, all **data related to one case** should be consolidated in one centralised record-keeping system. This ensures the data generated in each step of the criminal justice response can feed back into the investigative process. Secondly, the **comprehensive universe of data related to all cases involving the seizure of firearms, parts or components or ammunition** should also be centralised and consolidated in a comprehensive record keeping system to support countries in developing an in-depth understanding on the situation of illicit firearms in the country and to create an evidence-base that fosters effective decision making both at policy and operational levels.

Depending on the systems and tools in place in each country, both forms of data centralisation can be undertaken within one single database.

#### Role of coordination bodies on firearms issues

Depending on their mandates, coordination bodies on firearms issues, such as National Firearms Focal Points and National Commissions on Small Arms and Light Weapons, may play a crucial role in enhancing the national evidence-base regarding firearms-related criminality:

On one hand, they may help ensure that all authorities who either seize firearms, their parts or components and ammunition, or those are involved in ensuing investigations or judicial processes collect a certain minimum amount

of data during each step of the criminal justice chain. To achieve this aim, these bodies could facilitate the process of assessing existing templates against the guiding templates for firearms-related investigations to identify gaps and support the amendment of existing or the adoption of new templates.

On the other hand, the coordination bodies on firearms issues may also be appropriate bodies to facilitate the data consolidation and analysis work required at national level to develop a comprehensive evidence-base on firearms-related criminality.

## IV. Presentation of the Guiding Templates

The following section presents the individual guiding templates and provides more detailed information on the content and use of each individual form.

# Sample Procès- verbal



FIGURE 2: Sample Procès-verbal/Statement of facts

## Procès-verbal/Statement of facts

Case Number: \_\_\_\_\_

### I. Narrative

On [dd.mm.yyyy] \_\_\_\_\_ at [time] \_\_\_\_\_, at [address, city, state /region/ department] \_\_\_\_\_

the following situation occurred [description of the circumstances and facts leading to the apprehension/seizure of items and arrest of the suspects] and I took the following measures [list of legal measures undertaken]:

## II. Details

### 1. Items seized *[list all types of items seized]:*

Type	Quantity	Unit of measurement	Description/Remarks	Were the items forensically recovered?	Relevance for investigation
				<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
				<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
				<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
				<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
				<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
				<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
				<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

### 2. Items apprehended/seized at following location:

- Plane or airport;  Vessel and harbour;  Land border;  National/Within territory;  
 Other, please specify: \_\_\_\_\_

### 3. Documenting Officer

Name:		Rank/Post:	
ID Number:		Service/Agency:	
Telephone number:		E-Mail:	
Date/Signature:			

## Description and Details on the Procès-verbal

It should be noted that law enforcement authorities usually work with some form of standardised templates to record basic facts about a case. Authorities could therefore assess their templates against the procès-verbal as contained in the guiding templates and consider filling existing gaps, where appropriate.

For each individual case, one procès-verbal should be filled. While the specifics depend on the national context, this form is usually filled in by the **first responder**, i.e. the uniformed officer in charge of documenting the facts of the case, identifying witnesses and potential suspects and protecting the crime scene. In countries where customs authorities have investigative powers, this template, as well as the subsequent templates on recording data at the time of seizure, may also be used by customs officers.

As regards to the seizure of firearms, their parts or components and ammunition, the procès-verbal should contain general information on the **quantity** of firearms and related items seized. When recovering ammunition, both the full rounds of ammunition as well as its components (expended cartridges or projectiles) should be recorded in the procès-verbal.

In order to develop an enhanced understanding on firearms-criminality and how it links to other forms of crime, it is important to collect certain contextual information in an easily aggregable manner. This is particularly the case for **items seized together with firearms** as well as the **type of location** where the items were seized. Complementing its narrative section,

the sample template provides for specific questions on these topics. This approach facilitates the aggregation of relevant information for the purposes of national analysis and reporting via the IAFQ.

**FIGURE 3: Questions on the types and quantity of items seized as well as on the type of location**

**1. Items seized** [*list all types of items seized*]:

Type	Quantity	Unit of measurement	Description/Remarks	Were the items forensically recovered?		Relevance for investigation	
				<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
				<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
				<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
				<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
				<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
				<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
				<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No

**2. Items apprehended/seized at following type of location:**  
 Plane or airport;  Vessel and harbour;  Land border;  National/Within territory;  
 Other, please specify: \_\_\_\_\_

With a view to ensuring accurate and beneficial results during the forensic analysis of seized firearms, their parts or components and ammunition, the template also asks **whether the items were forensically recovered**. This question helps to sensitise seizing officers on the need to ensure the protection of firearms and associated items from fingerprint and DNA contamination. This can be achieved by using appropriate techniques for collecting and handling evidence, including, for instance, the use of disposable gloves when touching firearms, their parts and components and ammunition and the use of clean packing material.

**FIGURE 4: Question on forensic recovery of seized items**

**1. Items seized** [*list all types of items seized*]:

Type	Quantity	Unit of measurement	Description/Remarks	Were the items forensically recovered?		Relevance for investigation	
				<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
				<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
				<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
				<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
				<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
				<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
				<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No

# Form A

## Template for seizure and in-depth analysis of firearms or their parts and components

This guiding template consists of two sides: side I contains information registered during the seizure of a firearm or a part or component; side II contains information stemming from an in-depth analysis of the item. While the two sides are filled in by different law enforcement units, the information is requested in one single template with the aim to ensure that the scientific police conducting the in-depth analysis can easily access the information recorded during the seizure of the item.



FIGURE 5: Template for seizure and in-depth analysis of firearms or their components

## SIDE I – Template for seizure of firearm or component

Case Number [same as in procès-verbal]: \_\_\_\_\_ Date: \_\_\_\_\_  
 Identifier of  firearm or  component, please specify: \_\_\_\_\_  
 Current location of firearm/component: \_\_\_\_\_

**1. Legal justification for apprehension/seizure** (if more than one applies, please select the most severe):   
 Illicit possession;  Domestic violence case  Other form of illicit use;  Illicit trafficking;  
 Illicit manufacture;  Altered markings;  Item found without apparent owner/holder;  
 Other, please specify: \_\_\_\_\_

**2. Suspected offences linked to seizure:**  Illicit arms trafficking;  Other arms offence, please specify:  
 ;  Drug trafficking;  Other type of trafficking, please specify:  
 \_\_\_\_\_;  Other forms of organized crime, please specify:  
 \_\_\_\_\_;  Act of terrorism;  Violent crime;  
 Other suspected offence, please specify: \_\_\_\_\_

