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.

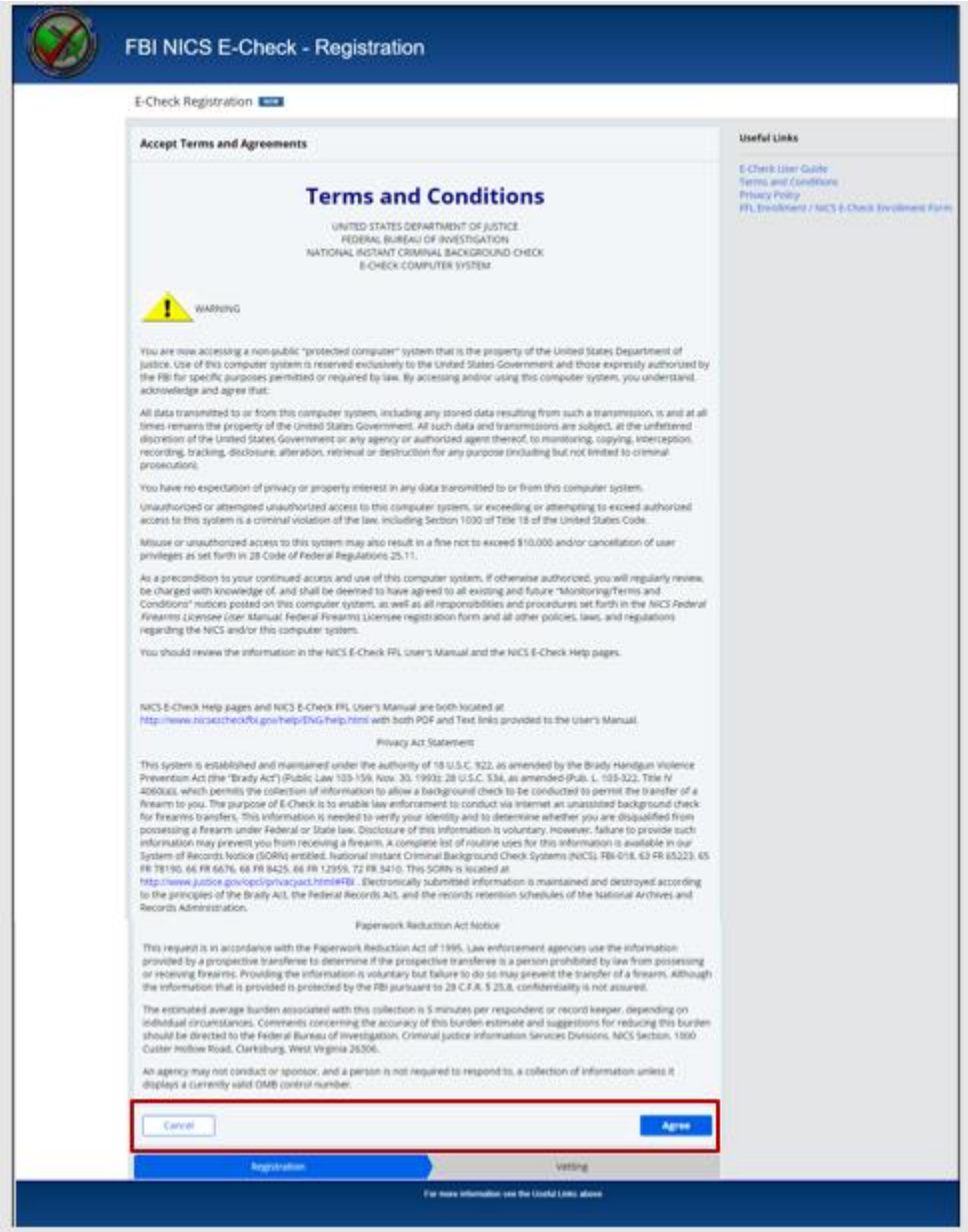


Figure 2-1: E-Check Terms and Conditions

3. Select the Enrollment Type and Click Continue.

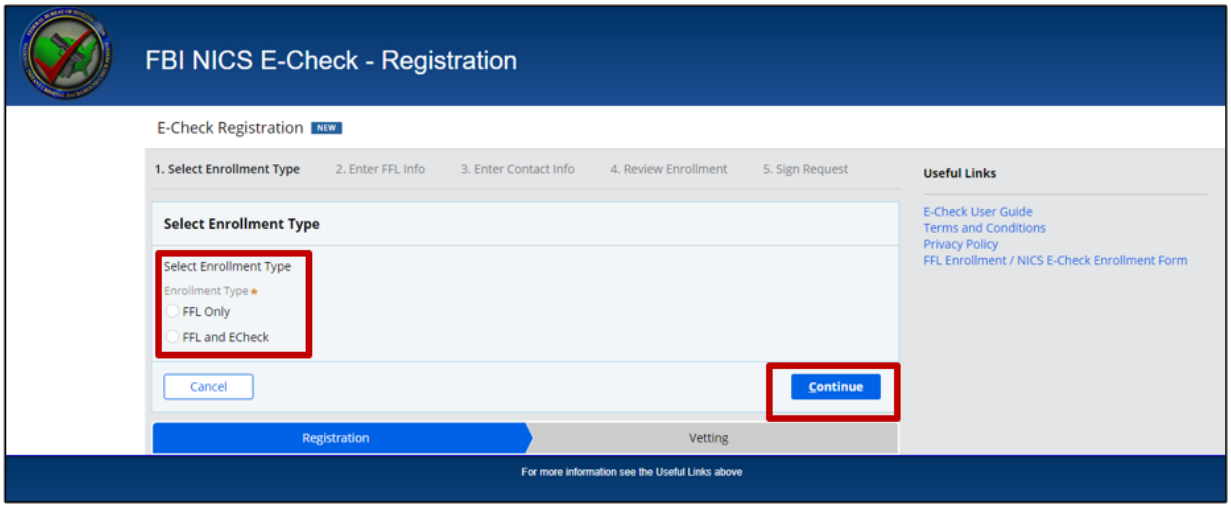


Figure 2-2: E-Check Registration Select Enrollment Type

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

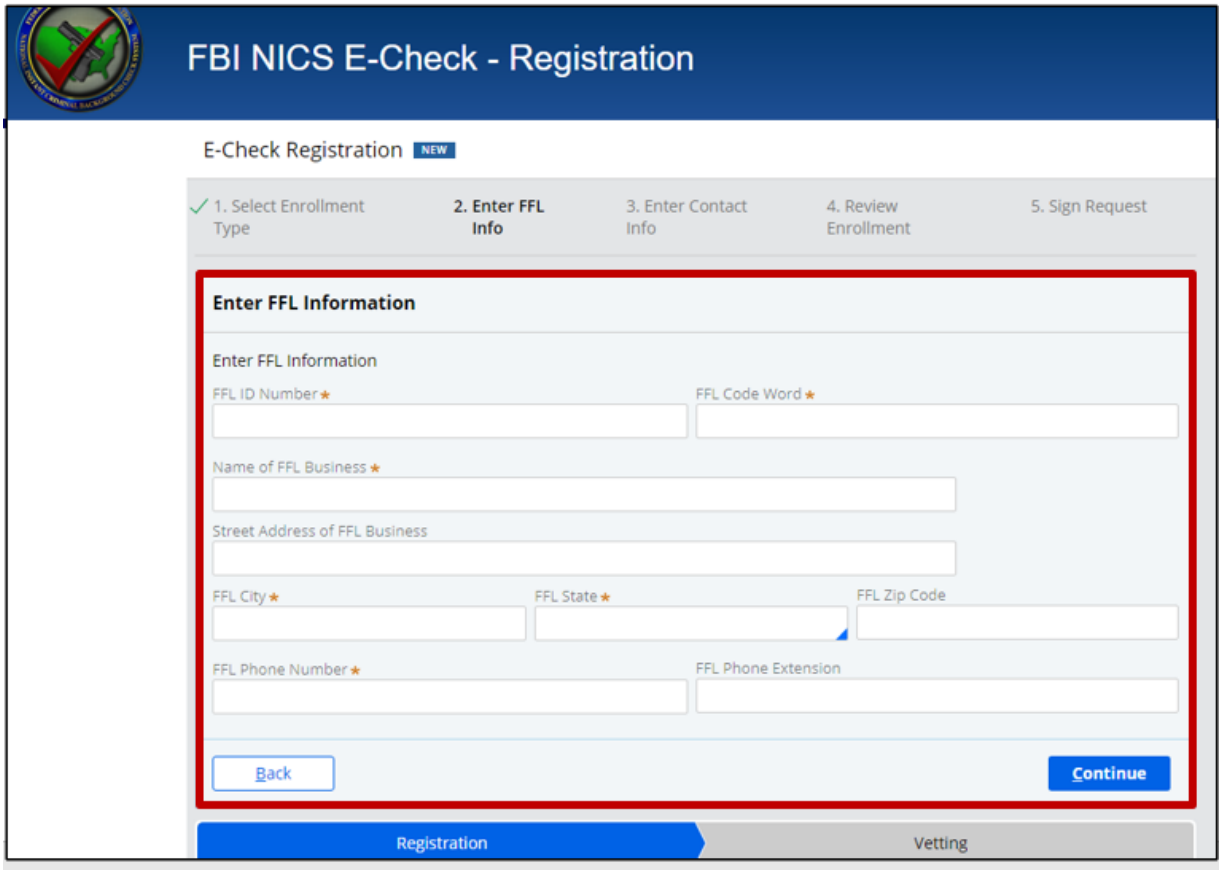


Figure 2-3: E-Check Registration Enter FFL Information

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

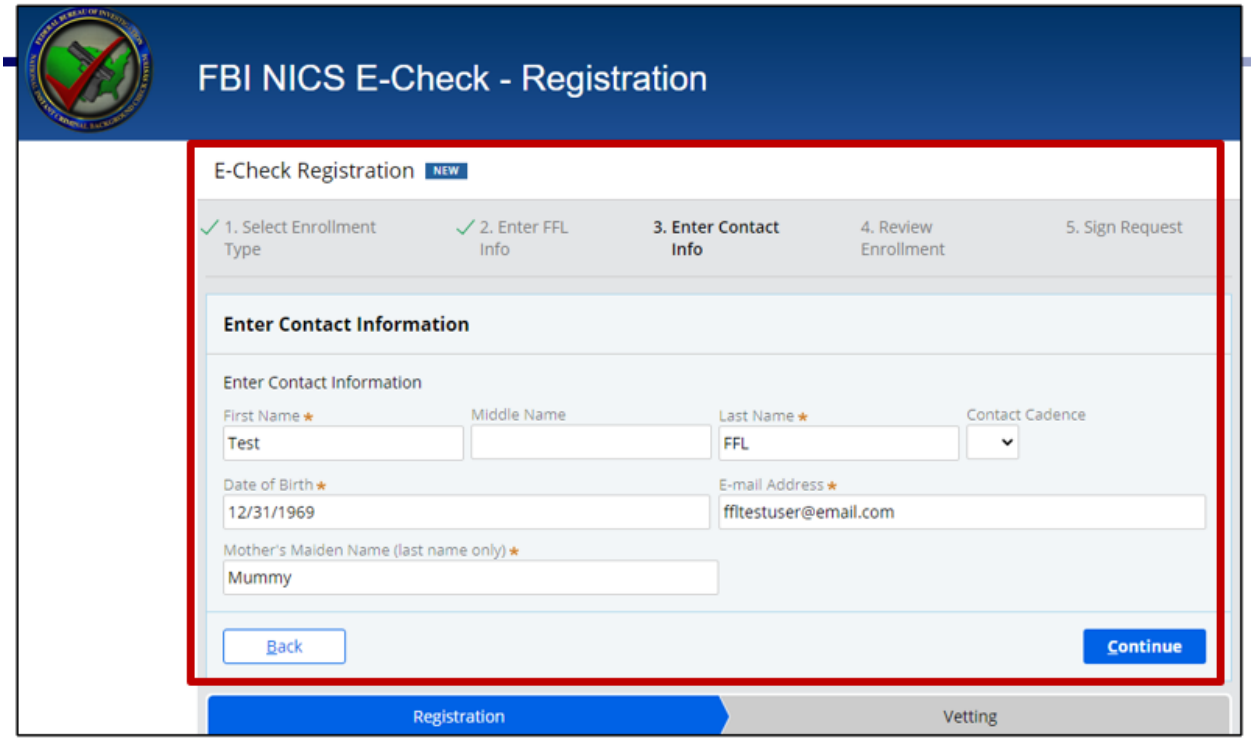


Figure 2-4: E-Check Registration Enter Contact Information

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.

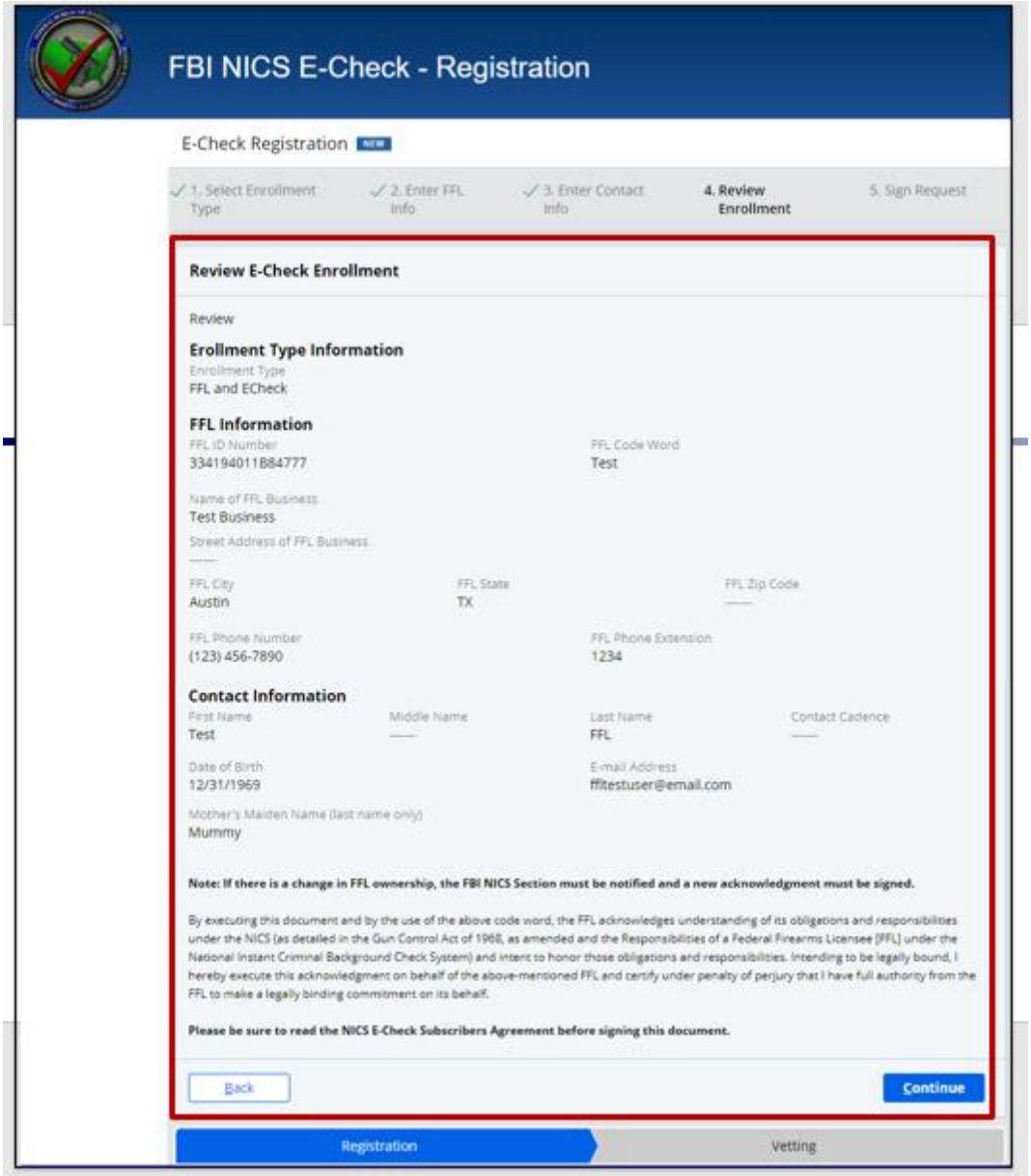


Figure 2-5: E-Check Registration Review Enrollment

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.

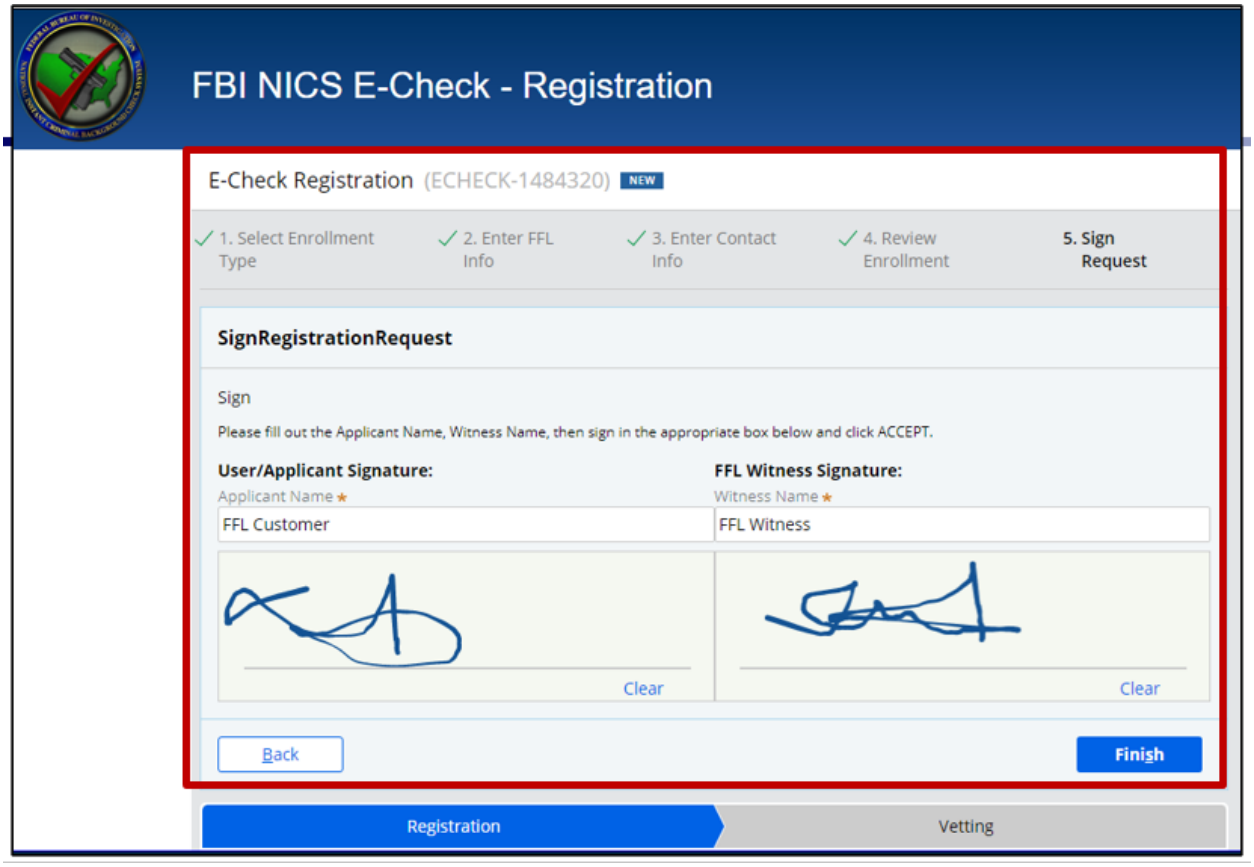


Figure 2-6: E-Check Registration Signature Request

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

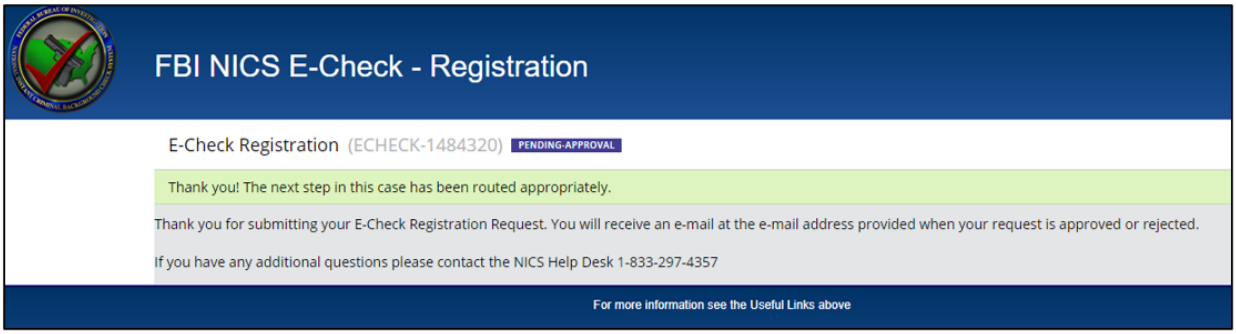


Figure 2-7: E-Check Registration Confirmation

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.

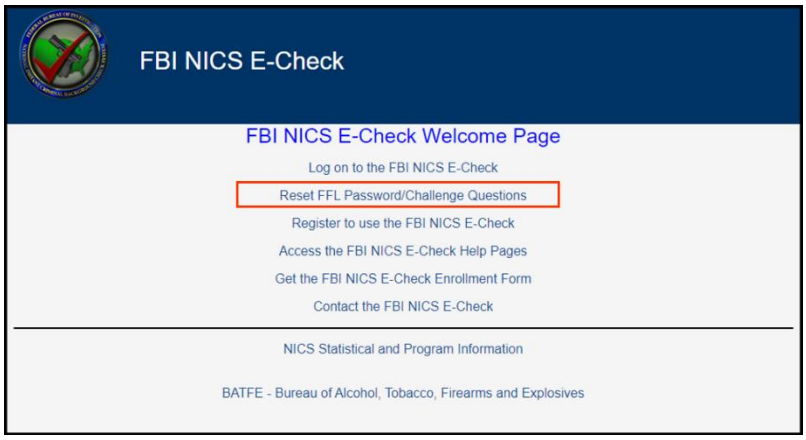


Figure 2-8: FBI NICS E-Check

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**".

