

Federal Bureau of Investigation (FBI)
Criminal Justice Information Services (CJIS) Division's
National Instant Criminal Background Check System (NICS)

NICS-41 User Manual
Appendix 2: NICS E-Check User Manual



Version 8.3

December 1, 2023

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED

Distribution of the required data is limited to authorized United States Government Agencies only. All other requests for this document shall be referred to FBI, Attention: Information Technology Contracts Unit, 1000 Custer Hollow Road, Clarksburg, West Virginia 26306

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1. Overview

This NICS E-Check User Manual has been created to assist you with all functions of the new and improved FBI NICS E-Check. A screen shot has been created for each step of the various functions covered within the user manual. An associated numbered step will be featured above each screen shot to provide direction for the user.

When reviewing the user manual, keep in mind that there are multiple user roles with varying user permissions; therefore, the screen shots may vary.

1.1 NICS E-Check Accessibility

Individuals or agencies with LEEP access can continue to access LEEP via their existing methods. To apply The FBI NICS is committed to providing access to our enterprise electronic and information technology for all members of the public with disabilities. To meet this commitment, we comply with the requirements of Section 508 of the Rehabilitation Act of 1973, 29 U.S.C. § 794d. Section 508 requires that we provide individuals with disabilities who are authorized access to our systems with access to and use of information and data that is comparable to individuals without disabilities, unless an “undue burden” would be imposed on the Bureau. We are continuously taking steps to improve our site and ensure it complies with the best practices and standards defined by Section 508 of the U.S. Rehabilitation Act.

Our Current Accessibility Features

1. Screen reader compatibility.
2. Keyboard accessibility.
3. Alternative text detail for appropriate images and other non-text elements.
4. Structural markup to indicate headings and lists to aid in page comprehension.
5. Association of forms with labels.
6. Association of all data cells in a data table with their headers.

2. NICS E-Check Account Maintenance

2.1 Create an Account

Register for FBI NICS E-Check at www.nicsezcheckfbi.gov. Registration should only be completed once per FFL account. An owner or manager can create accounts for the remaining NICS E-Check users once the FFL account has been created.

Information you will need to set up your account includes:

- Username—If you are the person registering your FFL to use the FBI NICS E-Check, you will receive your username via e-mail. If your FFL is already registered to use

the FBI NICS E-Check, then your FFL has at least one administrative user (Primary User or Organization Lead). The administrative users create accounts for the remaining employees who will be using the FBI NICS E-Check. When creating your account, the administrative user will receive your username and provide it to you.

- Password—If you are the person registering your FFL to use the FBI NICS E-Check, you will receive instructions via e-mail on how to obtain your temporary password. If your FFL is already registered to use the FBI NICS E-Check, then your FFL has at least one administrative user. When creating your account, the administrative user will receive your temporary password and provide it to you. Upon receipt of your temporary password, you will need to change the password to something you will use each time you log on.

1. Click **“Register to use the FBI NICS E-Check”**.
2. The Term and Conditions page will display. Read through the terms and conditions and select your response: Agree or Disagree.

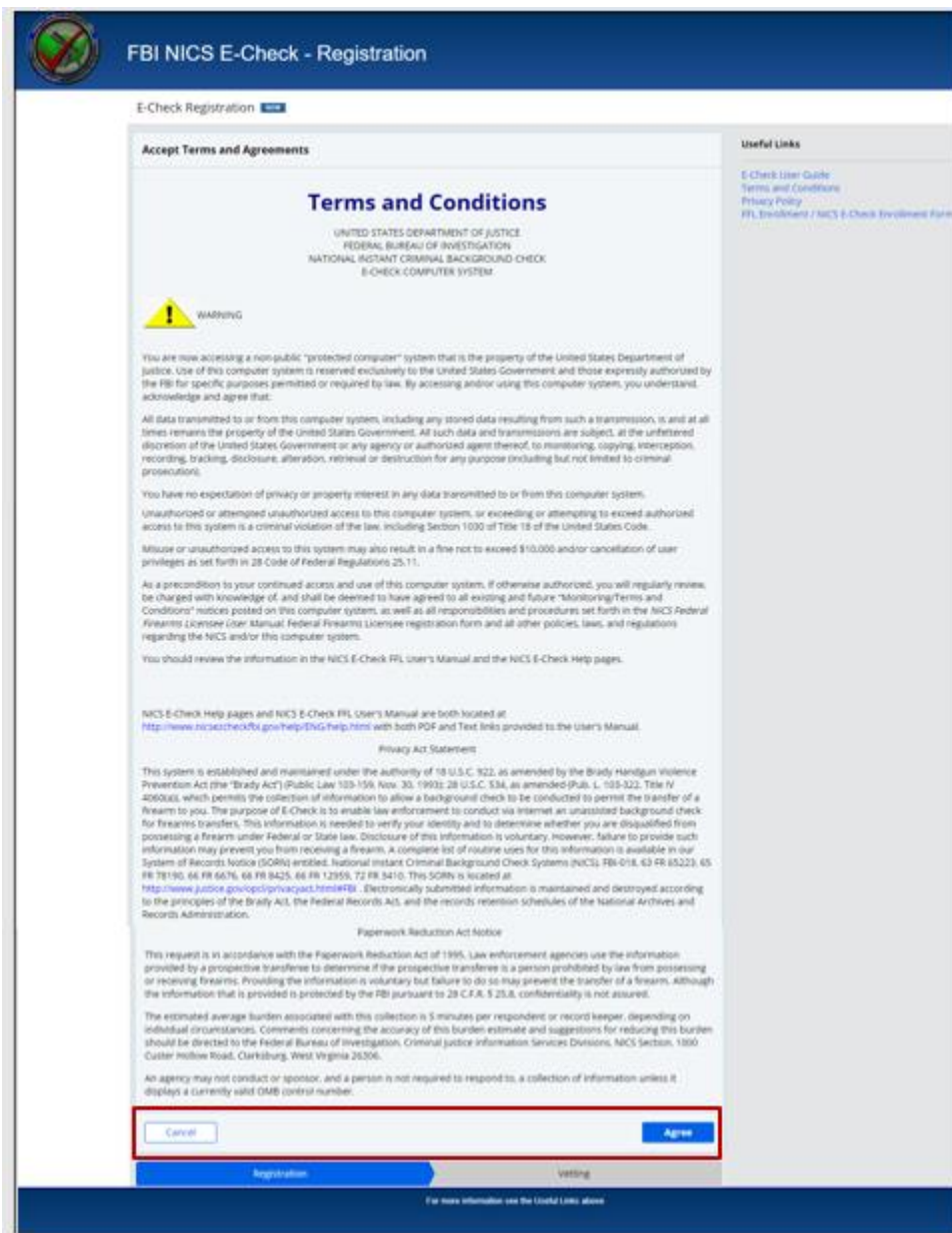


Figure 2-1: E-Check Terms and Conditions

3. Select the Enrollment Type and Click Continue.

The screenshot shows the 'FBI NICS E-Check - Registration' page. The main heading is 'E-Check Registration' with a 'NEW' tag. Below the heading is a progress bar with five steps: 1. Select Enrollment Type, 2. Enter FFL Info, 3. Enter Contact Info, 4. Review Enrollment, and 5. Sign Request. The first step is active. A 'Useful Links' section on the right contains links for 'E-Check User Guide', 'Terms and Conditions', 'Privacy Policy', and 'FFL Enrollment / NICS E-Check Enrollment Form'. The 'Select Enrollment Type' form has two radio buttons: 'FFL Only' and 'FFL and ECheck'. The 'Continue' button is highlighted with a red box. A progress bar at the bottom shows 'Registration' as the current step and 'Vetting' as the next step.

Figure 2-2: E-Check Registration Select Enrollment Type

4. Enter your information in the 'Enter FFL Information' fields.

The screenshot shows the 'FBI NICS E-Check - Registration' page. The main heading is 'E-Check Registration' with a 'NEW' tag. Below the heading is a progress bar with five steps: 1. Select Enrollment Type, 2. Enter FFL Info, 3. Enter Contact Info, 4. Review Enrollment, and 5. Sign Request. The second step is active. The 'Enter FFL Information' form is highlighted with a red box. It contains several input fields: 'FFL ID Number', 'FFL Code Word', 'Name of FFL Business', 'Street Address of FFL Business', 'FFL City', 'FFL State', 'FFL Zip Code', 'FFL Phone Number', and 'FFL Phone Extension'. The 'Continue' button is highlighted with a red box. A progress bar at the bottom shows 'Registration' as the current step and 'Vetting' as the next step.

Figure 2-3: E-Check Registration Enter FFL Information

5. Enter your contact information in the 'Enter contact Information' fields.

The screenshot displays the 'FBI NICS E-Check - Registration' interface. At the top left is the FBI seal. The main header reads 'FBI NICS E-Check - Registration'. Below this is a progress bar with five steps: '1. Select Enrollment Type' (checked), '2. Enter FFL Info' (checked), '3. Enter Contact Info' (active), '4. Review Enrollment', and '5. Sign Request'. The active step is titled 'E-Check Registration NEW' and 'Enter Contact Information'. The form fields include: 'First Name *' (Test), 'Middle Name' (empty), 'Last Name *' (FFL), 'Contact Cadence' (dropdown), 'Date of Birth *' (12/31/1969), 'E-mail Address *' (ffitestuser@email.com), and 'Mother's Maiden Name (last name only) *' (Mummy). At the bottom are 'Back' and 'Continue' buttons. A blue bar at the very bottom indicates the current step is 'Registration' and the next is 'Vetting'.

Figure 2-4: E-Check Registration Enter Contact Information

6. Confirm your information as you review the enrollment information.
7. Click 'Back' to update any necessary information.
8. Click 'Submit' when satisfied with the information.

FBI NICS E-Check - Registration

E-Check Registration NEW

✓ 1. Select Enrollment Type ✓ 2. Enter FFL Info ✓ 3. Enter Contact Info **4. Review Enrollment** 5. Sign Request

Review E-Check Enrollment

Review

Enrollment Type Information
Enrollment Type
FFL and ECheck

FFL Information
FFL ID Number: 334194011B84777 FFL Code Word: Test
Name of FFL Business: Test Business
Street Address of FFL Business: _____
FFL City: Austin FFL State: TX FFL Zip Code: _____
FFL Phone Number: (123) 456-7890 FFL Phone Extension: 1234

Contact Information
First Name: Test Middle Name: _____ Last Name: FFL Contact Cadence: _____
Date of Birth: 12/31/1969 E-mail Address: ffltestuser@email.com
Mother's Maiden Name (last name only): Mummy

Note: If there is a change in FFL ownership, the FBI NICS Section must be notified and a new acknowledgment must be signed.

By executing this document and by the use of the above code word, the FFL acknowledges understanding of its obligations and responsibilities under the NICS (as detailed in the Gun Control Act of 1968, as amended and the Responsibilities of a Federal Firearms Licensee [FFL] under the National Instant Criminal Background Check System) and intent to honor those obligations and responsibilities. Intending to be legally bound, I hereby execute this acknowledgment on behalf of the above-mentioned FFL and certify under penalty of perjury that I have full authority from the FFL to make a legally binding commitment on its behalf.

Please be sure to read the NICS E-Check Subscribers Agreement before signing this document.

Registration Vetting

Figure 2-5: E-Check Registration Review Enrollment

9. Sign and fill out the Applicant and Witness name. The witness can be anybody you wish.
10. Click clear on the signature area to resign. When satisfied by the signature, click **'Accept'** and then the **'Finish'** button to complete and submit the request to NICS.

Figure 2-6: E-Check Registration Signature Request

11. Click clear on the signature area to resign. When satisfied by the signature, click **‘Accept’** and then the **‘Finish’** button to complete and submit the request to NICS.
12. A successful submission screen will appear with the next steps detailed below:
 - a. Thank you for submitting your E-Check Registration Request. You will receive an e-mail at the e-mail address provided when your request is approved or rejected.

If you have any additional questions, please contact the NICS Help Desk 1-833-297-4357

Figure 2-7: E-Check Registration Confirmation

13. Once the account has been created, an e-mail will be sent to the e-mail address provided. The e-mail will include your username and instructions on how to obtain your temporary password.

2.2 Reset NICS E-Check Password

Navigate to the FBI NICS E-Check Welcome Page < <https://www.nicsezcheckfbi.gov/>> to reset your NICS E-Check Password.

1. On the Welcome Page, click on the “Reset FFL Password/Challenge Questions” link. This will open the external submission page shown in Figure 2-6.

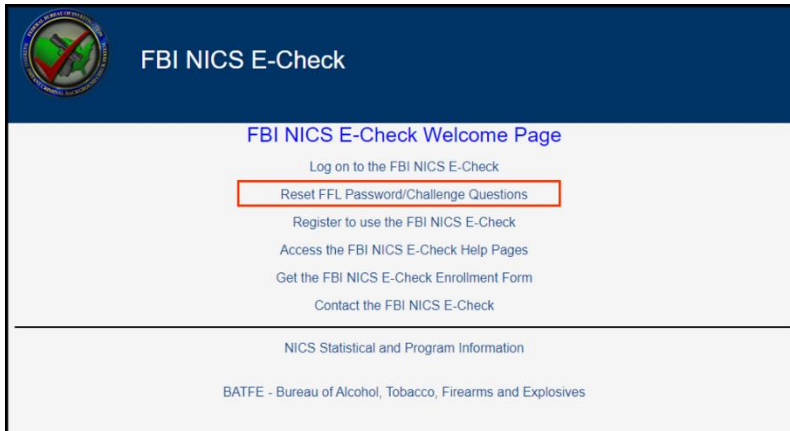


Figure 2-8: FBI NICS E-Check



Figure 2-9: External Submission Page

2. Select the "LEEP" from the dropdown as the form you wish to fill out. The page will refresh and prompt you to enter FFL information.

3. Enter your “LEEP Username”.
4. Enter your “Date of Birth”.
5. Click "Submit".

External Submission

Please enter your LEEP Username *

Please enter your Date of Birth *

Please select what form you wish to fill out. *

LEEP

Terms and Conditions

UNITED STATES DEPARTMENT OF JUSTICE
FEDERAL BUREAU OF INVESTIGATION
NATIONAL INSTANT CRIMINAL BACKGROUND CHECK
E-CHECK COMPUTER SYSTEM

WARNING

You are now accessing a non-public "protected computer" system that is the property of the United States Department of Justice. Use of this computer system is reserved exclusively to the United States Government and those expressly authorized by the FBI for specific purposes permitted or required by law. By accessing and/or using this computer system, you understand, acknowledge and agree that:

All data transmitted to or from this computer system, including any stored data resulting from such a transmission, is and at all times remains the property of the United States Government. All such data and transmissions are subject, at the unfettered discretion of the United States Government or any agency or authorized agent thereof, to monitoring, copying, interception, recording, tracking, disclosure, alteration, retrieval or destruction for any purpose (including but not limited to criminal prosecution).

You have no expectation of privacy or property interest in any data transmitted to or from this computer system.

Unauthorized or attempted unauthorized access to this computer system, or exceeding or attempting to exceed authorized access to this system is a criminal violation of the law, including Section 1030 of Title 18 of the United States Code.

Misuse or unauthorized access to this system may also result in a fine not to exceed \$10,000 and/or cancellation of user privileges as set forth in 28 Code of Federal Regulations 25.11.

As a precondition to your continued access and use of this computer system, if otherwise authorized, you will regularly review, be charged with knowledge of, and shall be deemed to have agreed to all existing and future "Monitoring Terms and Conditions" notices posted on this computer system, as well as all responsibilities and procedures set forth in the NICS Federal Firearms Licensee User Manual, Federal Firearms Licensee registration form and all other policies, laws, and regulations regarding the NICS and/or this computer system.

You should review the information in the NICS E-Check FFL User's Manual and the NICS E-Check Help pages.

NICS E-Check Help pages and NICS E-Check FFL User's Manual are both located at <http://www.nicsecheckfbi.gov/help/ENG/help.html> with both PDF and Text links provided to the User's Manual.

Privacy Act Statement

This system is established and maintained under the authority of 18 U.S.C. 922, as amended by the Brady Hagan Violence Prevention Act (the "Brady Act") (Public Law 103-159, Nov. 30, 1993); 28 U.S.C. 534, as amended (Pub. L. 103-322, Title IV 4060(a)) which permits the collection of information to allow a background check to be conducted to permit the transfer of a firearm to you. The purpose of E-Check is to enable law enforcement to conduct via Internet an unassisted background check for firearms transfers. This information is needed to verify your identity and to determine whether you are disqualified from possessing a firearm under Federal or State law. Disclosure of this information is voluntary. However, failure to provide such information may prevent you from receiving a firearm. A complete list of routine uses for this information is available in our System of Records Notice (SORN) entitled, National Instant Criminal Background Check System (NICS), FBI-018, 63 FR 62223, 63 FR 78190, 66 FR 6676, 66 FR 8425, 66 FR 12936, 72 FR 3410. This SORN is located at <http://www.justice.gov/opr/privacy/018/FBI>. Electronically submitted information is maintained and destroyed according to the principles of the Brady Act, the Federal Records Act, and the records retention schedules of the National Archives and Records Administration.

Paperwork Reduction Act Notice

This request is in accordance with the Paperwork Reduction Act of 1995. Law enforcement agencies use the information provided by a prospective transferee to determine if the prospective transferee is a person prohibited by law from possessing or receiving firearms. Providing the information is voluntary but failure to do so may prevent the transfer of a firearm. Although the information that is provided is protected by the FBI pursuant to 28 C.F.R. § 25.8, confidentiality is not assured.

The estimated average burden associated with this collection is 5 minutes per respondent or record keeper, depending on individual circumstances. Comments concerning the accuracy of this burden estimate and suggestions for reducing this burden should be directed to the Federal Bureau of Investigation, Criminal Justice Information Services Division, NICS Section, 1050 Center Hollow Road, Clarksburg, West Virginia 26306.

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.

Submit

Figure 2-10: External Submission Page with LEEP Selection

6. Once submitted, an email will be sent to the account associated with the corresponding LEEP Username.
 - a. Check your email junk or spam folder for a message titled "Password Reset".

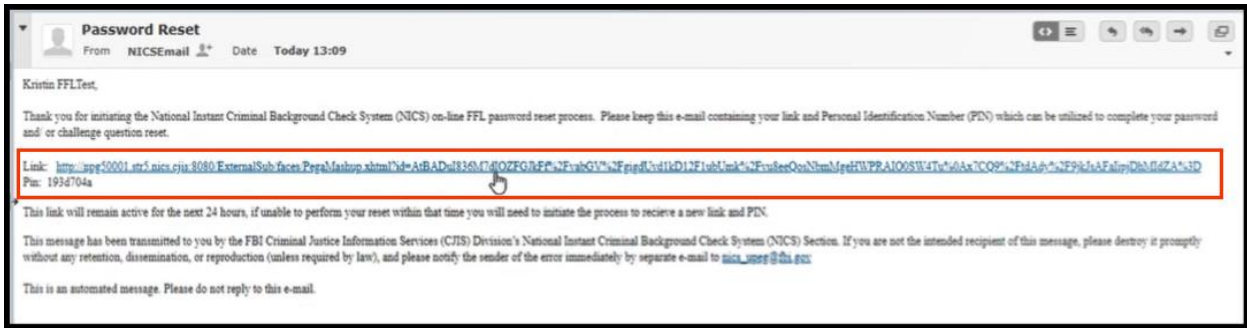


Figure 2-11: Email Screen with Link and Pin

7. Click on the **“Link”** to open the external submission window and enter the **“Pin”** provided in the email.
 - a. The link will remain active for 24 hours.
8. Enter your assigned **“Pin”** from the email received
9. Enter the email address associated with your LEEP User account.
10. Ensure **“LEEP”** is still selected for the type of form to be filled out.
11. Click **“Submit”**.



Figure 2-12: External Submission Page

12. Click on **“Reset Password”** to receive a temporary password.



Figure 2-13: LEEP Account Reset

13. Navigate to the LEEP portal, <https://www.cjis.gov/CJISEAI/EAIController> and enter your "Username".
14. Click "Sign In".

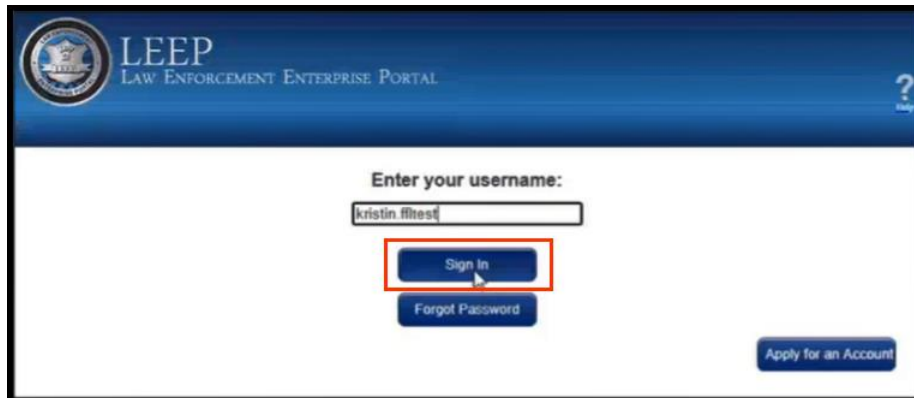


Figure 2-14: LEEP Portal

15. Enter your response to your challenge question(s).
16. Select "Yes" or "No" to register the machine.
17. Click "Next" to proceed.



Figure 2-15: LEEP Portal Login

18. Enter your temporary retrieved password.
 - a. Your account will be locked after three failed attempts.
19. Click "**Sign In**".