**3. Type of firearm:**  Revolver;  Pistol;  Rifle;  Shotgun (including short shotgun);  Machine gun;  
 Submachine gun;  Alarm or gas weapon;  Other type of weapon, please specify: \_\_\_\_\_

**4. Serial number of the firearm** [if visible]: \_\_\_\_\_

**5. Photographs:**  Available  Attached - Filenames of photographs: \_\_\_\_\_

*Fill questions 6, 7 and 8 only if known and applicable*

**6. Action/sub-type of firearm:**  Fully automatic;  Semi-automatic;  Single shot;  Repeating;  
 Other type: \_\_\_\_\_; **For revolvers:**  Double action;  
 Single action

**7. Type of component:**  Barrel;  Frame or receiver;  Slide or cylinder;  Bolt or breech block;  
 Silencer;  Other type of component, please specify: \_\_\_\_\_

### 8. Details

Make/manufacturer:		Model:	
Country of manufacture:		Year of manufacture:	
Calibre and unit of measurement (mm, inch, UAB):		Total length of firearm:	
Length of barrel:			
Markings on firearm:	Right Side		Left Side
	Magazine		Barrel
	Additional markings:		<input type="checkbox"/> No markings <input type="checkbox"/> Altered markings
Markings on component:		Packaging of parts or components (descriptions and markings, if applicable):	

### 9. Documenting Officer

Name:		Rank/Post:	
ID Number:		Service/Agency:	
Telephone number:		E-Mail:	
Date/Signature:			

## SIDE II – Template for in-depth analysis of firearm or components

Case Number [same as in procès-verbal]: \_\_\_\_\_ Date: \_\_\_\_\_  
 Identifier of  firearm or  component, please specify: \_\_\_\_\_  
 Name and date of full forensic/ballistic report: \_\_\_\_\_

1. Did you complete a firing test?  Yes  No - If yes, firearm:  Functional;  Non-functional

2. Confirmed type of firearm:  Revolver;  Pistol;  Rifle;  Shotgun (including short shotgun);  
 Machine gun;  Submachine gun;  Alarm or gas weapon;  Other type of weapon, please specify: \_\_\_\_\_

3. Confirmed action/sub-type of firearm:  Fully automatic;  Semi-automatic;  Single shot;  Repeating;  Other type: \_\_\_\_\_ For revolvers:  Double action;  Single action

4. Condition of the firearm:  Industrially manufactured with no sign of alteration or deactivation;  
 Converted;  Assembled from independent parts;  Reactivated;  Artisanal manufacture;  Modified

Further details:

5. Marking of the firearm:  Uniquely marked without attempt of alteration/obliteration;  Unique marking restored after alteration/obliteration;  Altered/obliterated marking (non-restorable);  No marking

6. Confirmed type of component:  Barrel;  Frame or receiver;  Slide or cylinder;  Bolt or breech block;  Silencer;  Other type of component, please specify: \_\_\_\_\_

7. Marking of component:  Uniquely marked without attempt of alteration/obliteration;  Unique marking restored after alteration/obliteration;  Altered/obliterated marking (non-restorable);  No marking

### 8. Details

Make/manufacturer:		Model:	
Country of manufacture:		Year of manufacture:	
Calibre and unit of measurement (mm, inch, UAB):		Total length of firearm:	
Length of barrel:			
Markings on firearm:	Right Side		Left Side
	Magazine		Barrel
	Additional markings:		<input type="checkbox"/> No markings <input type="checkbox"/> Altered markings
Markings on component:		Packaging of parts or components (descriptions and markings, if applicable):	
Photographs	<input type="checkbox"/> Available <input type="checkbox"/> Attached	Filenames of photographs:	

9. Other relevant details on the item (including results of latent fingerprint and DNA examination):

--

10. Was the test-fired ammunition submitted to a ballistic matching process?  Yes  No

If yes, please add result:

--

### 11. Documenting Officer

Name:		Rank/Post:	
ID Number:		Service/Agency:	
Telephone number:		E-Mail:	
Date/Signature:			

## Description and Details on Form A – SIDE I: Template for seizure of firearms or components

This form is intended for use either by the first responder in cases of a seizure of a firearm or a component or by a more specialised officer if such an officer is called to the crime scene. While the first responder might not be able to provide all the technical information that is ideally collected during the time of seizure, it is important to already register some technical and contextual information on the seizure in an easily aggregable manner.

For each individual firearm or component, one sheet should be filled. To highlight whether the form applies to a **firearm or a component**, one of the checkboxes on the forms (see Figure 6) should be filled.

**FIGURE 6: Check box on firearm/component and identifier**

Case Number [*same as in procès-verbal*]: \_\_\_\_\_ Date: \_\_\_\_\_  
 Identifier of  firearm or  component, please specify: \_\_\_\_\_  
 Name and date of full forensic/ballistic report: \_\_\_\_\_

To ensure that each firearm or component seized is uniquely identifiable throughout the criminal justice chain and that all relevant information can be easily attributed to the item, it is advisable to develop **unique identifiers** for each item seized. This may be done through a software that generates unique identifiers, as well as through manually developed codes that combine, for example, variables relating to the seizing structure, the date of the seizure and a consecutive number. While the serial number may, in many instances, also provide a unique number, this approach fails in cases of illicitly manufactured firearms, firearms which markings were erased or altered, or firearms with the same serial number applied by different manufacturers.

The **multiple-choice options** provided in questions 1 to 3 correspond largely to the categories foreseen in the IAFQ. In order to make this guiding template operational at national level, these categories need to be harmonised with offences and firearms types provided in the national legislation of each country.

**FIGURE 7: Multiple-choice questions with IAFQ categories**

**1. Legal justification for apprehension/seizure of firearm (if more than one applies, please select the most severe):**  Illicit possession;  Domestic violence case  Other form of illicit use;  Illicit trafficking;  Illicit manufacture;  Altered markings;  Item found without apparent owner/holder;  Other, please specify: \_\_\_\_\_

**2. Suspected offences linked to seizure of firearms:**  Illicit arms trafficking;  Other arms offence, please specify: \_\_\_\_\_;  Drug trafficking;  Other type of trafficking, please specify: \_\_\_\_\_;  Other forms of organized crime, please specify: \_\_\_\_\_;  Act of terrorism;  Violent crime;  Other suspected offence, please specify: \_\_\_\_\_

**3. Type of firearm:**  Revolver;  Pistol;  Rifle;  Shotgun (including short shotgun);  Machine gun;  Submachine gun;  Alarm or gas weapon;  Other type of weapon, please specify: \_\_\_\_\_

Should the national offences and firearms types differ from the language used in the IAFQ, it is the task of the focal point designated for the IAFQ to consolidate the national data in a way that corresponds to the categories used in the global questionnaire.