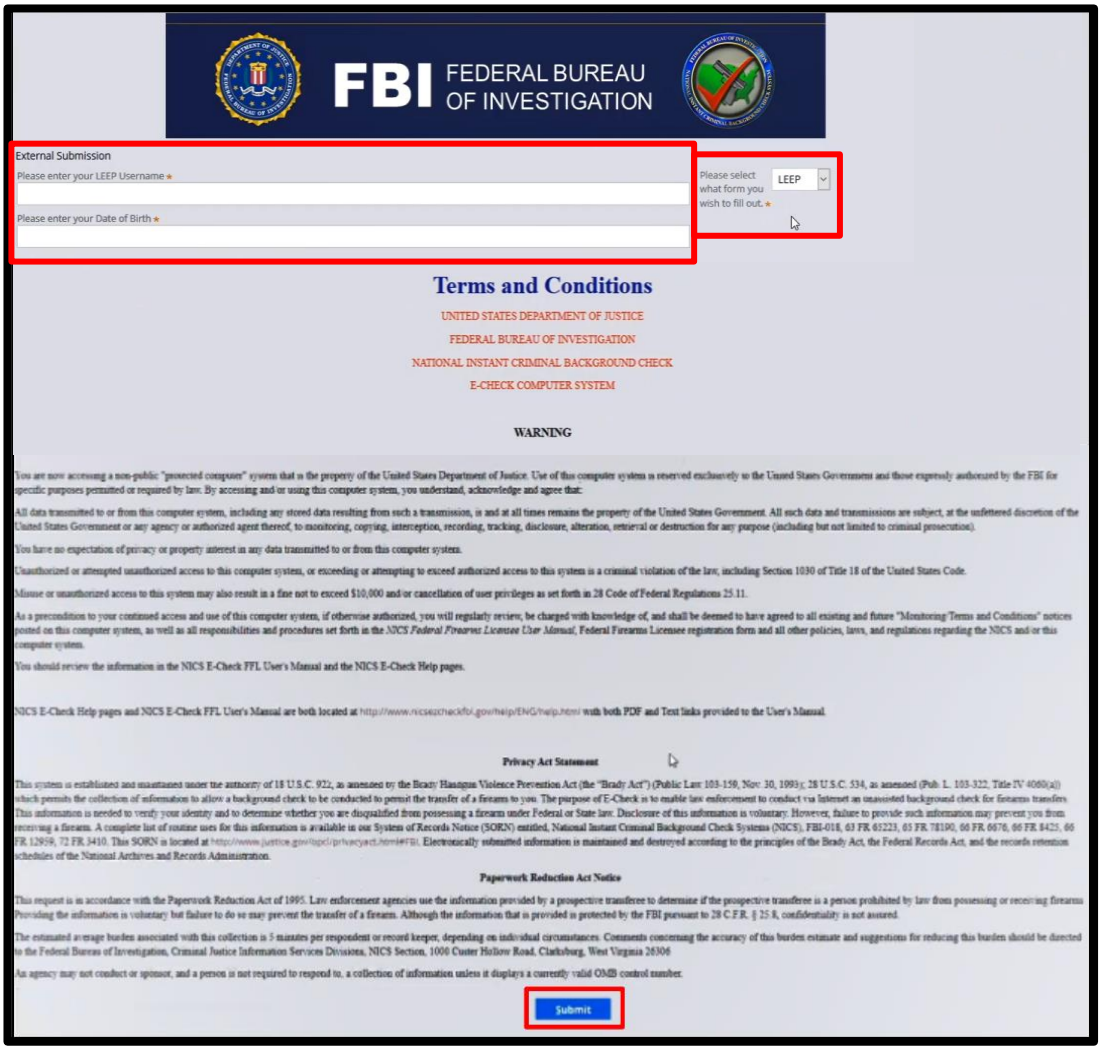


Figure 2-10: External Submission Page with LEEP Selection

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".

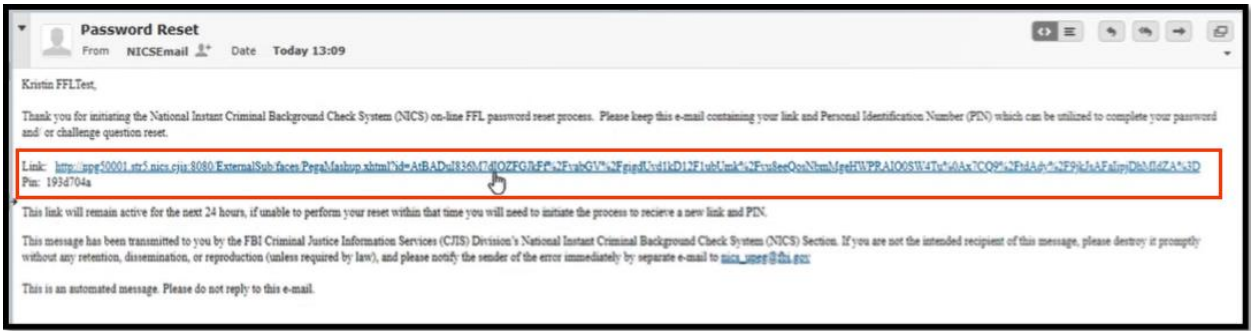


Figure 2-11: Email Screen with Link and Pin

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**".

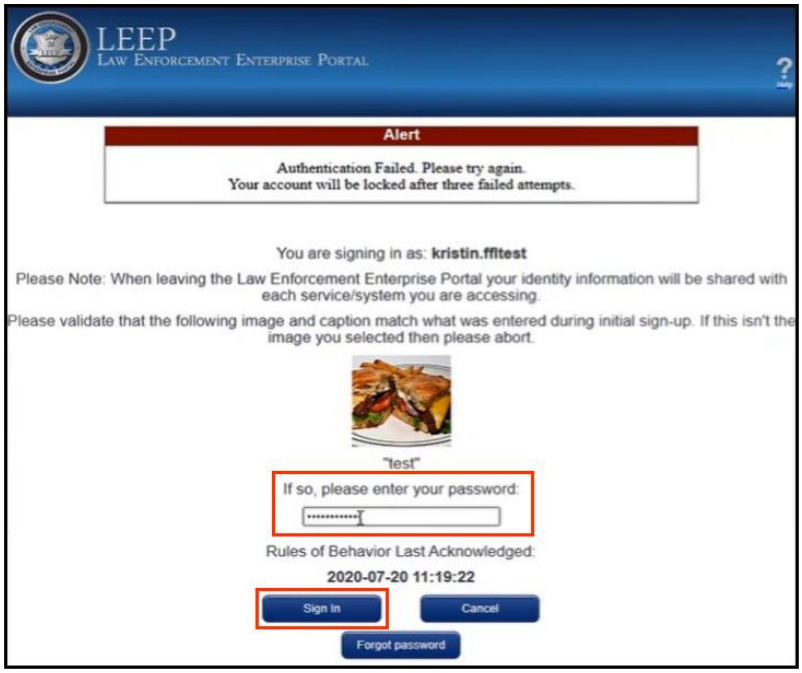


Figure 2-16: LEEP Portal Login Password

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"**.

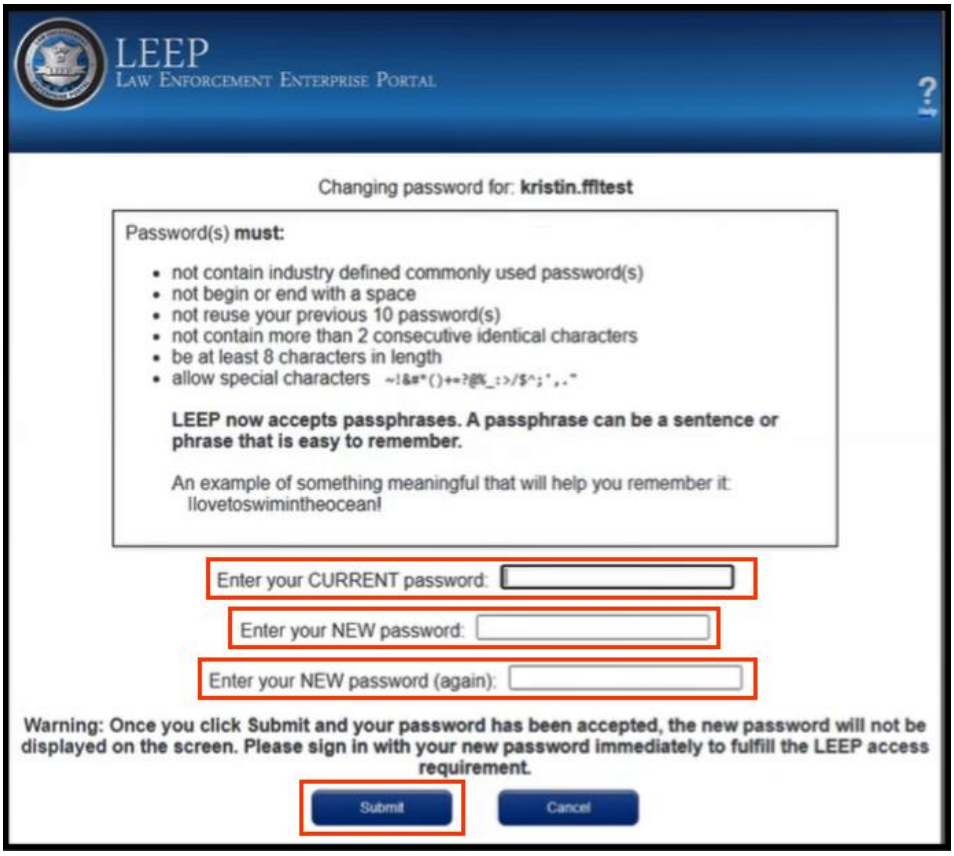


Figure 2-17: LEEP Password Reset

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

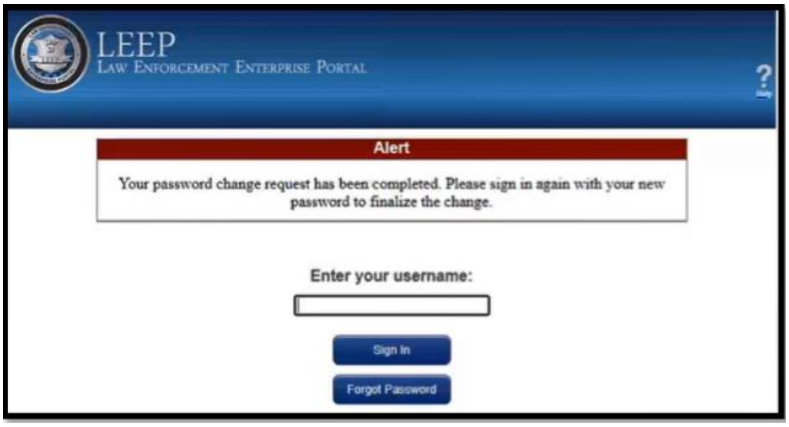


Figure 2-18: LEEP Password Reset Confirmation

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.

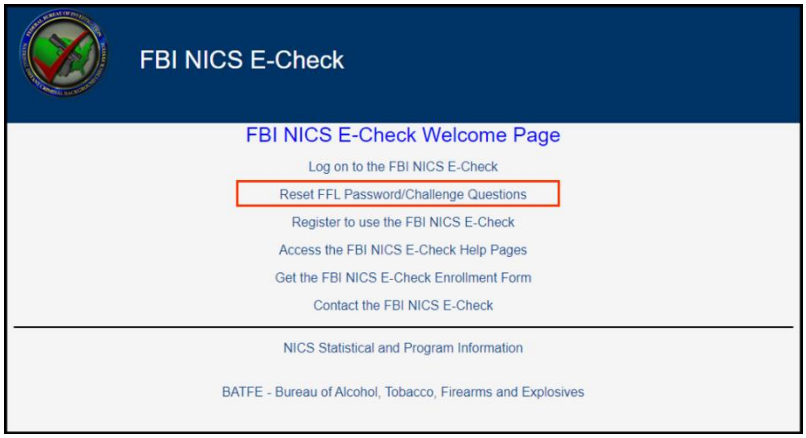


Figure 2-19: FBI NICS E-Check

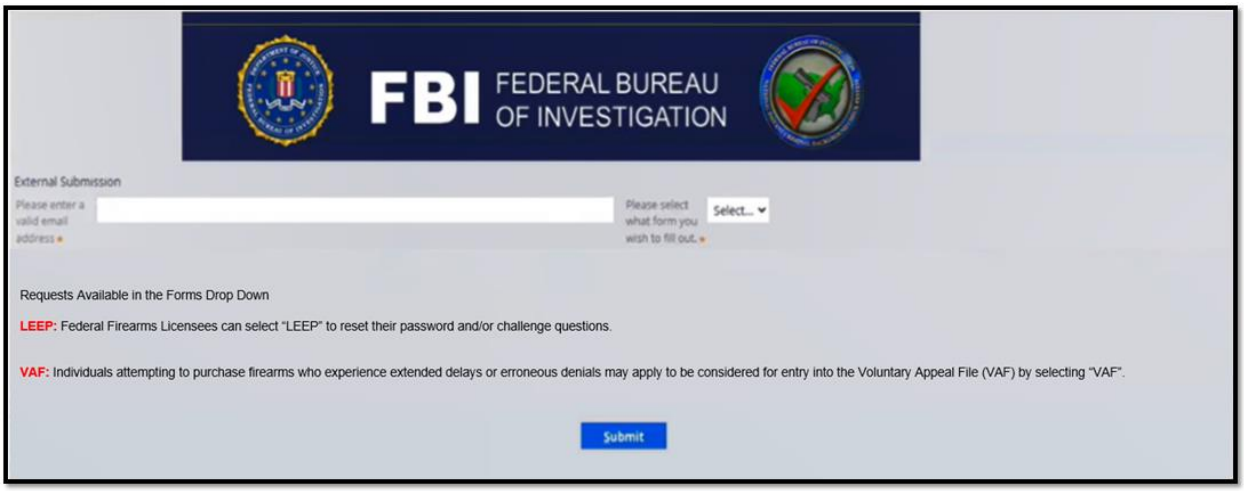


Figure 2-20: External Submission Page

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**".

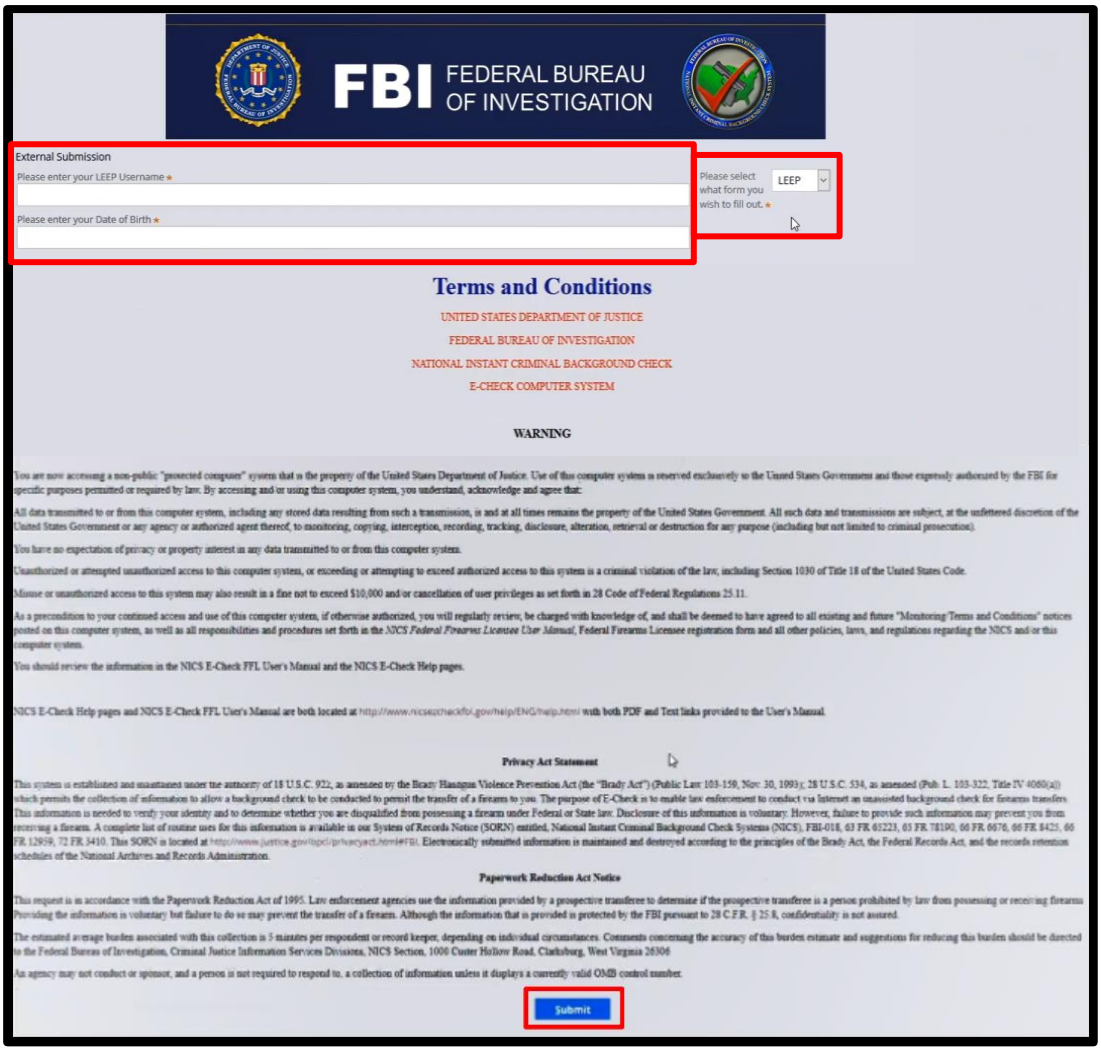


Figure 2-21: External Submission Page with LEEP Selection

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".

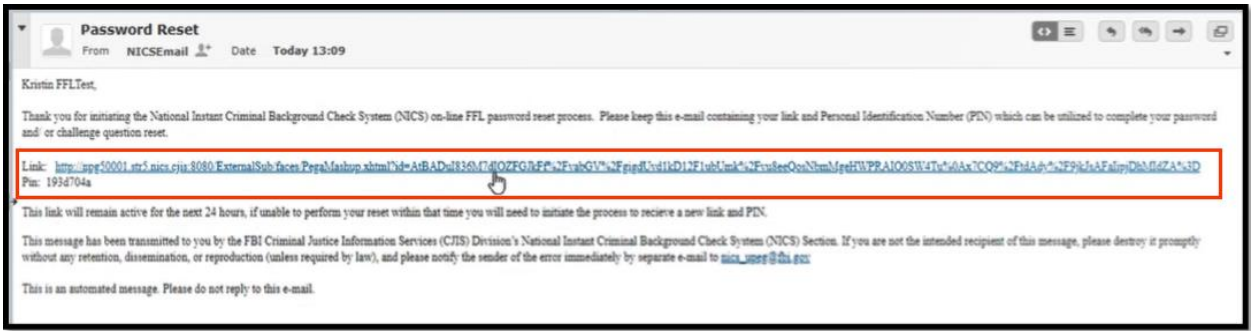


Figure 2-22: Email Screen with Link and Pin

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.

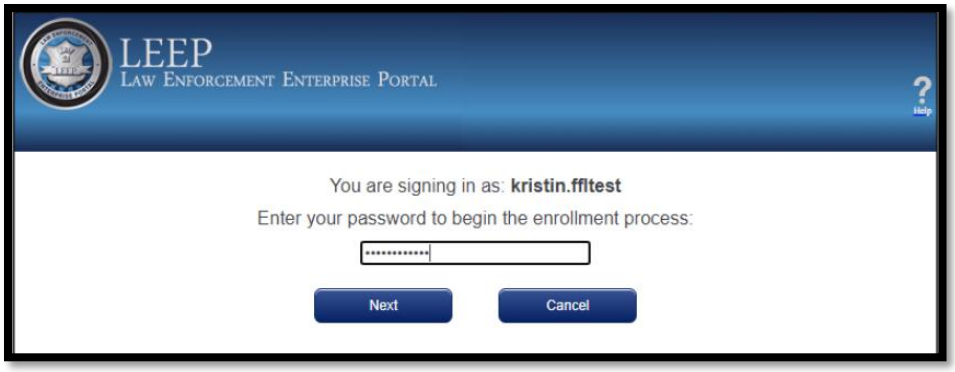


Figure 2-26: LEEP Portal

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”**.

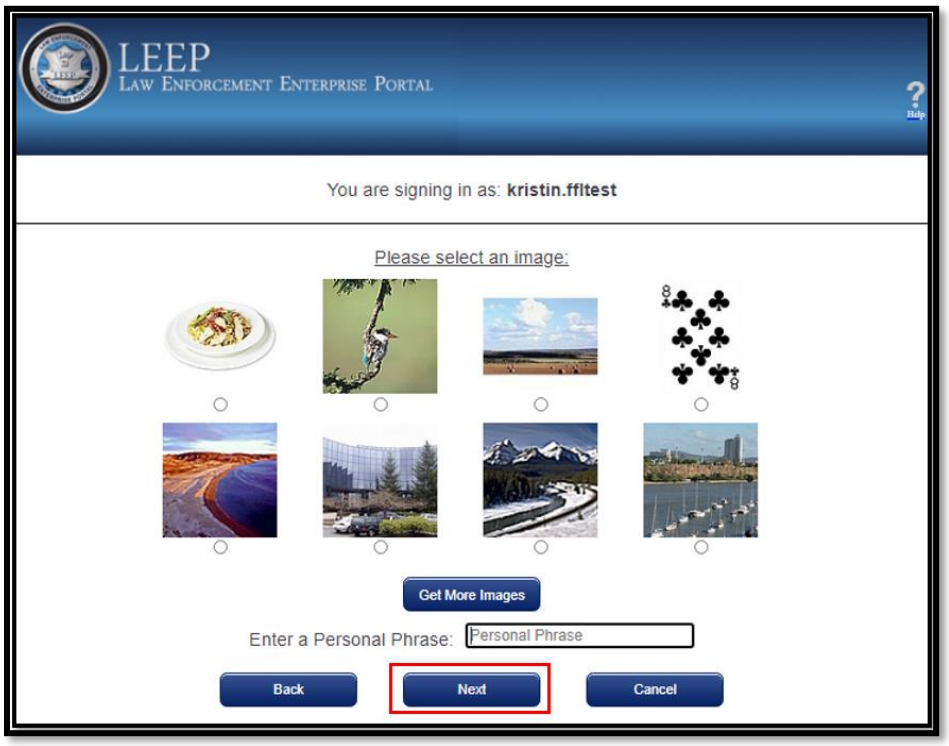


Figure 2-28: LEEP Image and Personal Phrase Entry

22. Verify that all the information entered is correct.
23. Click "**Next**" to proceed.

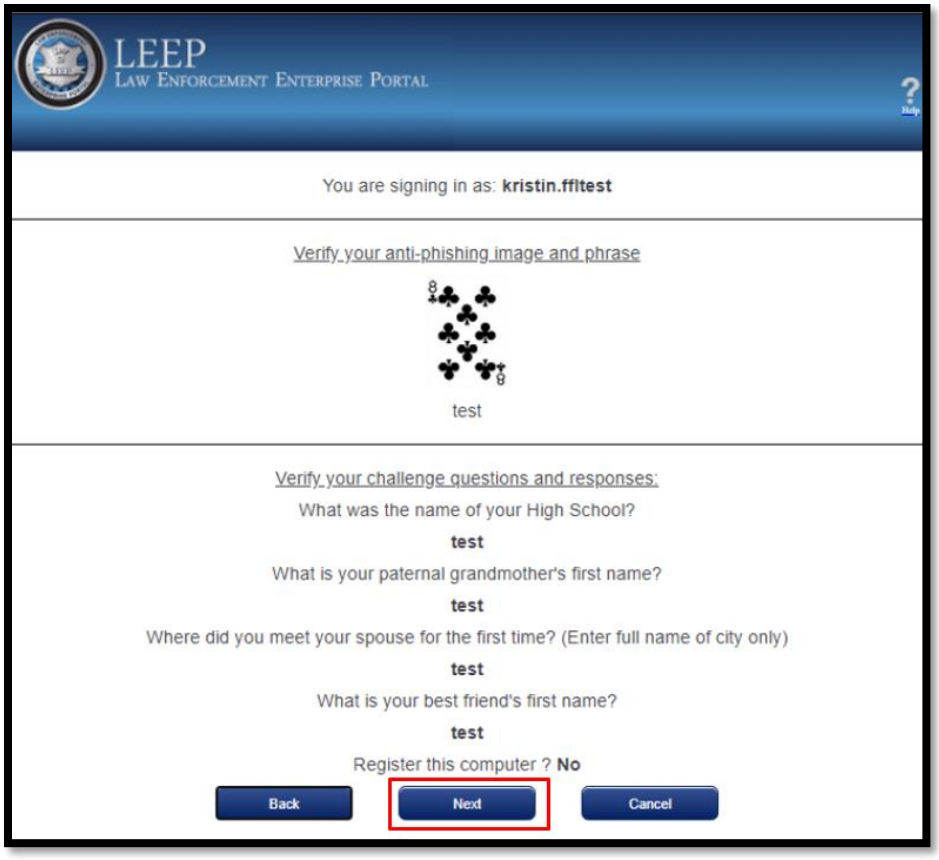


Figure 2-29: LEEP Challenge Question Validation

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"**.