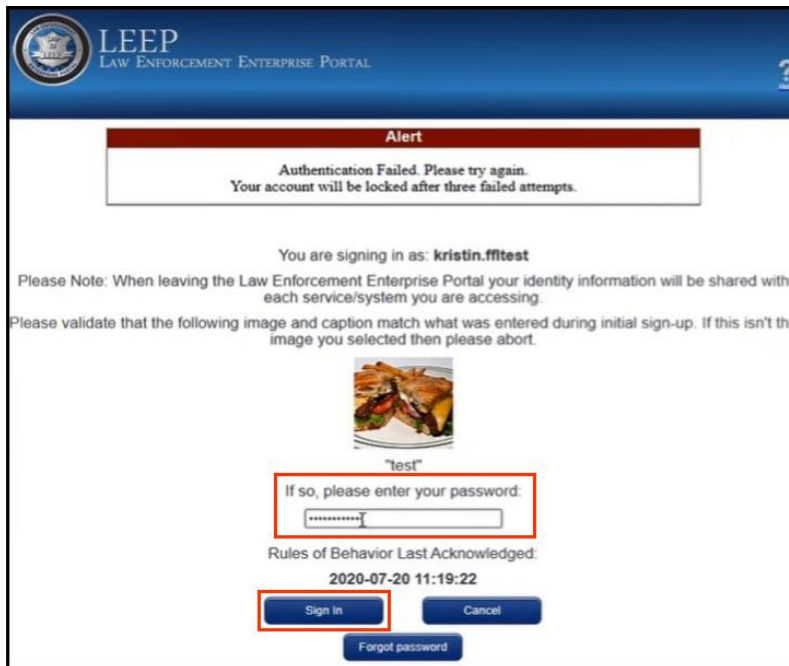


Figure 2-16: LEEP Portal Login Password

20. Enter your temporary password in the "CURRENT password" field.

21. Create and enter a new password in the “**NEW password**” field.
22. Reenter your new password again for verification in the “**New password (again)**” field.
23. Click “**Submit**”.

Changing password for: kristin.ffitest

Password(s) must:

- not contain industry defined commonly used password(s)
- not begin or end with a space
- not reuse your previous 10 password(s)
- not contain more than 2 consecutive identical characters
- be at least 8 characters in length
- allow special characters ~!&*()+=?@%_>/\$^;'.",-

LEEP now accepts passphrases. A passphrase can be a sentence or phrase that is easy to remember.

An example of something meaningful that will help you remember it:
Ilovetoswimintheccean!

Enter your CURRENT password:

Enter your NEW password:

Enter your NEW password (again):

Warning: Once you click Submit and your password has been accepted, the new password will not be displayed on the screen. Please sign in with your new password immediately to fulfill the LEEP access requirement.

Figure 2-17: LEEP Password Reset

24. Once complete, you will receive a confirmation alert on the next page.

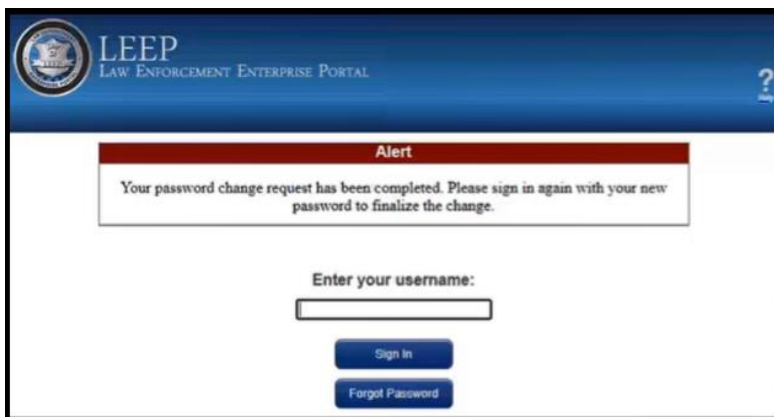


Figure 2-18: LEEP Password Reset Confirmation

2.3 Reset NICS E-Check Challenge Questions

Navigate to the FBI NICS E-Check Welcome Page < <https://www.nicsezcheckfbi.gov/> > to reset your NICS E-Check Challenge Questions. Resetting your Challenge Questions will prompt you to reset your password as well.

1. On the Welcome Page, click on the **“Reset FFL Password/Challenge Questions”** link. This will open the external submission page shown in Figure 2-17.

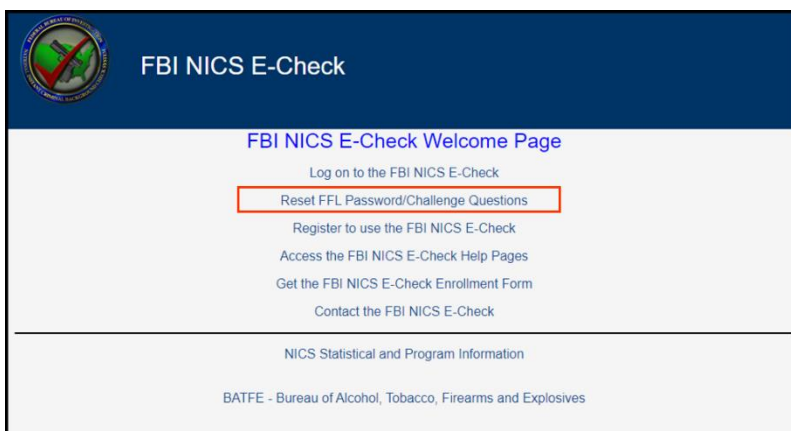


Figure 2-19: FBI NICS E-Check

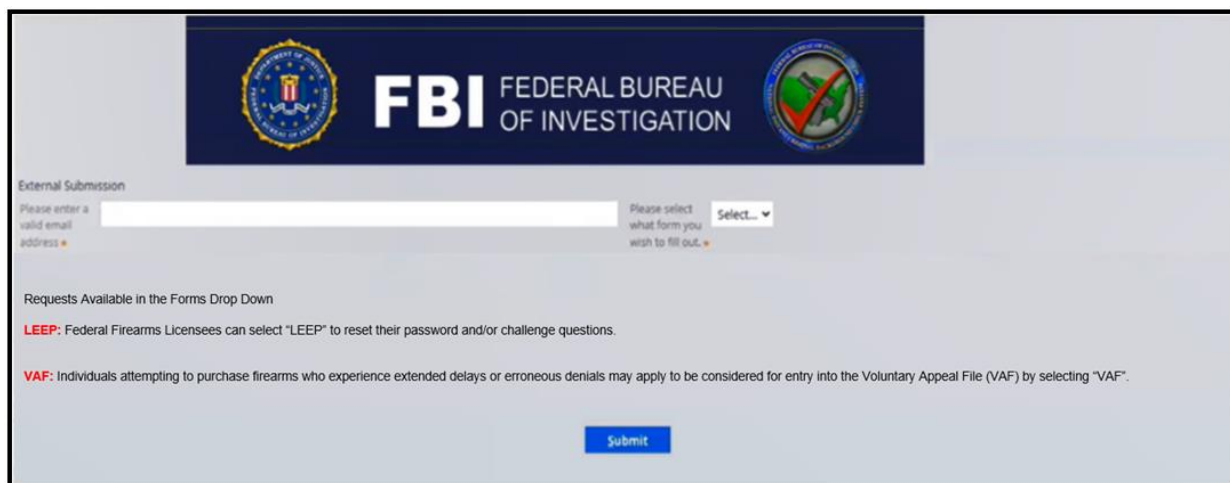


Figure 2-20: External Submission Page

2. Select the "**LEEP**" from the dropdown as the form you wish to fill out. The page will refresh and prompt you to enter FFL information.
3. Enter your "**LEEP Username**".
4. Enter your "**Date of Birth**".
5. Click "**Submit**".

External Submission

Please enter your LEEP Username *

Please enter your Date of Birth *

Please select what form you wish to fill out. * LEEP

Terms and Conditions

UNITED STATES DEPARTMENT OF JUSTICE
 FEDERAL BUREAU OF INVESTIGATION
 NATIONAL INSTANT CRIMINAL BACKGROUND CHECK
 E-CHECK COMPUTER SYSTEM

WARNING

You are now accessing a non-public "protected computer" system that is the property of the United States Department of Justice. Use of this computer system is reserved exclusively to the United States Government and those expressly authorized by the FBI for specific purposes permitted or required by law. By accessing and/or using this computer system, you understand, acknowledge and agree that:

All data transmitted to or from this computer system, including any stored data resulting from such a transmission, is and at all times remains the property of the United States Government. All such data and transmissions are subject, at the unfettered discretion of the United States Government or any agency or authorized agent thereof, to monitoring, copying, interception, recording, tracking, disclosure, alteration, retrieval or destruction for any purpose (including but not limited to criminal prosecution).

You have no expectation of privacy or property interest in any data transmitted to or from this computer system.

Unauthorized or attempted unauthorized access to this computer system, or exceeding or attempting to exceed authorized access to this system is a criminal violation of the law, including Section 1030 of Title 18 of the United States Code.

Misuse or unauthorized access to this system may also result in a fine not to exceed \$10,000 and/or cancellation of user privileges as set forth in 28 Code of Federal Regulations 25.11.

As a precondition to your continued access and use of this computer system, if otherwise authorized, you will regularly review, be charged with knowledge of, and shall be deemed to have agreed to all existing and future "Monitoring/Terms and Conditions" notices posted on this computer system, as well as all responsibilities and procedures set forth in the NICS Federal Firearms License User Manual, Federal Firearms License registration form and all other policies, terms, and regulations regarding the NICS and/or this computer system.

You should review the information in the NICS E-Check FFL User's Manual and the NICS E-Check Help pages.

NICS E-Check Help pages and NICS E-Check FFL User's Manual are both located at <http://www.nicsecheckfbi.gov/help/ENG/help.html> with both PDF and Text links provided to the User's Manual.

Privacy Act Statement

This system is established and maintained under the authority of 18 U.S.C. 922, as amended by the Brady/Hanquon Violence Prevention Act (the "Brady Act") (Public Law: 103-159, Nov. 30, 1993; 28 U.S.C. 534, as amended (Pub. L. 103-322, Title IV 4060(a)) which permits the collection of information to allow a background check to be conducted to permit the transfer of a firearm to you. The purpose of E-Check is to enable law enforcement to conduct via Internet an unassisted background check for firearms transfer. This information is needed to verify your identity and to determine whether you are disqualified from possessing a firearm under Federal or State law. Disclosure of this information is voluntary. However, failure to provide such information may prevent you from receiving a firearm. A complete list of routine uses for this information is available in our System of Records Notice (SORN) entitled, National Instant Criminal Background Check System (NICS), FBI-018, 63 FR 63223, 65 FR 78190, 66 FR 6676, 66 FR 8425, 66 FR 12698, 72 FR 3410. This SORN is located at <http://www.justice.gov/epic/privacyact.html#FBI>. Electronically submitted information is maintained and destroyed according to the principles of the Brady Act, the Federal Records Act, and the records retention schedules of the National Archives and Records Administration.

Paperwork Reduction Act Notice

This request is in accordance with the Paperwork Reduction Act of 1995. Law enforcement agencies use the information provided by a prospective transferee to determine if the prospective transferee is a person prohibited by law from possessing or receiving firearms. Providing the information is voluntary but failure to do so may prevent the transfer of a firearm. Although the information that is provided is protected by the FBI pursuant to 28 C.F.R. § 25.8, confidentiality is not assured.

The estimated average burden associated with this collection is 5 minutes per respondent or record keeper, depending on individual circumstances. Comments concerning the accuracy of this burden estimate and suggestions for reducing this burden should be directed to the Federal Bureau of Investigation, Criminal Justice Information Services Division, NICS Section, 1000 Custer Hollow Road, Clarkburg, West Virginia 26306

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.

Submit

Figure 2-21: External Submission Page with LEEP Selection

6. Once submitted, an email will be sent to the account associated with the corresponding LEEP Username.
 - a. Check your email junk or spam folder for a message titled "Password Reset".

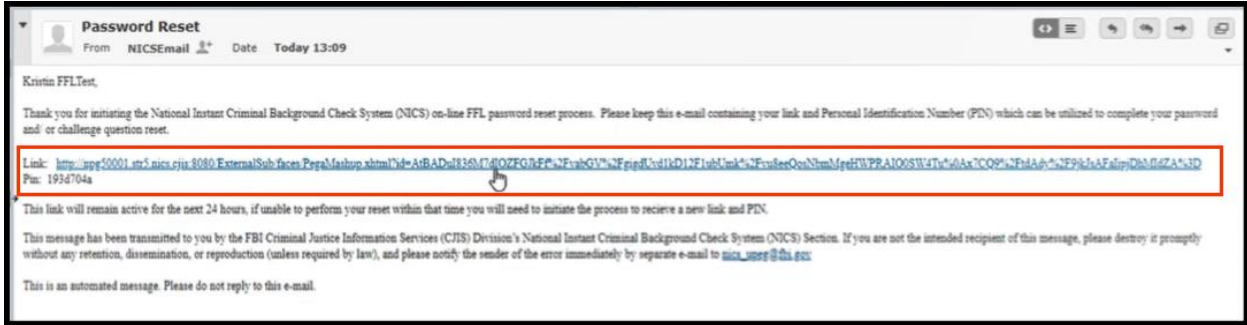


Figure 2-22: Email Screen with Link and Pin

7. Click on the **“Link”** to open the external submission window and enter the **“Pin”** provided in the email. The link will remain active for 24 hours.
8. Enter your assigned **“Pin”** from the email received
9. Enter the email address associated with your LEEP User account.
10. Ensure **“LEEP”** is still selected for the type of form to be filled out.
11. Click **“Submit”**.



Figure 2-23: External Submission Page

12. Click on **"Reset Challenge Questions"** to receive a temporary password.



Figure 2-24: LEEP Account Reset

13. Navigate to the LEEP portal, <https://www.cjis.gov/CJISEAI/EAIController> and enter your **"Username"**.

14. Click **"Sign In"**.



Figure 2-25: LEEP Portal

15. Enter your temporary retrieved password.

a. Your account will be locked after three failed attempts.



Figure 2-26: LEEP Portal

16. Select and enter your responses to the four required challenge questions,
17. Select “Yes” or “No” to register the machine.
18. Click “Next”.



Figure 2-27: LEEP Challenge Question Reset

19. Select an image.
20. Enter a Personal Phrase.

21. Click “Next”.

LEEP
LAW ENFORCEMENT ENTERPRISE PORTAL

You are signing in as: kristin.ffitest

Please select an image:

Get More Images

Enter a Personal Phrase: Personal Phrase

Back Next Cancel

Figure 2-28: LEEP Image and Personal Phrase Entry

22. Verify that all the information entered is correct.

23. Click "Next" to proceed.

LEEP
LAW ENFORCEMENT ENTERPRISE PORTAL

You are signing in as: kristin.ffitest

Verify your anti-phishing image and phrase

8
♣
♣
♣
♣
♣
♣
♣
8

test

Verify your challenge questions and responses:

What was the name of your High School?
test

What is your paternal grandmother's first name?
test

Where did you meet your spouse for the first time? (Enter full name of city only)
test

What is your best friend's first name?
test

Register this computer ? No

Back Next Cancel

Figure 2-29: LEEP Challenge Question Validation

24. Enter your temporary password in the “**CURRENT password**” field.
25. Create and enter a new password in the “**NEW password**” field.
26. Reenter your new password again for verification in the “**New password (again)**” field.
27. Click “**Submit**”.

Changing password for: kristin.ffitest

Password(s) must:

- not contain industry defined commonly used password(s)
- not begin or end with a space
- not reuse your previous 10 password(s)
- not contain more than 2 consecutive identical characters
- be at least 8 characters in length
- allow special characters ~!&*()++?@%_>/\$^:'. ,."

LEEP now accepts passphrases. A passphrase can be a sentence or phrase that is easy to remember.

An example of something meaningful that will help you remember it:
Ilovetoswimintheccean!

Enter your CURRENT password:

Enter your NEW password:

Enter your NEW password (again):

Warning: Once you click Submit and your password has been accepted, the new password will not be displayed on the screen. Please sign in with your new password immediately to fulfill the LEEP access requirement.

Submit Cancel

Figure 2-30: LEEP Password Reset

28. Once complete, you will receive a confirmation alert on the next page.

Alert

Your password change request has been completed. Please sign in again with your new password to finalize the change.

Enter your username:

Sign In
Forgot Password

Figure 2-31: LEEP Password Reset Confirmation

2.4 Unlock NICS E-Check Password

Navigate to the LEEP portal, <<https://www.cjis.gov/CJISEAI/EAIController>> and enter your "Username".

1. Click "Sign In".

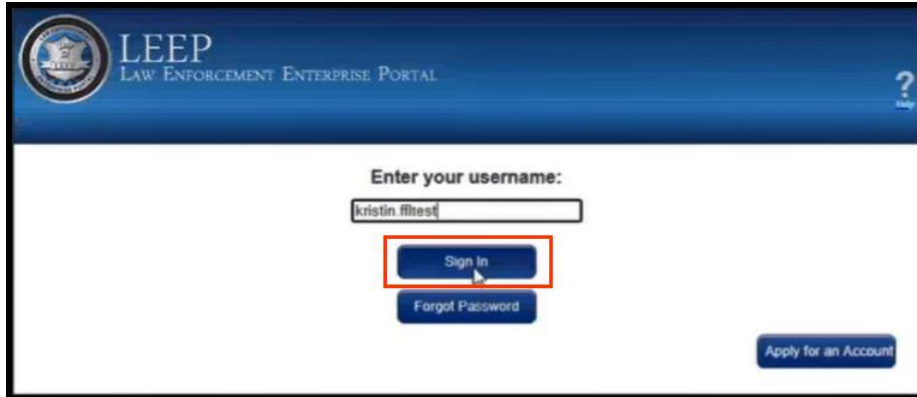


Figure 2-32: LEEP Portal

2. Enter your response to your challenge question(s).
3. Select "Yes" or "No" to register the machine.
4. Click "Next" to proceed.



Figure 2-33: LEEP Portal Login

5. Enter your password.
 - a. Your account will be locked after three failed attempts.

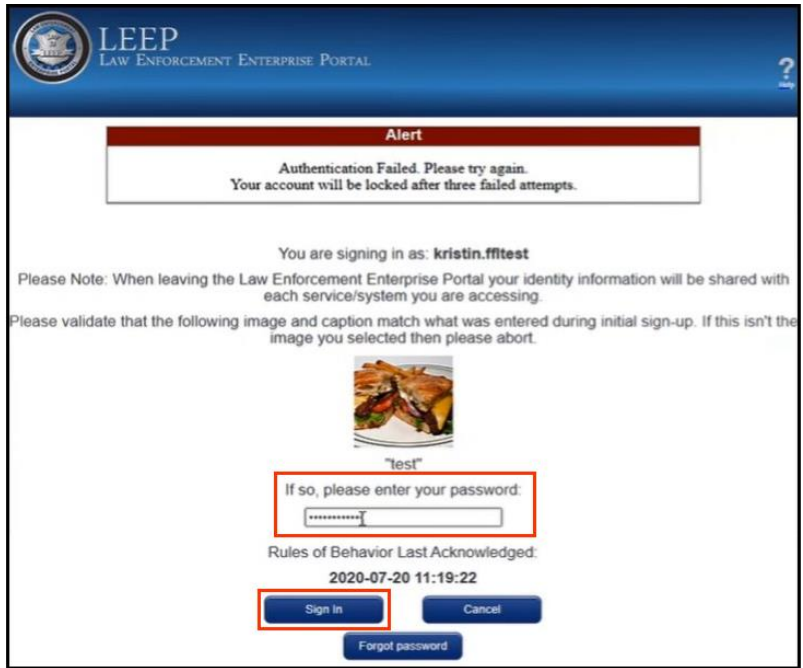


Figure 2-34: LEEP Portal Login

6. After three failed attempts to enter the correct password, the system will display an alert.

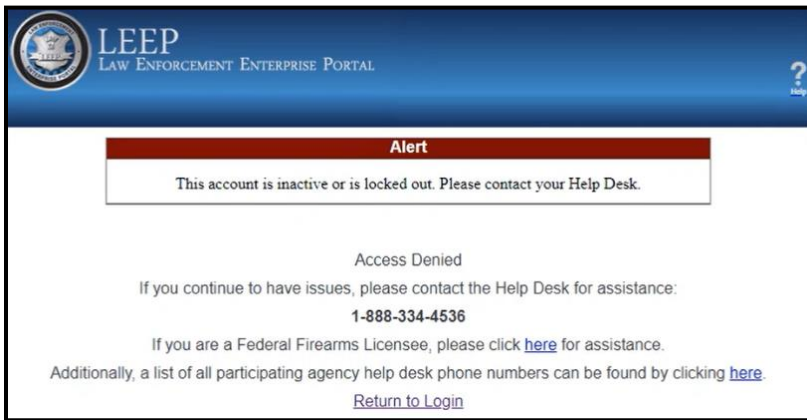


Figure 2-35: LEEP Portal Login with Account Lock Alert

7. Navigate to the FBI NICS E-Check Welcome Page < <https://www.nicsezcheckfbi.gov/>> to unlock your account.



Figure 2-36: FBI NICS E-Check

8. On the Welcome Page, click on the “**Reset FFL Password/Challenge Questions**” link. This will open the external submission page shown in Figure 2-33.

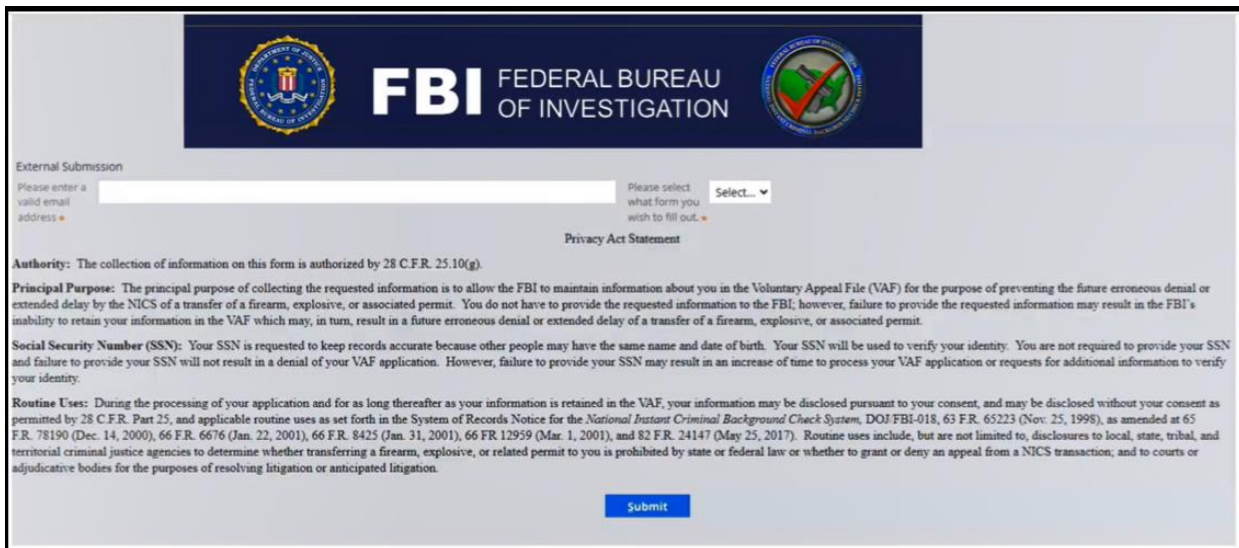


Figure 2-37: External Submission Page

9. Select the "**LEEP**" from the dropdown as the form you wish to fill out. The page will refresh and prompt you to enter FFL information.
10. Enter your “**LEEP User ID**”.
11. Enter your “**Date of Birth**”.
12. Click "**Submit**".