For the purpose of the IAFQ and these guiding templates, the terms “Illicit possession”, “Illicit use”, “Illicit trafficking”, “Illicit manufacture”, and “Altered markings” are defined as follows:

- **Illicit possession:** The unlawful possession of regulated or prohibited firearms, their parts or components and ammunition. Carrying a handgun without a license is an example of illicit possession.
- **Illicit use:** This is the unlawful use of regulated or prohibited firearms, their parts and components and ammunition. The illegal discharge of arms is an example of illicit use.
- **Illicit trafficking:** The import, export, trans-shipment, acquisition, sale, delivery, movement or transfer of arms, their parts or components, and ammunition from or across the territory of one State to that of another State if any one of the States concerned does not authorize it in accordance with national law of one of the countries involved or if the arms are not uniquely marked upon manufacture and marked upon import. Arms that were not properly deactivated according to the national legislation of the destination country can also be illicitly trafficked or smuggled.
- **Illicit manufacture:** The manufacturing or assembly of arms, their parts or components, and ammunition: (a) from parts or components illicitly trafficked; (b) without a licence or authorization from a competent authority of the State party where the manufacture or assembly takes place; or (c) without marking the weapon at the time of manufacture with a unique marking providing the name of the manufacturer, the country or place of manufacture and the serial number; or maintaining any alternative unique user-friendly marking with simple geometric symbols in combination with a numeric and/or alphanumeric code, permitting ready identification by all States of the country of manufacture.

“Illicit manufacturing” also refers to illicitly converted weapons and illicitly reactivated arms. For example, reactivating a deactivated weapon, which is not considered to be a weapon anymore, is considered illicit manufacture, as well as manufacturing a weapon at home with parts and components trafficked through the web without licence or authorization.

- **Altered markings:** Markings on a firearm, their parts and components and ammunition that were modified, damaged, or removed and rendered them unidentifiable.

The definitions on “illicit trafficking” and “illicit manufacture” build upon the definitions provided by the Protocol against the Illicit Manufacturing of and Trafficking in Firearms, their Parts and Components and Ammunition, supplementing the United Nations Convention against Transnational Organized Crime (Firearms Protocol).

## Description and Details on Form A – Side II: Template for in-depth analysis of firearm or component

If a firearm is seized at a crime scene, forensic and ballistic analysis at national and, when possible, at international level are often required to provide detailed information on the technical features of the weapon and to establish potential links to other crimes.

Side II of this template should therefore be filled in by the scientific police unit. While in most countries this unit may draft a detailed forensic and ballistic report on the items examined, this form serves to provide a fast overview of the most important information required to establish a comprehensive picture on the firearm and to allow speedy aggregation of the data.

Information on SIDE II of the template might supersede the data recorded on SIDE I. It is important to note that for the ensuing tracing procedure and further analysis, information recorded on SIDE II should be used. In order to preserve the chain of custody for the seized item, the information on SIDE I should however be kept without introducing any eventual corrections.

In particular questions 4 and 5 of the template reflect the categories introduced in the IAFQ.

#### FIGURE 8: Questions on the condition and marking of the firearm

**4. Condition of the firearm:**  Industrially manufactured with no sign of alteration or deactivation;  Converted;  Assembled from independent parts;  Reactivated;  Artisanal manufacture;  Modified

Further details:

**5. Marking of the firearm:**  Uniquely marked without attempt of alteration/obliteration;  Unique marking restored after alteration/obliteration;  Altered/obliterated marking (non-restorable);  No marking

Users of the template are invited to define the marking of the firearm in line with the INTERPOL Firearms Reference Table (IFRT), an interactive online tool for authorized law enforcement users that provides a standardized methodology to identify and describe firearms.

For the purpose of this template and the IAFQ, the below terms are defined as follows:

#### CONDITION OF THE FIREARM

- **Converted:** Any weapon such as blank firing, air-soft, paintball or air cartridge that is adapted or modified to enable a shot, bullet or other projectile to be discharged that is capable of lethal injury.
- **Assembled:** Any firearm illegally put together from multiple industrial manufactured parts or components, without being part of an industrial process.
- **Reactivated:** Any weapon previously deactivated by the competent authority with a view to rendering it permanently inoperable and that has illegally been returned to working condition.
- **Modified:** Any firearm modified to increase its efficiency or damage capacity or to facilitate concealment. For example, increased capacity of the magazine, cut barrel, modified from semi-automatic to automatic.

#### MARKING OF THE FIREARM

- **Uniquely marked/uniquely identifiable:** A uniquely marked item has a unique marking providing the name of the manufacturer, the country or place of manufacture and the serial number or maintain any alternative unique user-friendly marking with simple geometric symbols in combination with a numeric and/or alphanumeric code, permitting ready identification by all States of the country of manufacture.

Besides details relating to the type, condition and markings of the firearm or component, the results of the forensic and ballistic analysis at the national and, when possible, at international level of these items as well as of any test-fired ammunition should also be recorded in this template to facilitate the process of establishing links to other crimes.

#### FIGURE 9: Questions on results of forensic and ballistic analysis

**9. Other relevant details on the item** (including results of latent fingerprint and DNA examination):

**10. Was the test-fired ammunition submitted to a ballistic matching process?**  Yes  No

If yes, please add result:

It should be noted that the ballistic matching process may also include a ballistic matching exercise through the *INTERPOL Ballistic Information Network (IBIN)*, a global source of data on ballistics related to crime scenes.

# Form B

## Template for seizure and in-depth analysis of ammunition

This guiding template consists of two sides: side I contains information registered during the seizure of ammunition; side II contains information stemming from an in-depth analysis of the item. While the two sides are filled in by different law enforcement units, the information is requested in one single template with the aim to ensure that the scientific police conducting the in-depth analysis can easily access the information recorded during the seizure of the item.