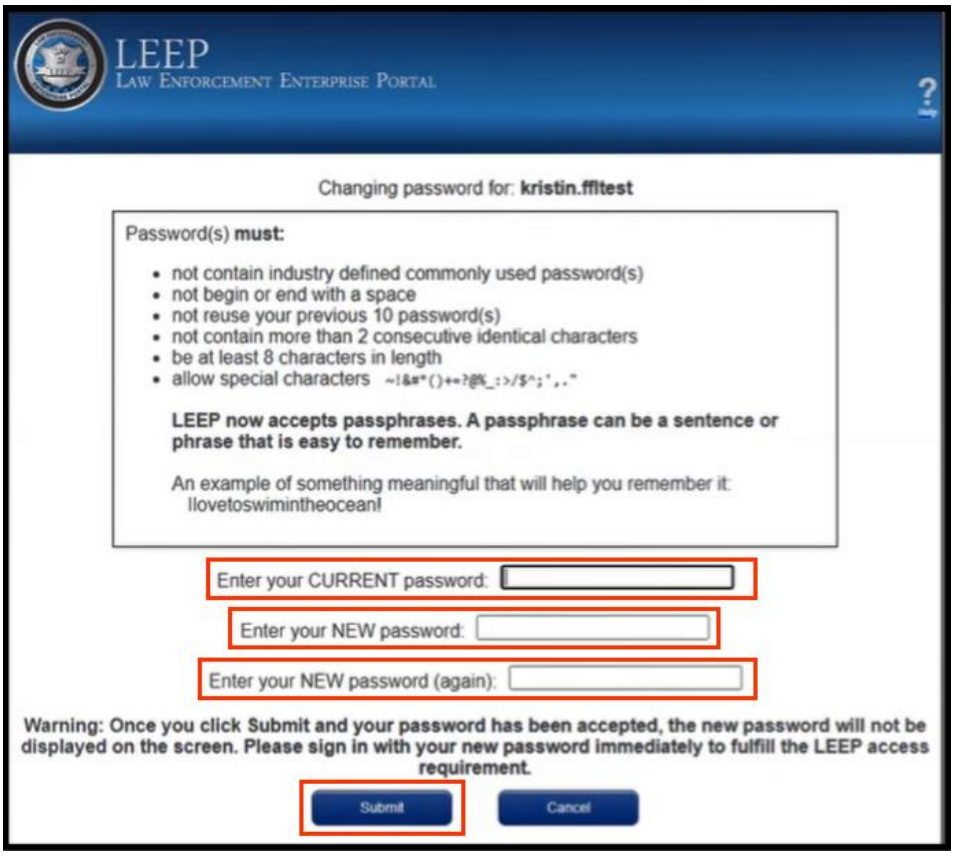


Figure 2-30: LEEP Password Reset

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

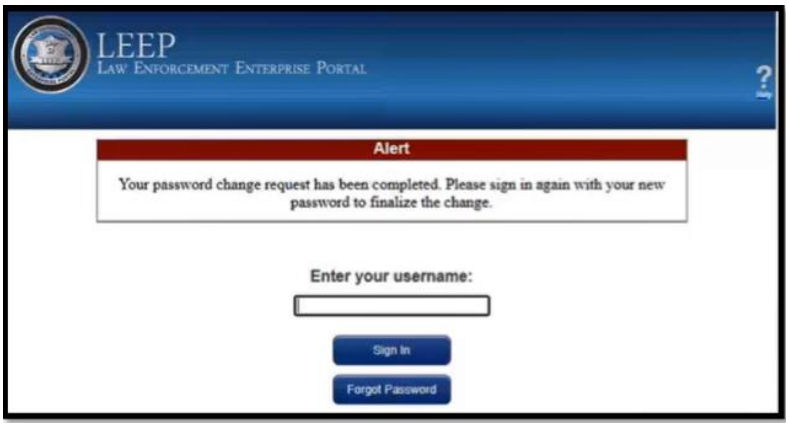


Figure 2-31: LEEP Password Reset Confirmation

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.

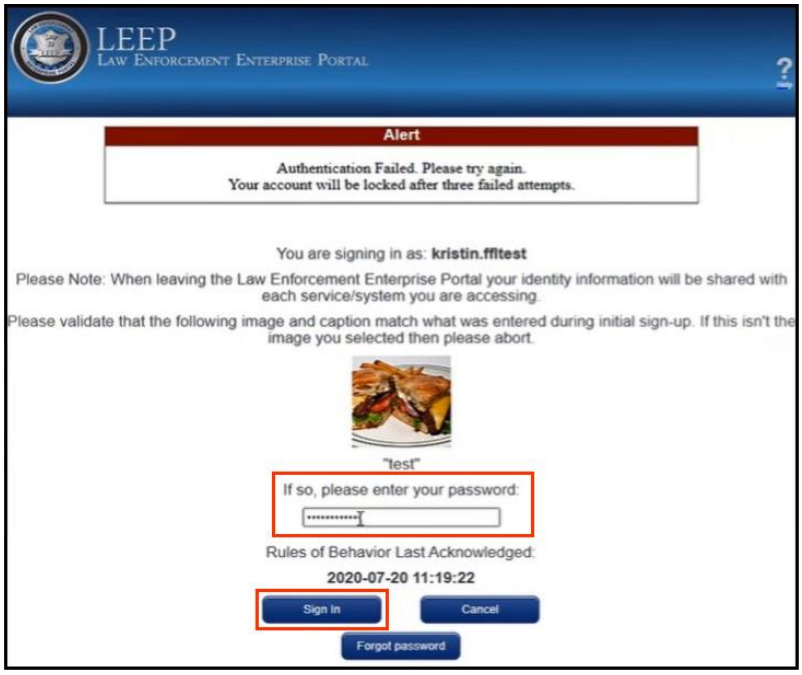


Figure 2-34: LEEP Portal Login

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

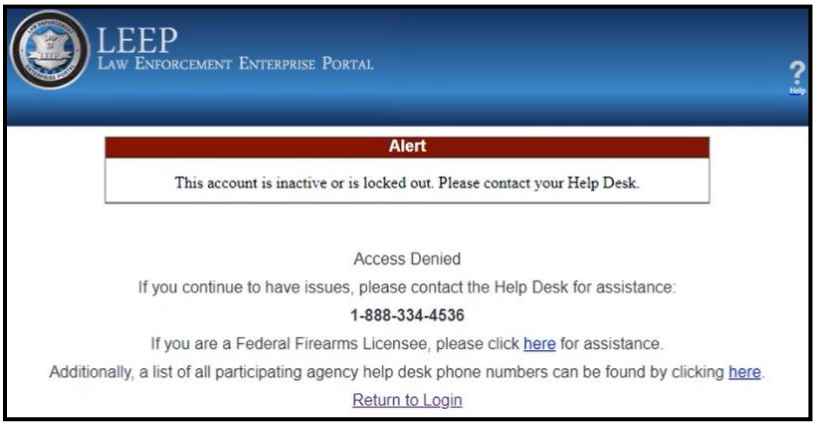


Figure 2-35: LEEP Portal Login with Account Lock Alert

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

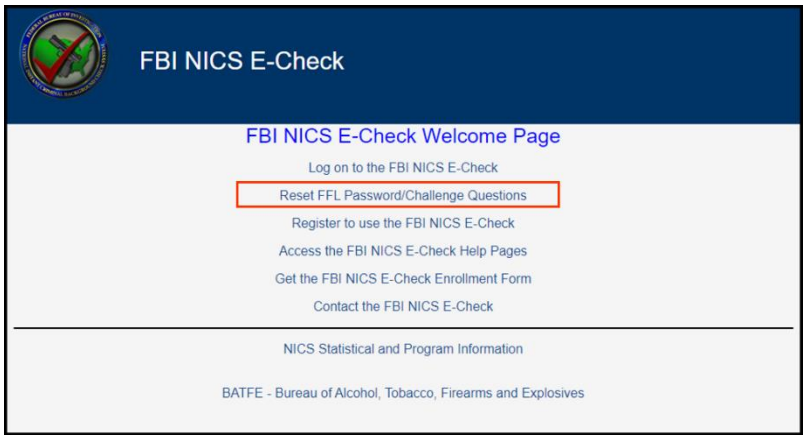


Figure 2-36: FBI NICS E-Check

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.

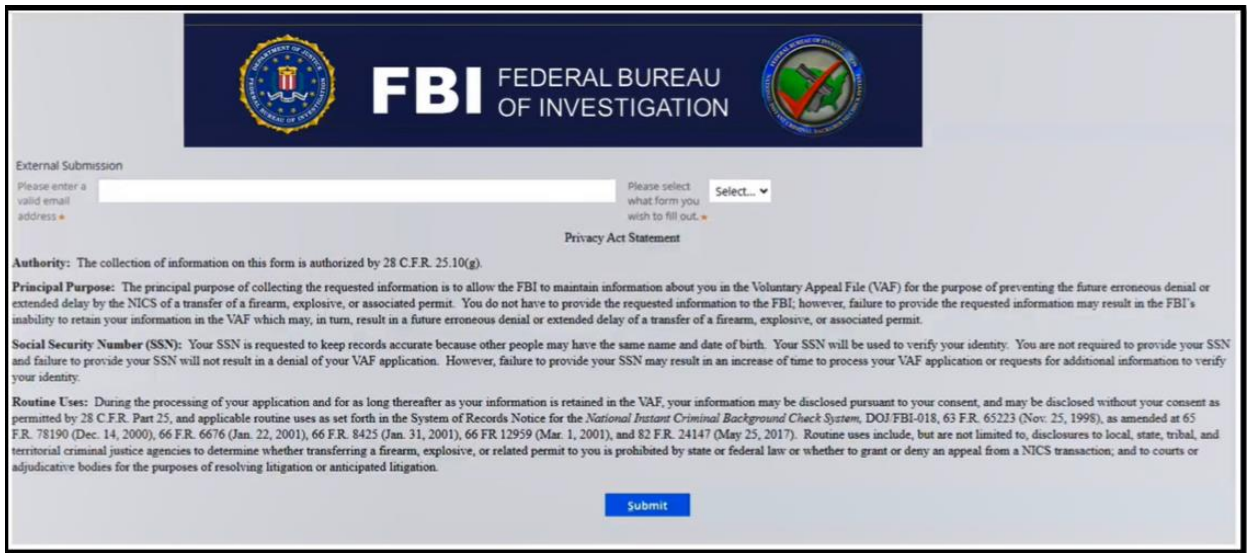


Figure 2-37: External Submission Page

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**".

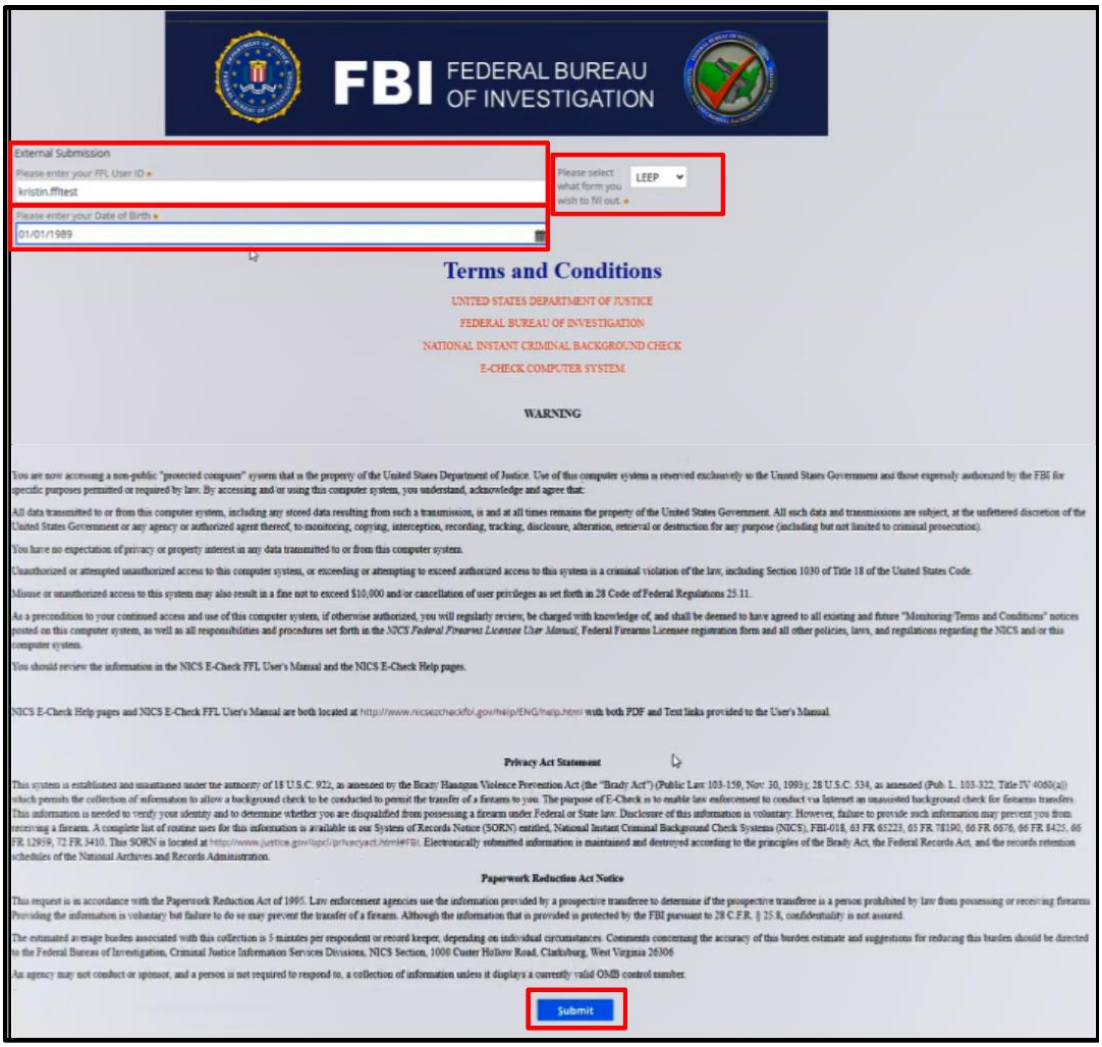


Figure 2-38: External Submission Page with LEEP Selection

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**".

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.

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.

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.

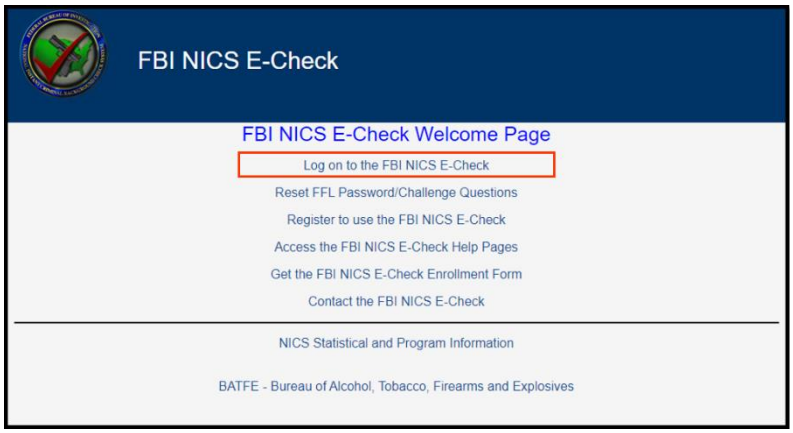


Figure 3-1: FBI NICS E-Check

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.

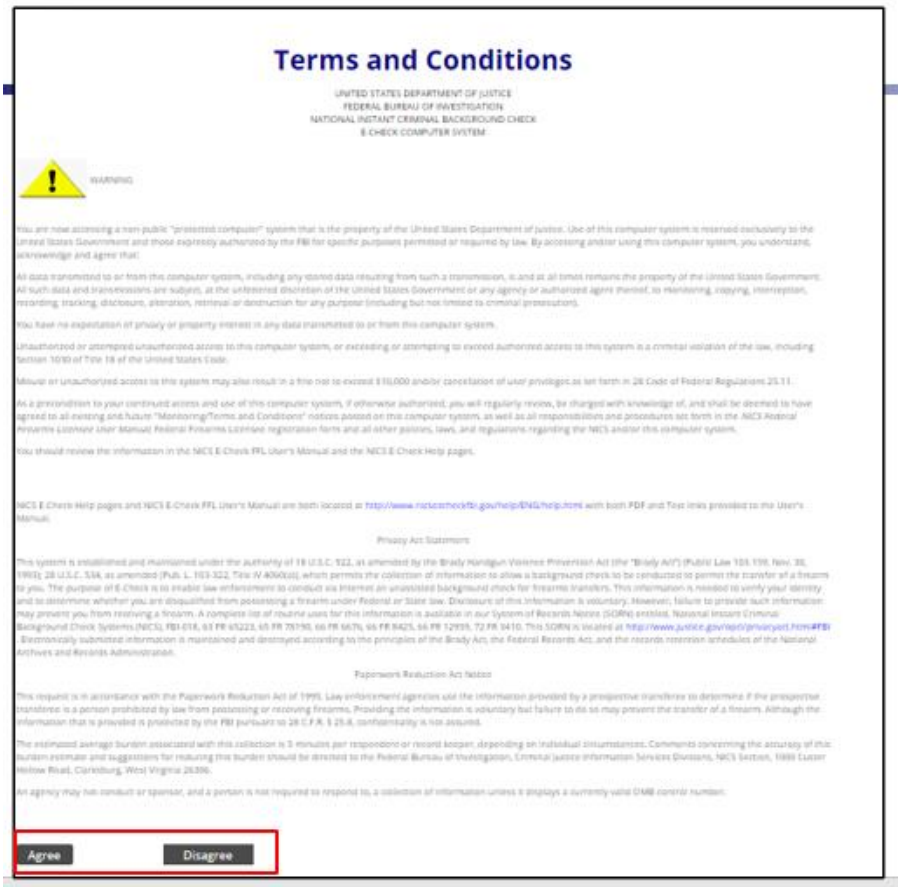


Figure 3-3: E-Check Terms and Conditions

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.

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.

Figure 3-4: FFL RDS Key Row

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

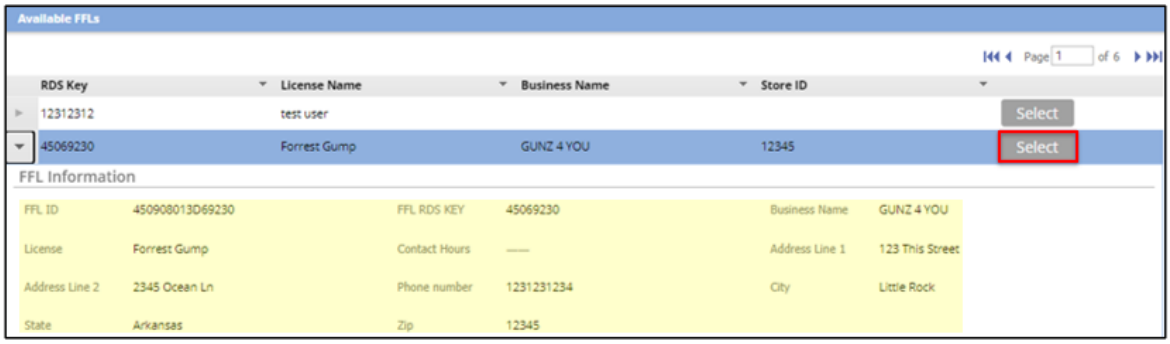


Figure 3-5: FFL Information

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.

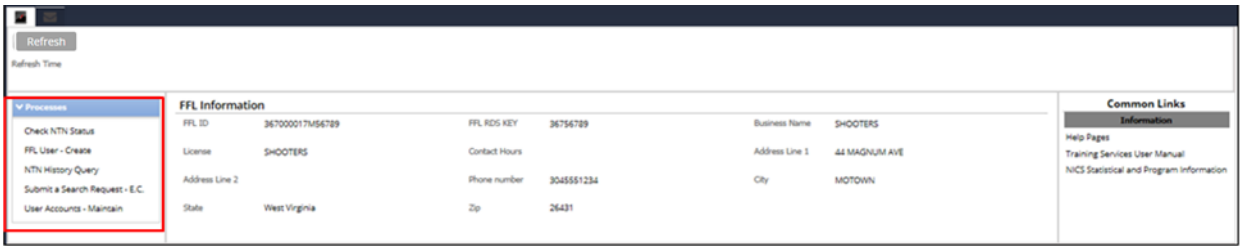


Figure 3-7: Processes Section

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.

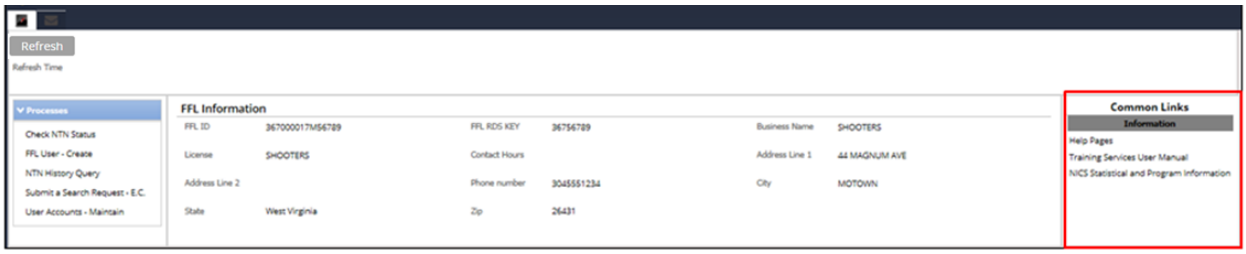


Figure 3-8: Common Links

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.

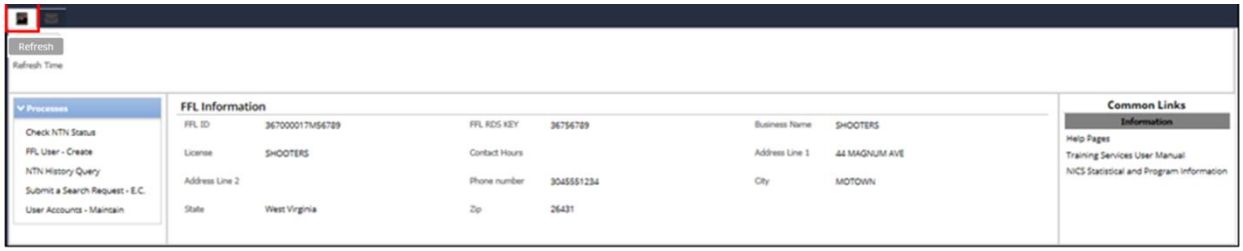


Figure 3-9: Home Tab

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
	Add a row
	Expand, Collapse
	Refresh

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.