External Submission

Please enter your FFL User ID

Please enter your Date of Birth

Please select what form you wish to fill out

Terms and Conditions

UNITED STATES DEPARTMENT OF JUSTICE
FEDERAL BUREAU OF INVESTIGATION
NATIONAL INSTANT CRIMINAL BACKGROUND CHECK
E-CHECK COMPUTER SYSTEM

WARNING

You are now accessing a non-public "protected computer" system that is the property of the United States Department of Justice. Use of this computer system is reserved exclusively to the United States Government and those expressly authorized by the FBI for specific purposes permitted or required by law. By accessing and/or using this computer system, you understand, acknowledge and agree that:

All data transmitted to or from this computer system, including any stored data resulting from such a transmission, is and at all times remains the property of the United States Government. All such data and transmissions are subject, at the unfettered discretion of the United States Government or any agency or authorized agent thereof, to monitoring, copying, interception, recording, tracking, disclosure, alteration, removal or destruction for any purpose (including but not limited to criminal prosecution).

You have no expectation of privacy or property interest in any data transmitted to or from this computer system.

Unauthorized or attempted unauthorized access to this computer system, or exceeding or attempting to exceed authorized access to this system is a criminal violation of the law, including Section 1030 of Title 18 of the United States Code.

Misuse or unauthorized access to this system may also result in a fine not to exceed \$10,000 and/or cancellation of user privileges as set forth in 28 Code of Federal Regulations 25.11.

As a precondition to your continued access and use of this computer system, if otherwise authorized, you will regularly review, be charged with knowledge of, and shall be deemed to have agreed to all existing and future "Monitoring Terms and Conditions" notices posted on this computer system, as well as all responsibilities and procedures set forth in the NICS Federal Firearms License User Manual, Federal Firearms License registration form and all other policies, laws, and regulations regarding the NICS and/or this computer system.

You should review the information in the NICS E-Check FFL User's Manual and the NICS E-Check Help pages.

NICS E-Check Help pages and NICS E-Check FFL User's Manual are both located at <http://www.nicscheckfbi.gov/help/ENG/help.html> with both PDF and Text links provided to the User's Manual.

Privacy Act Statement

This system is established and maintained under the authority of 18 U.S.C. 922, as amended by the Brady Handgun Violence Prevention Act (the "Brady Act") (Public Law 103-159, Nov. 30, 1993); 28 U.S.C. 534, as amended (Pub. L. 103-322, Title IV 4050(a)) which permits the collection of information to allow a background check to be conducted to permit the transfer of a firearm to you. The purpose of E-Check is to enable law enforcement to conduct via Internet an unassisted background check for firearms transfers. This information is needed to verify your identity and to determine whether you are disqualified from possessing a firearm under Federal or State law. Disclosure of this information is voluntary. However, failure to provide such information may prevent you from receiving a firearm. A complete list of routine uses for this information is available in our System of Records Notice (SORN) entitled, National Instant Criminal Background Check System (NICS), FBI-018, 63 FR 63223, 63 FR 78190, 66 FR 6676, 66 FR 8425, 66 FR 12939, 72 FR 3410. This SORN is located at <http://www.justice.gov/ipo/privacyact.html#FBI>. Electronically submitted information is maintained and destroyed according to the principles of the Brady Act, the Federal Records Act, and the records retention schedules of the National Archives and Records Administration.

Paperwork Reduction Act Notice

This request is in accordance with the Paperwork Reduction Act of 1995. Law enforcement agencies use the information provided by a prospective transferee to determine if the prospective transferee is a person prohibited by law from possessing or receiving firearms. Providing the information is voluntary but failure to do so may prevent the transfer of a firearm. Although the information that is provided is protected by the FBI pursuant to 28 C.F.R. § 15.8, confidentiality is not assured.

The estimated average burden associated with this collection is 5 minutes per respondent or record keeper, depending on individual circumstances. Comments concerning the accuracy of this burden estimate and suggestions for reducing this burden should be directed to the Federal Bureau of Investigation, Criminal Justice Information Services Division, NICS Section, 1000 Custer Hollow Road, Clarkburg, West Virginia 26306

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.

Figure 2-38: External Submission Page with LEEP Selection

13. Verify your personal codeword to unlock your account.
 - a. Select the **"Reset Password"** checkbox if you wish to reset your password. A validation link and pin will be sent to the associated email address. See [Section 2.2 Reset NICS E-Check Password](#) for guidance.
14. Click **"Submit"**.

The screenshot shows the top header with the FBI logo and the text 'FBI FEDERAL BUREAU OF INVESTIGATION'. Below the header, the text reads 'Codeword Unlock' and 'Verify your personal codeword to unlock your account. If you have forgotten your password and would also like to reset it, please select the checkbox below before submitting your codeword.' There is a text input field labeled 'Codeword' and a checkbox labeled 'Reset Password'. A blue 'Submit' button is located at the bottom right of the form area.

Figure 2-39: External Submission Page with Password Unlock

15. Once complete, you will receive a confirmation alert that your account has been successfully unlocked. Navigate to the LEEP portal, <https://www.cjis.gov/CJISEAI/EAIController>, to login with your current unlocked password.

The screenshot shows the top header with the FBI logo and the text 'FBI FEDERAL BUREAU OF INVESTIGATION'. Below the header, the text reads 'Your account has been successfully unlocked. Please return to the LEEP website and log in with your current password.' Below this, there is a link that says 'Please click [here](#) to return to the LEEP sign in page.'

Figure 2-40: External Submission Page with Password Unlock Confirmation

16. Three failed attempts to enter the correct password will display an alert notifying you to call the Logistical Support Unit to have your account unlocked and your personal codeword reset, as shown in Figure 2-37.
 - a. **Note:** Codewords may contain alpha and numeric characters only with a maximum of 15 characters.

The screenshot shows the top header with the FBI logo and the text 'FBI FEDERAL BUREAU OF INVESTIGATION'. Below the header, the text reads 'Your account has not been unlocked due to three unsuccessful attempts at providing your personal codeword. Please call the Logistical Support Unit at (888) 334-4536 to have your account unlocked and your personal codeword reset.'

Figure 2-41: External Submission Page with Failed Password Unlock

3. Navigation Basics and Settings

3.1 Login

To initiate a new E-Check session,

1. On the Welcome Page, click on the “**Log on to the FBI NICS E-Check**” link.

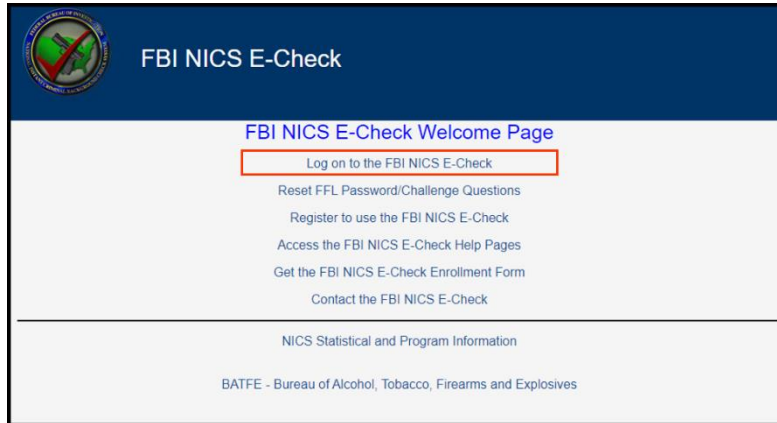


Figure 3-1: FBI NICS E-Check

2. At the LEEP Page, enter your username.
3. Below the username field is an option for Password or Token. The **Password** button should be selected.
4. Click the “**Sign In**” button.



Figure 3-2: LEEP Portal Login

3.2 E-Check Terms and Conditions

The E-Check Terms and Conditions page will display once the NICS application is open.

1. Select “Agree” to move forward into E-Check.

Terms and Conditions

UNITED STATES DEPARTMENT OF JUSTICE
FEDERAL BUREAU OF INVESTIGATION
NATIONAL INSTANT CRIMINAL BACKGROUND CHECK
E-CHECK COMPUTER SYSTEM

WARNING

You are now accessing a non-public "protected computer" system that is the property of the United States Department of Justice. Use of this computer system is restricted exclusively to the United States Government and those expressly authorized by the FBI for specific purposes permitted or required by law. By accessing and/or using this computer system, you understand, acknowledge and agree that:

All data transmitted to or from this computer system, including any stored data resulting from such a transmission, is and at all times remains the property of the United States Government. All such data and transmissions are subject, at the unreviewed discretion of the United States Government or any agency or authorized agent thereof, to monitoring, copying, interception, recording, tracking, disclosure, alteration, retrieval or destruction for any purpose (including but not limited to criminal prosecutions).

You have no expectation of privacy or property interest in any data transmitted to or from this computer system.

Unauthorized or attempted unauthorized access to this computer system, or exceeding or attempting to exceed authorized access to this system is a criminal violation of the law, including Section 1030 of Title 18 of the United States Code.

Minor or unauthorized access to this system may also result in a fine not to exceed \$10,000 and/or cancellation of user privileges as set forth in 28 Code of Federal Regulations 25.111.

In a prohibition to your continued access and use of this computer system, if otherwise authorized, you will regularly review, be charged with knowledge of, and shall be deemed to have agreed to all existing and future "Monitoring/Terms and Conditions" notices posted on this computer system, as well as all responsibilities and procedures set forth in the NICS Annual Reporting User Manual, Federal Firearms License Application forms and all other policies, laws, and regulations regarding the NICS and/or this computer system.

You should review the information in the NICS E-Check FFL User's Manual and the NICS E-Check Help pages.

NICS E-Check Help pages and NICS E-Check FFL User's Manual are both located at <http://www.fedstcheckto.gov/help/FAQ/help.html> with both PDF and Text links provided to the User's Manual.

Privacy Act Statement

This system is established and maintained under the authority of 18 U.S.C. 522, as amended by the Brady Handgun Violence Prevention Act (the "Brady Act") (Public Law 103-191, Nov. 30, 1994; 28 U.S.C. 534, as amended (Pub. L. 103-322, Title IV) (NOV. 1994)), which permits the collection of information to allow a background check to be conducted to permit the transfer of a firearm to you. The purpose of E-Check is to enable law enforcement to conduct via Internet an unassisted background check for firearms transfers. This information is needed to verify your identity and to determine whether you are disqualified from possessing a firearm under Federal or State law. Disclosure of this information is voluntary. However, failure to provide such information may prevent you from receiving a firearm. A complete list of routine uses for this information is available at our System of Records Notice (SORN) entitled, National Instant Criminal Background Check System (NICS), FBI 014, 83 FR 43222, 45 FR 79795, 56 FR 5674, 66 FR 3425, 66 FR 52955, 72 FR 1410. This SORN is located at <http://www.justice.gov/privacy/privacy/FBI014>. Electronically submitted information is maintained and destroyed according to the principles of the Brady Act, the Federal Records Act, and the records retention schedules of the National Archives and Records Administration.

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The estimated average burden associated with this collection is 3 minutes per respondent or record keeper, depending on individual circumstances. Comments concerning the accuracy of this burden estimate and suggestions for reducing this burden should be directed to the Federal Bureau of Investigation, Central Justice Information Services Division, NICS Section, 1885 Luster Hollow Road, Clarksburg, West Virginia 26306.

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Figure 3-3: E-Check Terms and Conditions

3.3 Access Number (FFL RDS Key)

NOTE: These steps only apply to users with more than one FFL associated with their username.

Once you have selected the “Agree” button on the E-Check Terms and Conditions page, you will be prompted to select an Access Number (RDS Key).

The RDS Key is an abbreviated version of the FFL ID. It is the first 3 and last 5 characters of the FFL number.

1. Click on the columns to sort the FFL information from either ascending or descending order.

| RDS Key | License Name | Business Name | Store ID | |
|----------|--------------------|---------------|----------|--------|
| 11974216 | Forrest Gump | Bubba Gump | | Select |
| 12012121 | urm uft ffl record | | | Select |
| 12312312 | test user | | | Select |
| 12364627 | Forrest Gump | Bubba Gump | | Select |

2. Double click on the row or click on the ‘Caret >’ to expand the row to reveal additional FFL store information (store address, city, and state) to easily identify which FFL you need to select.

| RDS Key | License Name | Business Name | Store ID | |
|----------|--------------|---------------|----------|--------|
| 12312312 | test user | | | Select |
| 45069230 | Forrest Gump | GUNZ 4 YOU | 12345 | Select |

| FFL Information | | | | | |
|-----------------|-----------------|---------------|------------|----------------|-----------------|
| FFL ID | 450908013069230 | FFL RDS KEY | 45069230 | Business Name | GUNZ 4 YOU |
| License | Forrest Gump | Contact Hours | --- | Address Line 1 | 123 This Street |
| Address Line 2 | 2345 Ocean Ln | Phone number | 1231231234 | City | Little Rock |
| State | Arkansas | Zip | 12345 | | |

Figure 3-4: FFL RDS Key Row

3. Select your Access Number or **RDS Key** by clicking the Select button.

| RDS Key | License Name | Business Name | Store ID | |
|----------|--------------|---------------|----------|--------|
| 12312312 | test user | | | Select |
| 45069230 | Forrest Gump | GUNZ 4 YOU | 12345 | Select |

| FFL Information | | | | | |
|-----------------|-----------------|---------------|------------|----------------|-----------------|
| FFL ID | 450908013069230 | FFL RDS KEY | 45069230 | Business Name | GUNZ 4 YOU |
| License | Forrest Gump | Contact Hours | --- | Address Line 1 | 123 This Street |
| Address Line 2 | 2345 Ocean Ln | Phone number | 1231231234 | City | Little Rock |
| State | Arkansas | Zip | 12345 | | |

Figure 3-5: FFL Information

3.4 Portal Overview

After selecting the RDS Key, the portal page will display. This is the page where you will initiate all work in the NICS. It provides access to the processes, notifications, and common links assigned to your user role. NICS has role-based access control, which is an approach to limit system access to authorized users only. Therefore, your portal is tailored to the rights granted to you based on your user role and will not display items you do not have permission

to access. At the top of the portal page, users can see when their password is scheduled to expire as well as the last login date.

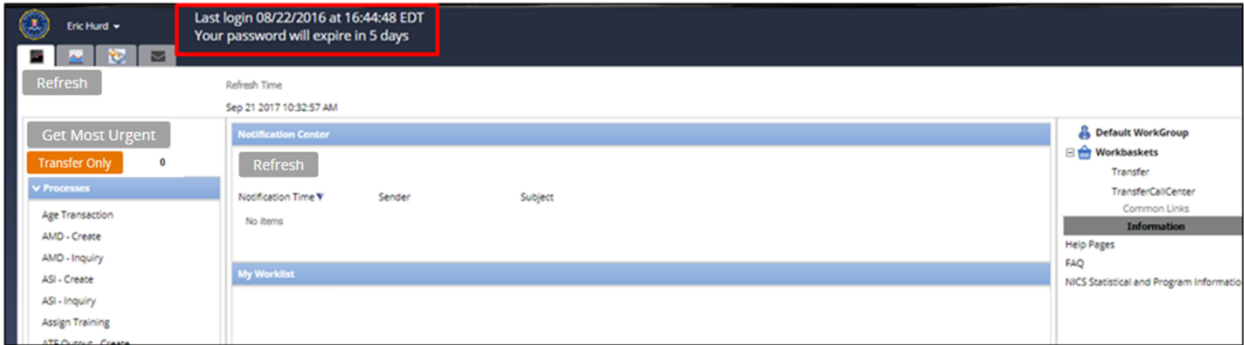


Figure 3-6: NICS Portal Page

3.5 Processes

The Processes section is located on the left side of the portal page. It lists the actions a user can initiate within the application. As noted above, the processes listed on a user's portal are driven by the user's role settings. Each process is described in further detail in this user manual.

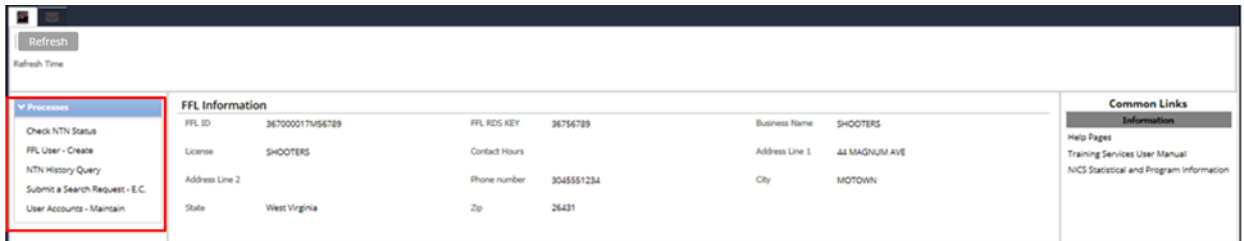


Figure 3-7: Processes Section

3.6 Common Links

The Common Links section features the most frequently used links when working in NICS. The following links are included in this section:

- **Help Pages:** includes a description of and instructions for using the NICS.
- **Training Services User Manual:** a link to the document you are currently reading, intended to give assistance to users of the NICS E-Check application.
- **NICS Statistical and Program Information:** links to the FBI.gov NICS public statistics.

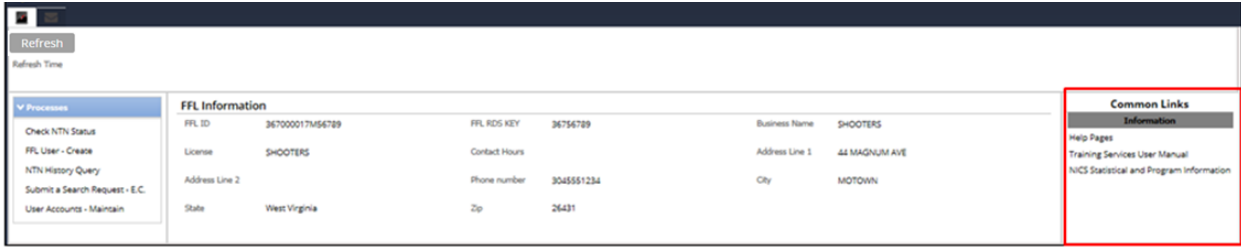


Figure 3-8: Common Links

3.7 Tabs

Tabs are located at the top of the portal page and function as the main navigation to access various work streams. As noted above, the tabs listed on a user’s portal are driven by the user’s role settings. Tabs include:

- **Home Tab:** the tab users will view when they first log into the application.
- **Notification Center:** in the future, this will display messages regarding updates to records and system messages.

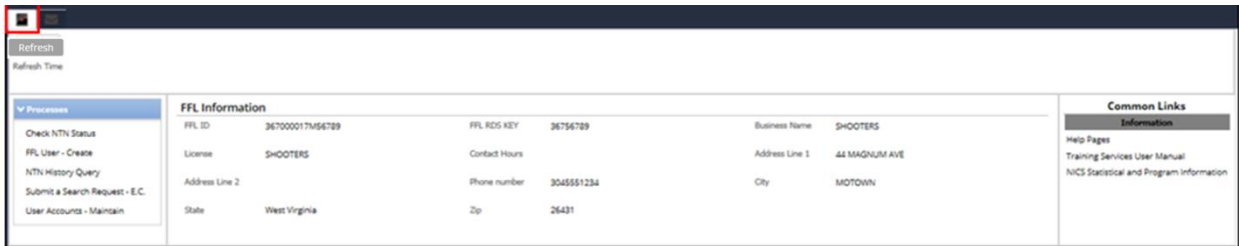









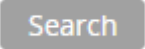

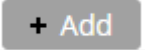



Figure 3-9: Home Tab

3.8 Commonly Used Icons

Several icons continuously appear as you navigate through the NICS. The table below identifies the most commonly used icons and the action they perform in the NICS.

Table 1: Commonly Used Icons

| Icon | Action |
|---|--------------------------------|
|  | <p>Add a row</p> |
|  | <p>Expand, Collapse</p> |
|  | <p>Refresh</p> |

| Icon | Action |
|---|---|
|  | Delete a Row |
|  | Select a Date |
|  | Exit |
|  | Submit |
|  | Search |
|  | Required Field |
|  | Add a Comment |
|  | Sort Ascending (within an inquiry) |
|  | Sort Descending (within an inquiry) |
|  | Error Icon (Hover over with mouse to see error message) |

4. Submit a Search Request via E-Check

The background check is the core functionality to the NICS. Before transferring the firearm, submit the Background Check via the NICS E-Check to ensure the customer is eligible to receive the firearm.

4.1 Submit a Search Request – E. C.

A background check can be submitted via E-Check by navigating to the Submit a Search Request – E.C. process. The section below documents the steps necessary to submit a background check search via E-Check.

1. Select “**Submit a Search Request – E.C.**” from the Processes section.

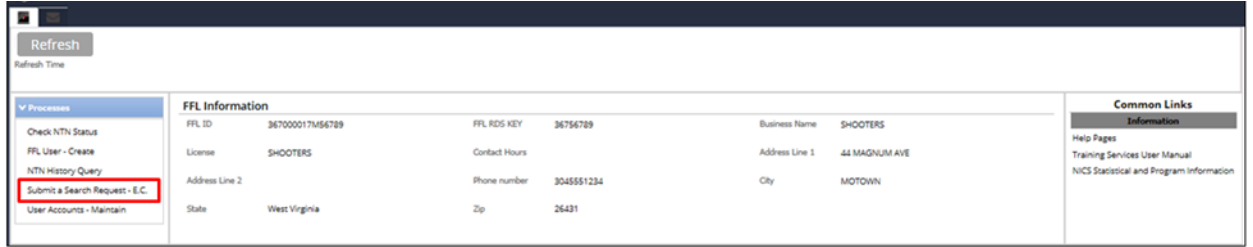


Figure 4-1: Submit a Background Check via E-Check

2. If the NICS system is out of service, the following access denied message will appear. Please come back later to enter the application information.