FIGURE 10: Template for seizure and in-depth analysis of ammunition

**SIDE I – Seizure of ammunition**

Case Number [same as in procès-verbal]: \_\_\_\_\_

Date: \_\_\_\_\_

Current location of ammunition: \_\_\_\_\_

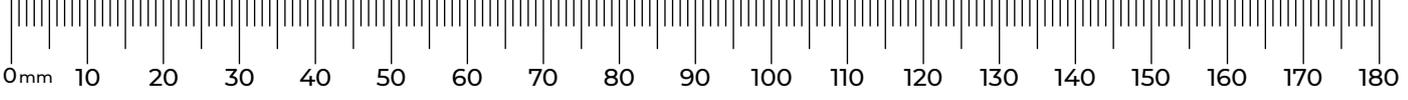
**1. Number of rounds of ammunition seized: \_\_\_\_\_ ; Number of expended cartridges seized: \_\_\_\_\_ ; Number of projectiles seized: \_\_\_\_\_**

**2. Details** [Group ammunition only in case of same type, markings and packaging description; if more than 5 groups, add a new sheet]:

	Group 1: Number of items: _____	Group 2: Number of items: _____	Group 3: Number of items: _____	Group 4: Number of items: _____	Group 5: Number of items: _____
Type:	<input type="checkbox"/> Round of ammunition <input type="checkbox"/> Cartridge case <input type="checkbox"/> Projectile	<input type="checkbox"/> Round of ammunition <input type="checkbox"/> Cartridge case <input type="checkbox"/> Projectile	<input type="checkbox"/> Round of ammunition <input type="checkbox"/> Cartridge case <input type="checkbox"/> Projectile	<input type="checkbox"/> Round of ammunition <input type="checkbox"/> Cartridge case <input type="checkbox"/> Projectile	<input type="checkbox"/> Round of ammunition <input type="checkbox"/> Cartridge case <input type="checkbox"/> Projectile
Calibre:					
Markings:					
Packaging (descriptions and markings, if applicable):					
Photographs:	<input type="checkbox"/> Available <input type="checkbox"/> Attached				
Filenames of photographs:					

**3. Documenting Officer**

Name:		Rank/Post:	
ID Number:		Service/Agency:	
Telephone number:		E-Mail:	
Date/Signature:			



## SIDE II – In-depth analysis of ammunition

Case Number [same as in procès-verbal]: \_\_\_\_\_

Date: \_\_\_\_\_

Name and date of full forensic/ballistic report: \_\_\_\_\_

### 1. Confirmed details

	Manufacturer:	Ammunition instable:	Calibre and unit of measurement:	Year and country of manufacturer:	Markings:	Forensic results:	Ballistic connections (including through IBIN):	Photographs:	Filenames of photographs:	Other Remarks:
Group 1: Number of Items analysed: _____	<input type="checkbox"/> Factory-made, Make: _____ <input type="checkbox"/> Home-made	<input type="checkbox"/> Yes <input type="checkbox"/> No						<input type="checkbox"/> Available <input type="checkbox"/> Attached		
Group 2: Number of Items analysed: _____	<input type="checkbox"/> Factory-made, Make: _____ <input type="checkbox"/> Home-made	<input type="checkbox"/> Yes <input type="checkbox"/> No						<input type="checkbox"/> Available <input type="checkbox"/> Attached		
Group 3: Number of Items analysed: _____	<input type="checkbox"/> Factory-made, Make: _____ <input type="checkbox"/> Home-made	<input type="checkbox"/> Yes <input type="checkbox"/> No						<input type="checkbox"/> Available <input type="checkbox"/> Attached		
Group 4: Number of Items analysed: _____	<input type="checkbox"/> Factory-made, Make: _____ <input type="checkbox"/> Home-made	<input type="checkbox"/> Yes <input type="checkbox"/> No						<input type="checkbox"/> Available <input type="checkbox"/> Attached		
Group 5: Number of Items analysed: _____	<input type="checkbox"/> Factory-made, Make: _____ <input type="checkbox"/> Home-made	<input type="checkbox"/> Yes <input type="checkbox"/> No						<input type="checkbox"/> Available <input type="checkbox"/> Attached		

### 2. Recommended measures:

Destruction of instable rounds of ammunition – Date of destruction: \_\_\_\_\_

### 3. Documenting Officer

Name:	Rank/Post:
ID Number:	Service/Agency:
Telephone number:	E-Mail:
Date/Signature:	

## Description and Details on Form B – SIDE I: Template for seizure of ammunition

As mentioned above, when recovering ammunition, both the full rounds of ammunition as well as its components, including expended cartridges and projectiles, should be recorded in the procès-verbal. While the procès-verbal may only contain the quantity of these items seized, the first responder or, where applicable, a more specialised officer called to the crime scene, is requested to provide more detailed information on the ammunition on Side I of the template for seizure of ammunition.

In contrast to the template on seized firearms and components, where one form should be filled for each individual item, seizures of several rounds or components of ammunition may be grouped and recorded in one single form. This approach helps to reduce the reporting burden of the first responder in case several rounds of ammunition are seized with the same characteristics (type, calibre and markings).

**Figure 11: Grouping ammunition for recording purposes**

2. Details [Group ammunition only in case of same type, markings and packaging description; If more than 5 groups, add a new sheet]:					
	Group 1: Number of items: _____	Group 2: Number of items: _____	Group 3: Number of items: _____	Group 4: Number of items: _____	Group 5: Number of items: _____
Type:	<input type="checkbox"/> Round of ammunition <input type="checkbox"/> Cartridge case <input type="checkbox"/> Projectile	<input type="checkbox"/> Round of ammunition <input type="checkbox"/> Cartridge case <input type="checkbox"/> Projectile	<input type="checkbox"/> Round of ammunition <input type="checkbox"/> Cartridge case <input type="checkbox"/> Projectile	<input type="checkbox"/> Round of ammunition <input type="checkbox"/> Cartridge case <input type="checkbox"/> Projectile	<input type="checkbox"/> Round of ammunition <input type="checkbox"/> Cartridge case <input type="checkbox"/> Projectile
Calibre:					
Markings:					
Packaging (descriptions and markings, if applicable):					
Photographs:	<input type="checkbox"/> Available <input type="checkbox"/> Attached				
Filenames of photographs:					

## Description and Details on Form B – SIDE II: Template for in-depth analysis of ammunition

Side II of the template, which will be filled by the scientific police, summarises key information on the recovered rounds of ammunition, cartridge cases and projectiles.

The table addresses several concerns:

- **Identification and potential traceability of the ammunition:** Information on markings, the manufacturer, the country and year of manufacture as well as the calibre is important and can give important leads to establish potential illicit flows and the last legal record of the ammunition;
- **Linking ammunition to firearms and suspects:** Ballistic comparison of the unique microscopic markings that are left on the surface of fired projectiles and cartridge cases can, through the INTERPOL Ballistic Information Network (IBIN), be connected to different crime scenes, including those that are across national borders. Similarly, recovered ammunition may carry latent fingerprints or DNA of the individual charging the firearm. This forensic information may help link crimes and criminals.
- **Safety considerations:** During the in-depth analysis of the ammunition, the composition of the ammunition should be addressed, and it should be determined whether the recovered ammunition is stable or not. In the latter case, it is advisable to destroy the ammunition after its proper documentation.