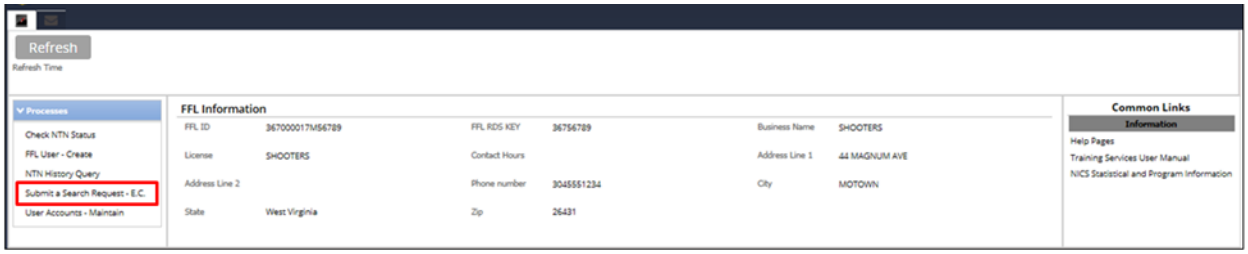


Figure 4-1: Submit a Background Check via E-Check

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.

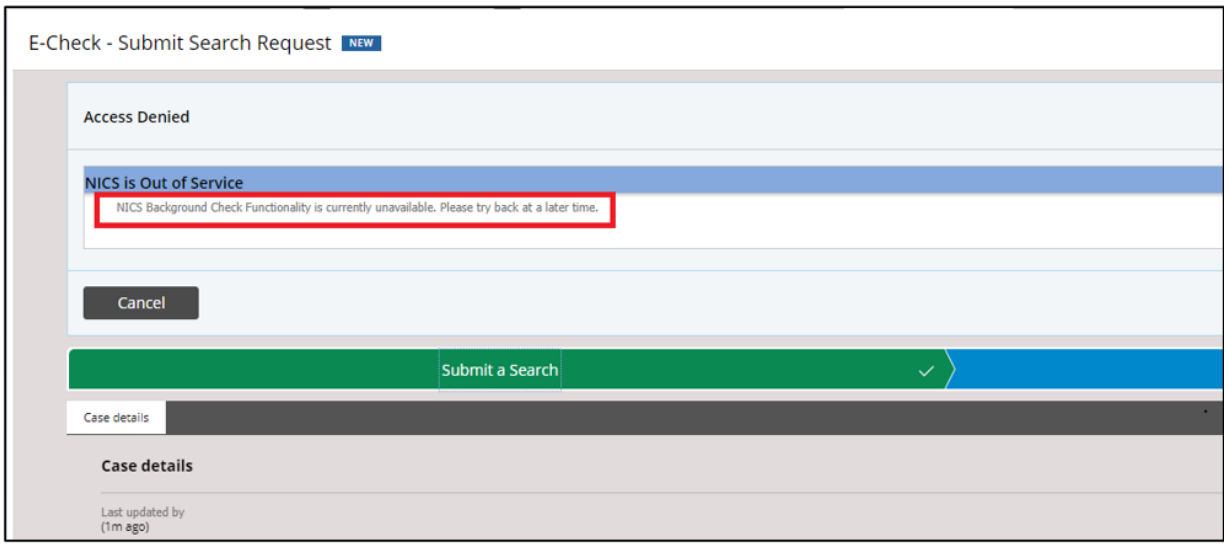


Figure 4-2: NICS E-Check System Out of Service Message

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.

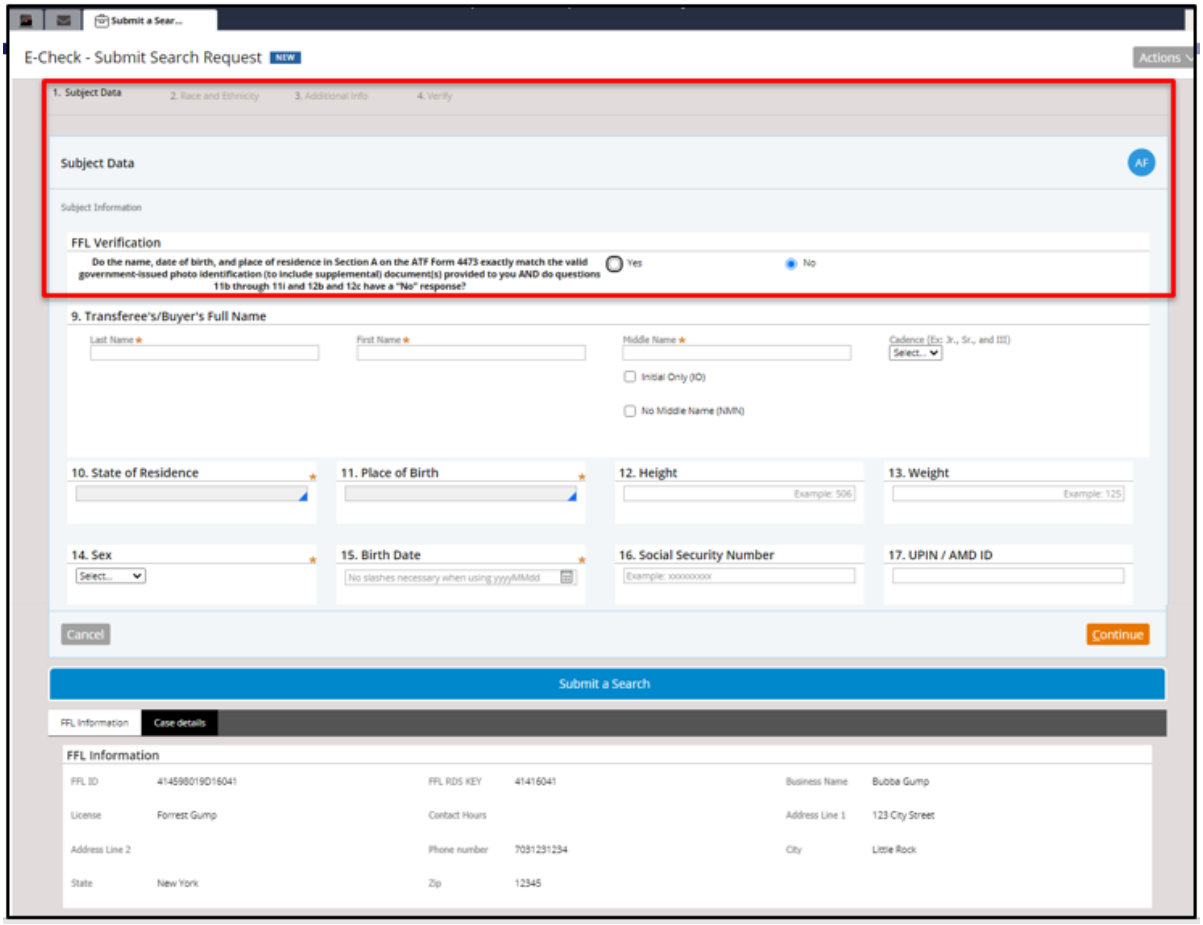


Figure 4-3: FFL Verification Question

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.

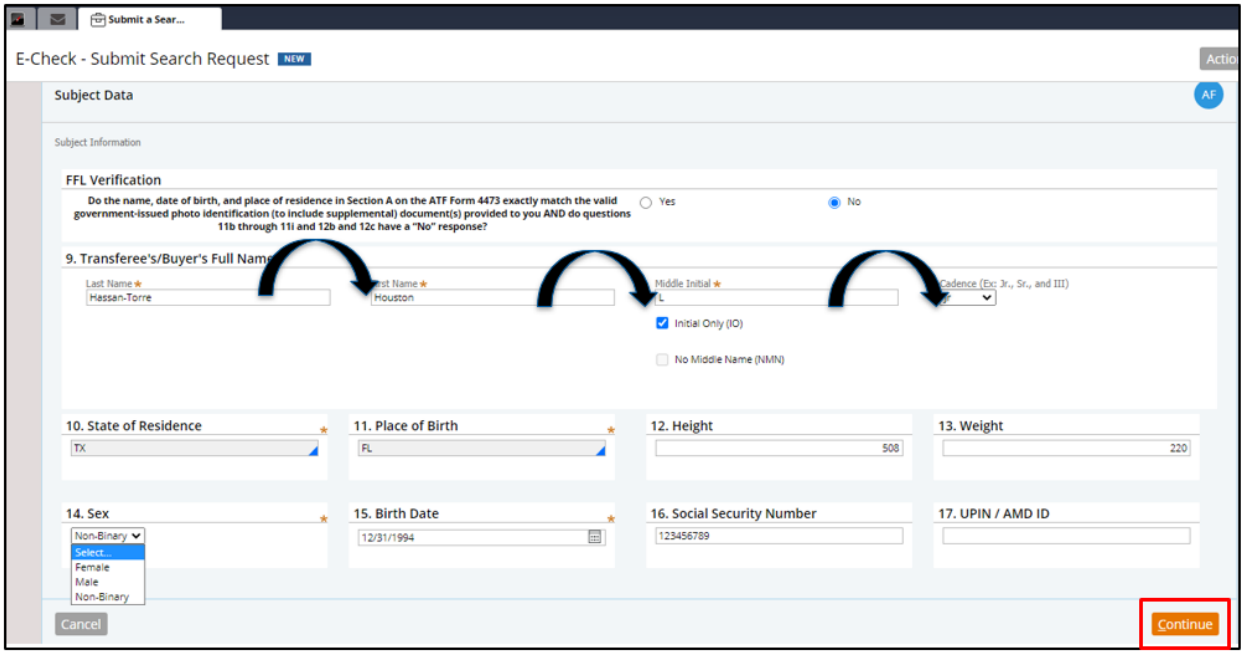


Figure 4-4: Application Page Subject Data section

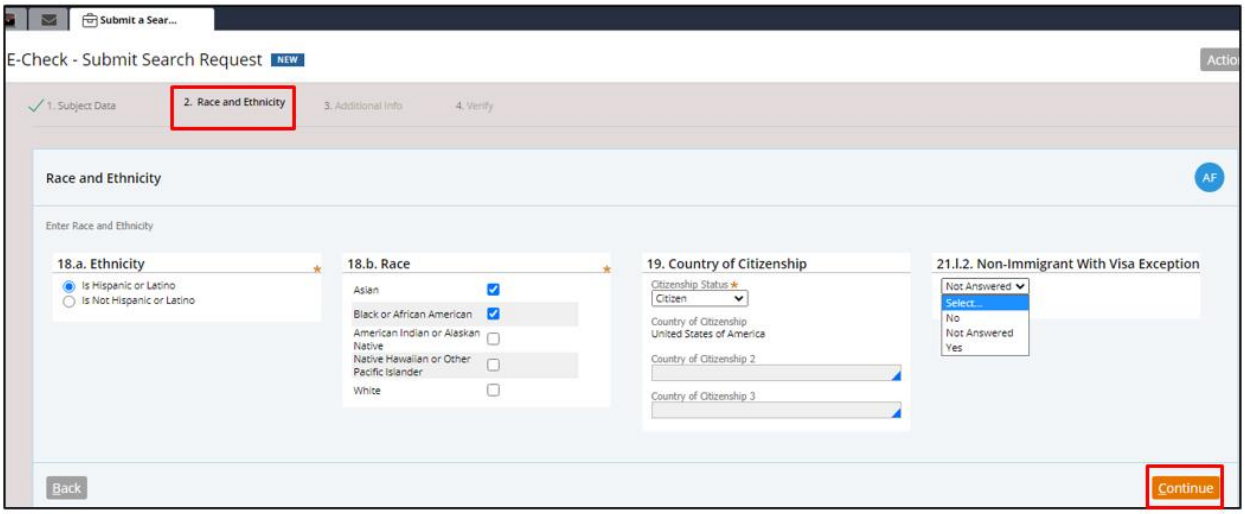


Figure 4-5: Application Page Race and Ethnicity Section

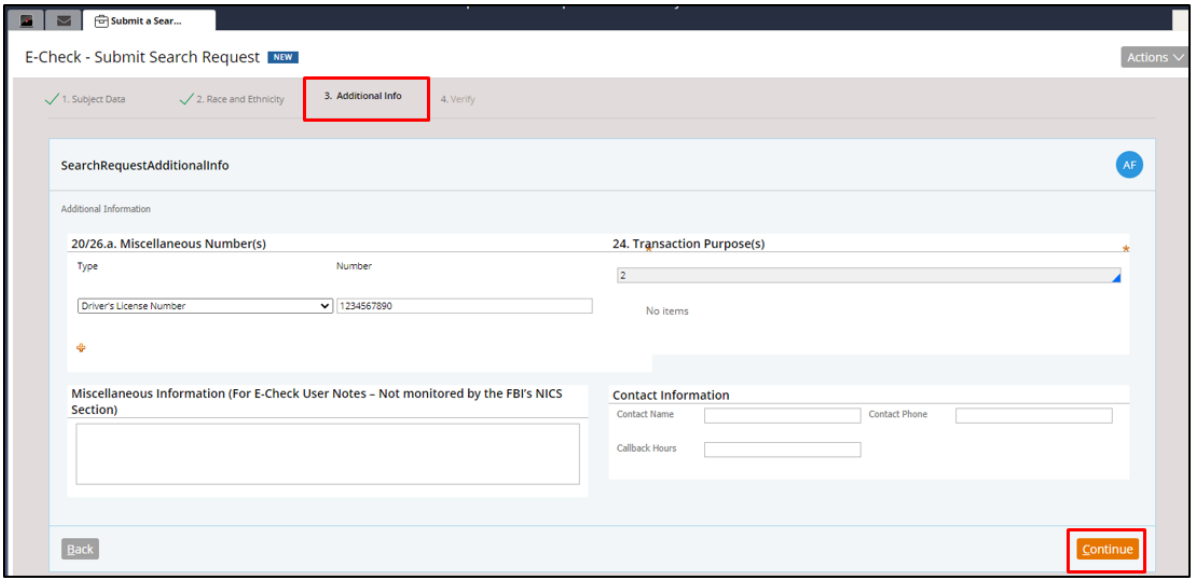


Figure 4-6: Application Page Additional Info section

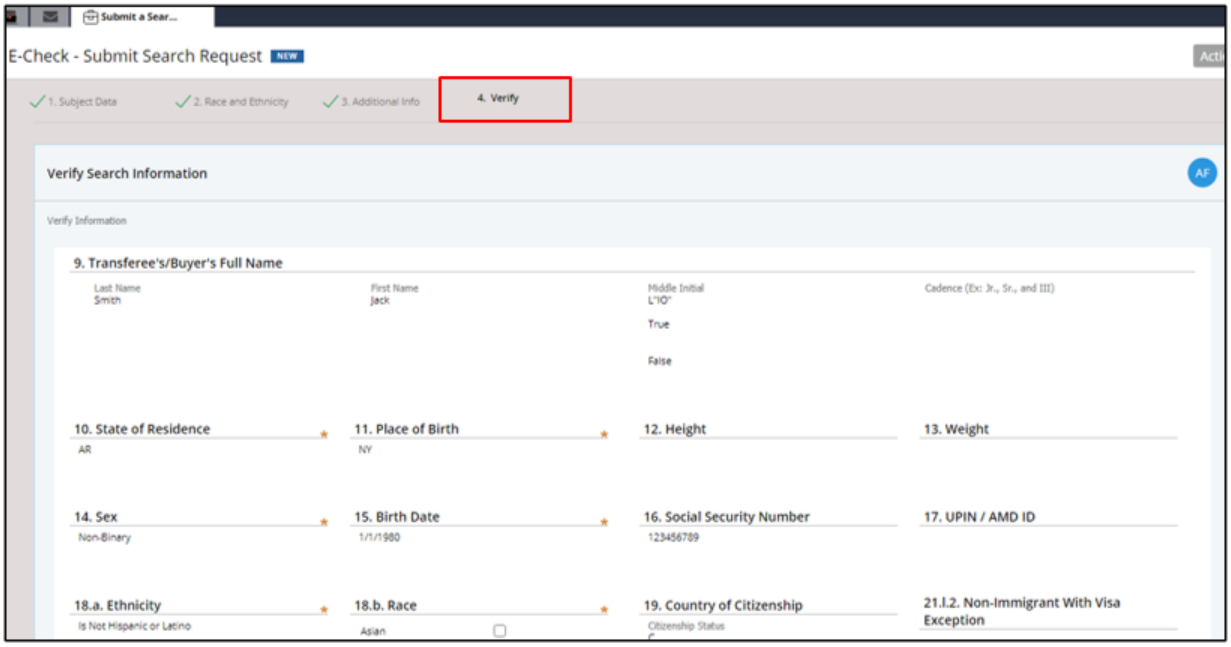


Figure 4-7: Application Page Verify Section

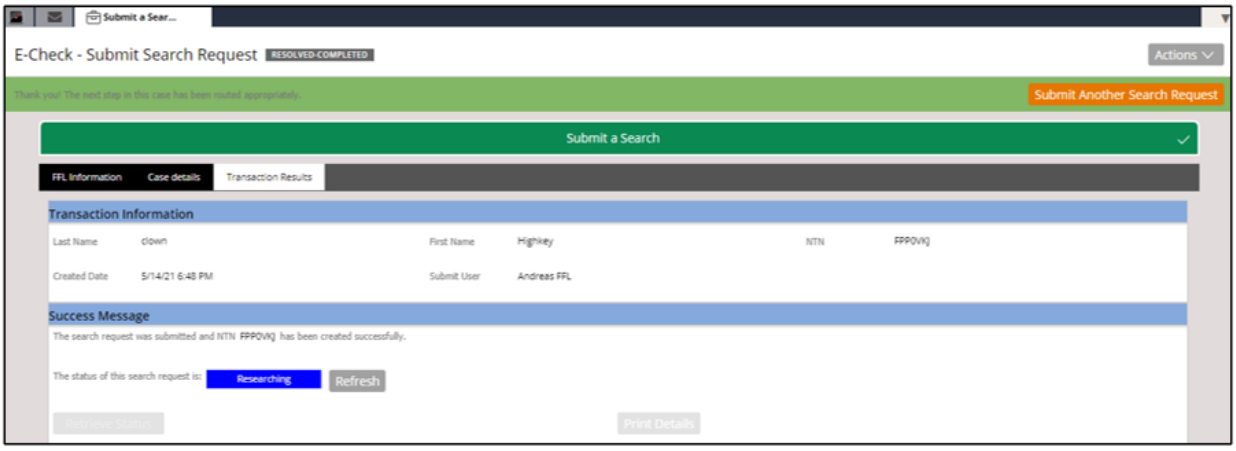


Figure 4-8: Application Page Successful Submission Screen

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.

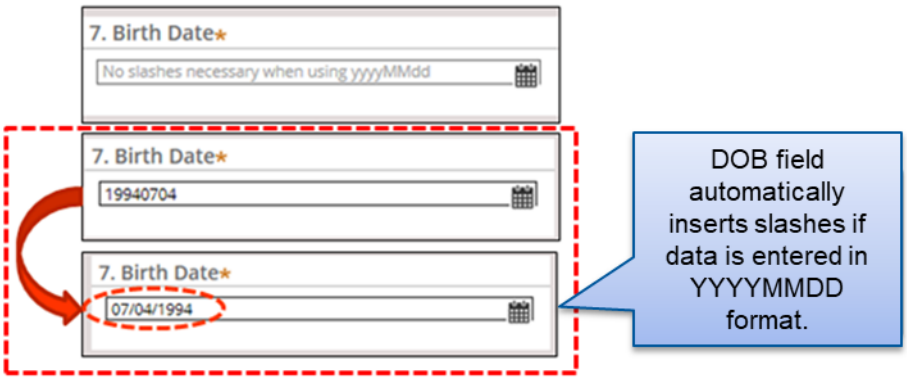


Figure 4-10: Birth Date

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

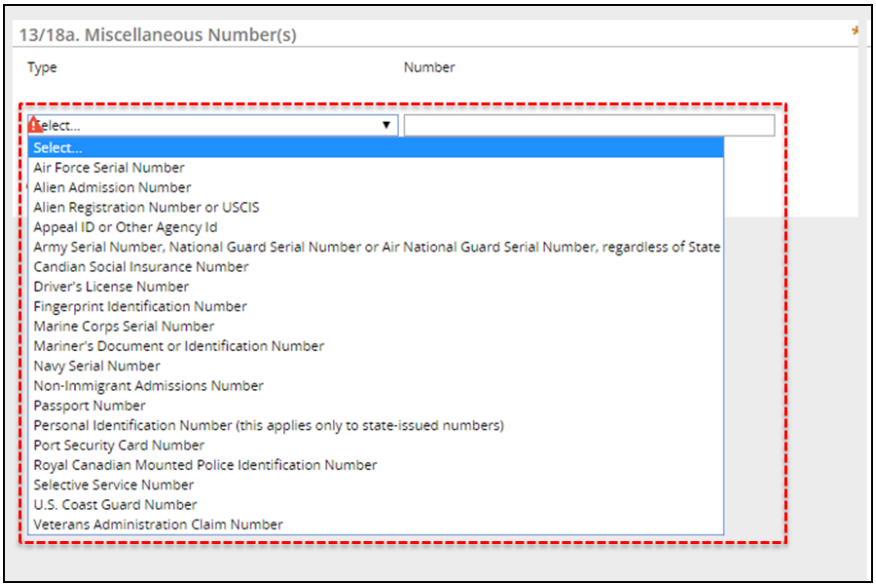


Figure 4-11: Miscellaneous Number(s) Field

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.

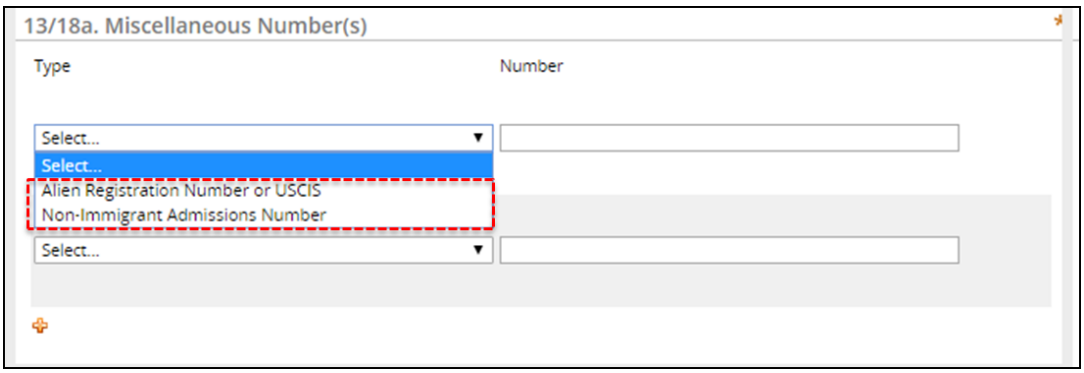


Figure 4-12: Non-U. S. Citizen Miscellaneous Numbers

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.