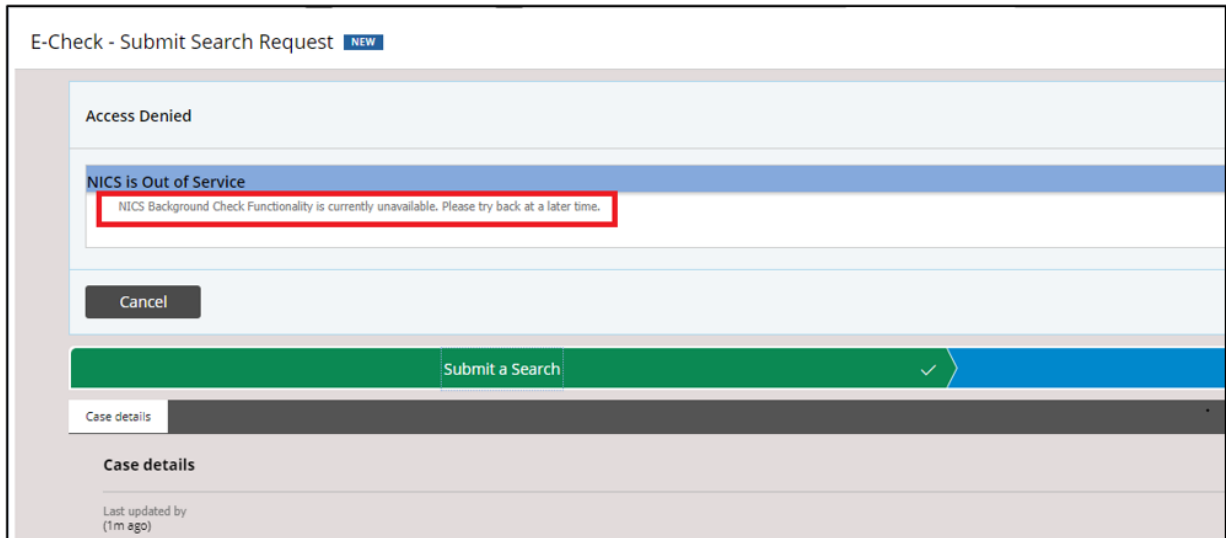


Figure 4-2: NICS E-Check System Out of Service Message

3. A blank Application Page will display with the four sections of the application. Enter the Application information as depicted in the figures below. The purpose of this page is to supply the subject information listed on the ATF Form 4473 to conduct a background check. Required fields will be marked with a gold asterisk. Not all fields are required; however, it is recommended that you complete as many fields as possible. Each field will have data validation controls that prevent you from going to the next field without supplying information for the current field.” Before entering the Application information, the transferee must verify that the name, date of birth, and place of residence in Section A of the ATF Form 4473 exactly match the valid government-issued photo identification provided. Additionally, the transferee must verify that the potential gun buyer provided a “**No**” response to questions 11b through 11i and 12b and 12c.

1. Subject Data 2. Race and Ethnicity 3. Additional Info 4. Verify

Subject Data

Subject Information

FFL Verification

Do the name, date of birth, and place of residence in Section A on the ATF Form 4473 exactly match the valid government-issued photo identification (to include supplemental) document(s) provided to you AND do questions 11b through 11i and 12b and 12c have a "No" response? Yes No

9. Transferee's/Buyer's Full Name

Last Name * First Name * Middle Name * Cadence (E, Jr., Sr., and III)

Initial Only (ID)

No Middle Name (M/N)

10. State of Residence * **11. Place of Birth** * **12. Height** Example: 506 **13. Weight** Example: 125

14. Sex * **15. Birth Date** * No slashes necessary when using yyyyMMdd **16. Social Security Number** Example: xxxxxxxx **17. UPIN / AMD ID**

Submit a Search

FFL Information **Case details**

FFL information

| | | | | | |
|----------------|-----------------|---------------|------------|----------------|-----------------|
| FFL ID | 414598019D16041 | FFL RDS KEY | 41416041 | Business Name | Bubba Gump |
| License | Forrest Gump | Contact Hours | | Address Line 1 | 123 City Street |
| Address Line 2 | | Phone number | 7091231234 | City | Little Rock |
| State | New York | Zip | 12345 | | |

Figure 4-3: FFL Verification Question

4. Enter the subject information as depicted in the figures below. The purpose of this page is to supply the subject information listed on the ATF Form 4473 to conduct a background check.

Tab through the page or select the cells through the mouse and click on the dropdown to expand listed options.

NOTE: Required fields will be marked with a gold asterisk. Not all fields are required; however, it is recommended that you complete as many fields as possible. Each field will have data validation controls that prevent you from going to the next field without supplying information for the current field.

Fill out the Subject data information section before proceeding by clicking ‘**Continue**’ or using ‘**Alt+C/S**’ to continue to the ‘Race and Ethnicity’ section.

E-Check - Submit Search Request NEW Action

Subject Data AF

Subject Information

FFL Verification
Do the name, date of birth, and place of residence in Section A on the ATF Form 4473 exactly match the valid government-issued photo identification (to include supplemental) document(s) provided to you AND do questions 11b through 11i and 12b and 12c have a "No" response? Yes No

9. Transferee's/Buyer's Full Name

Last Name * Hassan-Torre
First Name * Houston
Middle Initial * L
Cadence (Ex: Jr., Sr., and III)

Initial Only (IO)
 No Middle Name (NMN)

10. State of Residence * TX
11. Place of Birth * FL
12. Height 508
13. Weight 220

14. Sex *
Select...
Female
Male
Non-Binary

15. Birth Date * 12/31/1994
16. Social Security Number 123456789
17. UPIN / AMD ID

Figure 4-4: Application Page Subject Data section

E-Check - Submit Search Request NEW Action

1. Subject Data **2. Race and Ethnicity** 3. Additional Info 4. Verify

Race and Ethnicity AF

Enter Race and Ethnicity

18.a. Ethnicity *
 Is Hispanic or Latino
 Is Not Hispanic or Latino

18.b. Race *
Asian
Black or African American
American Indian or Alaskan
Native
Native Hawaiian or Other Pacific Islander
White

19. Country of Citizenship
Citizenship Status * Citizen
Country of Citizenship United States of America
Country of Citizenship 2
Country of Citizenship 3

21.1.2. Non-Immigrant With Visa Exception

Select...
No
Not Answered
Yes

Figure 4-5: Application Page Race and Ethnicity Section

E-Check - Submit Search Request **NEW** Actions

1. Subject Data 2. Race and Ethnicity **3. Additional Info** 4. Verify

SearchRequestAdditionalInfo AF

Additional Information

20/26.a. Miscellaneous Number(s) 24. Transaction Purpose(s)

| Type | Number |
|-------------------------|------------|
| Driver's License Number | 1234567890 |

No Items

Miscellaneous Information (For E-Check User Notes - Not monitored by the FBI's NICS Section)

Contact Information

Contact Name Contact Phone

Callback Hours

Back Continue

Figure 4-6: Application Page Additional Info section

E-Check - Submit Search Request **NEW** Acti

1. Subject Data 2. Race and Ethnicity 3. Additional Info **4. Verify**

Verify Search Information AF

Verify Information

9. Transferee's/Buyer's Full Name

| Last Name | First Name | Middle Initial | Cadence (Ex: Jr., Sr., and III) |
|-----------|------------|----------------|---------------------------------|
| Smith | Jack | L'IO | True |
| | | | False |

10. State of Residence AR 11. Place of Birth NY 12. Height 13. Weight

14. Sex Non-Binary 15. Birth Date 1/1/1980 16. Social Security Number 123456789 17. UPIN / AMD ID

18.a. Ethnicity Is Not Hispanic or Latino 18.b. Race Asian 19. Country of Citizenship Citizenship Status 21.I.2. Non-Immigrant With Visa Exception

Figure 4-7: Application Page Verify Section

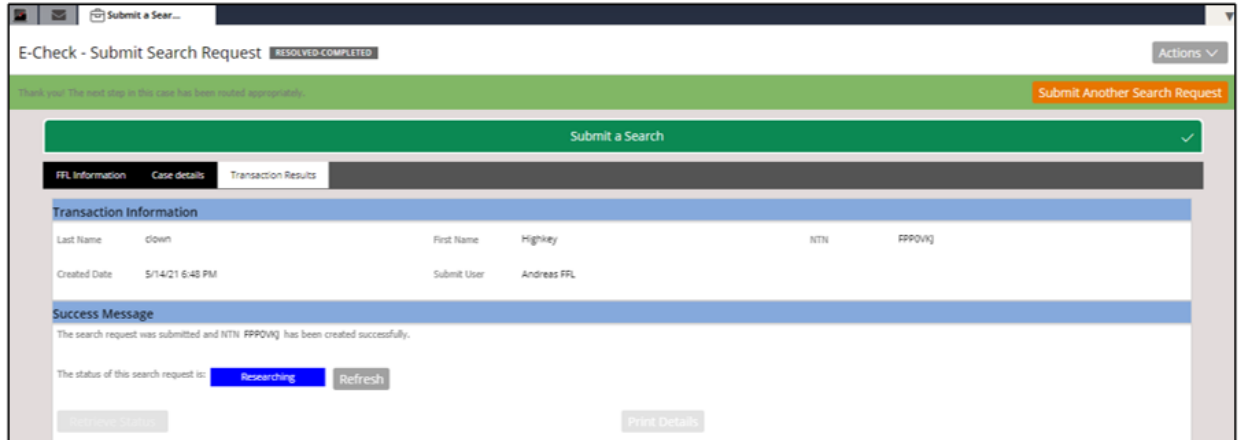


Figure 4-8: Application Page Successful Submission Screen

Predictive typing fields allow you to quickly enter a state/country code and then select a corresponding state/country. State of residence Predictive Text Field

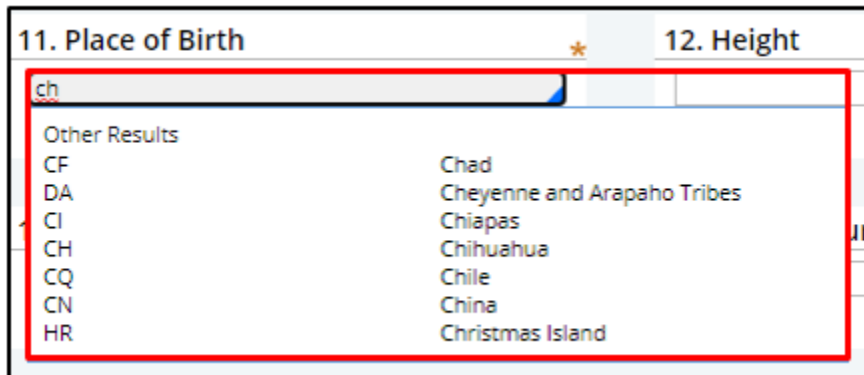


Figure 4-9: Place of Birth Predictive Typing Text

Birth Dates can be entered in the standard MM/DD/YYYY format; however, you must use slashes when entering the date to avoid system errors. Otherwise, enter the date in YYYYMMDD format without slashes and the system will automatically reformat your entry.

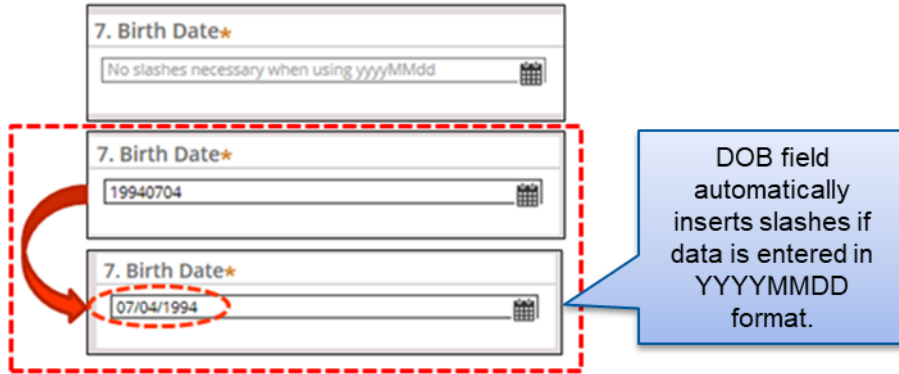


Figure 4-10: Birth Date

After selecting Citizen, in field 12a, a dropdown will appear where you must select at least one Miscellaneous Number Option.

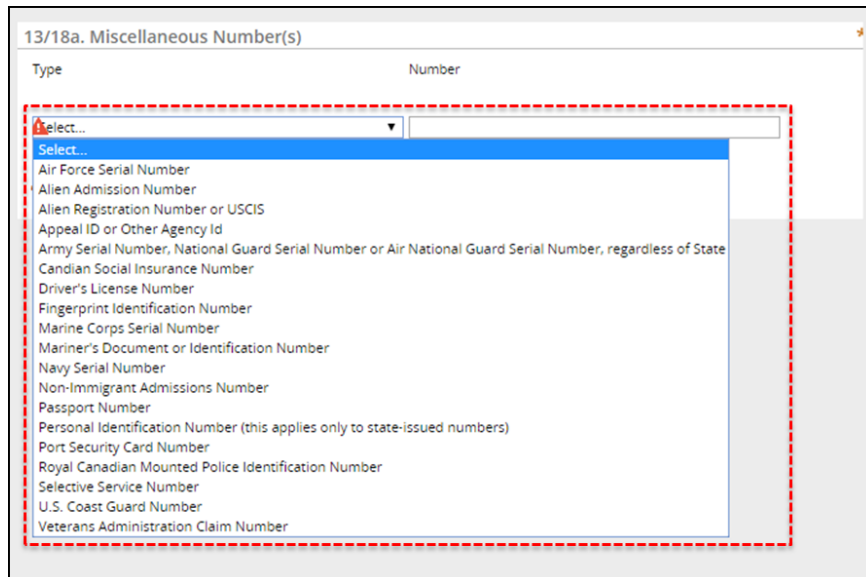


Figure 4-11: Miscellaneous Number(s) Field

If “**Non-U. S. Citizen**” is selected in section 12a, you must enter in at least two Miscellaneous Numbers. The first MNU entered must either be an Alien Registration number or a Non-Immigrant Admission number. Additional MNU(s) entered cannot be AR or I94 numbers.

Figure 4-12: Non-U. S. Citizen Miscellaneous Numbers

To select a transaction purpose, type a purpose ID into the autocomplete bar, then hit the Enter key to select the purpose ID. You can also select the checkbox(es) manually.

Figure 4-13: Transaction Purpose Field

To quickly delete and reset all fields in an E-Check form, select the “Clear All” option from the Other Actions dropdown menu.

Figure 4-14: Other Actions Dropdown Menu

The table below defines each field and criteria for each field within the Application page, as well as denotes if the field is required.

Table 2: Application Page

| Field Name | Field Type | Required Field (Y/N)? | Description |
|--------------------------------|--------------|-----------------------|---|
| Clear All | Button | No | Permits the user to reset the application page to a blank screen from the Other Actions dropdown menu. |
| Last Name | Text | Yes | The last name of the subject. <ul style="list-style-type: none"> If hyphenated, do not leave space on either side of the hyphen. |
| First Name | Text | Yes | The first name of the subject. <ul style="list-style-type: none"> If hyphenated, do not leave space on either side of the hyphen. |
| Middle Name | Text | Yes | The middle name of the subject. <ul style="list-style-type: none"> If hyphenated, do not leave space on either side of the hyphen If the legal name contains an initial only, enter the initial followed by "IO" for Initial Only. For example, if the middle initial is "M" then the following format should be used: M'IO' If there is no middle initial or no middle name, enter "NMN" |
| Cadence (Ex: Jr., Sr. and III) | Dropdown | No | The cadence of the subject. Permitted values include: <ul style="list-style-type: none"> JR SR II III IV V VI VII VIII IX X |
| Place of Birth | Text Code | Yes | This is a predictive typing field. The subject's place of birth. U. S. states are listed first, followed by non-U. S. provinces, states, and countries. |
| Height | Text | No | The height associated with the subject. Must be 3 alphanumeric characters. <i>Field includes example Height value for reference.</i> Permitted values include: <ul style="list-style-type: none"> First position must be feet. Positions 2 and 3 must be inches with fractions of an inch rounded off to the nearest inch. If nothing is entered in the HGT field, it will be left blank. The values allowed are 400-711 or 000 for missing or unknown. |
| Weight | Alphanumeric | No | The weight associated with the subject. Must be written as alphanumeric characters. <i>Field includes example Weight value for reference.</i> |
| Sex | Dropdown | Yes | The gender of the subject. Permitted values include: <ul style="list-style-type: none"> Female |

| Field Name | Field Type | Required Field (Y/N)? | Description | | | | | | | | | | | | |
|---------------------------------------|------------------|-----------------------|--|----|--------|----|---------|----|----------------|----|----------|----|---------|----|--------------|
| | | | <ul style="list-style-type: none"> Male Non-Binary | | | | | | | | | | | | |
| Birth Date | Dropdown or Text | Yes | The subject's date of birth, composed of the individual day, month, and year. Must be 8 alphanumeric characters. The DOB may only be provided as MM/DD/YYYY, and partials are not accepted. | | | | | | | | | | | | |
| Social Security No. (xxxxxxxx) | Text | No | <p>The Social Security Number of a subject. Note: The Social Security Number will not be validated when entered in the SSN field on the NTN Inquiry window. Must be 9 numeric characters.</p> <p>Permitted values include:</p> <ul style="list-style-type: none"> Cannot be all zeroes Cannot be all nines Must be all numeric Must not be < 001010001 Must not have 8 or 9 in the first character Must not have 00 in the fourth and fifth positions | | | | | | | | | | | | |
| UPIN/AMD ID | Text | No | <p>UPIN: A unique number assigned to every individual whose record(s) is entered into the VAF. Must be 8 alphanumeric characters.</p> <p>Permitted values include: Uppercase or lowercase "V" followed by 5 to 7 numbers and/or uppercase or lowercase consonants. Vowels will not be accepted in this field.</p> <p>AMD ID: The unique number assigned to every appeals case. "AMD" Followed by 6 numbers. Special characters will not be accepted in this field.</p> | | | | | | | | | | | | |
| Ethnicity | Radio Button | Yes | <p>The ethnicity of a subject.</p> <p>Permitted values include:</p> <ul style="list-style-type: none"> Hispanic or Latino Not Hispanic or Latino | | | | | | | | | | | | |
| Race | Checkbox | No | <p>The race and/or ethnicity of a subject.</p> <p>Permitted values include:</p> <ul style="list-style-type: none"> Asian Black or African American American Indian or Alaskan Native Native Hawaiian or Other Pacific Islander White | | | | | | | | | | | | |
| State of Residence | Text Code | Yes | <p>Code representing the state, U.S. province, or U.S. territory in which a subject currently resides.</p> <p>Permitted values include: Applicable values for U.S. locations from Code Table POB SOR CODES (U.S. States)</p> <p>Code/ Description</p> <table> <tr><td>AK</td><td>Alaska</td></tr> <tr><td>AL</td><td>Alabama</td></tr> <tr><td>AM</td><td>American Samoa</td></tr> <tr><td>AR</td><td>Arkansas</td></tr> <tr><td>AZ</td><td>Arizona</td></tr> <tr><td>BK</td><td>Baker Island</td></tr> </table> | AK | Alaska | AL | Alabama | AM | American Samoa | AR | Arkansas | AZ | Arizona | BK | Baker Island |
| AK | Alaska | | | | | | | | | | | | | | |
| AL | Alabama | | | | | | | | | | | | | | |
| AM | American Samoa | | | | | | | | | | | | | | |
| AR | Arkansas | | | | | | | | | | | | | | |
| AZ | Arizona | | | | | | | | | | | | | | |
| BK | Baker Island | | | | | | | | | | | | | | |

| Field Name | Field Type | Required Field (Y/N)? | Description |
|------------|------------|-----------------------|-----------------------------------|
| | | | CA California |
| | | | CG Caroline Islands |
| | | | CO Colorado |
| | | | CT Connecticut |
| | | | CZ Canal Zone |
| | | | DC Dist. of Columbia |
| | | | DE Delaware |
| | | | FL Florida |
| | | | FS Federated States of Micronesia |
| | | | GA Georgia |
| | | | GM Guam |
| | | | HI Hawaii |
| | | | HO Howland Islands |
| | | | IA Iowa |
| | | | ID Idaho |
| | | | IL Illinois |
| | | | IN Indiana |
| | | | JI Johnston Atoll |
| | | | JR Jarvis Island |
| | | | KI Kingman Reef |
| | | | KS Kansas |
| | | | KY Kentucky |
| | | | LA Louisiana |
| | | | MA Massachusetts |
| | | | MD Maryland |
| | | | ME Maine |
| | | | MH Marshall Islands |
| | | | MI Michigan |
| | | | MK Northern Marianas |
| | | | MN Minnesota |
| | | | MO Missouri |
| | | | MS Mississippi |
| | | | MT Montana |
| | | | MW Midway Islands |
| | | | NB Nebraska |
| | | | NC North Carolina |
| | | | ND North Dakota |
| | | | NH New Hampshire |
| | | | NJ New Jersey |
| | | | NM New Mexico |
| | | | NV Nevada |
| | | | NY New York |
| | | | OH Ohio |
| | | | OK Oklahoma |
| | | | OR Oregon |
| | | | PA Pennsylvania |
| | | | PL Palmyra Atoll |
| | | | PR Puerto Rico |
| | | | RI Rhode Island |
| | | | SC South Carolina |