# Form C

## Template on individuals suspected/arrested

Except for question 4, this guiding template is not required for the purpose of collecting data for the IAFQ. However, the information recorded in the template is crucial for any criminal investigation and can help authorities develop a better understanding of individuals and organized groups involved in firearms trafficking and related forms of crime. To obtain even further information about the seized items, users of this template are encouraged to follow the INTERPOL guidance note on “interviews following firearms recoveries”.



FIGURE 12: Template on individuals suspected/arrested

Case Number [same as in procès-verbal]: \_\_\_\_\_ Date: \_\_\_\_\_  
 Individual suspected/arrested: \_\_\_\_\_ of \_\_\_\_\_ [total number of individuals suspected/arrested in this case]

**1. Details**

First name:			
Surname:			
Gender:		Date of birth:	
Country of birth:		Nationality:	
Type of identity document:		Document number:	
Issuing country:			
Address:			
Telephone number:			
E-Mail:			
Occupation/Employer:			

**2. Status**

Civilian;  Police;  Military - For civilians: Member of private security company?  Yes  No

**3. Contextual information:**

- Licensed firearms owner; License number: \_\_\_\_\_  
 Authorised firearms carrier; Authorisation number: \_\_\_\_\_  
 Criminal record; Specify: \_\_\_\_\_  
 Member of organized criminal group;  Terrorist background;  Political background;  
 Connection to other suspects/persons

Specify:
----------

**4. Individual suspected of/arrested for firearms trafficking?**  Yes  No

If yes: Individual suspected of/arrested for crimes other than firearms trafficking:

- Illicit arms possession;  Drug trafficking;  Act of terrorism;  Homicide;  Robbery;  
 Other crime, specify: \_\_\_\_\_

**5. Documenting Officer**

Name:		Rank/Post:	
ID Number:		Service/Agency:	
Telephone number:		E-Mail:	
Date/Signature:			

## Description and Details on Form C – Template on individuals suspected/arrested

While the procès-verbal will contain general information on individuals encountered at a crime scene, a thorough analysis of the individuals' background and affiliations helps authorities develop an understanding on the types of individuals and, potentially, organised criminal or terrorist groups, involved in firearms-related criminality.

This information can usually be collected and recorded by the investigation team.

Similar to the identifier introduced for each firearm or component seized (see explanation for Figure 6), it is important to keep track of how many individuals are suspected/arrested in each case. If a unique identifier cannot be attributed automatically, the investigators can give consecutive numbers to the individuals suspected/arrested in each case (e.g. 1 of 5; 2 of 5). It should be noted that as the investigation progresses, the total number of individuals suspected or arrested may change.

**FIGURE 13: Information on number of individual suspected/arrested**

Case Number [*same as in procès-verbal*]: \_\_\_\_\_ Date: \_\_\_\_\_  
Individual suspected/arrested: \_\_\_\_ of \_\_\_\_ [*total number of individuals suspected/arrested in this case*]

Question 4 of the template is directly linked to the IAFQ, by asking whether the individual is suspected or arrested for firearms trafficking and, if, yes, by requesting information on other offences the individual is a suspect of. This information helps authorities to take a closer look at individuals involved in firearms trafficking and to link them to different forms of crime.

**FIGURE 14: Question on individuals suspected of/arrested for firearms trafficking**

**4. Individual suspected of/arrested for firearms trafficking?**  Yes  No

If yes: Individual suspected of/arrested for crimes other than firearms trafficking:

- Illicit arms possession;  Drug trafficking;  Act of terrorism;  Homicide;  Robbery;  
 Other crime, specify: \_\_\_\_\_

# Form D

## Template on tracing procedure

This template serves to guide the domestic and international tracing process. It consists of two pages and is intended for the unit(s) that have access to national firearms databases, the INTERPOL National Central Bureau, and the unit(s) in charge of conducting international tracing.



FIGURE 15: Template on tracing procedure

Case Number [same as in procès-verbal]: \_\_\_\_\_ Date: \_\_\_\_\_  
 Identifier of  firearm or  component or  ammunition, please specify: \_\_\_\_\_

**1. Internal tracing reference:** \_\_\_\_\_

**2. Tracing initiated upon request from** \_\_\_\_\_

**3. Databases consulted, tracing request sent and results received** [amend and fill in names of databases/tracing facilitators/countries as appropriate]:

Database/Recipient	Date tracing initiated	Date tracing completed and results	Comments/Details
National Firearms Licensing Database			
[Other appropriate national database – specify]			
eTrace (for US Firearms)			eTrace reference: _____ Other comments: _____
INTERPOL/iARMS			iArms reference: _____ Other comments: _____
EUROPOL Database			EUROPOL reference: _____ Other comments: _____
[Name of regional databases]			Reference number: _____ Other comments: _____
Other trace 1 [Recipient]			Other comments: _____
Other trace 2 [Recipient]			Other comments: _____
Other trace 3 [Recipient]			Other comments: _____

**4. Categorisation of tracing result:**

- ▶ Item(s) seized from legitimate owner: 
  - ▷ If yes, legitimate owner is  retail;  physical person;  private security company;  Other, please specify: \_\_\_\_\_
- ▶ Firearm(s) assigned to  military or  law enforcement agency;
- ▶ Firearm(s) recorded in national registry as  lost;  stolen;  deactivated;  destroyed; or  otherwise not held by legitimate owner
- ▶ Item(s) illicitly trafficked from third country ; Country of last legal record: \_\_\_\_\_
- ▶ Not enough information to complete tracing

**5. If item illicitly trafficked from third country: Trade and Trafficking route**

Country of manufacture	Country of last legal record	Country of departure	Transit Country 1	Transit Country 2	Country of intended destination	Type of routing (inbound/outbound)

**6. Other relevant details on tracing:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**7. Recipient of tracing result:** \_\_\_\_\_ ; Date: \_\_\_\_\_

**8. Documenting Officer**

Name:		Rank/Post:	
ID Number:		Service/Agency:	
Telephone number:		E-Mail:	
Date/Signature:			

## Description and Details on Form D – Template on tracing procedure

Tracing a firearm and, where possible, ammunitions, to their illicit origin, point of diversion or last legal record provides crucial investigative leads regarding the individuals behind domestic as well as transnational illicit arms flows. In addition, the systematic analysis of tracing results further allows countries to develop an understanding about firearms trafficking flows, trends and patterns. Hence, tracing of illicit firearms is a fundamental component of national, regional and international strategies and frameworks to identify and counter firearms trafficking and its links to other forms of crime.