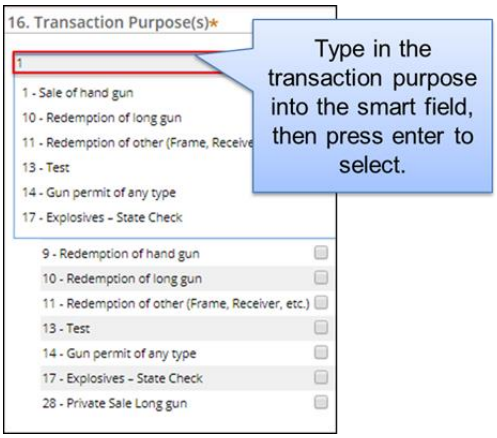


Figure 4-13: Transaction Purpose Field

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. • If hyphenated, do not leave space on either side of the hyphen.
First Name	Text	Yes	The first name of the subject. • If hyphenated, do not leave space on either side of the hyphen.
Middle Name	Text	Yes	The middle name of the subject. • 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: • 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. *Field includes example Height value for reference.* Permitted values include: • 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. *Field includes example Weight value for reference.*
Sex	Dropdown	Yes	The gender of the subject. Permitted values include: • Female

Field Name	Field Type	Required Field (Y/N)?	Description
			• 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. (xxxxxxxxx)	Text	No	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. Permitted values include: • 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	UPIN: A unique number assigned to every individual whose record(s) is entered into the VAF. Must be 8 alphanumeric characters. 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. AMD ID: The unique number assigned to every appeals case. "AMD" Followed by 6 numbers. Special characters will not be accepted in this field.
Ethnicity	Radio Button	Yes	The ethnicity of a subject. Permitted values include: • Hispanic or Latino • Not Hispanic or Latino
Race	Checkbox	No	The race and/or ethnicity of a subject. Permitted values include: • Asian • Black or African American • American Indian or Alaskan Native • Native Hawaiian or Other Pacific Islander • White
State of Residence	Text Code	Yes	Code representing the state, U.S. province, or U.S. territory in which a subject currently resides. Permitted values include: Applicable values for U.S. locations from Code Table POB SOR CODES (U.S. States) Code/ Description 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: • 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. • 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: • 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
			• 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 Sate 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	• 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	• 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(I9) number.
Non-Immigration with Visa Exceptions	Dropdown	No	<insert definition> Permitted values include: • 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.

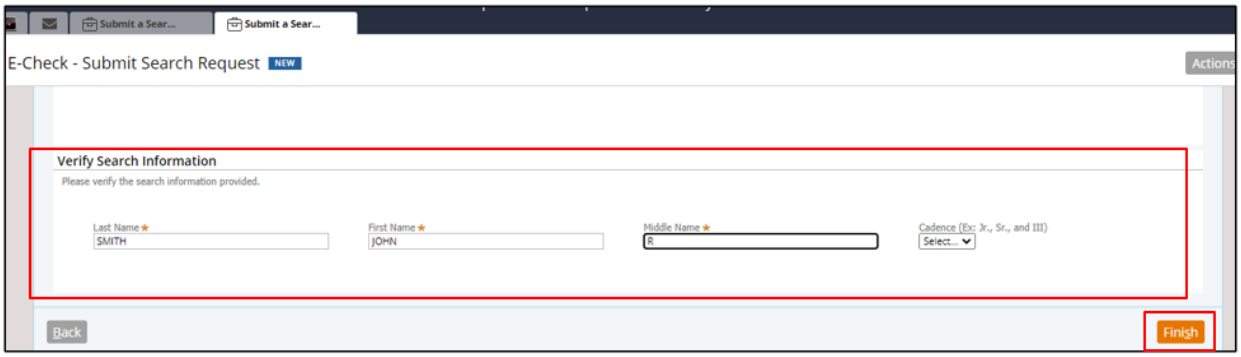


Figure 4-15: Verify Search Information Page

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.

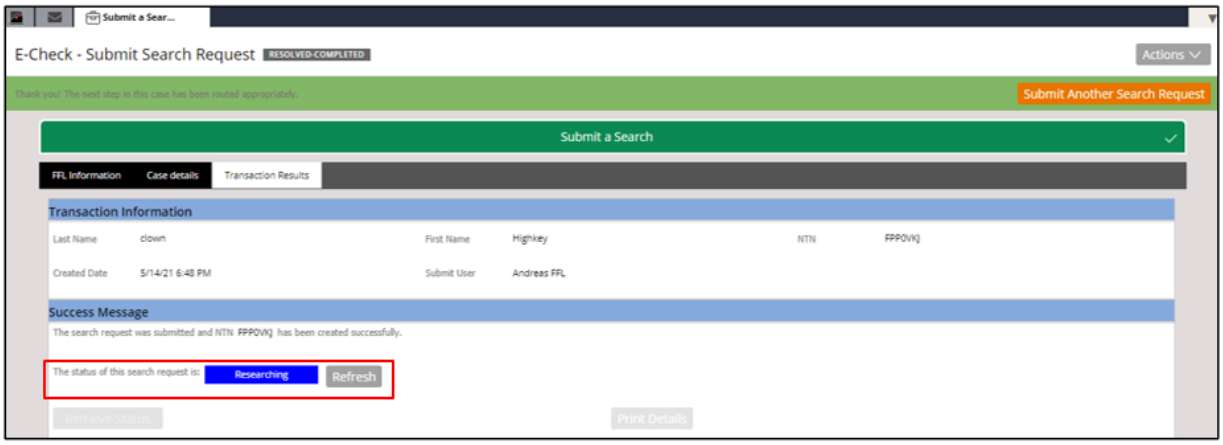


Figure 4-17: Immediate Search Response Page – New Status

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

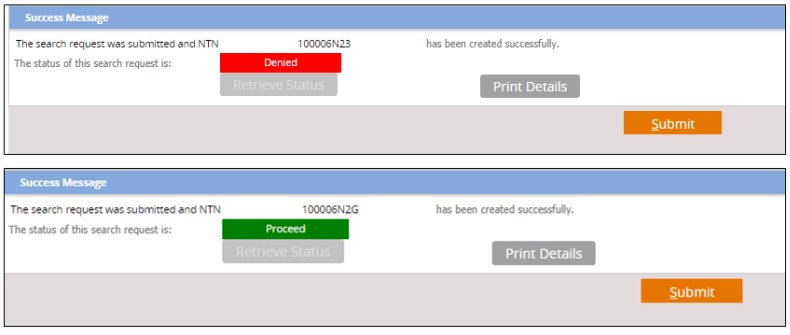


Figure 4-18: Immediate Search Response Page – Denied & Proceed Status

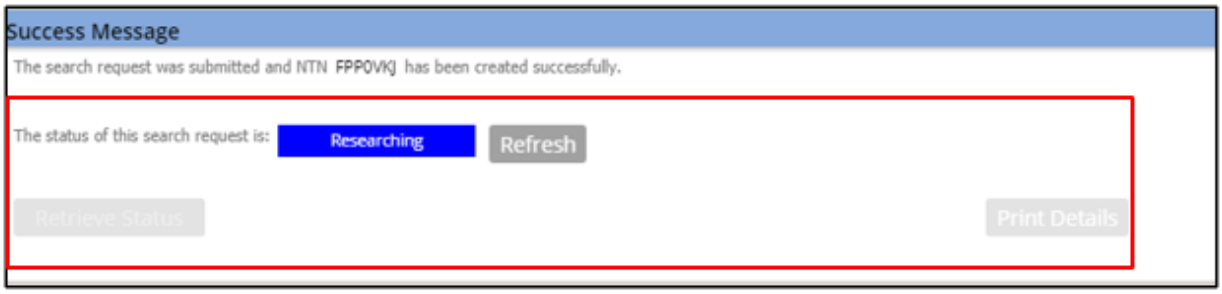


Figure 4-19: Immediate Search Response Page – Delayed Status

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.

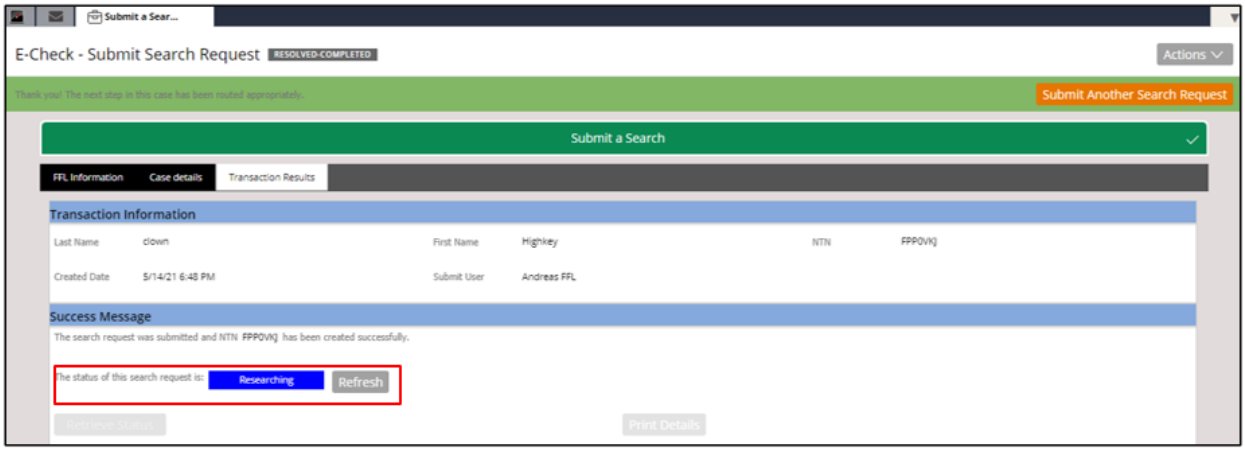


Figure 4-20: Immediate Search Response Page – Researching Status

8. Click the **"Submit"** button to return to the home tab.

Key Combination	Result
Alt + S	• Selects the "Submit" button regardless of location on the page.
Alt + C	• Select the "Continue" button regardless of location on the page.

Key Combination	Result
Tab	• Navigates from field to field without the need of a mouse
Spacebar	• Opens dropdown menu • Selects radio button • Selects/Unselects checkboxes • ***Note:*** *Click the enter button to finalize selection*

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.

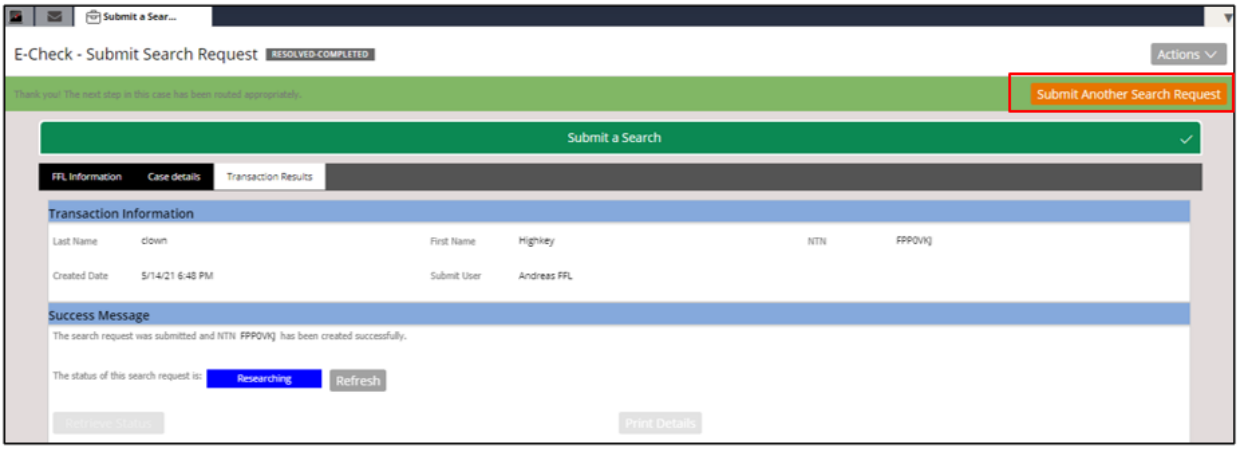


Figure 4-21: E-Check – Submit an Another Search Request

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".

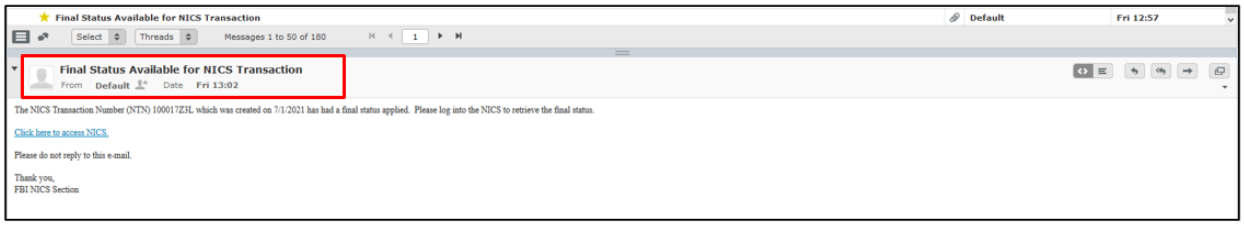


Figure 5-1: Email Screen with the Final Status Available Message

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.

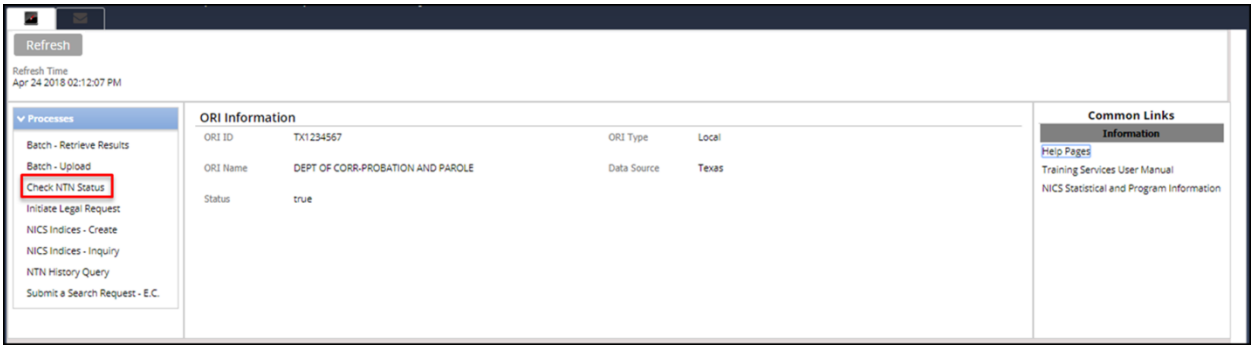


Figure 5-2: Check NTN Status

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

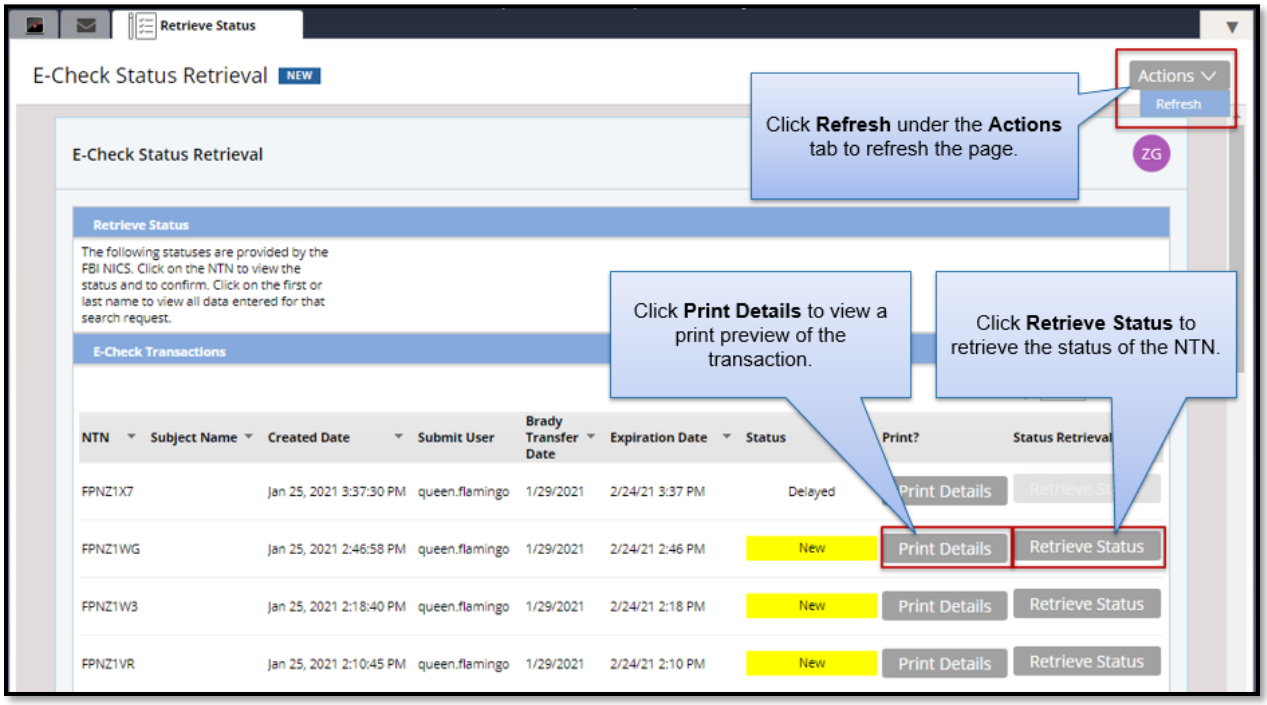


Figure 5-3: Check Status

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.

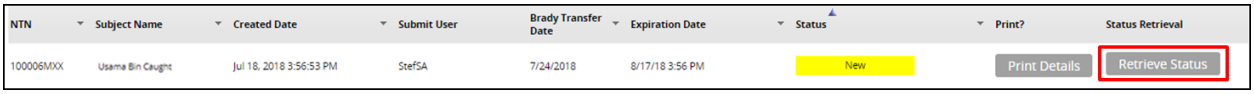


Figure 5-4: Retrieve Status from "New" Status

2. Click the **"Submit"** button on the "DisplayMDI" screen.

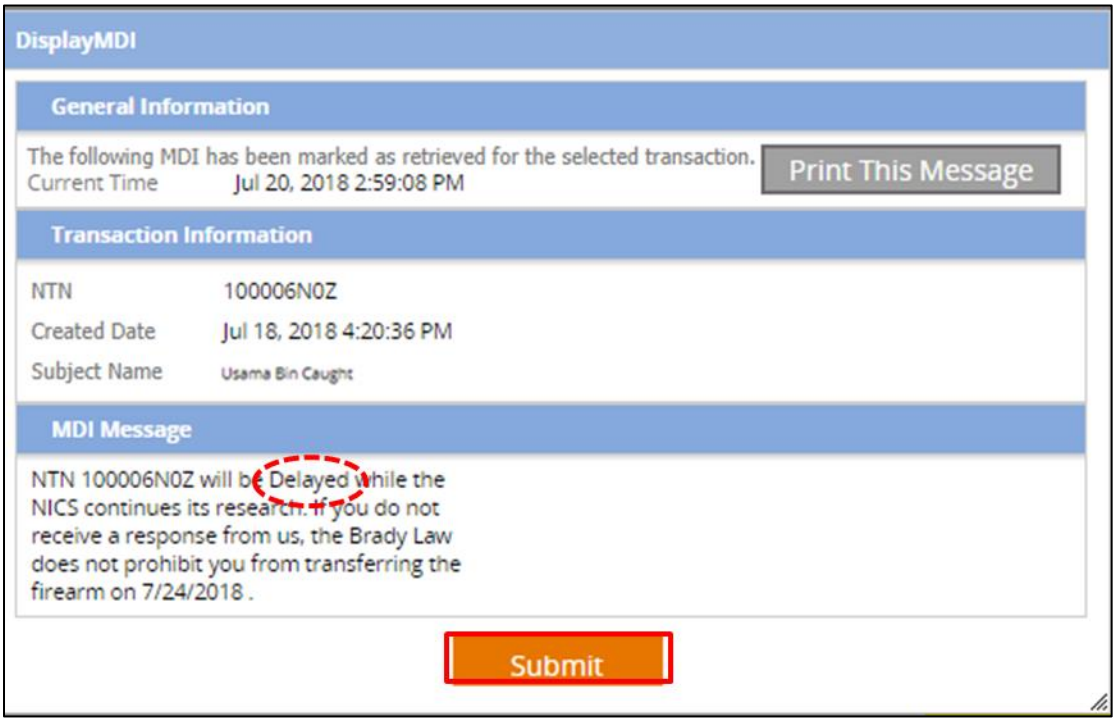


Figure 5-5: Retrieve Delayed Status

3. The status will change to display **"Delayed"** on the Check NTN Status page.

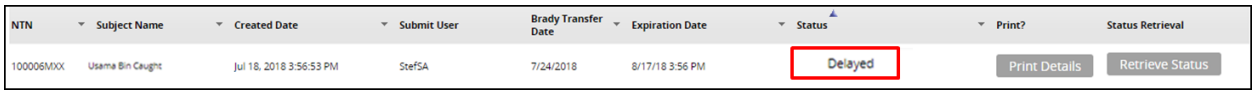


Figure 5-6: Retrieve Delayed Status

5.3 Retrieve a New Proceed Status

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

1. Click the **"Retrieve Status"** button.

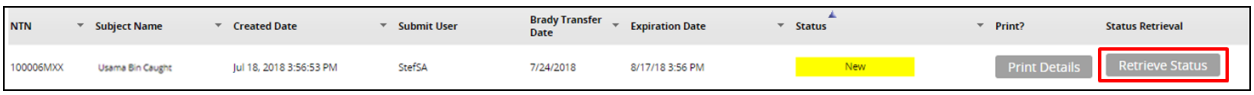


Figure 5-7: Retrieve Status from "New" Status

2. The status of **"Proceed"** will display on the Check NTN Status page.

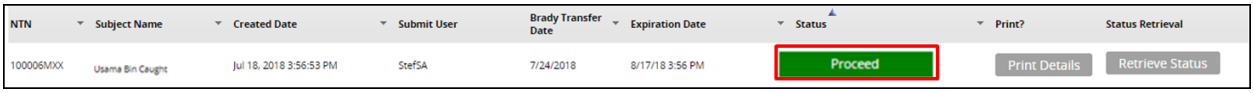


Figure 5-8: Proceed Status

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.

1. Click the **"Retrieve Status"** button.

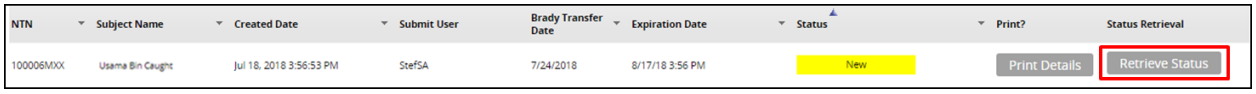


Figure 5-9: Retrieve Status from "New" Link

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

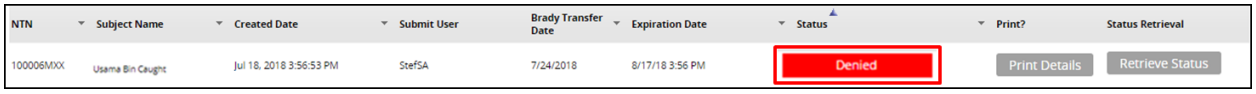


Figure 5-10: Denied Status Before Brady Transfer Date

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.