| Field Name | Field Type | Required Field (Y/N)? | Description |
|---------------------------------|---------------------|-----------------------|---|
| | | | SD South Dakota TN Tennessee TX Texas UT Utah VA Virginia VI US Virgin Islands VL Navassa Island VT Vermont WA Washington State WI Wisconsin WK Wake Island WV West Virginia WY Wyoming |
| Citizenship Status | Dropdown | Yes | This is a predictive typing field. The status of the subject's citizenship. Permitted values include: <ul style="list-style-type: none"> • Citizen • Non-U.S. Citizen • Non-U.S. Citizen (IAQ) |
| Country of Citizenship | Text Code | Yes | A code specifying the country or countries, up to 3, in which the subject claims citizenship. <ul style="list-style-type: none"> • Field will automatically populate "United States of America" if "Citizen" is selected in Citizenship Status field. |
| Country of Citizenship 2 | Text Code | No | A code specifying the country or countries, up to 3, in which the subject claims citizenship. |
| Country of Citizenship 3 | Text Code | No | A code specifying the country or countries, up to 3, in which the subject claims citizenship. |
| Transaction Purpose(s) | Checkbox or Numeric | Yes | A unique identifier which identifies the reason or purpose of the background check that an FFL/ASI/ORI is permitted to complete: <ul style="list-style-type: none"> • 01 Sale of handgun • 02 Sale of long gun • 03 Sale of Other (Frame, Receiver, etc.) • 05 Pre-pawn of handgun • 06 Pre-pawn of long gun • 07 Pre-pawn of Other • 09 Redemption of hang gun • 10 Redemption of long gun • 11 Redemption of Other • 14 Gun permit • 15 Explosives – Responsible Persons • 16 Explosives – Possessor • 17 Explosives – State-initiated • 18 Explosives – Responsible Person-Renewal • 19 National Firearms Act background check • 20 ATF Firearms Licensee background check • 21 Nuclear Regulatory Commission background check • 22 Return of handgun • 23 Return of long gun |

| Field Name | Field Type | Required Field (Y/N)? | Description |
|---|--------------------------|-----------------------|---|
| | | | <ul style="list-style-type: none"> • 24 Return of Other • 25 Rental of handgun • 26 Rental of long gun • 27 Private Sale handgun • 28 Private Sale Long gun • 29 Private Sale Other • 30 Private Sale Returned to Seller Handgun • 31 Private Sale Returned to Seller Long gun • 32 Private Sale Returned to Seller Other • Test |
| Miscellaneous Number Type | Expand Button / Dropdown | Yes | <ul style="list-style-type: none"> • Selected types of miscellaneous numbers associated with a subject. Permitted values include: • Air Force Serial Number • Alien Admission Number • Alien Registration Number or USCIS • Army Serial Number, National Guard Serial Number, or Air National Guard Number regardless of state • Canadian Social Insurance Number • Driver's License Number • Fingerprint Identification Number • Marine Corps Serial Number • Mariner's Document or Identification Number • Navy Serial Number • Non-Immigrant Admissions Number • Other Agency ID • Passport Number • Personal Identification Number (this applies only to state-issued numbers) • Port Security Card Number • Royal Canadian Mounted Police Identification Number • Selective Service Number • U. S. Coast Guard Number • Veterans Administration Claim Number |
| Miscellaneous Number | Expand Button / Text | Yes | <ul style="list-style-type: none"> • US Citizens are required to enter in one MNU number. • Non-US Citizens are required to enter in two MNU numbers. • For Non-US Citizens, the first MNU must either be an Alien Registration (AR) number or a Non-Immigrant Admission(19) number. |
| Non-Immigration with Visa Exceptions | Dropdown | No | <p><insert definition></p> <p>Permitted values include:</p> <ul style="list-style-type: none"> • No • Not Answered • Yes |
| Contact Information: Contact Name | Text | No | The contact information provided by user when a NICS transaction is submitted to facilitate callbacks. |

| Field Name | Field Type | Required Field (Y/N)? | Description |
|--|------------|-----------------------|--|
| Contact Information: Callback Hours | Text | No | The contact information provided by user when a NICS transaction is submitted to facilitate callbacks. |
| Contact Information: Phone | Text | No | The contact information provided by user when a NICS transaction is submitted to facilitate callbacks. |
| Miscellaneous Information | Text | No | Free text box. |

5. Click the **“Submit”** button.
6. You will be taken to the Verify Search Information page. This page depicts the information entered on the ATF 4473 form in read-only. Scroll down the page to verify the search information.

Figure 4-15: Verify Search Information Page

5. Scroll down to the bottom of the Verification Page and re-enter the subject’s Last Name, First Name, and Middle Name.
6. Click **“Submit”** at the bottom of the screen to submit the application to the NICS or click **“Previous”** to edit the form if information is listed incorrectly.
7. The Immediate Search Response page will display. The purpose of this page is to provide a NICS Transaction Number (NTN) and an immediate transaction status.
 - a. The **“Transaction Information”** section provides the Last Name, First Name, NTN, Created Date, and Submitted User for the record.

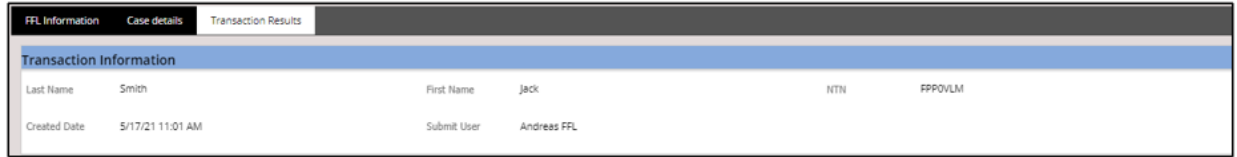


Figure 4-16: Transaction Information Section

- b. The **“Success Message”** section provides the automatically assigned NTN and confirms it was successfully created. It also provides the transaction status for the record. Every NICS background check transaction has a status, which identifies the current status of the subject’s background check as it develops.
 - i. Click the **“Retrieve Status”** button to display the transaction status. A **“New”** status can indicate an immediate **“Denied”**, **“Proceed”**, or **“Delayed”** status.

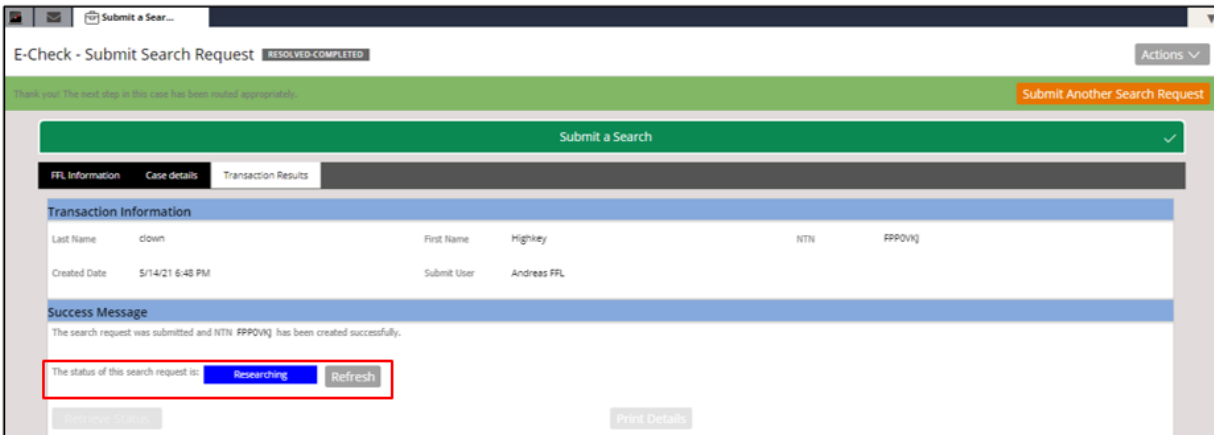


Figure 4-17: Immediate Search Response Page – New Status

- ii. If the transaction status is immediately denied or proceeded the respective status **“Denied”** or **“Proceed”** will appear after clicking Retrieve Status.

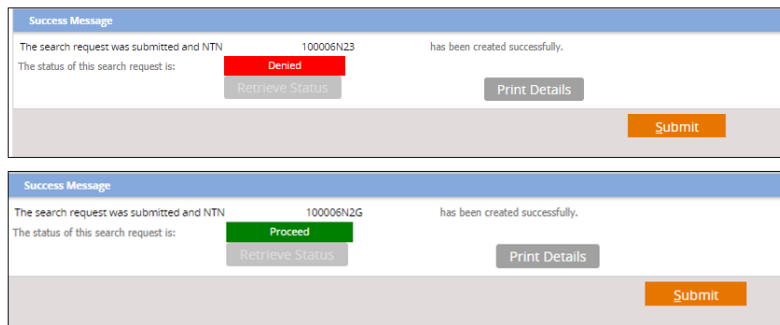


Figure 4-18: Immediate Search Response Page – Denied & Proceed Status

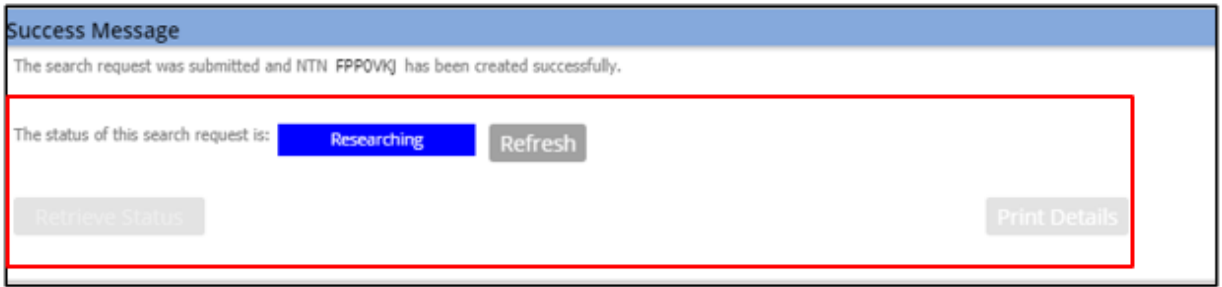


Figure 4-19: Immediate Search Response Page – Delayed Status

- iii. A status of **“Researching”** will display if the NICS received your request for the NTN and must conduct further research on the transaction.

Note: Click the Refresh button periodically until **“Researching”** has changed to either **“Delay”** or a final status.

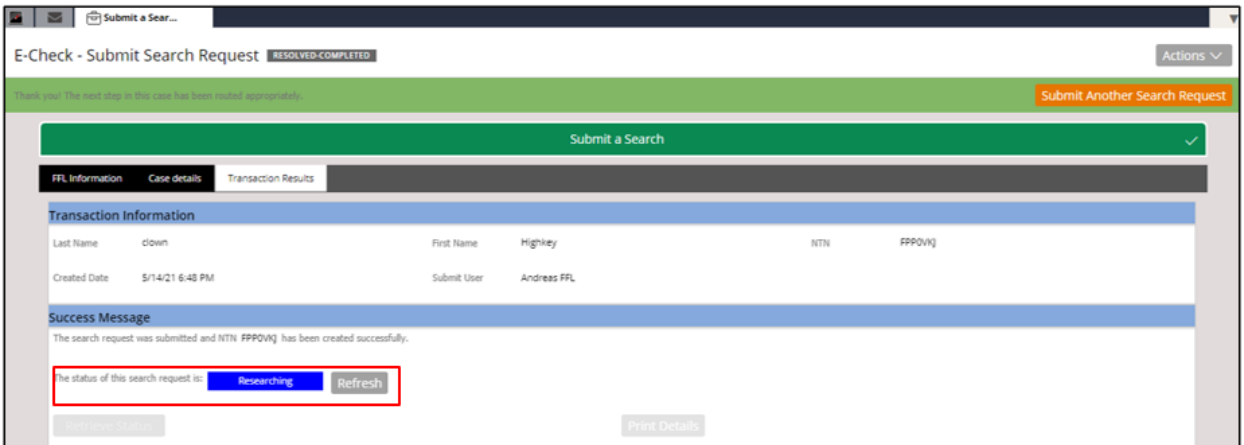


Figure 4-20: Immediate Search Response Page – Researching Status

- 8. Click the **“Submit”** button to return to the home tab.

| Key Combination | Result |
|-----------------|--|
| Alt + S | <ul style="list-style-type: none"> • Selects the “Submit” button regardless of location on the page. |
| Alt + C | <ul style="list-style-type: none"> • Select the “Continue” button regardless of location on the page. |

| Key Combination | Result |
|-----------------|--|
| Tab | <ul style="list-style-type: none"> • Navigates from field to field without the need of a mouse |
| Spacebar | <ul style="list-style-type: none"> • Opens dropdown menu • Selects radio button • Selects/Unselects checkboxes <ul style="list-style-type: none"> • <i>Note: Click the enter button to finalize selection</i> |

Table 3: Keyboard Shortcuts for the Submit a Search Request Page

4. Submit Multiple Search Requests

Additional searches can be performed by selecting the **“Submit Another Search Request”** link on the Search Request Details page.

1. Select the **“Submit Another Search Request”** link.

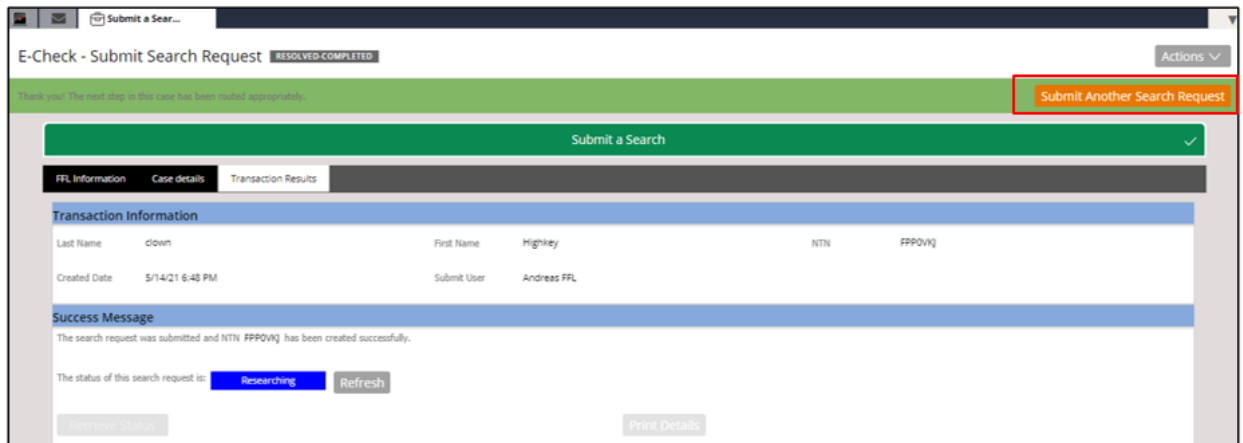


Figure 4-21: E-Check – Submit an Another Search Request

2. A new Search Request page will display. Repeat the previous steps to submit another background check.

5. Check an NTN Status

The status of an NTN can be checked by selecting the **“Check NTN Status”** link in the Processes section. The table below defines the different status types and depicts how they will appear in the NICS.

Table 4: NTN Status Descriptions

| Status | Description |
|-------------|---|
| New | A new status can be retrieved by clicking the “Retrieve Status” button. |
| Open | This NTN has passed the Brady Transfer Date. |
| Delayed | This NTN is in a Delayed status and the NICS is conducting further research on the transaction. |
| Researching | This NTN is being sent to the NICS to conduct further research. |
| Cancelled | This NTN was cancelled. |
| Denied | This NTN has received a final status of Denied. |
| Proceed | This NTN has received a final status of Proceed. |

5.1 Check an NTN Status

The section below documents the steps necessary to check an NTN status via E-Check. Once a final status has been assigned to a submitted NTN, an email will be sent to the corresponding account FFL, or the FFL user associated to the NTN.

Check your email junk or spam folder for a message titled "Final Status Available for NICS Transaction".

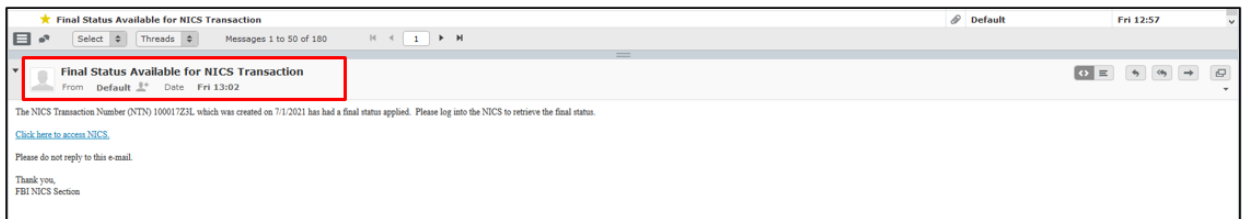


Figure 5-1: Email Screen with the Final Status Available Message

1. Click on the link in the email notification OR open the NICS E-Check from your browser.
2. Select “**Check NTN Status**” from the Processes section.

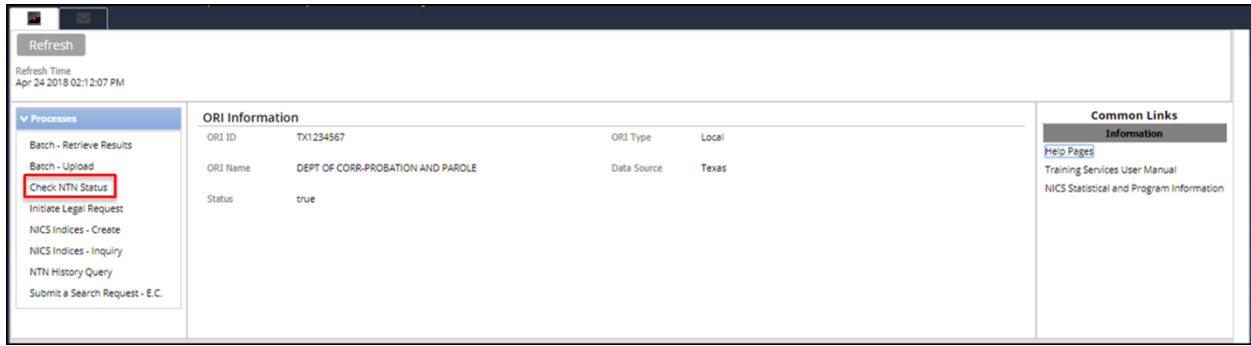


Figure 5-2: Check NTN Status

3. Review the list of E-Check transactions listed along with their statuses.

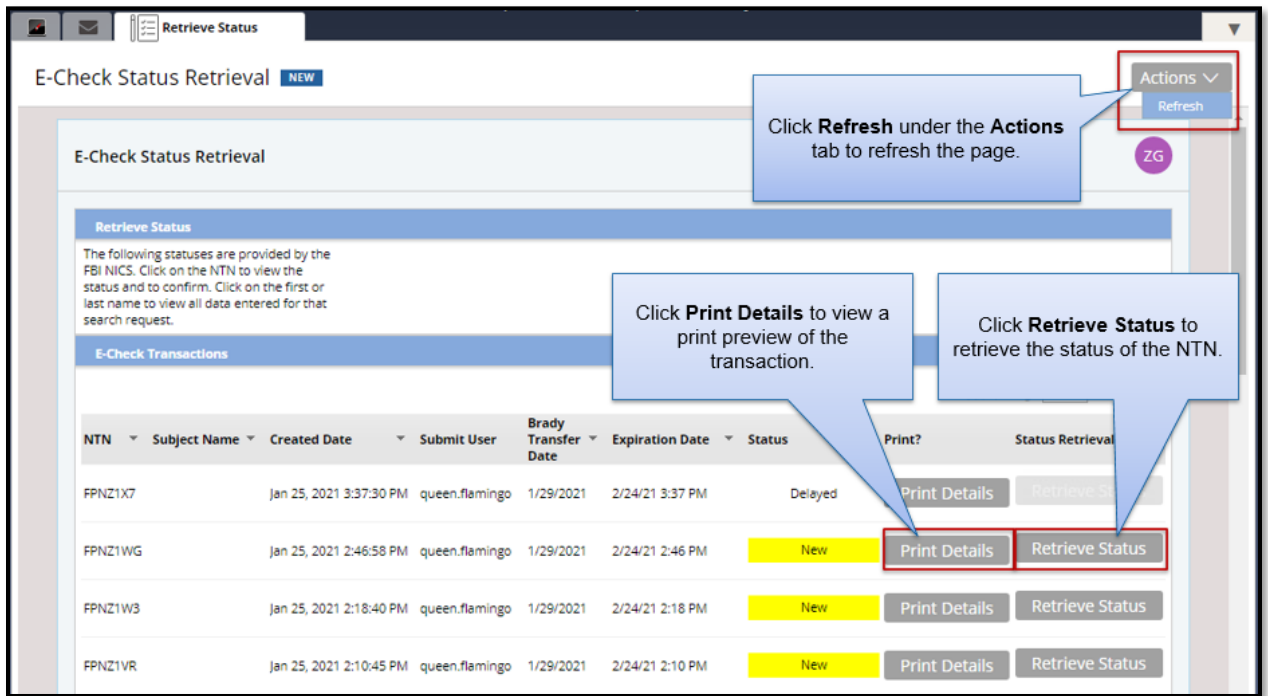


Figure 5-3: Check Status

5.2 Retrieve a Delayed Status

A delayed status will appear when the NICS is conducting further research on a transaction within three business days. The status will show as “New” when it is updated with a final status. This section documents the steps necessary to receive a new delayed status notification.

1. Click the “Retrieve Status” button.

| NTN | Subject Name | Created Date | Submit User | Brady Transfer Date | Expiration Date | Status | Print? | Status Retrieval |
|-----------|------------------|-------------------------|-------------|---------------------|-----------------|--------|---------------|------------------|
| 100006MXX | Usama Bin Caught | Jul 18, 2018 3:56:53 PM | StefSA | 7/24/2018 | 8/17/18 3:56 PM | New | Print Details | Retrieve Status |

Figure 5-4: Retrieve Status from “New” Status

- Click the “**Submit**” button on the “DisplayMDI” screen.

DisplayMDI

General Information

The following MDI has been marked as retrieved for the selected transaction.
 Current Time Jul 20, 2018 2:59:08 PM Print This Message

Transaction Information

| | |
|--------------|-------------------------|
| NTN | 100006N0Z |
| Created Date | Jul 18, 2018 4:20:36 PM |
| Subject Name | Usama Bin Caught |

MDI Message

NTN 100006N0Z will be Delayed while the NICS continues its research. If you do not receive a response from us, the Brady Law does not prohibit you from transferring the firearm on 7/24/2018.

Submit

Figure 5-5: Retrieve Delayed Status

- The status will change to display “**Delayed**” on the Check NTN Status page.

| NTN | Subject Name | Created Date | Submit User | Brady Transfer Date | Expiration Date | Status | Print? | Status Retrieval |
|-----------|------------------|-------------------------|-------------|---------------------|-----------------|---------|---------------|------------------|
| 100006MXX | Usama Bin Caught | Jul 18, 2018 3:56:53 PM | StefSA | 7/24/2018 | 8/17/18 3:56 PM | Delayed | Print Details | Retrieve Status |

Figure 5-6: Retrieve Delayed Status

5.3 Retrieve a New Proceed Status

The section below documents the steps necessary to receive a “**Proceed**” status notification.