Tracing is defined by the Firearms Protocol as *“the systematic tracking of firearms and, where possible, their parts and components and ammunition from manufacturer to purchaser for the purpose of assisting the competent authorities of States Parties in detecting, investigating and analysing illicit manufacturing and illicit trafficking”* (Article 3 (f)).

If authorities do not establish an internal tracing reference, they may wish to indicate the serial number of the item traced.

### FIGURE 16: Internal tracing reference

#### 1. Internal tracing reference: \_\_\_\_\_

The core of the guiding template is a **list of national, regional and international databases** which should routinely be searched for any recovered firearm (question 3), as appropriate. This list is accompanied with blank spaces for the purpose of including information on bilateral tracing requests that may have been sent. The determination of which databases to search depend on national protocols and on the tools that are available in each country. Prior to its use, countries therefore need to align the content of the template with their national procedure.

For national authorities to develop an insight into routes, patterns and trends of illicit firearms flows, it is crucial to collect data on the tracing outcome in an easily aggregable manner. To support this analysis, the template introduces a question per category regarding the tracing outcome (question 4), as well as one specific question that helps to construct the trafficking route (question 5). These questions also link directly to the IAFQ.

FIGURE 17: Categorisation of tracing results and data on trafficking route

**4. Categorisation of tracing result:**

- ▶ Item(s) seized from legitimate owner: 
  - ▷ If yes, legitimate owner is  retail;  physical person;  private security company;  Other, please specify: \_\_\_\_\_
- ▶ Firearm(s) assigned to  military or  law enforcement agency;
- ▶ Firearm(s) recorded in national registry as  lost;  stolen;  deactivated;  destroyed; or  otherwise not held by legitimate owner
- ▶ Item(s) illicitly trafficked from third country ; Country of last legal record: \_\_\_\_\_
- ▶ Not enough information to complete tracing

**5. If item illicitly trafficked from third country: Trade and Trafficking route**

Country of manufacture	Country of last legal record	Country of departure	Transit Country 1	Transit Country 2	Country of intended destination	Type of routing (inbound/outbound)

Lastly, it is crucial to ensure that the tracing outcome – both at domestic and at international levels - feeds back into the ongoing investigation. To facilitate this process, the template provides questions on:

- ▶ The individual who requested the tracing (question 2); and
- ▶ The individual to whom the tracing result was communicated to (question 8).

# Form E

Template for storage and disposal of the evidence

This template serves to facilitate the storage and final disposal of the evidence. It is intended for the use by exhibits and/or judicial officers.



FIGURE 18: Form E: Template for storage and disposal of the evidence

Case Number [*same as in procès-verbal*]: \_\_\_\_\_ Date: \_\_\_\_\_  
 Identifier of  firearm or  component or  ammunition, please specify: \_\_\_\_\_  
 Storage venue: \_\_\_\_\_

### 1. Details on evidence

Serial number:	
Make/Model:	
Country of manufacture:	
Other identifiers of evidence:	

2. Seized on [*day/month/year*] \_\_\_\_\_ from [*name*] \_\_\_\_\_

OR

believed to have been in possession of [*name*] \_\_\_\_\_

### 3. Measures to be taken

- Return to owner – Date completed: \_\_\_\_\_  
 Confiscation and subsequent destruction – Date completed: \_\_\_\_\_  
 Confiscation and subsequent assignment to national security forces – Date completed: \_\_\_\_\_

### 4. Documenting Officer

Name:		Rank/Post:	
ID Number:		Service/Agency:	
Telephone number:		E-Mail:	
Date/Signature:			

## Description and Details on Form E – Template for storage and disposal of the evidence

This template closes the circle from seizure to final disposal of the firearm or other seized item. It serves to guide police and judicial authorities in ensuring that the chain of custody is preserved and that the evidence is always correctly connected to the right case.

Lastly, judicial officers have the possibility of recording the measure to be taken after the judicial process has ended (question 3). As the range of measures available to the judge depends on national legislation and criminal procedures, the content of this question needs to be adapted within a national context.

### FIGURE 19: Measures to be taken as regards evidence

#### 3. Measures to be taken

- Return to owner – Date completed: \_\_\_\_\_
- Confiscation and subsequent destruction – Date completed: \_\_\_\_\_
- Confiscation and subsequent assignment to national security forces – Date completed: \_\_\_\_\_

# V. Annex –

Consolidated Set of  
Guiding Templates  
for Firearms-related  
Investigations



## Procès-verbal / Statement of facts

Case Number: \_\_\_\_\_

### I. Narrative

On [dd.mm.yyyy] \_\_\_\_\_ at [time] \_\_\_\_\_, at [address, city, state/region/department] \_\_\_\_\_

\_\_\_\_\_ the following situation occurred [description of the circumstances and facts leading to the apprehension/seizure of items and arrest of the suspects] and I took the following measures [list of legal measures undertaken]:

## II. Details

### 1. Items seized [*list all types of items seized*]:

Type	Quantity	Unit of measurement	Description/Remarks	Were the items forensically recovered?	Relevance for investigation
				<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
				<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
				<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
				<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
				<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
				<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
				<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

2. Items apprehended/seized at following location:  Plane or airport;  Vessel and harbour;  
 Land border;  National/Within territory;  Other, please specify: \_\_\_\_\_

### 3. Documenting Officer

Name:		Rank/Post:	
ID Number:		Service/Agency:	
Telephone number:		E-Mail:	
Date/Signature:			

## Template for seizure and in-depth analysis of firearms or components

**SIDE I – Template for seizure of firearm or component**Case Number [*same as in procès-verbal*]: \_\_\_\_\_ Date: \_\_\_\_\_Identifier of  firearm or  component, please specify: \_\_\_\_\_