1. Click the **"Retrieve Status"** button.

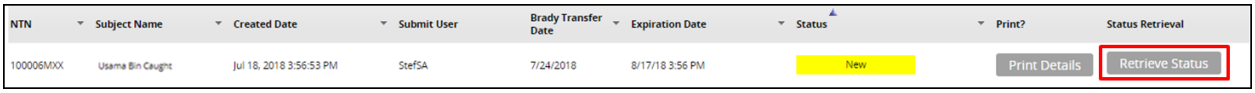


Figure 5-11: Retrieve Status from "New" Status

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

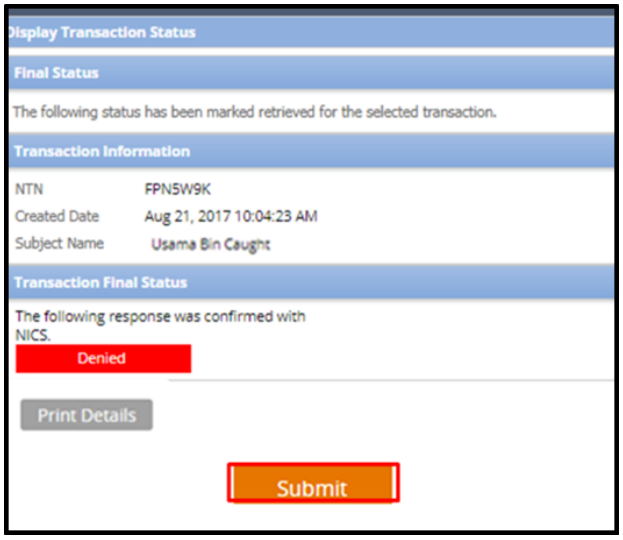


Figure 5-12: Display Transaction Status Window for Denied Transaction After Brady Transfer Date

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.

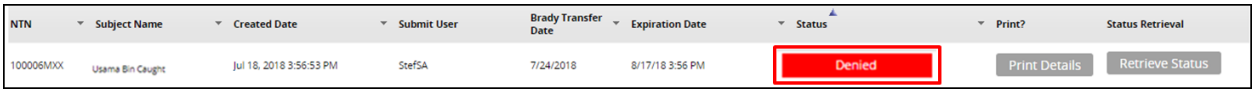


Figure 5-14: Denied Transaction Status

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.

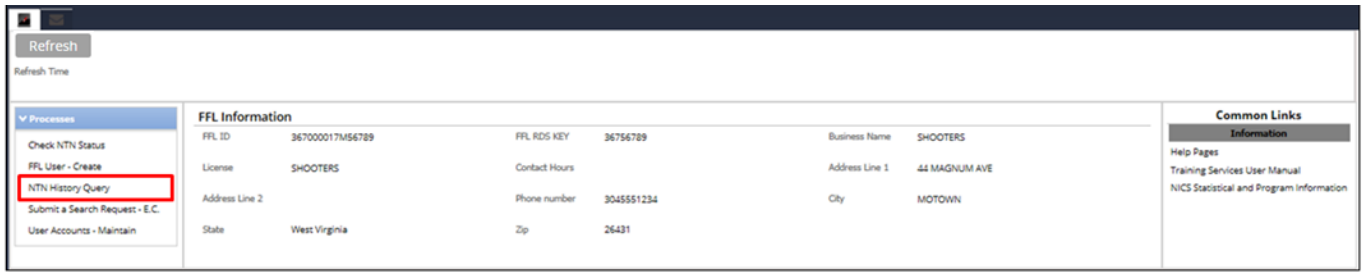


Figure 6-1: NTN History Query

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.

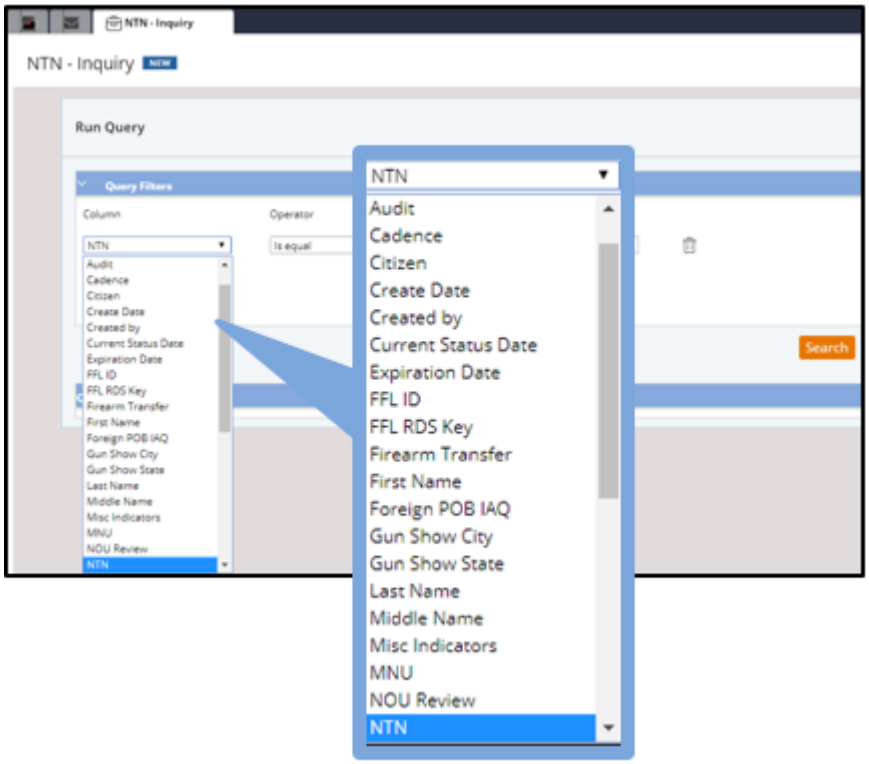


Figure 6-2: NTN History Query Search Criteria

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: • 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: • I = Initial Search (System-applied only) Applicable to State Searches: • M = Submitted to State Applicable to FBI Searches: • 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: • 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: • 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

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

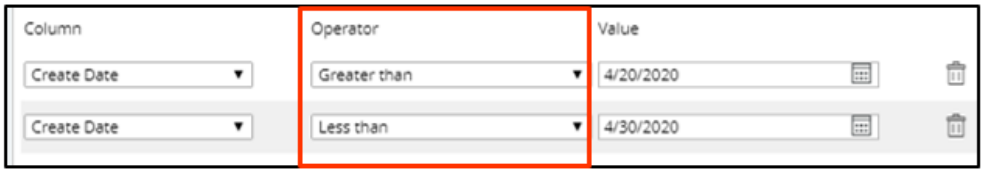


Figure 6-3: NTN Between Created Dates Query Search

5. Click the **"Search"** button to display the query results.

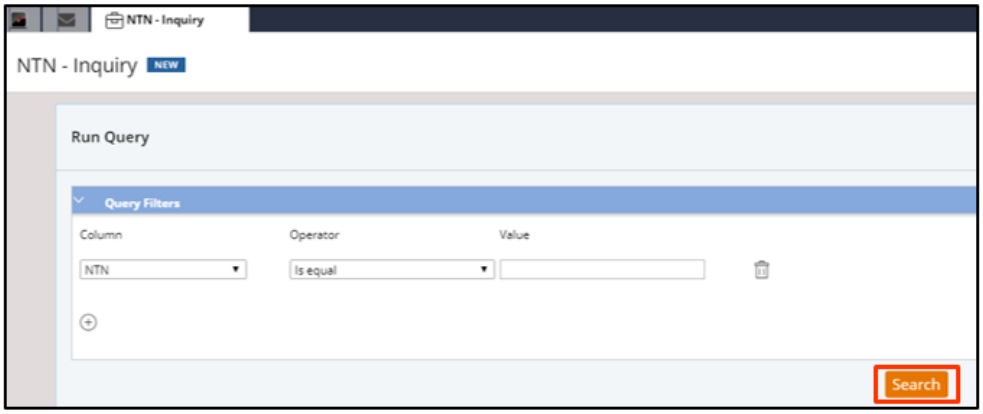
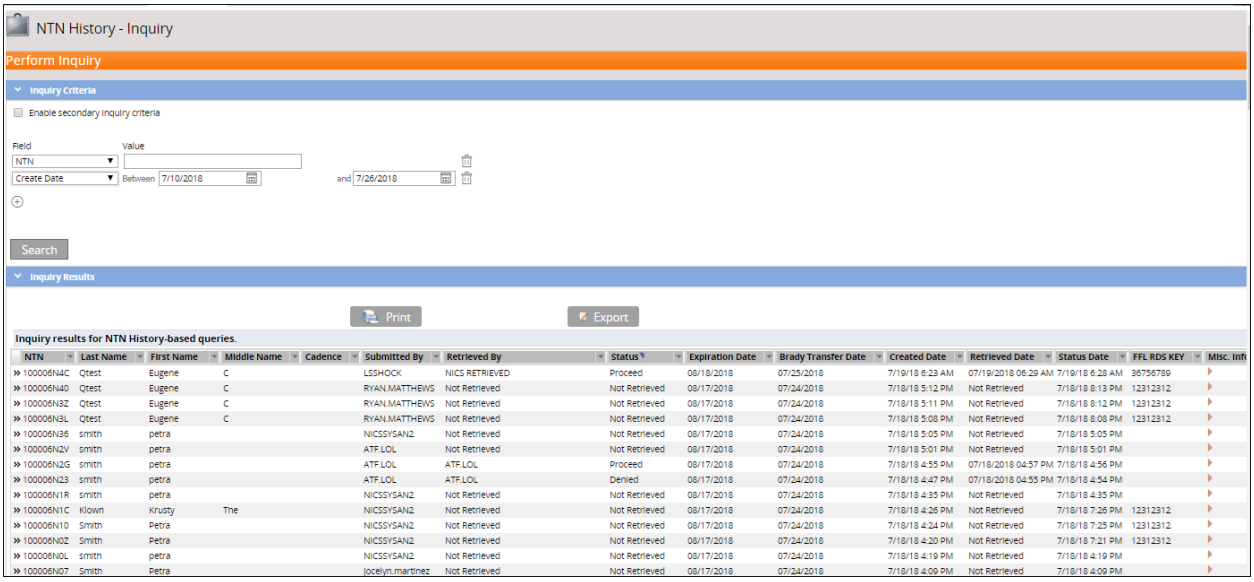


Figure 6-4: NTN History Query Search

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



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. Infi
» 100006N4C	Qtest	Eugene	C		LSSHOCK	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	
» 100006N40	Qtest	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 8:13 PM	12312312	
» 100006N3Z	Qtest	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 8:12 PM	12312312	
» 100006N3L	Qtest	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 8:08 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			jocelyn.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.

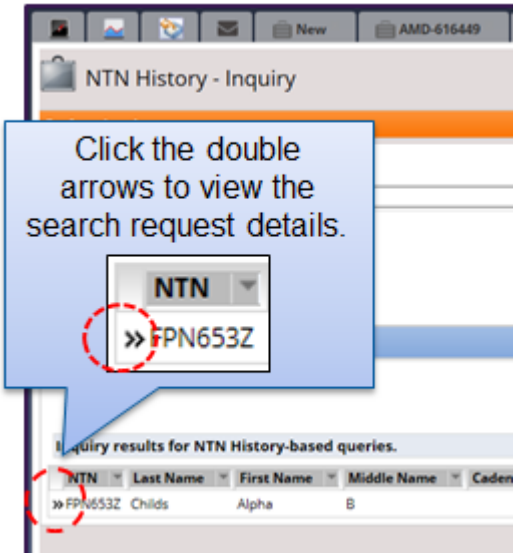


Figure 6-6: Double arrow icons used to display request details

9. To export the NTN results, select the **"Export**" button.

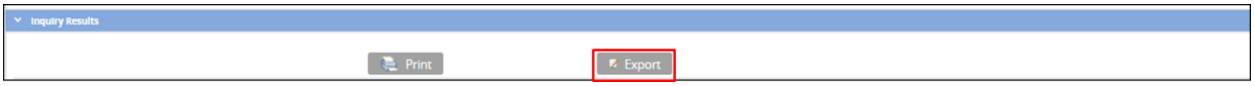


Figure 6-7: Export

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

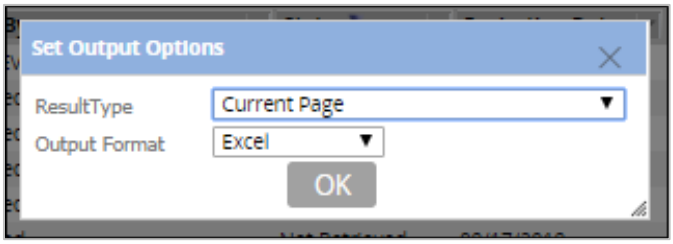


Figure 6-8: Format

*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.

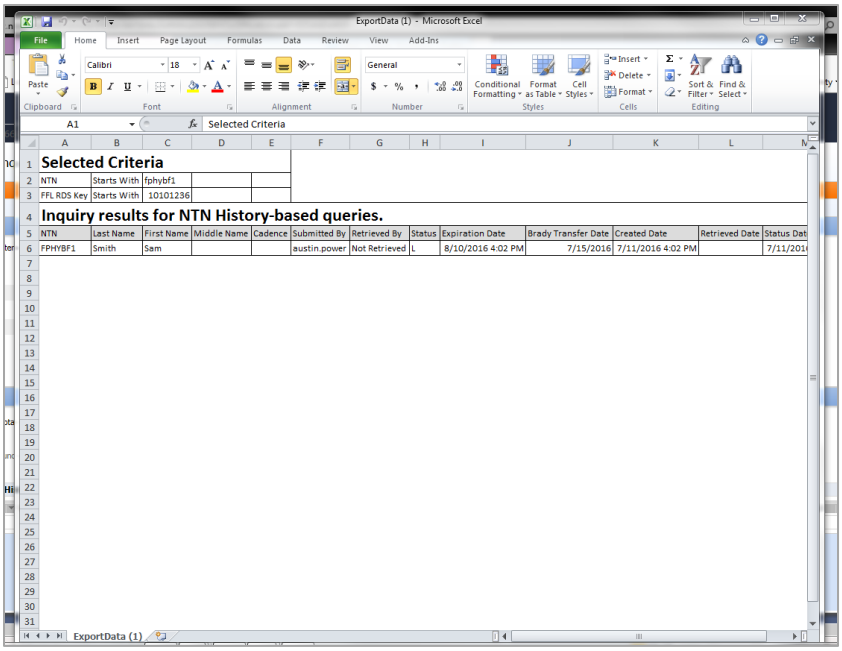


Figure 6-10: Excel Document

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.

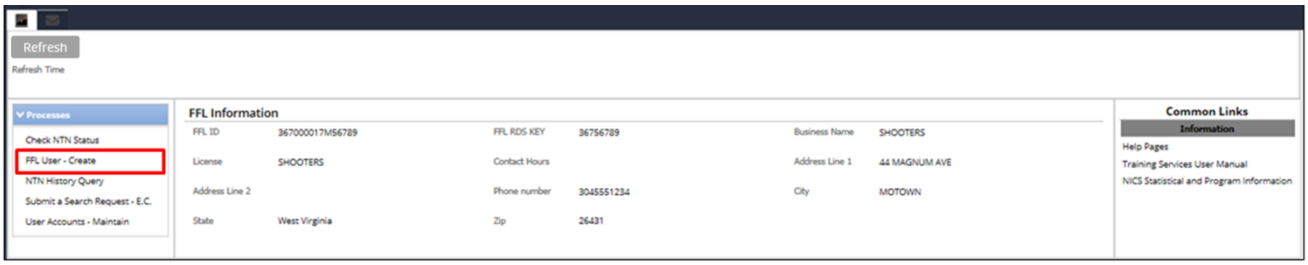


Figure 7-1: FFL User – Create

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

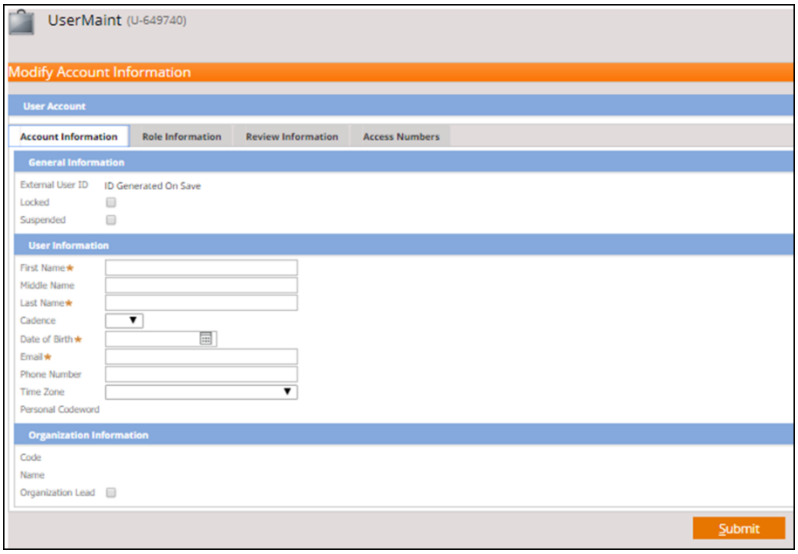


Figure 7-2: Account Information

*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.

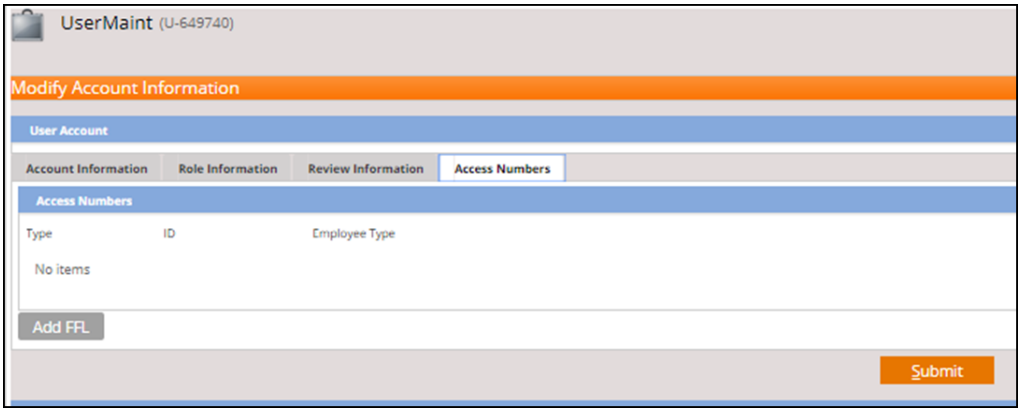


Figure 7-3: Access Numbers

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

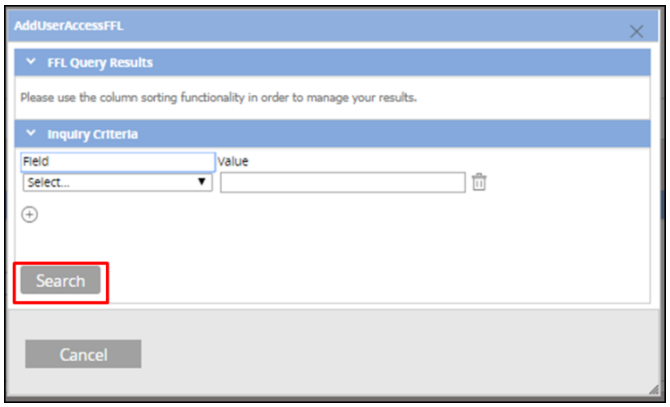


Figure 7-4: Add User Access FFL

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

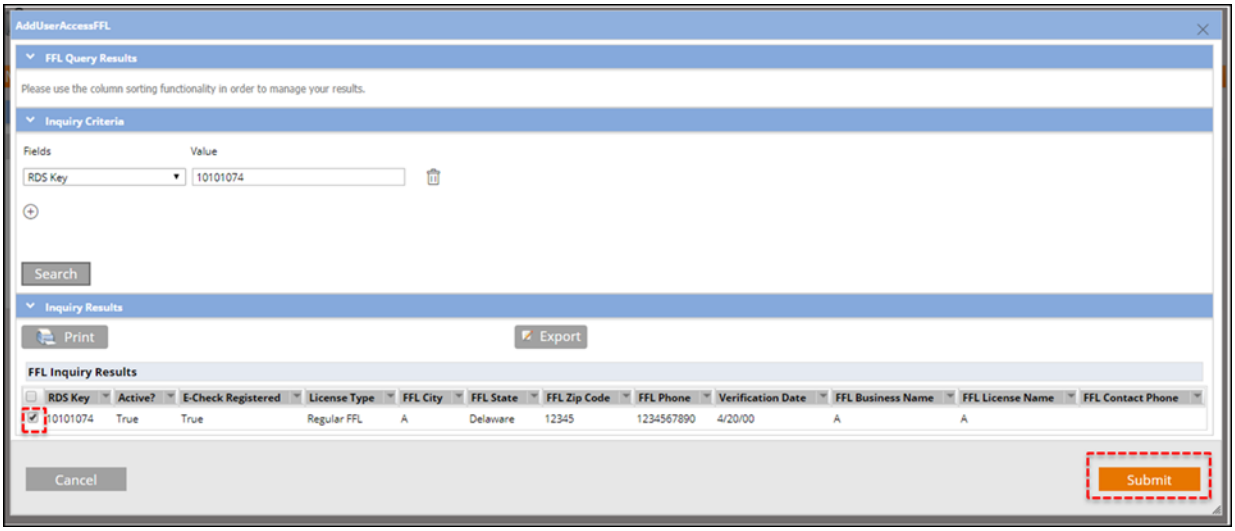


Figure 7-5: FFL Inquiry Results

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

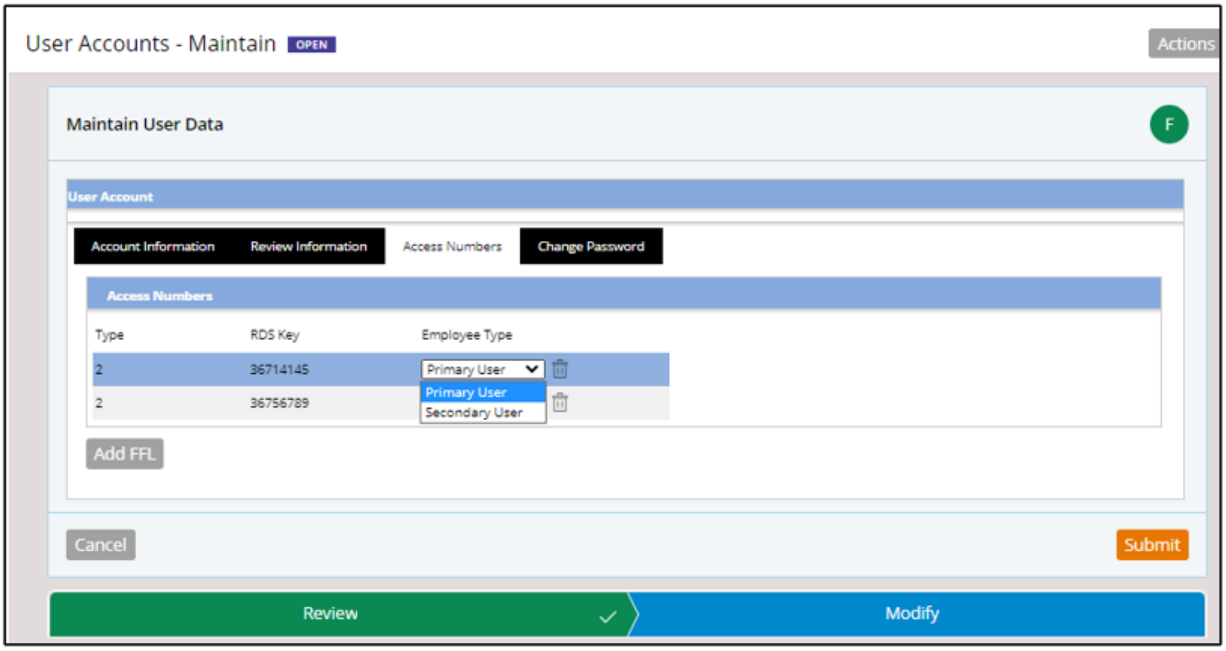


Figure 7-6: Access Numbers

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.