- Click the “**Retrieve Status**” button.

| NTN | Subject Name | Created Date | Submit User | Brady Transfer Date | Expiration Date | Status | Print? | Status Retrieval |
|-----------|------------------|-------------------------|-------------|---------------------|-----------------|--------|---------------|------------------|
| 100006MXX | Usama Bin Caught | Jul 18, 2018 3:56:53 PM | StefSA | 7/24/2018 | 8/17/18 3:56 PM | New | Print Details | Retrieve Status |

Figure 5-7: Retrieve Status from “New” Status

- The status of **“Proceed”** will display on the Check NTN Status page.

| NTN | Subject Name | Created Date | Submit User | Brady Transfer Date | Expiration Date | Status | Print? | Status Retrieval |
|-----------|------------------|-------------------------|-------------|---------------------|-----------------|---------|---------------|------------------|
| 100006MXX | Usama Bin Caught | Jul 18, 2018 3:56:53 PM | StefSA | 7/24/2018 | 8/17/18 3:56 PM | Proceed | Print Details | Retrieve Status |

Figure 5-8: Proceed Status

5.4 Retrieve a Denied Status Before Brady Transfer Date

The section below documents the steps necessary to retrieve a **“Denied”** status before the Brady Transfer Date.

- Click the **“Retrieve Status”** button.

| NTN | Subject Name | Created Date | Submit User | Brady Transfer Date | Expiration Date | Status | Print? | Status Retrieval |
|-----------|------------------|-------------------------|-------------|---------------------|-----------------|--------|---------------|------------------|
| 100006MXX | Usama Bin Caught | Jul 18, 2018 3:56:53 PM | StefSA | 7/24/2018 | 8/17/18 3:56 PM | New | Print Details | Retrieve Status |

Figure 5-9: Retrieve Status from “New” Link

- The status of **“Denied”** will display on the Check NTN Status page if retrieved before the Brady Transfer Date.

| NTN | Subject Name | Created Date | Submit User | Brady Transfer Date | Expiration Date | Status | Print? | Status Retrieval |
|-----------|------------------|-------------------------|-------------|---------------------|-----------------|--------|---------------|------------------|
| 100006MXX | Usama Bin Caught | Jul 18, 2018 3:56:53 PM | StefSA | 7/24/2018 | 8/17/18 3:56 PM | Denied | Print Details | Retrieve Status |

Figure 5-10: Denied Status Before Brady Transfer Date

5.5 Retrieve a Denied Status After Brady Transfer Date

The section below documents the steps necessary to retrieve a **“Denied”** transaction after the Brady Transfer Date has passed.

- Click the **“Retrieve Status”** button.

| NTN | Subject Name | Created Date | Submit User | Brady Transfer Date | Expiration Date | Status | Print? | Status Retrieval |
|-----------|------------------|-------------------------|-------------|---------------------|-----------------|--------|---------------|------------------|
| 100006MXX | Usama Bin Caught | Jul 18, 2018 3:56:53 PM | StefSA | 7/24/2018 | 8/17/18 3:56 PM | New | Print Details | Retrieve Status |

Figure 5-11: Retrieve Status from “New” Status

- The **“Display Transaction Status”** window will appear because the Brady Transfer Date has passed. Click **“Submit”** after having reviewed the final response.

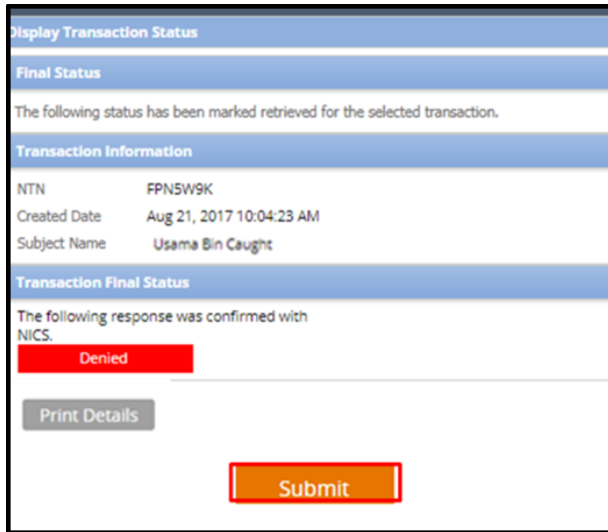


Figure 5-12: Display Transaction Status Window for Denied Transaction After Brady Transfer Date

3. Answer the Firearm Transfer Question by selecting an option from the dropdown menu.

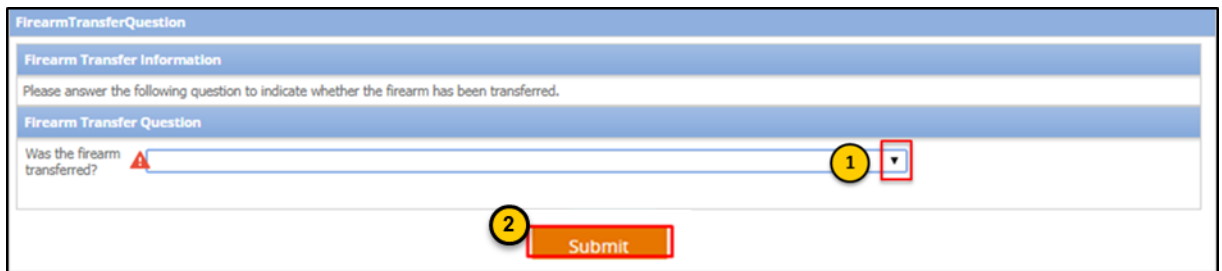


Figure 5-13: Firearm Transfer Question

4. Click “**Submit.**”
5. The status of “**Denied**” will now display on the Check NTN Status page.

| NTN | Subject Name | Created Date | Submit User | Brady Transfer Date | Expiration Date | Status | Print? | Status Retrieval |
|-----------|------------------|-------------------------|-------------|---------------------|-----------------|--------|---------------|------------------|
| 100006MXX | Usama Bin Caught | Jul 18, 2018 3:56:53 PM | StefSA | 7/24/2018 | 8/17/18 3:56 PM | Denied | Print Details | Retrieve Status |

Figure 5-14: Denied Transaction Status

6. NTN History Query

6.1 Query an NTN

Inquiries allow users to retrieve information based on a specific set of criteria. Multiple search criteria can be applied when querying an NTN. As an org lead, you will have the ability to search across all associated RDS keys for an NTN within the NTN History Inquiry.

Org leads are seen as Primary Users for every FFL associated with the Org. The section below documents the steps necessary to query an NTN.

1. Click the “NTN History Query” from the Processes section.

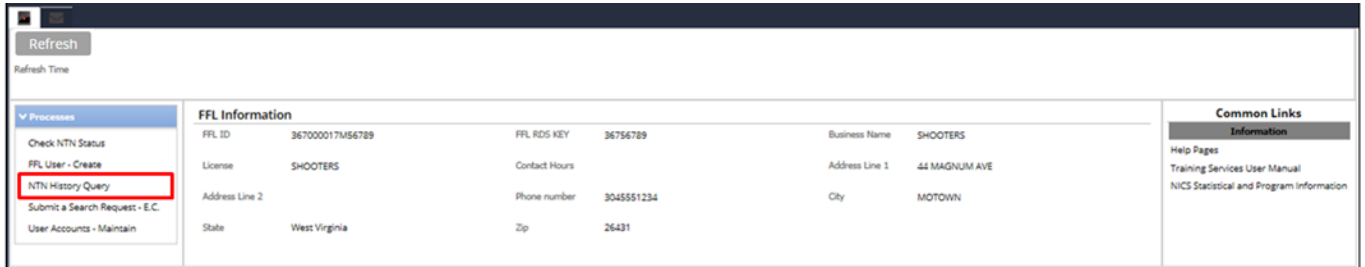


Figure 6-1: NTN History Query

2. Use one (or more) of the pre-populated Field dropdowns to select the criteria.
3. Enter the information to be searched in the Value field. Note: The more fields you use, the more specific the results will be.

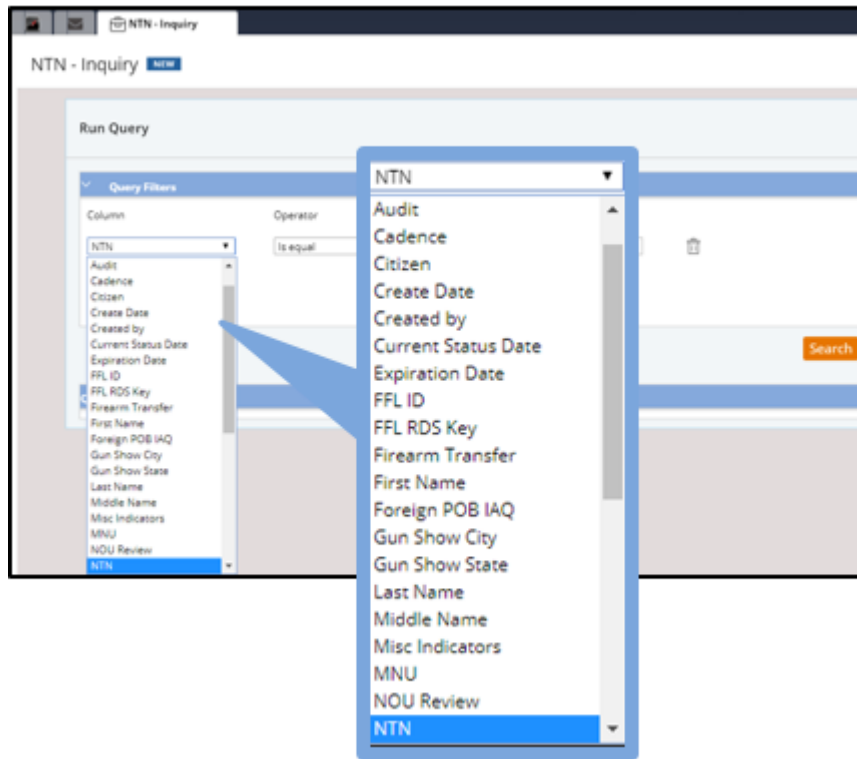


Figure 6-2: NTN History Query Search Criteria

The table below defines each field and criteria for each field within the Inquiry Criteria page, as well as denotes if the field is required.

Table 5: NTN History Query Search Criteria

| Field Name | Field Type | Required Field (Y/N)? | Secondary Inquiry Criteria Enabled (Y/N)? | Description |
|------------------------------|------------|-----------------------|---|--|
| ASI | Text | No | No | The alternate search identifier number |
| FFL RDS Key | Text | No | No | The number associated with the FFL RDS Key (First 3 and last 5 numbers of the FFL Number) |
| NTN | Text | No | No | The number associated with the transaction |
| Firearm Transfer | Dropdown | No | No | The response given by the user when setting or retrieving the status of a denied transaction to the question "Was the firearm transferred?" Permitted values include: <ul style="list-style-type: none"> No, the firearm did not transfer, and I am acknowledging receipt of the Deny status Unknown; at this time, I do not know if the firearm transferred, and I am acknowledging receipt of the Deny status Yes, the firearm transferred, and I am acknowledging receipt of the Deny status |
| Create Date | Text | No | No | The date the NTN was created |
| Current Status Date | Text | No | No | The date the NTN status was changed or assigned |
| Status Retrieved Date | Text | No | No | The date the NTN status was retrieved |
| NTN Status | Dropdown | No | Yes | The status assigned to a transaction Applicable to State and FBI searches: <ul style="list-style-type: none"> I = Initial Search (System-applied only) Applicable to State Searches: <ul style="list-style-type: none"> M = Submitted to State Applicable to FBI Searches: <ul style="list-style-type: none"> D = Denied P = Proceed C = Cancelled Y = Redo Cancel (System-applied only) L = Delayed V = Open A = Under Appeal |
| Citizen | Dropdown | No | Yes | The citizenship of the subject. Permitted values include: <ul style="list-style-type: none"> Citizen Non-U. S. Citizen |
| State of Purchase | Dropdown | No | Yes | The state of purchase of the subject. |
| State of Residence | Dropdown | No | Yes | The state of residence of the subject. |

| Field Name | Field Type | Required Field (Y/N)? | Secondary Inquiry Criteria Enabled (Y/N)? | Description |
|-----------------------|------------|-----------------------|---|---|
| Place of Birth | Dropdown | No | Yes | The place of birth of the subject. |
| Retrieved Indicator | Dropdown | No | Yes | Indicates whether the NTN status was retrieved. Permitted values: <ul style="list-style-type: none"> • Yes • No |
| Region ID | Dropdown | No | Yes | Indicates the region to which the NTN is assigned |
| Expiration Date Start | Text | No | Yes | The expiration date of the NTN |
| ORI_ID | Text | No | Yes | The number associated with the ORI ID |
| Misc. Indicators | Dropdown | No | Yes | Miscellaneous indicators for the NTN |

- To search between created dates: Add two lines of search criteria, one with a 'greater than' and one with a 'less than' operator.

The screenshot shows a query filter interface with three columns: Column, Operator, and Value. The first row has 'Create Date' in the Column, 'Greater than' in the Operator, and '4/20/2020' in the Value. The second row has 'Create Date' in the Column, 'Less than' in the Operator, and '4/30/2020' in the Value. A red box highlights the Operator and Value columns for both rows.

Figure 6-3: NTN Between Created Dates Query Search

- Click the “Search” button to display the query results.

The screenshot shows the NTN - Inquiry application interface. At the top, there is a 'Run Query' section. Below it is a 'Query Filters' section with a table containing one filter: 'NTN' in the Column, 'Is equal' in the Operator, and an empty value field. A 'Search' button is located in the bottom right corner of the interface.

Figure 6-4: NTN History Query Search

- The search results will display in a list below the Inquiry Criteria. The first 100 search results will display on the first page.
- Double-click the results to open the record.

NTN History - Inquiry

Perform Inquiry

Inquiry Criteria

Enable secondary inquiry criteria

Field: NTN Value: []

Create Date: Between 7/10/2018 and 7/26/2018

Search

Inquiry Results

Print Export

Inquiry results for NTN History-based queries

| NTN | Last Name | First Name | Middle Name | Cadence | Submitted By | Retrieved By | Status | Expiration Date | Brady Transfer Date | Created date | Retrieved Date | Status Date | FFL RDS KEY | Misc. Info |
|-----------|-----------|------------|-------------|---------|------------------|----------------|---------------|-----------------|---------------------|-----------------|---------------------|-----------------|-------------|------------|
| 100006N4C | Otezt | Eugene | C | | LSHOCK | NICS RETRIEVED | Proceed | 08/18/2018 | 07/25/2018 | 7/19/18 6:23 AM | 07/19/2018 06:29 AM | 7/19/18 6:28 AM | 36756789 | |
| 100006N4D | Otezt | Eugene | C | | RYAN.MATTHEWS | Not Retrieved | Not Retrieved | 08/17/2018 | 07/24/2018 | 7/18/18 5:12 PM | Not Retrieved | 7/18/18 5:13 PM | 12312312 | |
| 100006N3Z | Otezt | Eugene | C | | RYAN.MATTHEWS | Not Retrieved | Not Retrieved | 08/17/2018 | 07/24/2018 | 7/18/18 5:11 PM | Not Retrieved | 7/18/18 5:12 PM | 12312312 | |
| 100006N3L | Otezt | Eugene | C | | RYAN.MATTHEWS | Not Retrieved | Not Retrieved | 08/17/2018 | 07/24/2018 | 7/18/18 5:08 PM | Not Retrieved | 7/18/18 5:08 PM | 12312312 | |
| 100006N36 | smith | petra | | | NICSSYSAN2 | Not Retrieved | Not Retrieved | 08/17/2018 | 07/24/2018 | 7/18/18 5:05 PM | Not Retrieved | 7/18/18 5:05 PM | | |
| 100006N2V | smith | petra | | | ATF.LOL | Not Retrieved | Not Retrieved | 08/17/2018 | 07/24/2018 | 7/18/18 5:01 PM | Not Retrieved | 7/18/18 5:01 PM | | |
| 100006N2G | smith | petra | | | ATF.LOL | ATF.LOL | Proceed | 08/17/2018 | 07/24/2018 | 7/18/18 4:55 PM | 07/18/2018 04:57 PM | 7/18/18 4:56 PM | | |
| 100006N23 | smith | petra | | | ATF.LOL | ATF.LOL | Denied | 08/17/2018 | 07/24/2018 | 7/18/18 4:47 PM | 07/18/2018 04:55 PM | 7/18/18 4:54 PM | | |
| 100006N1R | smith | petra | | | NICSSYSAN2 | Not Retrieved | Not Retrieved | 08/17/2018 | 07/24/2018 | 7/18/18 4:35 PM | Not Retrieved | 7/18/18 4:35 PM | | |
| 100006N1C | Klown | Krusty | The | | NICSSYSAN2 | Not Retrieved | Not Retrieved | 08/17/2018 | 07/24/2018 | 7/18/18 4:26 PM | Not Retrieved | 7/18/18 7:26 PM | 12312312 | |
| 100006N10 | Smith | Petra | | | NICSSYSAN2 | Not Retrieved | Not Retrieved | 08/17/2018 | 07/24/2018 | 7/18/18 4:24 PM | Not Retrieved | 7/18/18 7:25 PM | 12312312 | |
| 100006N0Z | Smith | Petra | | | NICSSYSAN2 | Not Retrieved | Not Retrieved | 08/17/2018 | 07/24/2018 | 7/18/18 4:20 PM | Not Retrieved | 7/18/18 7:21 PM | 12312312 | |
| 100006N0L | smith | petra | | | NICSSYSAN2 | Not Retrieved | Not Retrieved | 08/17/2018 | 07/24/2018 | 7/18/18 4:19 PM | Not Retrieved | 7/18/18 4:19 PM | | |
| 100006N07 | smith | Petra | | | locelyn.martinez | Not Retrieved | Not Retrieved | 08/17/2018 | 07/24/2018 | 7/18/18 4:09 PM | Not Retrieved | 7/18/18 4:09 PM | | |

Figure 6-5: NTN History Query Search Results

8. Click the double arrows to the left of an NTN to view its request details.

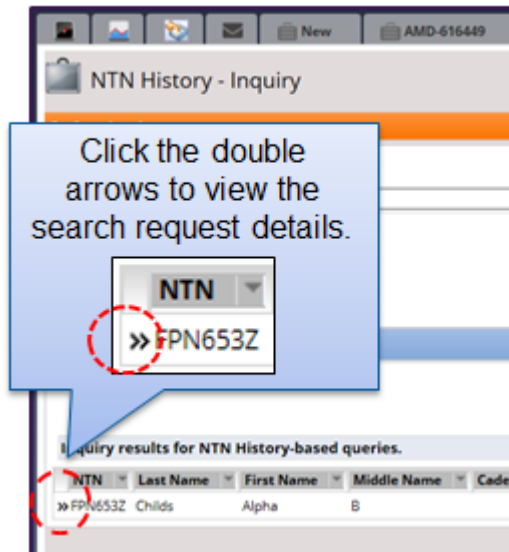


Figure 6-6: Double arrow icons used to display request details

9. To export the NTN results, select the “Export” button.

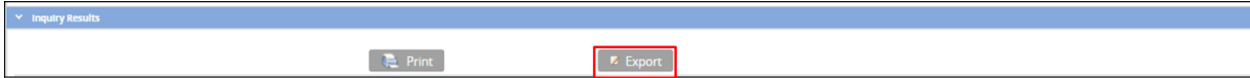


Figure 6-7: Export

10. Select the applicable Result Type and Output Format.
11. Click the “**OK**” button to continue.

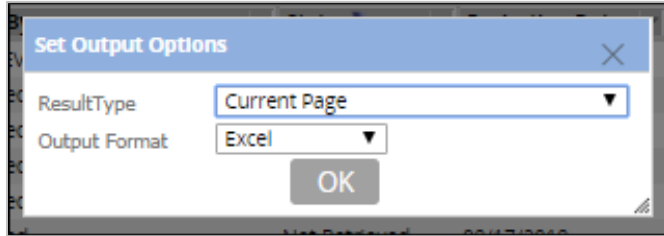


Figure 6-8: Format

*Note: Depending on your browser these next few steps may differ.

If the Excel output is selected, a pop-up will display to open the document.

12. Select the “**Open**” button.



Figure 6-9: Open

13. The Excel document will display. Print or save the document if applicable.

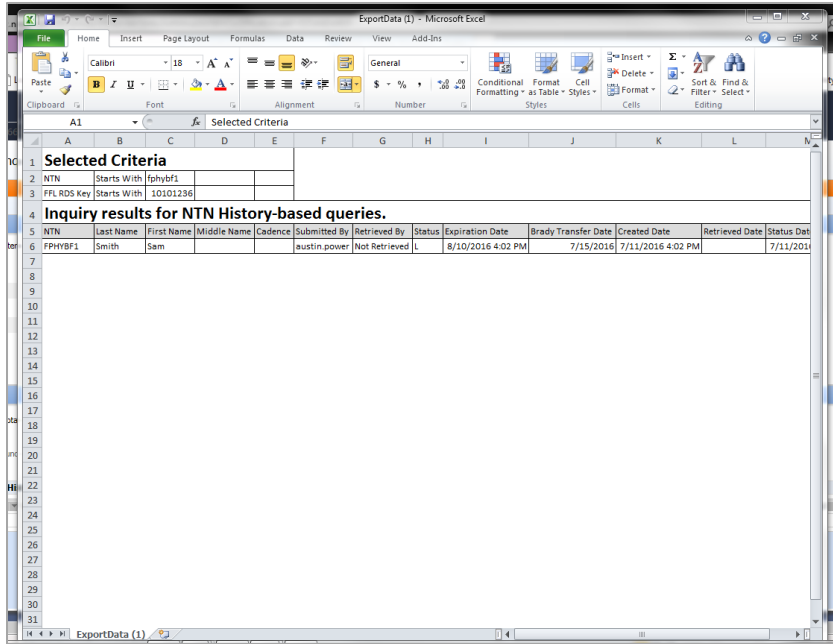


Figure 6-10: Excel Document

7. FFL User – Create

Use this process to create new FFL users when needed.