Current location of firearm/component: \_\_\_\_\_

**1. Legal justification for apprehension/seizure** (if more than one applies, please select the most severe): Illicit possession;  Domestic violence case  Other form of illicit use;  Illicit trafficking; Illicit manufacture;  Altered markings;  Item found without apparent owner/holder; Other, please specify: \_\_\_\_\_**2. Suspected offences linked to seizure:**  Illicit arms trafficking;  Other arms offence, please specify:;  Drug trafficking;  Other type of trafficking, please specify:\_\_\_\_\_ ;  Other forms of organized crime, please specify:\_\_\_\_\_ ;  Act of terrorism;  Violent crime; Other suspected offence, please specify: \_\_\_\_\_**3. Type of firearm:**  Revolver;  Pistol;  Rifle;  Shotgun (including short shotgun);  Machine gun; Submachine gun;  Alarm or gas weapon;  Other type of weapon, please specify: \_\_\_\_\_**4. Serial number of the firearm** [*if visible*]: \_\_\_\_\_**5. Photographs:**  Available  Attached - Filenames of photographs: \_\_\_\_\_*Fill questions 6, 7 and 8 only if known and applicable***6. Action/sub-type of firearm:**  Fully automatic;  Semi-automatic;  Single shot;  Repeating; Other type: \_\_\_\_\_ ; **For revolvers:**  Double action; Single action**7. Type of component:**  Barrel;  Frame or receiver;  Slide or cylinder;  Bolt or breech block; Silencer;  Other type of component, please specify: \_\_\_\_\_**8. Details**

Make/manufacturer:		Model:	
Country of manufacture:		Year of manufacture:	
Calibre and unit of measurement (mm, inch, UAB):		Total length of firearm:	
Length of barrel:			
Markings on firearm:	Right Side		Left Side
	Magazine		Barrel
	Additional markings:		<input type="checkbox"/> No markings <input type="checkbox"/> Altered markings
Markings on component:		Packaging of parts or components (descriptions and markings, if applicable):	

**9. Documenting Officer**

Name:		Rank/Post:	
ID Number:		Service/Agency:	
Telephone number:		E-Mail:	
Date/Signature:			

## SIDE II – Template for in-depth analysis of firearm or component

Case Number [same as in procès-verbal]: \_\_\_\_\_ Date: \_\_\_\_\_

Identifier of  firearm or  component, please specify: \_\_\_\_\_

Name and date of full forensic/ballistic report: \_\_\_\_\_

**1. Did you complete a firing test?**  Yes  No - If yes, firearm:  Functional;  Non-functional

**2. Confirmed type of firearm:**  Revolver;  Pistol;  Rifle;  Shotgun (including short shotgun);  
 Machine gun;  Submachine gun;  Alarm or gas weapon;  Other type of weapon, please specify: \_\_\_\_\_

**3. Confirmed action/sub-type of firearm:**  Fully automatic;  Semi-automatic;  Single shot;  Repeating;  
 Other type: \_\_\_\_\_ **For revolvers:**  Double action;  Single action

**4. Condition of the firearm:**  Industrially manufactured with no sign of alteration or deactivation;  
 Converted;  Assembled from independent parts;  Reactivated;  Artisanal manufacture;  Modified

Further details:

**5. Marking of the firearm:**  Uniquely marked without attempt of alteration/obliteration;  Unique marking restored after alteration/obliteration;  Altered/obliterated marking (non-restorable);  No marking

**6. Confirmed type of component:**  Barrel;  Frame or receiver;  Slide or cylinder;  Bolt or breech block;  Silencer;  Other type of component, please specify: \_\_\_\_\_

**7. Marking of component:**  Uniquely marked without attempt of alteration/obliteration;  Unique marking restored after alteration/obliteration;  Altered/obliterated marking (non-restorable);  No marking

### 8. Details

Make/manufacturer:		Model:	
Country of manufacture:		Year of manufacture:	
Calibre and unit of measurement (mm, inch, UAB):		Total length of firearm:	
Length of barrel:			
Markings on firearm:	Right Side		Left Side
	Magazine		Barrel
	Additional markings:		<input type="checkbox"/> No markings <input type="checkbox"/> Altered markings
Markings on component:		Packaging of parts or components (descriptions and markings, if applicable):	
Photographs	<input type="checkbox"/> Available <input type="checkbox"/> Attached	Filenames of photographs:	

**9. Other relevant details on the item** (including results of latent fingerprint and DNA examination):

--

**10. Was the test-fired ammunition submitted to a ballistic matching process?**  Yes  No

If yes, please add result:

--

### 11. Documenting Officer

Name:		Rank/Post:	
ID Number:		Service/Agency:	
Telephone number:		E-Mail:	
Date/Signature:			

# Template for seizure and in-depth analysis of ammunition

## SIDE 1 – Seizure of ammunition

Case Number [same as in procès-verbal]: \_\_\_\_\_

Date: \_\_\_\_\_

Current location of ammunition: \_\_\_\_\_

**1. Number of rounds of ammunition seized:** \_\_\_\_\_ ; **Number of expended cartridges seized:** \_\_\_\_\_ ; **Number of projectiles seized:** \_\_\_\_\_

**2. Details** [Group ammunition only in case of same type, markings and packaging description; if more than 5 groups, add a new sheet]:

	Group 1: Number of items: _____	Group 2: Number of items: _____	Group 3: Number of items: _____	Group 4: Number of items: _____	Group 5: Number of items: _____
Type:	<input type="checkbox"/> Round of ammunition <input type="checkbox"/> Cartridge case <input type="checkbox"/> Projectile	<input type="checkbox"/> Round of ammunition <input type="checkbox"/> Cartridge case <input type="checkbox"/> Projectile	<input type="checkbox"/> Round of ammunition <input type="checkbox"/> Cartridge case <input type="checkbox"/> Projectile	<input type="checkbox"/> Round of ammunition <input type="checkbox"/> Cartridge case <input type="checkbox"/> Projectile	<input type="checkbox"/> Round of ammunition <input type="checkbox"/> Cartridge case <input type="checkbox"/> Projectile
Calibre:					
Markings:					
Packaging (descriptions and markings, if applicable):					
Photographs:	<input type="checkbox"/> Available <input type="checkbox"/> Attached				
Filenames of photographs:					

### 3. Documenting Officer

Name:		Rank/Post:	
ID Number:		Service/Agency:	
Telephone number:		E-Mail:	
Date/Signature:			