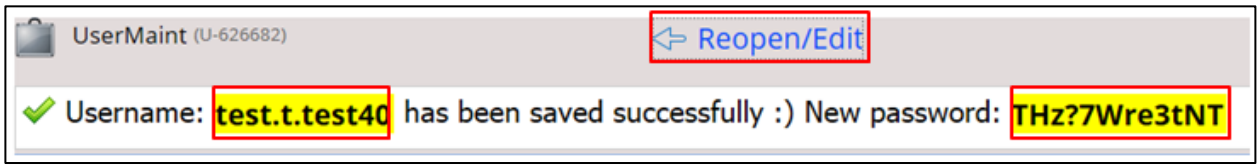


Figure 7-7: User Maintenance Success Message

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.

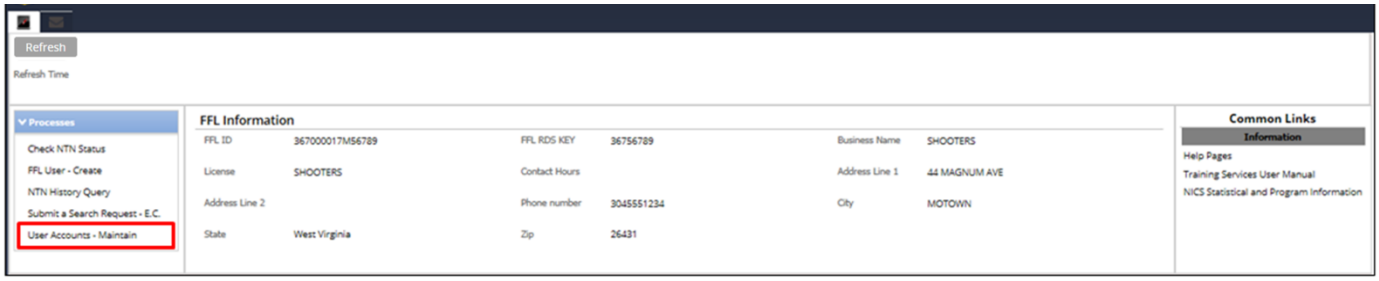


Figure 8-1: User Accounts – Maintain Process Link

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.

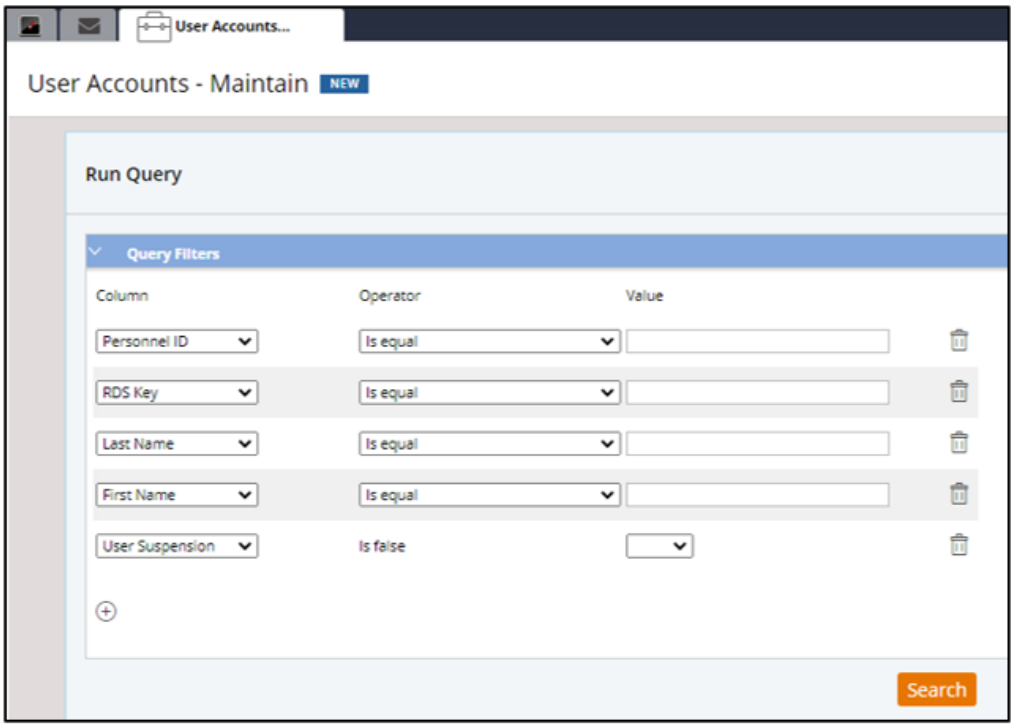


Figure 8-2: User Maintenance – Inquiry

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.

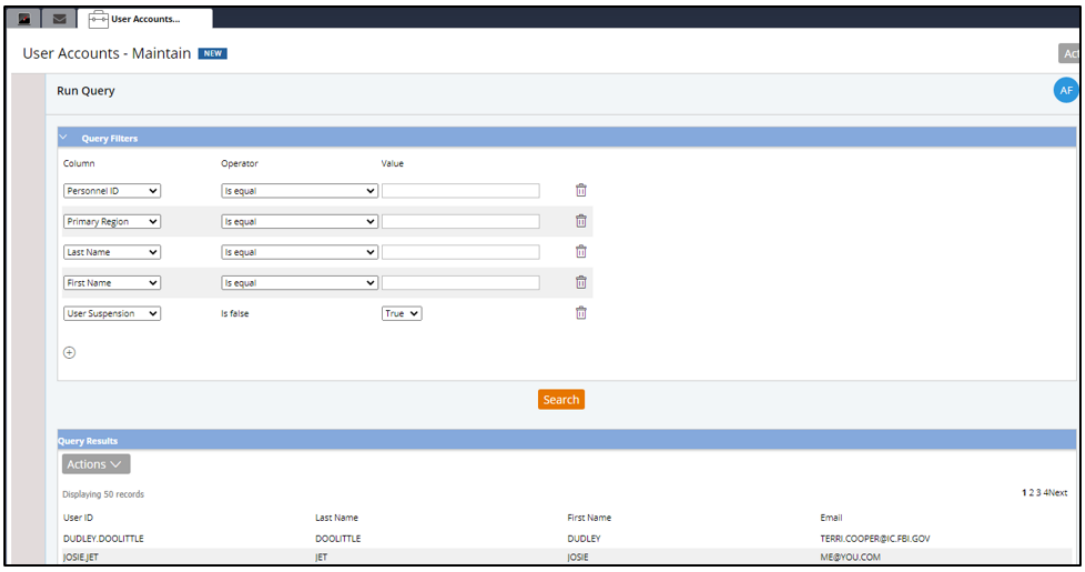


Figure 8-3: Inquiry Results

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

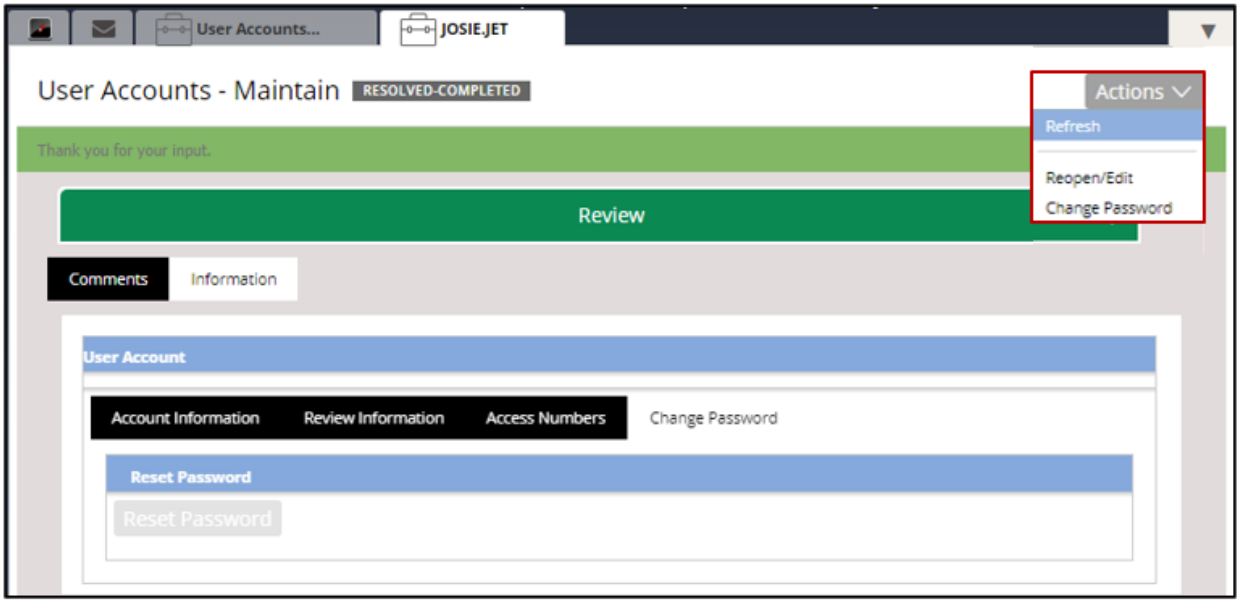


Figure 8-4: User Account Page

4. Modify the Account Information as needed.

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.

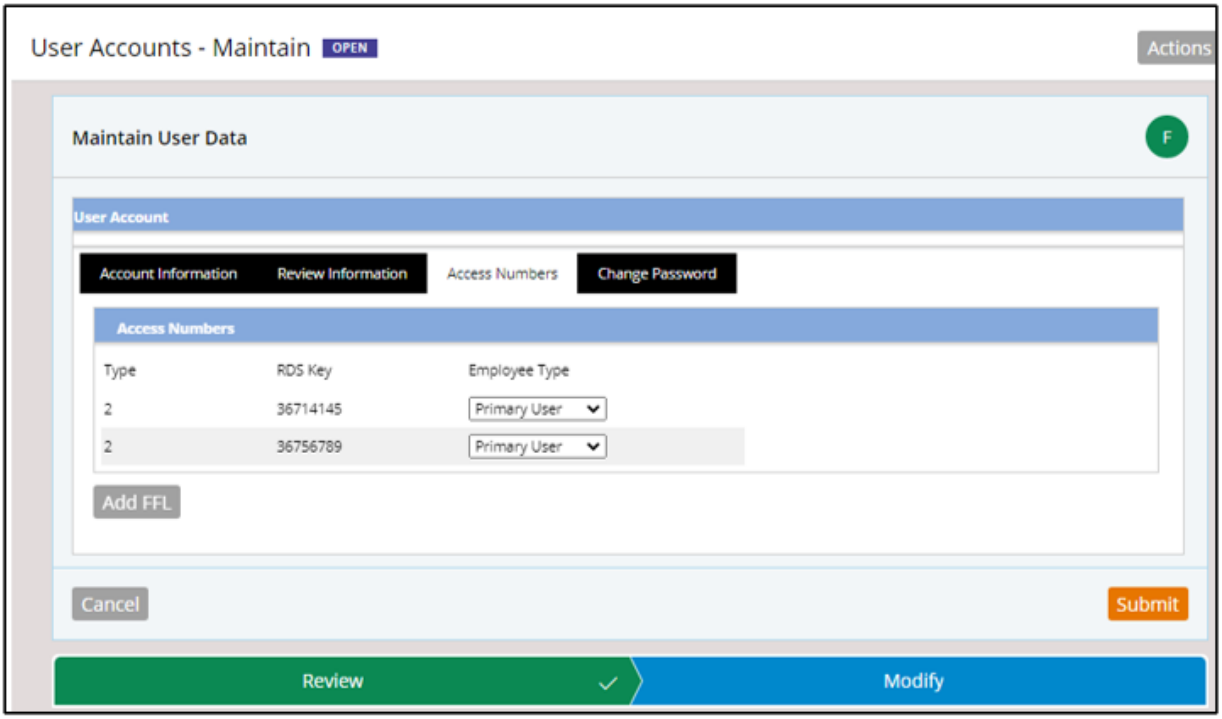


Figure 8-6: Access Numbers Tab

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

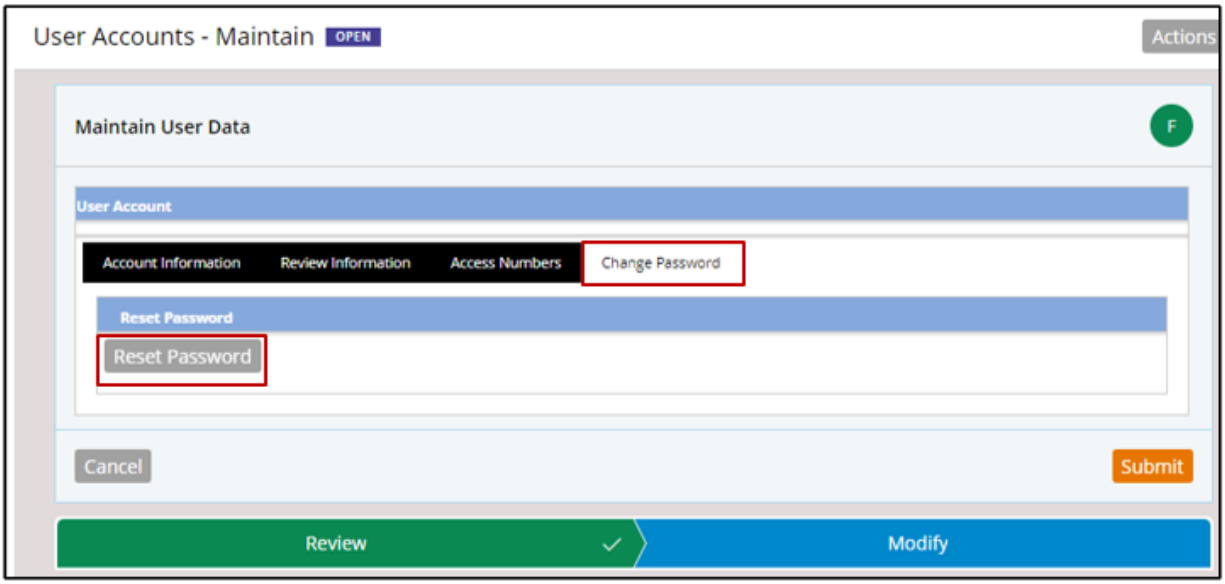


Figure 8-7: Change Password Tab

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".

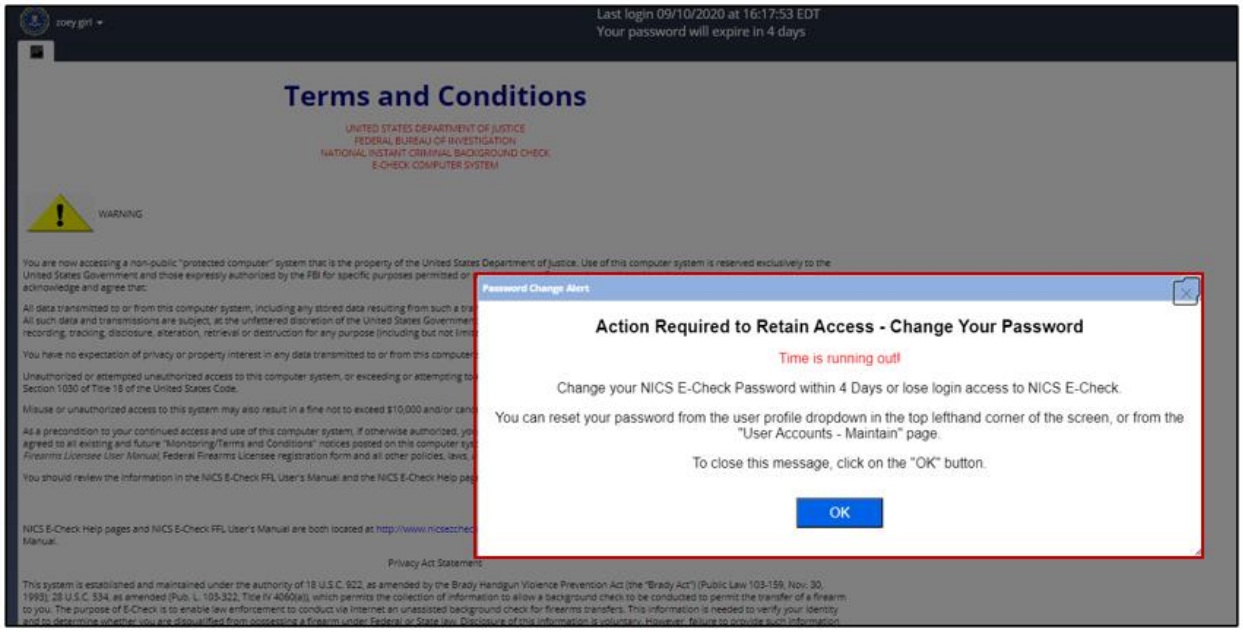


Figure 8-8: Password Expiration Notification

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

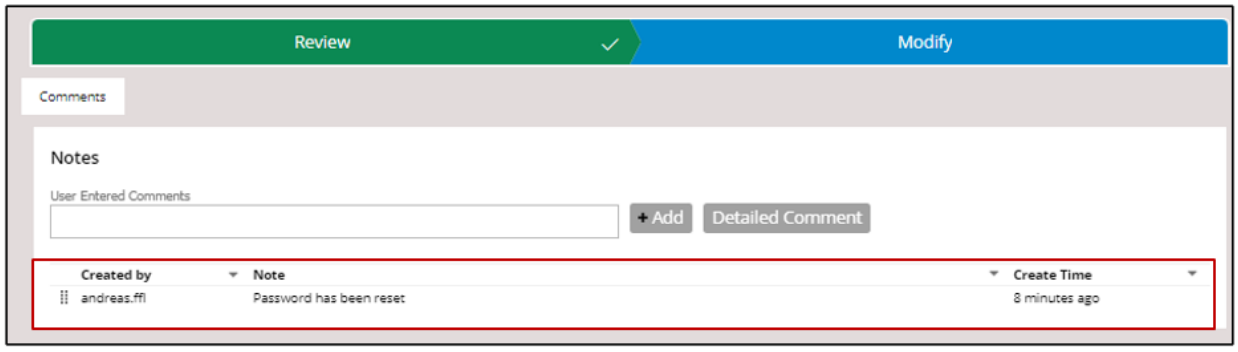


Figure 8-9: User Account Maintain Comments Section

2. Click the **"Change Password"** from the **"Actions"** dropdown menu.

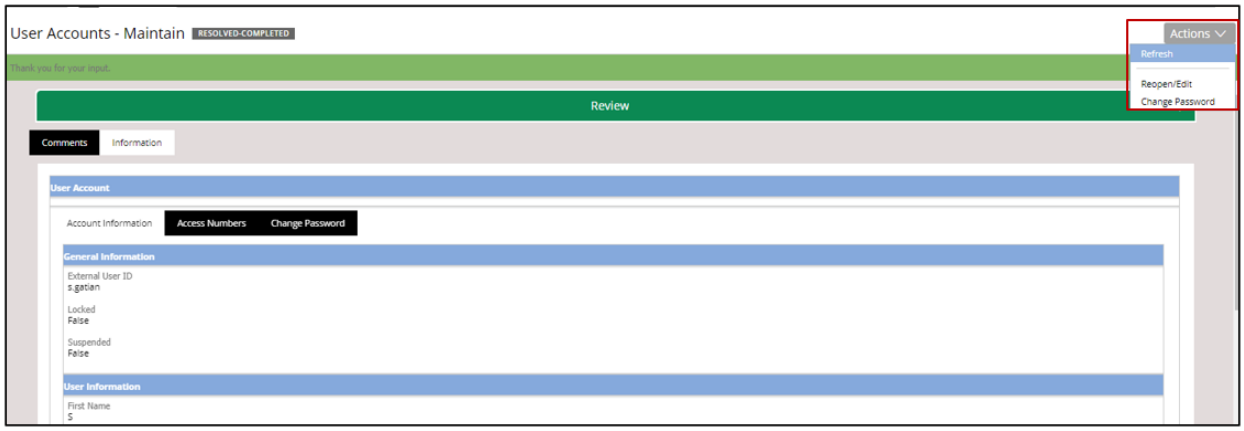


Figure 8-10: Change Password Option

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.

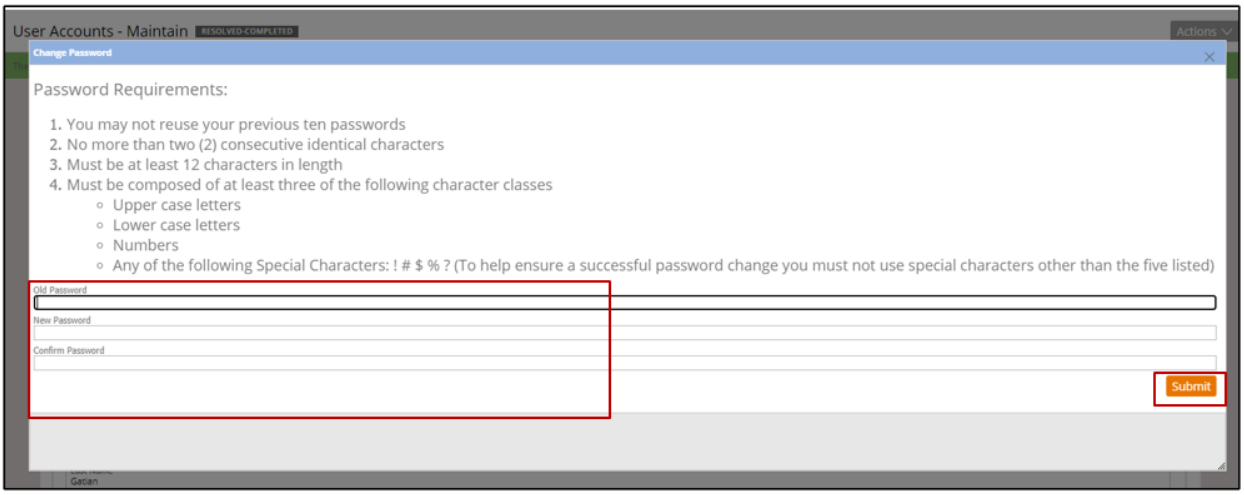


Figure 8-11: Change Password Pop – Up Screen

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.

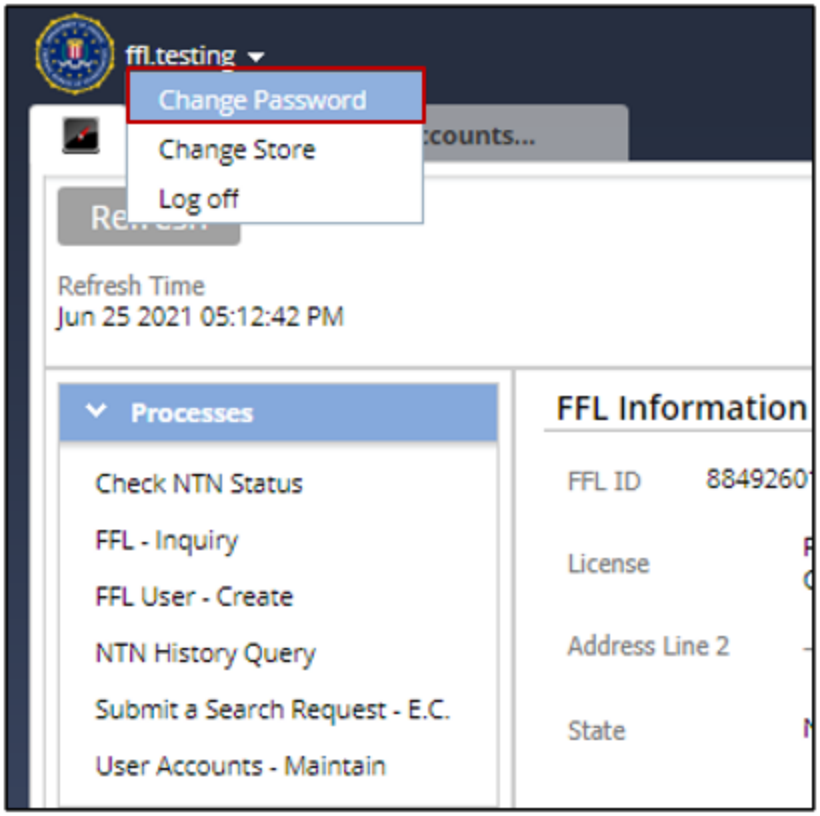


Figure 8-12: Change Password Under User Profile

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.