7.1 Create a new FFL User

1. Select the “FFL User – Create” process link.

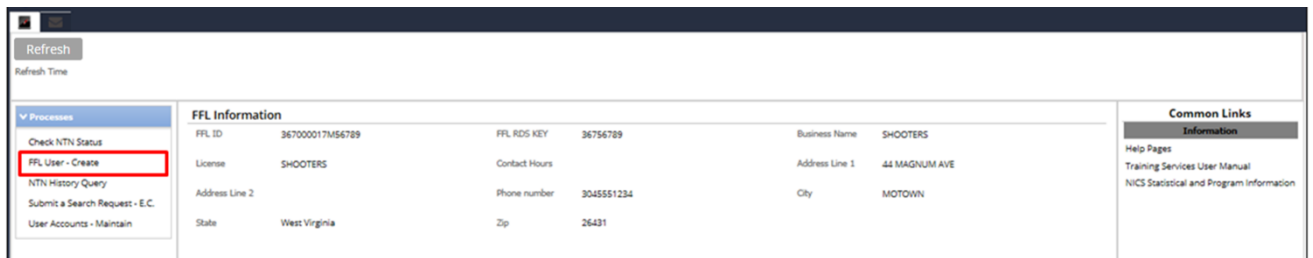


Figure 7-1: FFL User – Create

2. Enter the User Information data in the required fields on the User Account page.

Figure 7-2: Account Information

If your organization only has “one” associated RDS key, disregard steps 3-7. The system will automatically set the RDS Key and Employee Type of the new user.

3. Select the “**Access Numbers**” tab.
4. Click the “**Add FFL**” button.

Figure 7-3: Access Numbers

5. Select the appropriate field from the dropdown menu. Enter the Value to search and click the “**Search**” button.

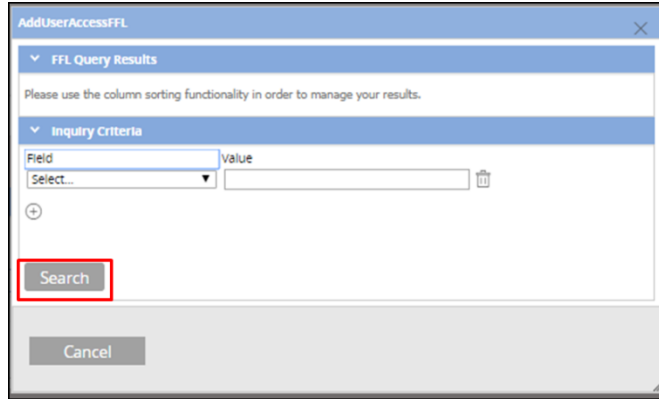


Figure 7-4: Add User Access FFL

6. The FFL Inquiry Results will display.
7. Select the checkbox next to the applicable FFL.
8. Click the “**Submit**” button.

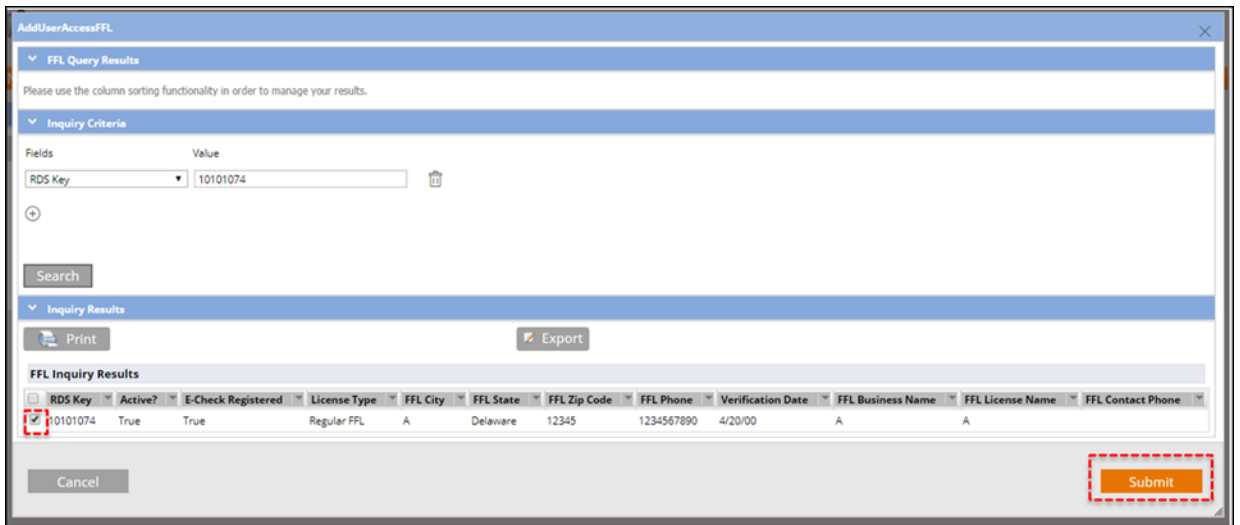


Figure 7-5: FFL Inquiry Results

9. The FFL RDS Key will display on the Access Number tab.
10. Click the “**Submit**” button.

User Accounts - Maintain OPEN Actions

Maintain User Data F

User Account

Account Information **Review Information** Access Numbers **Change Password**

Access Numbers

| Type | RDS Key | Employee Type |
|------|----------|---------------|
| 2 | 36714145 | Primary User |
| 2 | 36756789 | Primary User |

Add FFL

Cancel Submit

Review Modify

Figure 7-6: Access Numbers

11. Select the **“Employee Type”** from the dropdown.
12. Click **“Submit.”**
13. A **“User Maintenance Success Message”** will display.
14. Click the Reopen/Edit button to modify the FFL User account.

UserMaint (U-626682) Reopen/Edit

✓ Username: **test.t.test40** has been saved successfully :) New password: **THz?7Wre3tNT**

Figure 7-7: User Maintenance Success Message

8. User Accounts – Maintain

8.1 Modifying User Accounts

User accounts – Maintain allows users to modify accounts based on a specific set of criteria. Multiple search criteria can be applied when querying an NTN. As a Non-Org Lead Primary User, you will not be able to modify Org Lead accounts.

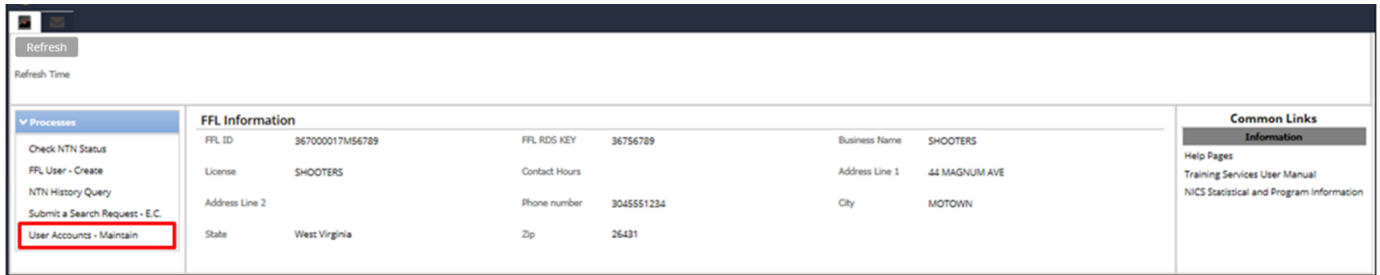


Figure 8-1: User Accounts – Maintain Process Link

1. Select the desired Inquiry Criteria and enter the appropriate value.

NOTE: You may do a search based on only one field or multiple fields to narrow the results.

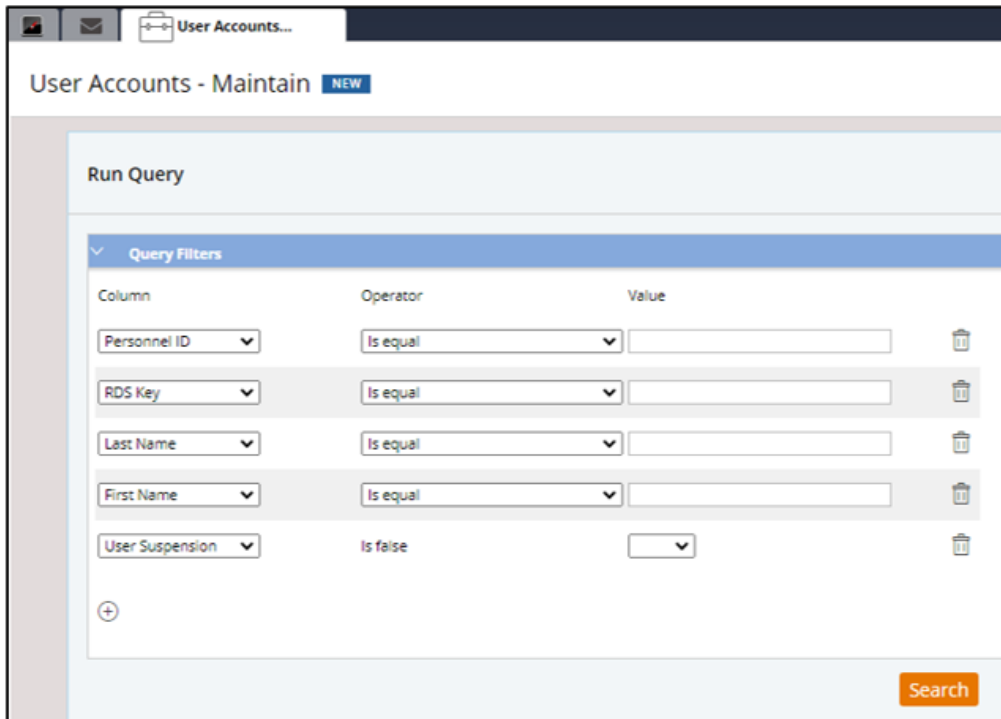


Figure 8-2: User Maintenance – Inquiry

After you click the “Search” button, the system will only display active users in the results by default. To search for inactive users in the system, set the “**User Suspension**” value to “**True**”.

2. The Inquiry Results page will display. Double-click the User ID row to open the User Account page.

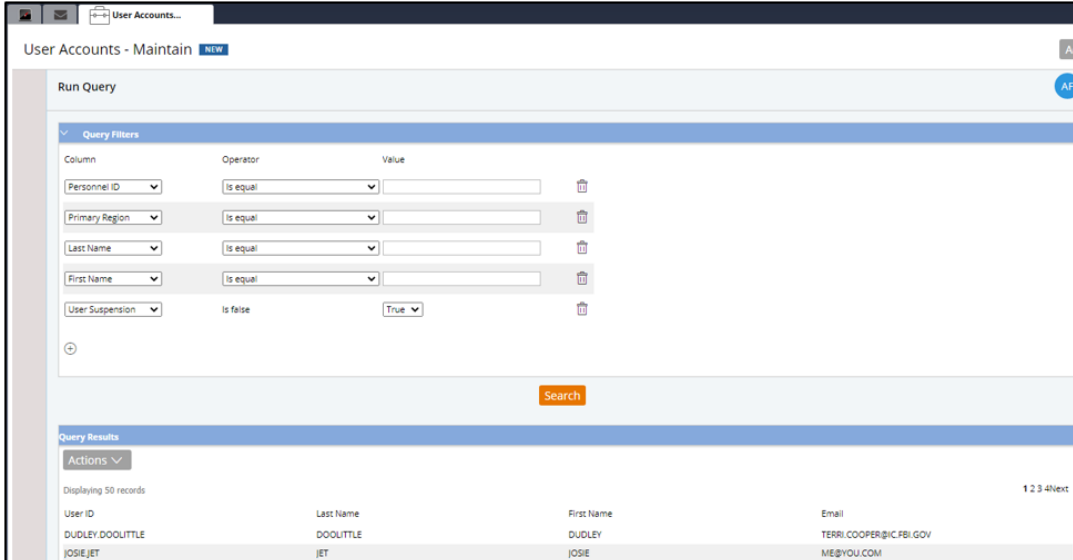


Figure 8-3: Inquiry Results

3. The User Account page will display in read-only mode. Select the “Reopen/Edit” button to enable you to modify the account.

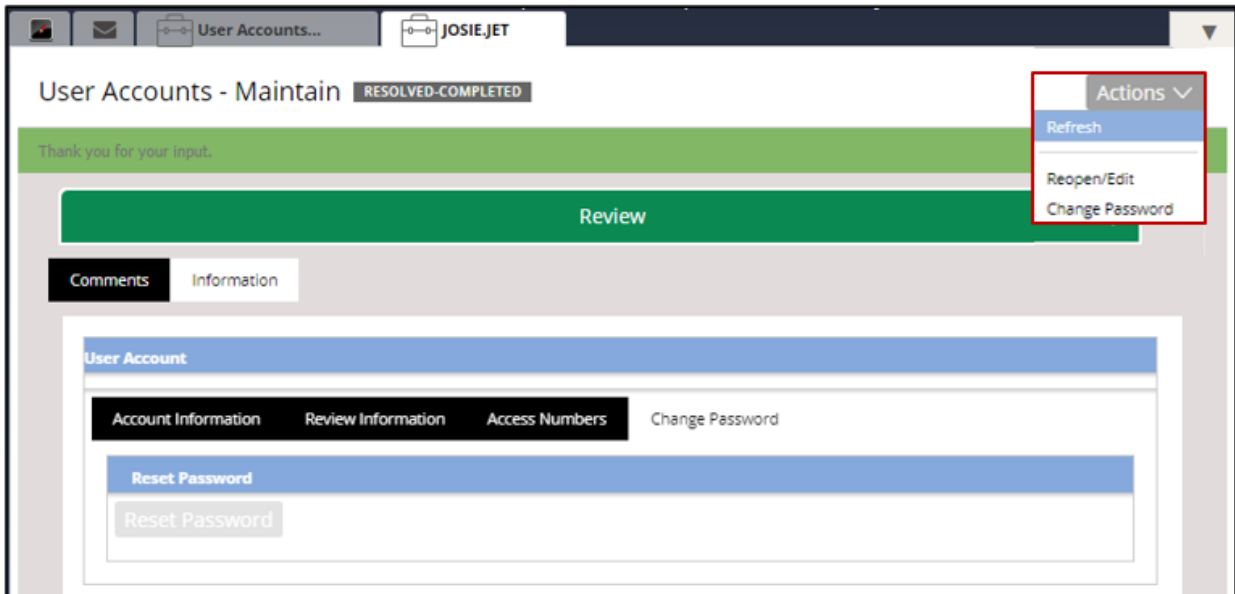


Figure 8-4: User Account Page

4. Modify the Account Information as needed.

The screenshot displays the 'User Accounts - Maintain' interface. At the top, there is a title bar with 'User Accounts - Maintain' and an 'OPEN' button. Below this is a 'Maintain User Data' section with a green 'F' icon. The main content area is titled 'User Account' and contains three tabs: 'Account Information', 'Review Information', 'Access Numbers', and 'Change Password'. The 'Account Information' tab is active, showing the following details:

- General Information:** External User ID: JOSEJET, Locked: , Suspended: .
- User Information:** First Name: JOSE, Middle Name: (empty), Last Name: JET, Cadence: (dropdown), Date of Birth: 9/3/1964, Email: ME@YOU.COM, Phone Number: 3046255032, Time Zone: (dropdown), Personal Codeword: N/A.
- Organization Information:** Code: 44, Name: SHOOTERS, Organization Lead: .

At the bottom of the form, there are 'Cancel' and 'Submit' buttons. Below the form is a navigation bar with 'Review' (green button with a checkmark) and 'Modify' (blue button).

Figure 8-5: Account Information

5. Modify the Access Numbers tab as needed. If you only have one associated FFL, then it is the only one that will appear.

NOTE: Even if you are a Primary User of an organization, you must also be a Primary User of an FFL to delete a related access number.

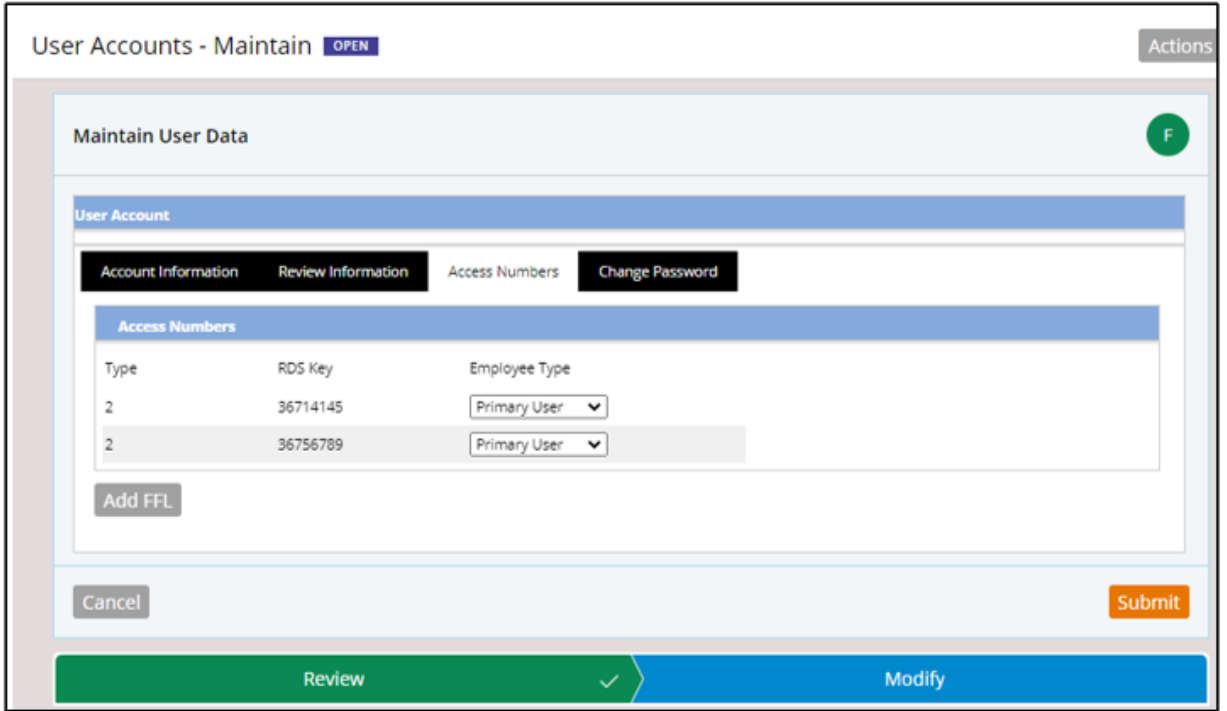


Figure 8-6: Access Numbers Tab

6. The Change Password tab is used to edit your password.

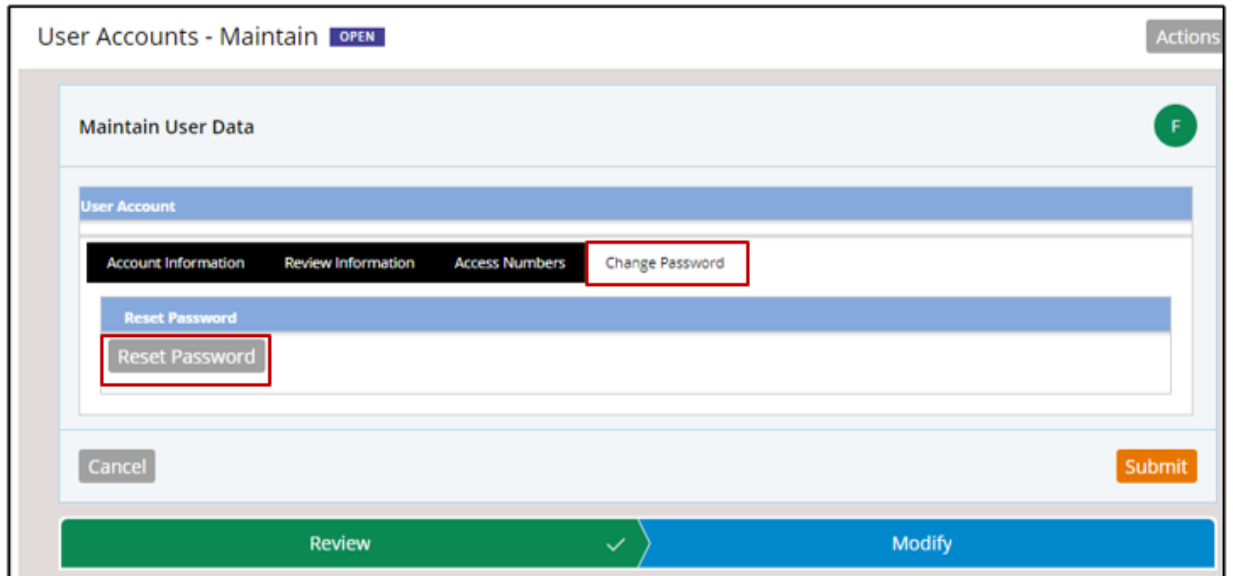


Figure 8-7: Change Password Tab

8.2 Changing User Account Password

User Accounts – Maintain also allows users to modify account passwords. Four days before a password expires, a notification will appear when users log into NICS E-Check letting them know to change their password before it expires and lose login access.

There are two ways to change an account’s password, through “User Account Maintain” or “User Profile Information Menu”.