# SIDE II – In-depth analysis of ammunition

Case Number [same as in procès-verbal]: \_\_\_\_\_

Date: \_\_\_\_\_

Name and date of full forensic/ballistic report: \_\_\_\_\_

## 1. Confirmed details

	Manufacturer:	Ammunition instable:	Calibre and unit of measurement:	Year and country of manufacturer:	Markings:	Forensic results:	Ballistic connections (including through IBIN):	Photographs:	Filenames of photographs:	Other Remarks:
Group 1: Number of Items analysed: _____	<input type="checkbox"/> Factory-made, Make: _____ <input type="checkbox"/> Home-made	<input type="checkbox"/> Yes <input type="checkbox"/> No						<input type="checkbox"/> Available <input type="checkbox"/> Attached		
Group 2: Number of Items analysed: _____	<input type="checkbox"/> Factory-made, Make: _____ <input type="checkbox"/> Home-made	<input type="checkbox"/> Yes <input type="checkbox"/> No						<input type="checkbox"/> Available <input type="checkbox"/> Attached		
Group 3: Number of Items analysed: _____	<input type="checkbox"/> Factory-made, Make: _____ <input type="checkbox"/> Home-made	<input type="checkbox"/> Yes <input type="checkbox"/> No						<input type="checkbox"/> Available <input type="checkbox"/> Attached		
Group 4: Number of Items analysed: _____	<input type="checkbox"/> Factory-made, Make: _____ <input type="checkbox"/> Home-made	<input type="checkbox"/> Yes <input type="checkbox"/> No						<input type="checkbox"/> Available <input type="checkbox"/> Attached		
Group 5: Number of Items analysed: _____	<input type="checkbox"/> Factory-made, Make: _____ <input type="checkbox"/> Home-made	<input type="checkbox"/> Yes <input type="checkbox"/> No						<input type="checkbox"/> Available <input type="checkbox"/> Attached		

## 2. Recommended measures:

Destruction of instable rounds of ammunition – Date of destruction: \_\_\_\_\_

## 3. Documenting Officer

Name:	Rank/Post:
ID Number:	Service/Agency:
Telephone number:	E-Mail:
Date/Signature:	

# Template on individuals suspected /arrested

Case Number [same as in procès-verbal]: \_\_\_\_\_ Date: \_\_\_\_\_  
 Individual suspected/arrested: \_\_\_\_\_ of \_\_\_\_\_ [total number of individuals suspected/arrested in this case]

## 1. Details

First name:			
Surname:			
Gender:		Date of birth:	
Country of birth:		Nationality:	
Type of identity document:		Document number:	
Issuing country:			
Address:			
Telephone number:			
E-Mail:			
Occupation/Employer:			

## 2. Status

Civilian;  Police;  Military - For civilians: Member of private security company?  Yes  No

## 3. Contextual information:

- Licensed firearms owner; License number: \_\_\_\_\_  
 Authorised firearms carrier; Authorisation number: \_\_\_\_\_  
 Criminal record; Specify: \_\_\_\_\_  
 Member of organized criminal group;  Terrorist background;  Political background;  Connection to other suspects/persons

Specify:
----------

## 4. Individual suspected of/arrested for firearms trafficking? Yes No

If yes: Individual suspected of/arrested for crimes other than firearms trafficking:  Illicit arms possession;  
 Drug trafficking;  Act of terrorism;  Homicide;  Robbery;  Other crime, specify: \_\_\_\_\_

## 5. Documenting Officer

Name:		Rank/Post:	
ID Number:		Service/Agency:	
Telephone number:		E-Mail:	
Date/Signature:			

## Template on tracing procedure

Case Number [same as in procès-verbal]: \_\_\_\_\_ Date: \_\_\_\_\_  
 Identifier of  firearm or  component or  ammunition, please specify: \_\_\_\_\_

**1. Internal tracing reference:** \_\_\_\_\_

**2. Tracing initiated upon request from** \_\_\_\_\_

**3. Databases consulted, tracing request sent and results received** [amend and fill in names of databases/tracing facilitators/countries as appropriate]:

Database/Recipient	Date tracing initiated	Date tracing completed and results	Comments/Details
National Firearms Licensing Database			
[Other appropriate national database – specify]			
eTrace (for US Firearms)			eTrace reference: _____ Other comments:
INTERPOL/iARMS			iArms reference: _____ Other comments:
EUROPOL Database			EUROPOL reference: _____ Other comments:
[Name of regional databases]			Reference number: _____ Other comments:
Other trace 1 [Recipient]			Other comments:
Other trace 2 [Recipient]			Other comments:
Other trace 3 [Recipient]			Other comments:

**4. Categorisation of tracing result:**

- ▶ Item(s) seized from legitimate owner: 
  - If yes, legitimate owner is  retail;  physical person;  private security company;
  - Other, please specify: \_\_\_\_\_
- ▶ Firearm(s) assigned to  military or  law enforcement agency;
- ▶ Firearm(s) recorded in national registry as  lost;  stolen;  deactivated;  destroyed; or  otherwise not held by legitimate owner
- ▶ Item(s) illicitly trafficked from third country  ; Country of last legal record: \_\_\_\_\_
- ▶ Not enough information to complete tracing

**5. If item illicitly trafficked from third country: Trade and Trafficking route**

Country of manufacture	Country of last legal record	Country of departure	Transit Country 1	Transit Country 2	Country of intended destination	Type of routing (inbound/outbound)

**6. Other relevant details on tracing:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**7. Recipient of tracing result:** \_\_\_\_\_ ; Date: \_\_\_\_\_

**8. Documenting Officer**

Name:		Rank/Post:	
ID Number:		Service/Agency:	
Telephone number:		E-Mail:	
Date/Signature:			

## Template for storage and disposal of the evidence

Case Number [*same as in procès-verbal*]: \_\_\_\_\_ Date: \_\_\_\_\_

Identifier of  firearm or  component or  ammunition, please specify: \_\_\_\_\_

Storage venue: \_\_\_\_\_

### 1. Details on evidence

Serial number:	
Make/Model:	
Country of manufacture:	
Other identifiers of evidence:	

2. Seized on [*day/month/year*] \_\_\_\_\_ from [*name*] \_\_\_\_\_

OR

believed to have been in possession of [*name*] \_\_\_\_\_

### 3. Measures to be taken

Return to owner – Date completed: \_\_\_\_\_

Confiscation and subsequent destruction – Date completed: \_\_\_\_\_

Confiscation and subsequent assignment to national security forces – Date completed: \_\_\_\_\_

### 4. Documenting Officer

Name:		Rank/Post:	
ID Number:		Service/Agency:	
Telephone number:		E-Mail:	
Date/Signature:			



**UNODC**

United Nations Office on Drugs and Crime

For more information on the work of UNODC to counter the illicit manufacturing of and trafficking in firearms, their parts and components and ammunition, please contact:

**Global Firearms Programme**

Implementation Support Section  
Organized Crime and Illicit Trafficking Branch  
Division for Treaty Affairs  
United Nations Office on Drugs and Crime

Vienna International Centre  
PO Box , 1400 Vienna – Austria  
E-mail: [gfp@un.org](mailto:gfp@un.org)  
Website: [www.unodc.org](http://www.unodc.org)  
Twitter: [@UNODC\\_Firearms](https://twitter.com/UNODC_Firearms)



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