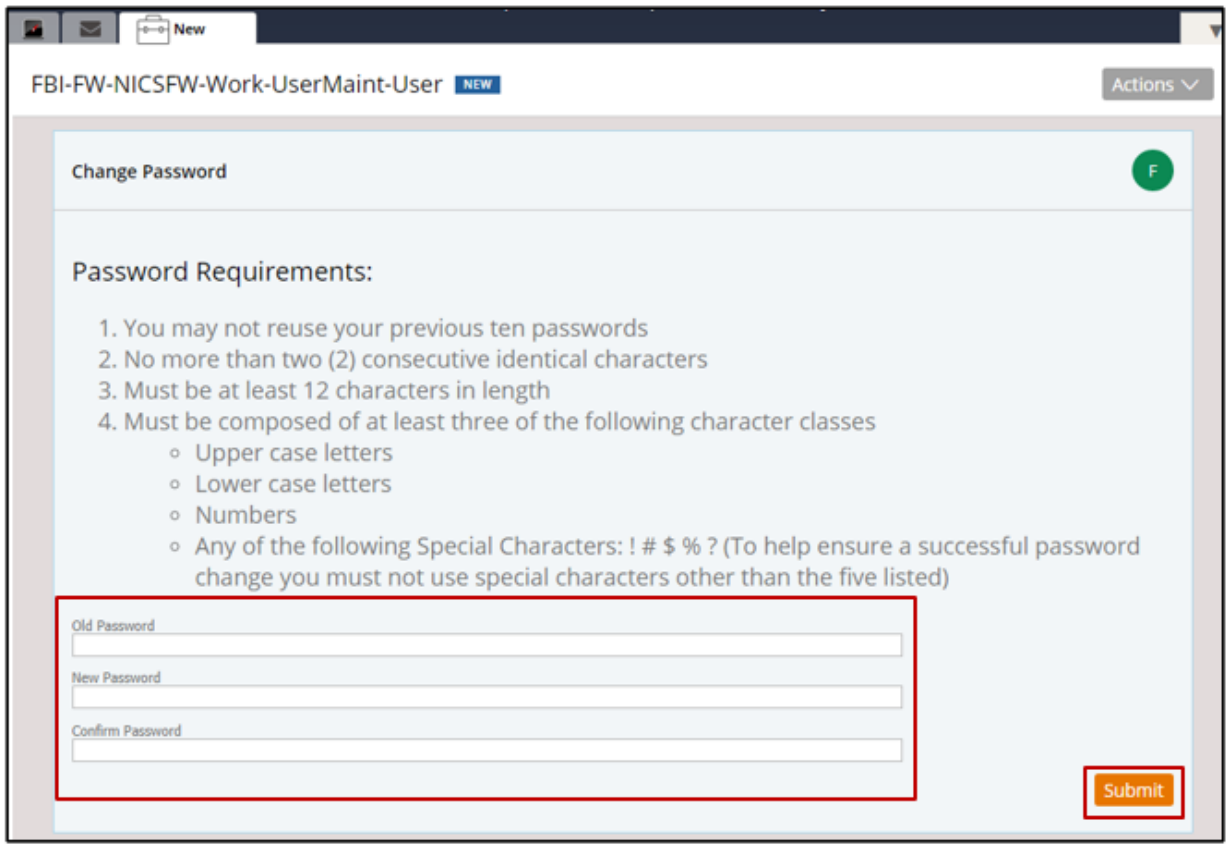


Figure 8-13: Change Password Screen

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.

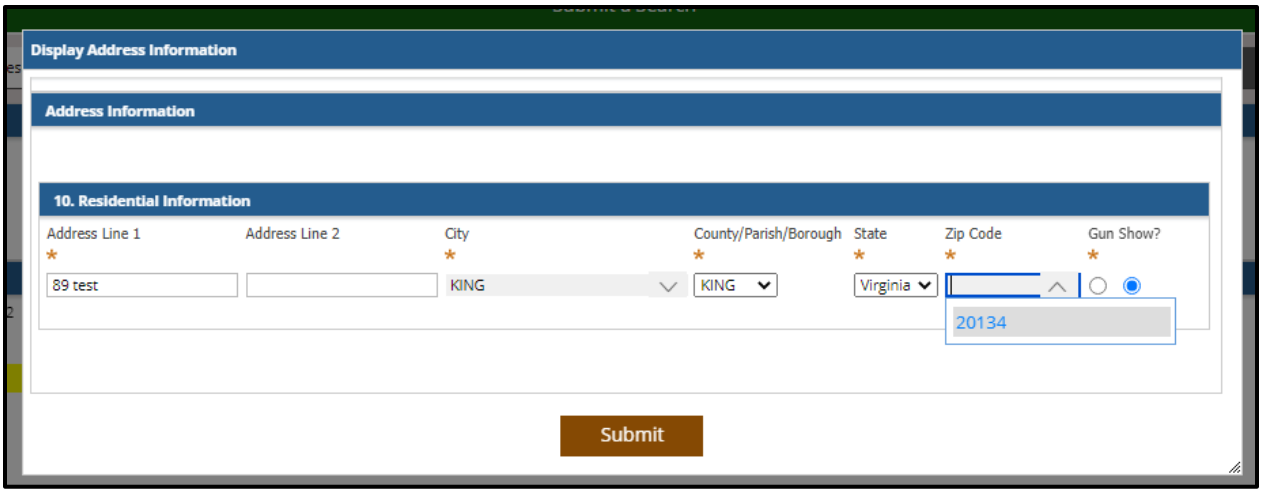


Figure 9-1 Residential Information

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**'.

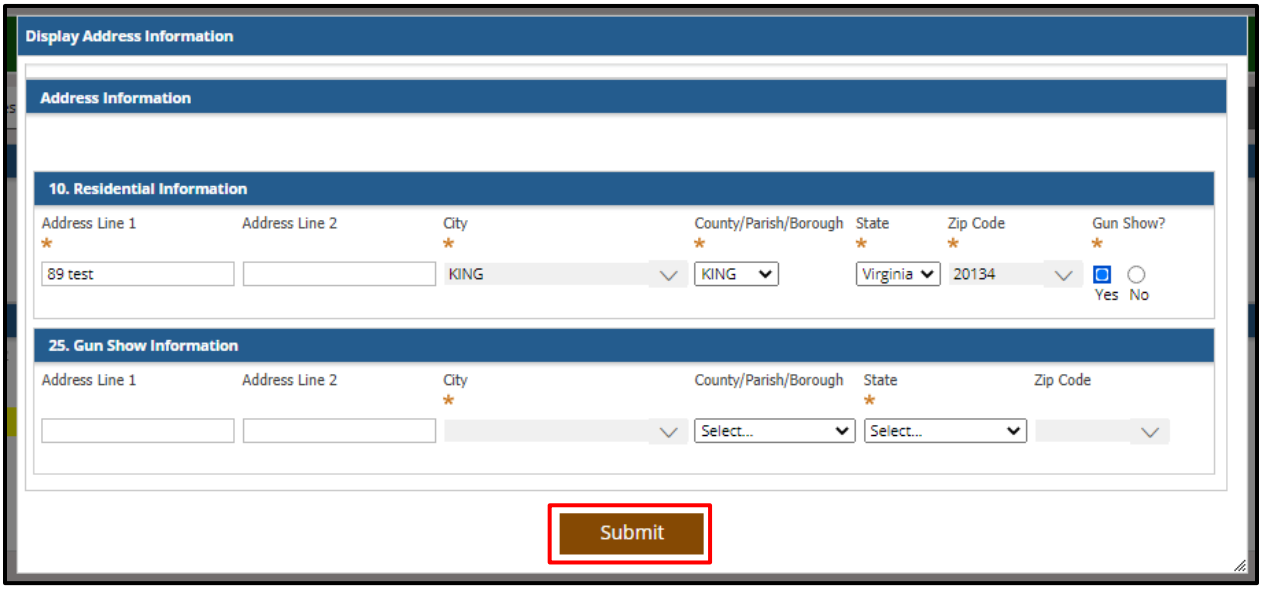


Figure 9-2 Gun Show Information

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

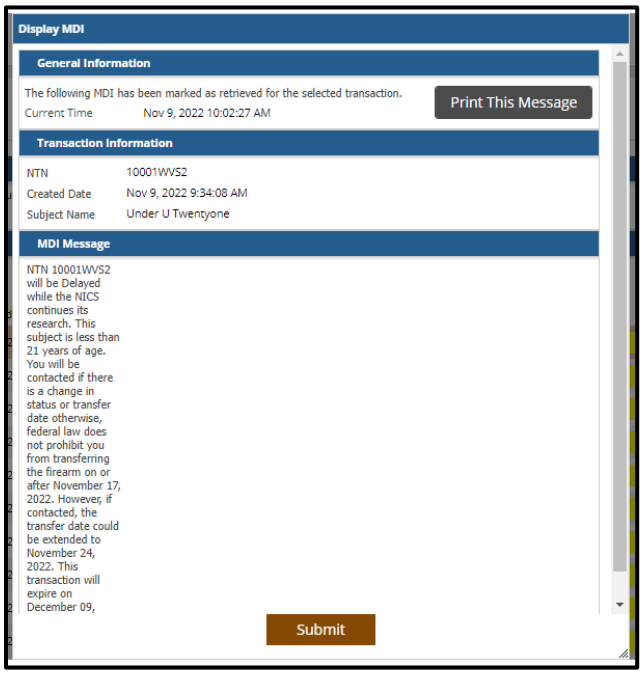


Figure 9-3 MDI message

5. The status will show as "**Delayed**" until further research is done.

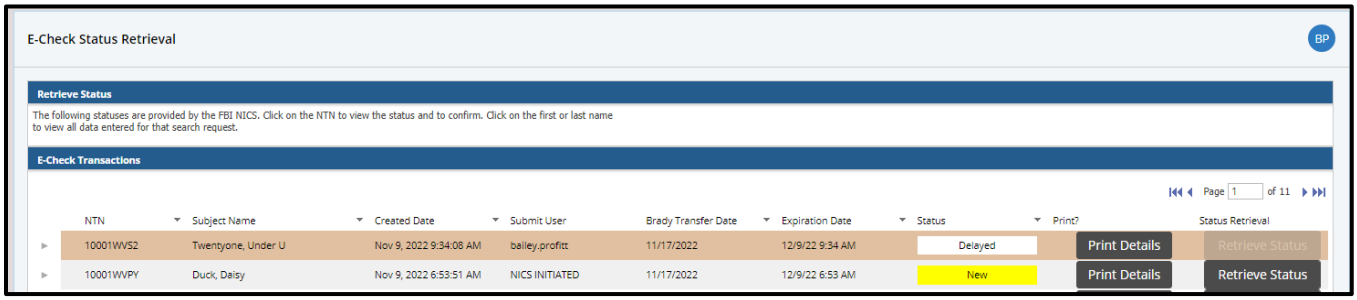


Figure 9-4 Delayed Status on Retrieval

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

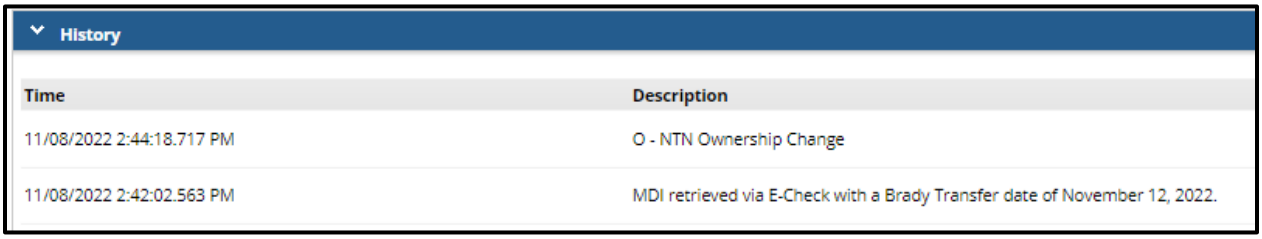


Figure 9-5 Audit Log Message

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.

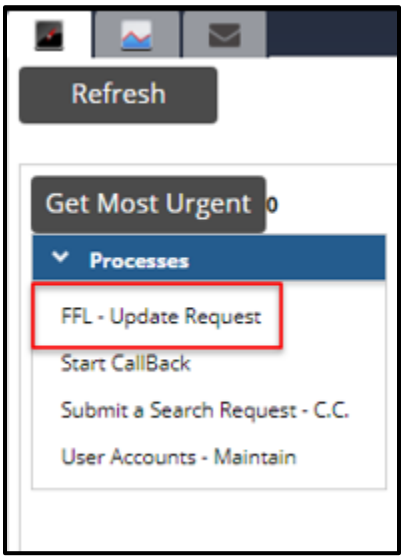


Figure 10-1 FFL – Update Request

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"**.

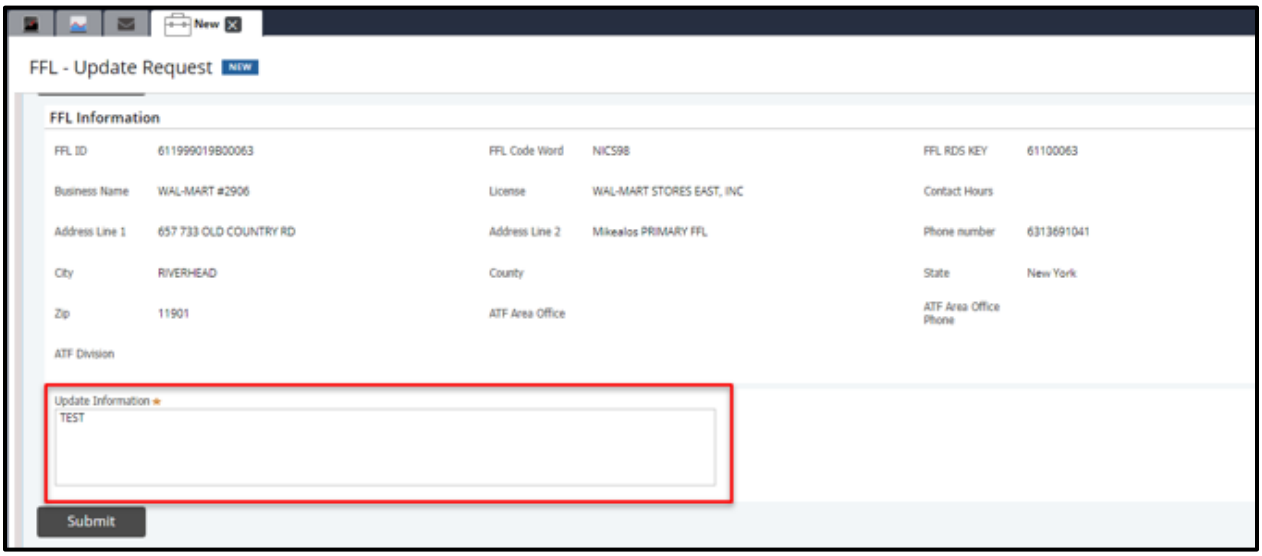


Figure 10-2 Update Information

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.

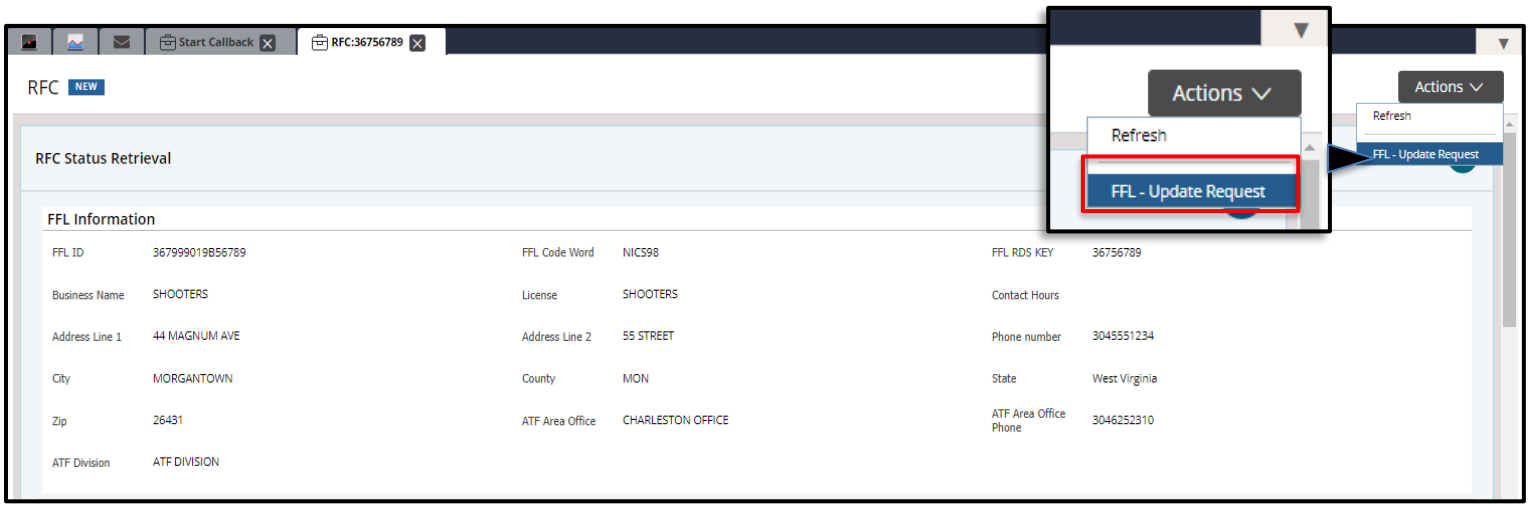


Figure 10-3 RFC Status Retrieval Page

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.

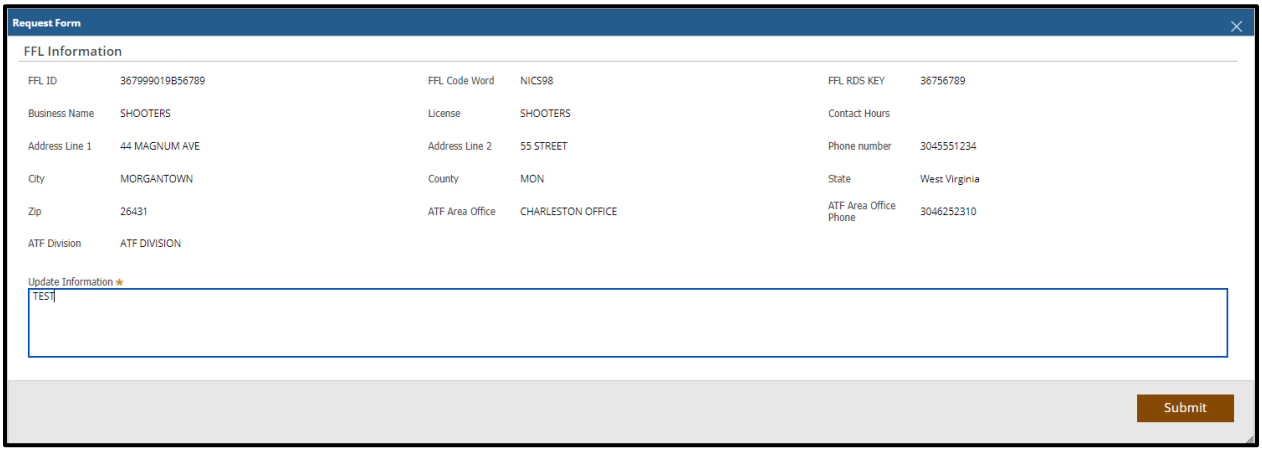


Figure 10-4 Update Information Submission

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.

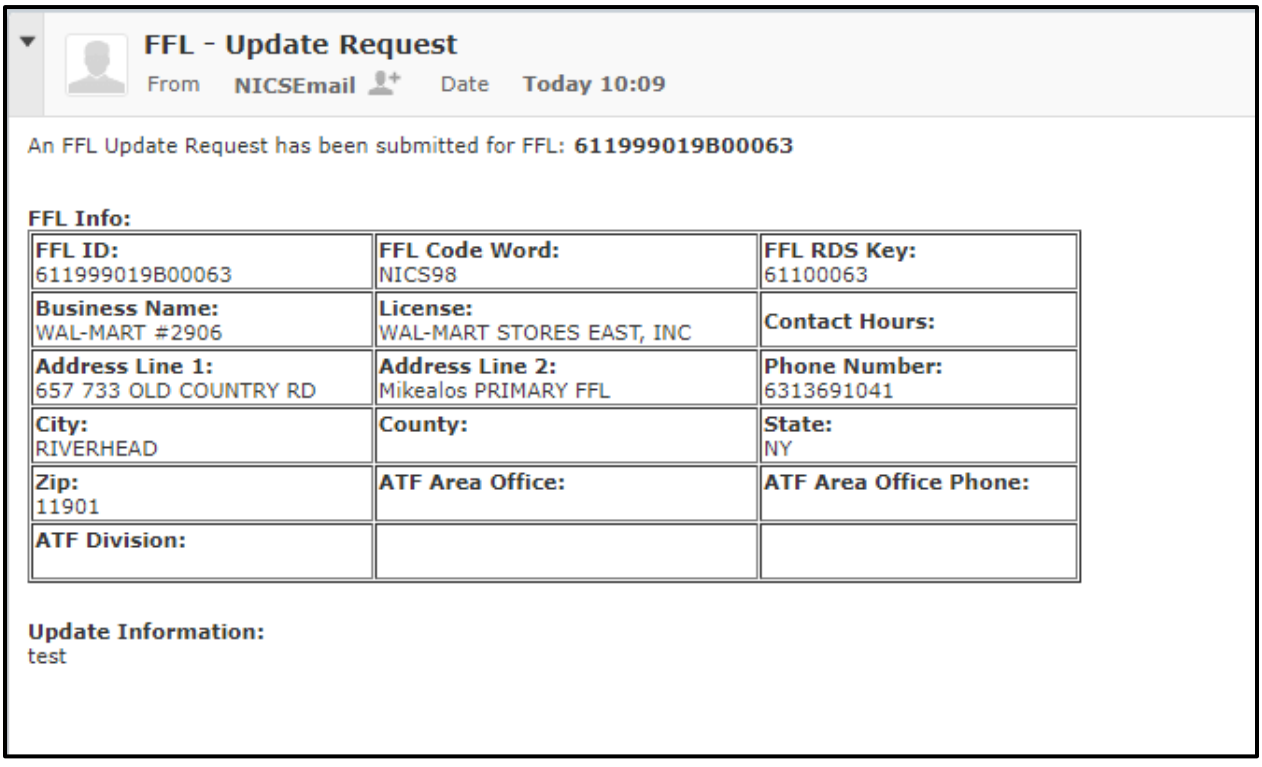


Figure 10-5 FFL Email Notification