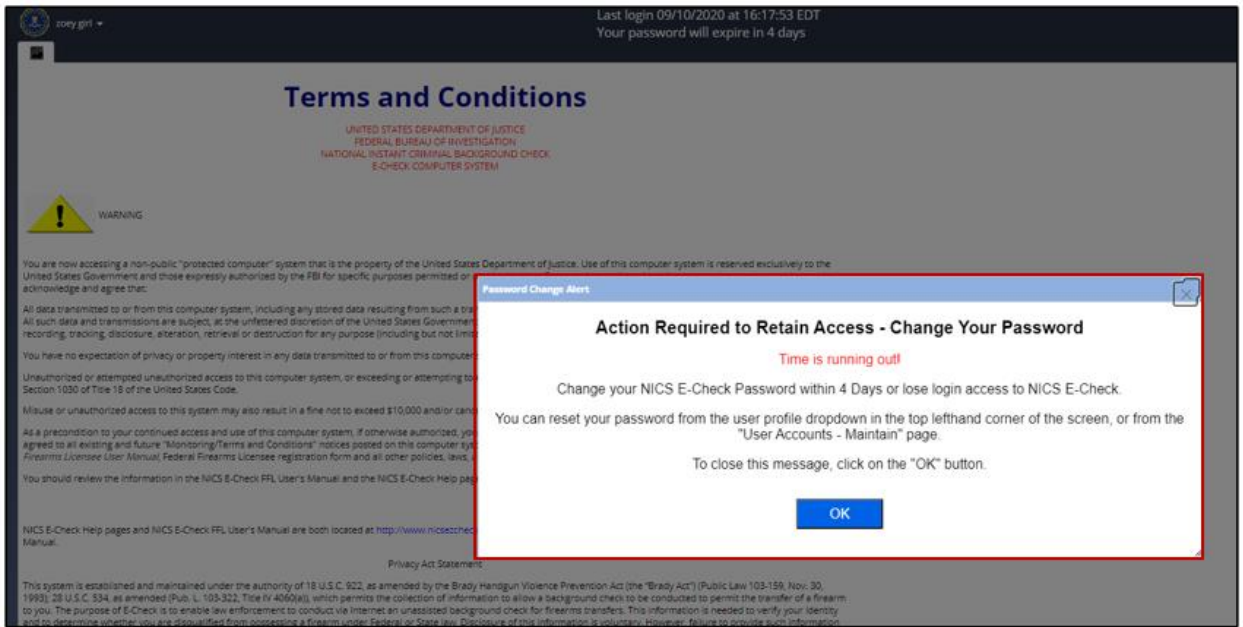


Figure 8-8: Password Expiration Notification

1. Before changing a password, check the “Comments” section to make sure that the password had not been recently changed by a different user.

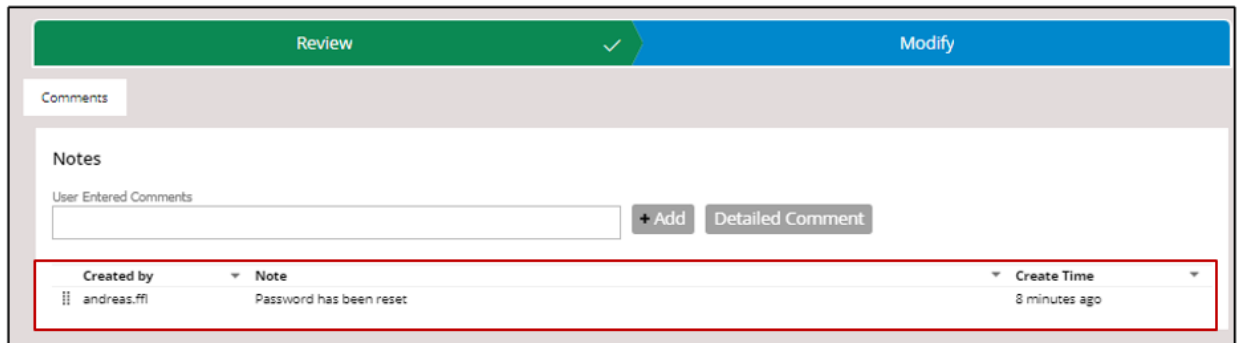


Figure 8-9: User Account Maintain Comments Section

2. Click the “Change Password” from the “Actions” dropdown menu.

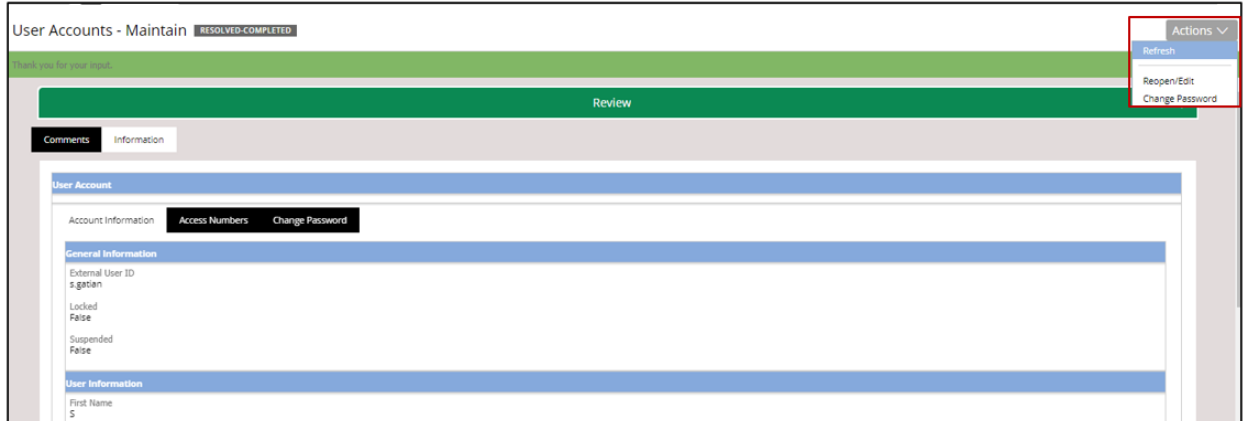


Figure 8-10: Change Password Option

3. Enter the “Old Password”.
4. Enter the “New Password” and “Confirm Password”.
5. Click the “**Submit**” button to save all changes to the user account.

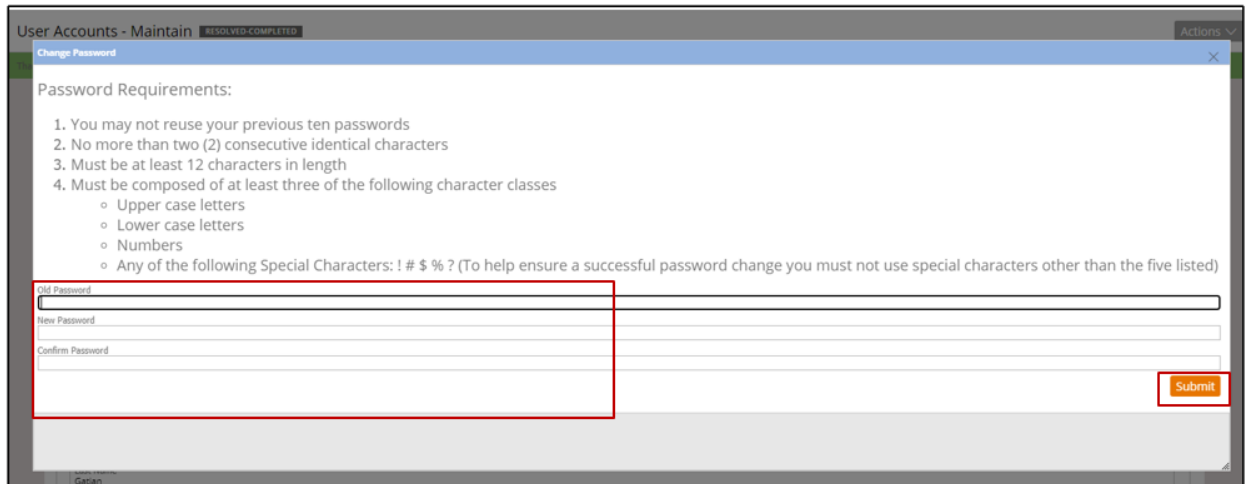


Figure 8-11: Change Password Pop – Up Screen

Users can also change the account password from the “User Profile” dropdown menu. However, be sure to verify that the password had not been recently changed by a different ‘Primary User’.

1. Select “**Change Password**” from the User Profile dropdown menu.

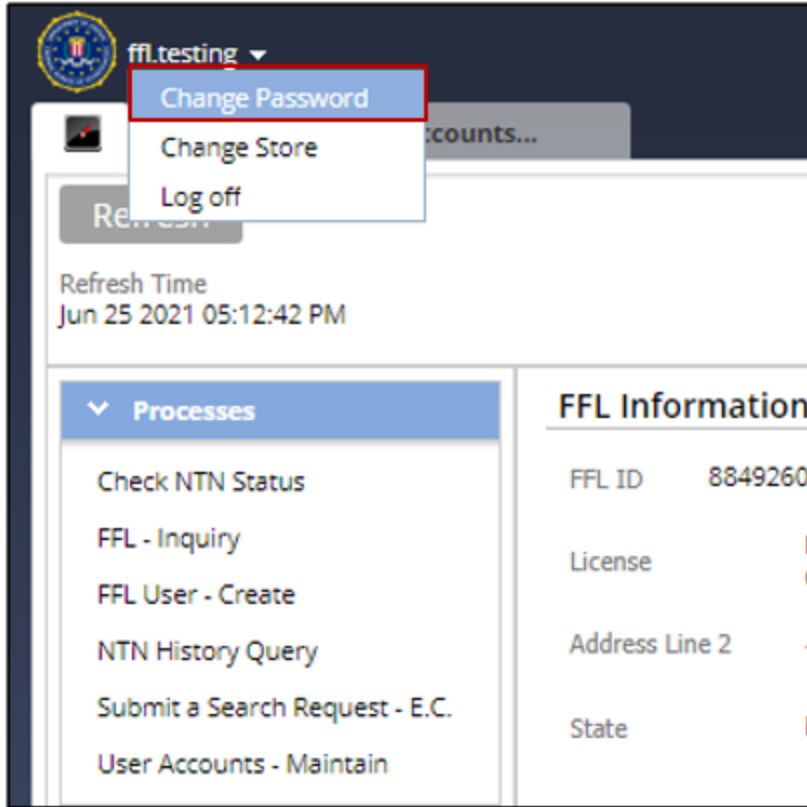


Figure 8-12: Change Password Under User Profile

2. Enter the “Old Password”.
3. Enter the “New Password” and “Confirm Password”.
4. Click the “**Submit**” button to save all changes to the user account.

The screenshot shows a web browser window with the title 'FBI-FW-NICSFW-Work-UserMaint-User NEW'. The main content area is titled 'Change Password' and contains the following text:

Password Requirements:

1. You may not reuse your previous ten passwords
2. No more than two (2) consecutive identical characters
3. Must be at least 12 characters in length
4. Must be composed of at least three of the following character classes
 - o Upper case letters
 - o Lower case letters
 - o Numbers
 - o Any of the following Special Characters: ! # \$ % ? (To help ensure a successful password change you must not use special characters other than the five listed)

Below the requirements are three input fields labeled 'Old Password', 'New Password', and 'Confirm Password'. A red rectangular box highlights these three input fields and the 'Submit' button located at the bottom right of the form area.

Figure 8-13: Change Password Screen

9. Under 21 (U21) NTN

As part of the Bipartisan Safer Communities Act, subjects under the age of 21 will be auto delayed or denied based research of Mental and Juvenile Health Records.

9.1 Retrieve Status for U21 NTN

1. Click '**Retrieve Status**' after submitting the background check and a "Residential Information" popup will appear.

Auto suggestions will populate when a user enters the City, County, State, and Zip.

The screenshot shows a web form titled "Display Address Information". Under the "Address Information" section, there is a sub-section "10. Residential Information". It contains several fields: "Address Line 1" with the value "89 test", "Address Line 2" (empty), "City" with a dropdown menu showing "KING", "County/Parish/Borough" with a dropdown menu showing "KING", "State" with a dropdown menu showing "Virginia", and "Zip Code" with a dropdown menu showing "20134". There is also a "Gun Show?" field with two radio buttons, "Yes" and "No", both of which are currently unselected. A "Submit" button is located at the bottom center of the form.

Figure 9-1 Residential Information

2. Click the “**Gun Show?**” modal and fill out the gun show address information if the subject purchased the firearm at a gun show.
3. Click ‘**Submit**’.

The screenshot shows the same "Display Address Information" form, but with the "Gun Show?" field now selected. The "Yes" radio button is checked. Below the residential information, there is a new sub-section "25. Gun Show Information". It contains fields for "Address Line 1", "Address Line 2", "City", "County/Parish/Borough", "State", and "Zip Code", all of which are currently empty or set to "Select...". A "Submit" button is located at the bottom center of the form, highlighted with a red box.

Figure 9-2 Gun Show Information

- The new MDI message will display explaining that the subject is delayed while research is being done. Click **Submit**.

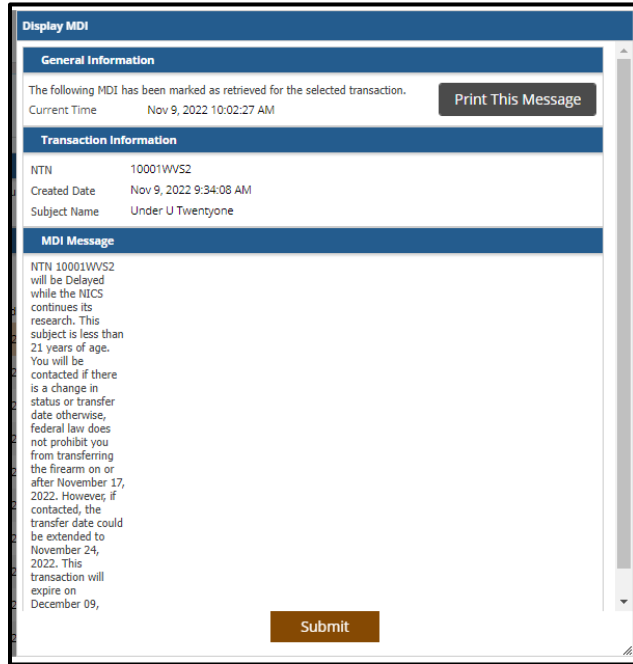


Figure 9-3 MDI message

- The status will show as **“Delayed”** until further research is done.

The screenshot shows the "E-Check Status Retrieval" interface. It includes a "Retrieve Status" section with instructions and an "E-Check Transactions" table. The table has columns for NTN, Subject Name, Created Date, Submit User, Brady Transfer Date, Expiration Date, Status, Print?, and Status Retrieval. The first row shows a "Delayed" status, and the second row shows a "New" status.

| NTN | Subject Name | Created Date | Submit User | Brady Transfer Date | Expiration Date | Status | Print? | Status Retrieval |
|-----------|--------------------|------------------------|----------------|---------------------|-----------------|---------|---------------|------------------|
| 10001WVS2 | Twentyone, Under U | Nov 9, 2022 9:34:08 AM | bailey.profit | 11/17/2022 | 12/9/22 9:34 AM | Delayed | Print Details | Retrieve Status |
| 10001WVPY | Duck, Delsy | Nov 9, 2022 6:53:51 AM | NICS INITIATED | 11/17/2022 | 12/9/22 6:53 AM | New | Print Details | Retrieve Status |

Figure 9-4 Delayed Status on Retrieval

6. A message with the Brady Transfer Date will appear in the audit log.

| History | |
|---------------------------|--|
| Time | Description |
| 11/08/2022 2:44:18.717 PM | O - NTN Ownership Change |
| 11/08/2022 2:42:02.563 PM | MDI retrieved via E-Check with a Brady Transfer date of November 12, 2022. |

Figure 9-5 Audit Log Message

10. “FFL – Update Request” Process

An “FFL – Update Request” has been added to the processes tab for users to update any information for existing request.

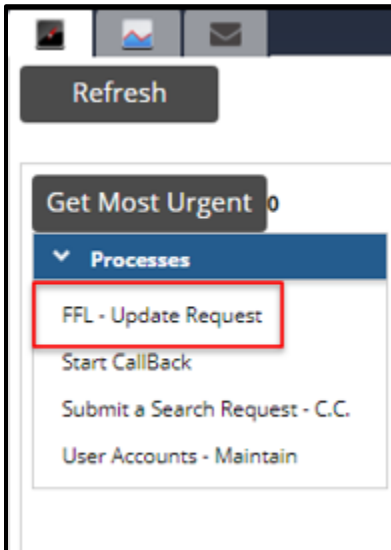


Figure 10-1 FFL – Update Request

After selecting “FFL – Update Request”, the request will open and users will enter information as necessary into the “Update Information” text-box. After entering information, users will click “Submit”.

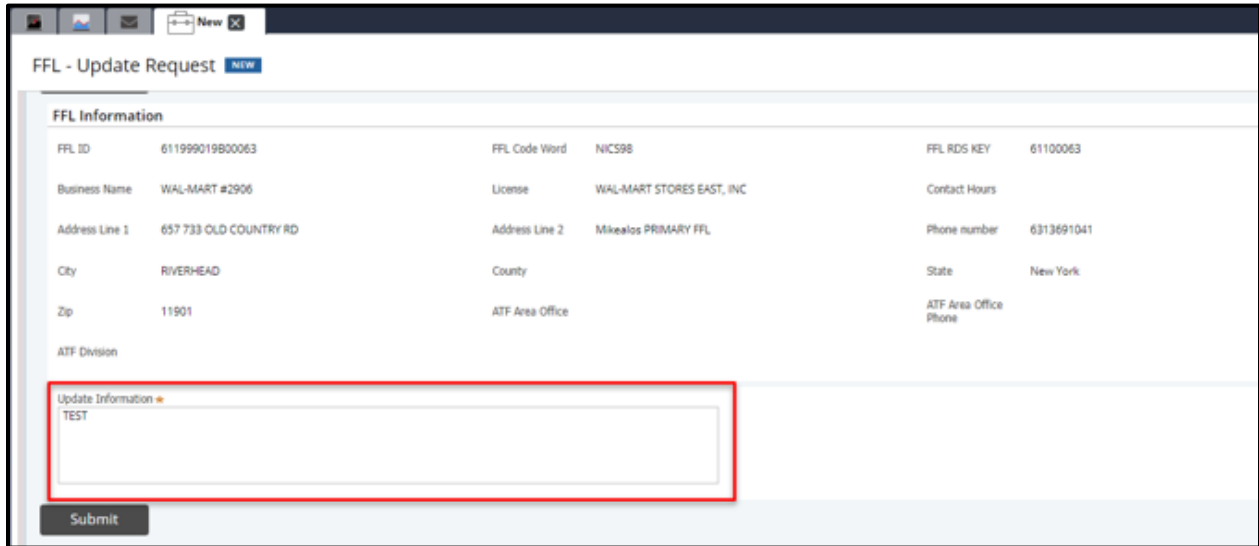


Figure 10-2 Update Information

Users will have the option to update an FFL request by selecting “FFL-Update Request” from the “Actions” tab on the “RFC Status Retrieval” landing page.

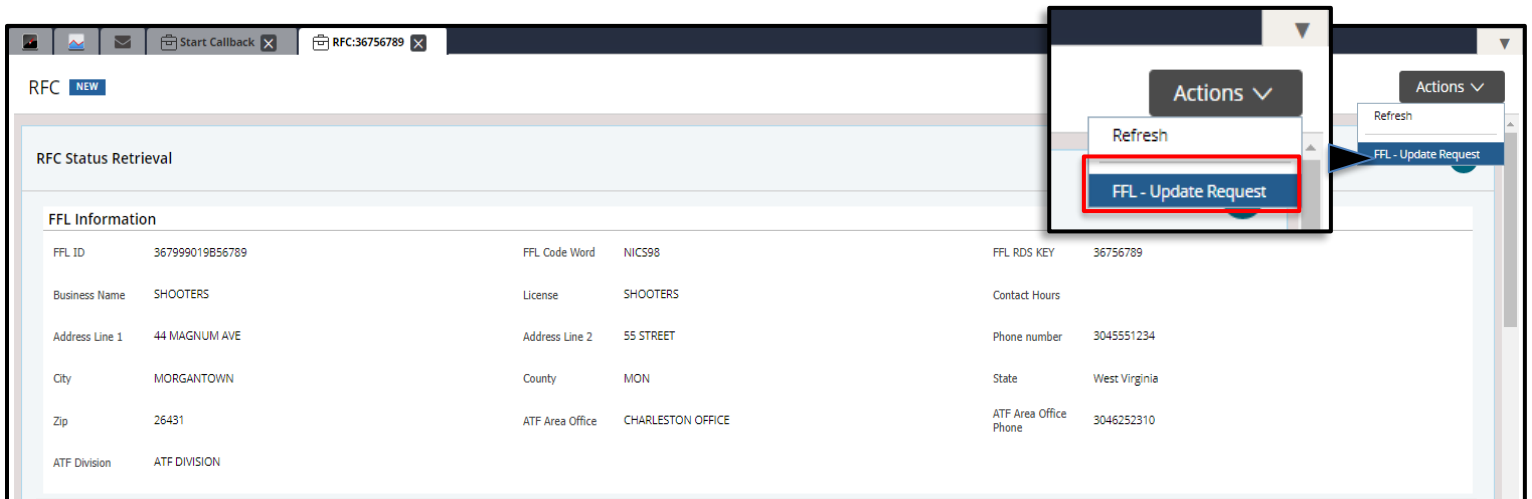


Figure 10-3 RFC Status Retrieval Page

After selecting “**FFL- Update Request**”, a request form will populate with the “**Update Information**” text-box and user will enter information as necessary and click submit.

| FFL Information | | | |
|-----------------|-----------------|-----------------------|-------------------|
| FFL ID | 367999019B56789 | FFL Code Word | NICS98 |
| Business Name | SHOOTERS | License | SHOOTERS |
| Address Line 1 | 44 MAGNUM AVE | Address Line 2 | 55 STREET |
| City | MORGANTOWN | County | MON |
| Zip | 26431 | ATF Area Office | CHARLESTON OFFICE |
| ATF Division | ATF DIVISION | FFL RDS KEY | 36756789 |
| | | Contact Hours | |
| | | Phone number | 3045551234 |
| | | State | West Virginia |
| | | ATF Area Office Phone | 3046252310 |

Update Information *

TEST

Submit

Figure 10-4 Update Information Submission

An email notification will be sent to designated users when an FFL Update Request has been submitted. The email will include FFL information and update information inserted into the “**Update Information**” text box.

FFL - Update Request
From: NICSEmail Date: Today 10:09

An FFL Update Request has been submitted for FFL: **611999019B00063**

FFL Info:

| | | |
|--|--|------------------------------------|
| FFL ID: 611999019B00063 | FFL Code Word: NICS98 | FFL RDS Key: 61100063 |
| Business Name: WAL-MART #2906 | License: WAL-MART STORES EAST, INC | Contact Hours: |
| Address Line 1: 657 733 OLD COUNTRY RD | Address Line 2: Mikealos PRIMARY FFL | Phone Number: 6313691041 |
| City: RIVERHEAD | County: | State: NY |
| Zip: 11901 | ATF Area Office: | ATF Area Office Phone: |
| ATF Division: | | |

Update Information:
test

Figure 10-5 FFL Email Notification