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

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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

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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.

E-Check Registration			
Accept Terms and Agreements			Useful Links
Terr	ms and Condit	ions	E-Check Litter Ganke Terms and Conditions Privacy Policy PDL Evolutions / AuCL 5-Che
	ITED STATES DEPARTMENT OF JU EDEMA, BUREAU OF INVESTIGATI AL INSTANT CRIMINAL BACKGROU B-CHECK COMPUTER SYSTEM	046	
Thu are now adversing a non-public "protecter justice. Use of this computer system is reserve the HB for specific purposes permitted or requ advantedge and agree that:	d exclusively to the United States	Government and those expressly authorit	uted by
All data transmitted to un from this computer to times remains the property of the United State discretion of the United States Government or recording, tracking, disclosure, alteration, retri prosecution.	is Government. All such data and any agency or authorized agent t	transmissions are subject, at the unfatter hereof, to munitoring, copying, intercepti	ed.
You have no expectation of privacy or property	y merest in any data transmitted	to or from this computer system.	
Unauthorized or attempted unauthorized acce access to this system is a crimeral violation of			ed .
Misuse or unauthorized access to this system privileges as set furth in 28 Code of Pederal Re	may also result in a fine not to ex		
As a precondition to your continued access an be charged with knowledge of, and shall be de Conditions' insteam posted on this computer or Riverins Lonnee Low Manual Federal Free regarding the NICS and/or this scheputer spite	d use of this computer system. If ented to have agreed to all exists yttem, as well as all responsibility that Licensee registration form an	ig and future "Monitoring/Territs and is and procedures set forth in the NRS A	
You should review the information in the NICS	E-Check FFL Unier's Manual and t	w NICS E-Check Help pages.	
NCS 5-Check Help pages and NCS 5-Check IP http://www.ncsatcheckfor.gov/help/DhG/help	L Over's Manual are both located html with both POF and Text Ink	e I provided to the User's Manual.	
	Privacy Act Statement		
This spatem is established and mammand and any Provention Act the Thady Act (Table) Law 10 2000ax, which permits pre-collection of inform- tion framms to prace the theory of the theory of the framms to prace the theory of the theory of potentiating in prevention (table) and to that the potentiation may prevently use from recoming a System of Records Votion (SORIO) entables. Any of 17140, of each (table) and the theory of the the proceeding of the the relation of Records Administration of the the relation of Records Administration (table).	In 156 New 38, 1991; 28 U.S.C. S. Indion to allow a background che unabili law antorizement to conduct ded to verify your identify and to in. Disclosure of this Information. Resum, A complete list of noutri- torial matant Crimmal Backgroun, 172 RE 5410, The SORN is located II. Electromically submitted infor	ki, au annexide (Paul, L. 108-222, Thie M. Ib Te condetty for benefits the sender via intermit an unanstated to permit the sender via intermitient external (or you are discussionfield for solutions), interviewer, feature to protein external processing (or the sender to protein (or these Spatiana (InCE), FIG-018, SE FR AS). All Management and protecting and protecting and and and the statistical archives a time schedules of the National Archives a sensitive schedules.	of a hack sen sch set set store ting
This request is in accordance with the Paperw provided by a prospective transferre to deter or receiving finance. Providing the informatic the information that is provided is protected to	mine if the prospective transferrer on is voluntary but failure to do so	is a person prohibited by law from posse may prevent the transfer of a freearm. All	nong
The estimated average fluiden associated with idebidial circumstances. Comments concern should be directed to the Federal Bureau of In Caster Inchos Road, Carksburg, West Virginia	ing the accuracy of this burden es ivestigation. Criminal justice infor	timate and suggestions for reducing this I	bunken
An agency may not conduct or sponsor, and a displays a currently wind OMB control number	person is not required to respon	t to, a collection of information unless it	
Cancel		- Au	
		vetting	

## Figure 2-1: E-Check Terms and Conditions

3. Select the Enrollment Type and Click Continue.

FBI NICS E-Check - Rec	istration		
E-Check Registration			
1. Select Enrollment Type 2. Enter FFL Info	3. Enter Contact Info 4. Review Enrollment	5. Sign Request	Useful Links
Select Enrollment Type Select Enrollment Type Enrollment Type * FFL Only FFL and ECheck		Continue	E-Check User Guide Terms and Conditions Privacy Policy FFL Enrollment / NICS E-Check Enrollment Form
Registration	Vetting		
	For more information see the Useful Links above		

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

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

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		
Enter FFL Information						
Enter FFL Information						
FFL ID Number *		FFL Code Wo	rd \star			
Name of FFL Business ★						
Street Address of FFL Busine:	55					
FFL City *	FFL Stat	e <b>*</b>	FFL Zip Code			
FFL Phone Number *		FFL Phone Ex	tension			
Back				<u>C</u> ontinue		
Re	gistration		Vetting			

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

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

FBI NICS E-Ch	neck - Regis	stration		
E-Check Registration	NEW			
✓ 1. Select Enrollment Type	✓ 2. Enter FFL Info	3. Enter Contact Info	4. Review Enrollment	5. Sign Request
Enter Contact Informa	ation			
Enter Contact Information				Contraction of the second s
First Name * Test	Middle Name	Last Name * FFL		Contact Cadence
Date of Birth *		E-mail Address *		
12/31/1969		ffltestuser@em	ail.com	
Mother's Maiden Name (last Mummy	name only) <b>*</b>			
Back				Continue
R	egistration		Ve	etting

#### **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.

	NEW			
✓ 1. Select Enrollment Type	✓ 2. Enter FFL Info	✓ 3. Enter Contact Info	4. Review Enrollment	5. Sign Requ
Review E-Check Enrol	lment			
Review				
Erollment Type Inform Enrollment Type FFL and ECheck	nation			
FFL Information FFLID Number 334194011884777		FFL Code Word Test	d.	
Name of FFL Business Test Business				
Street Address of FFL Busine	65			
FFL City Austin	FFL State TX		FPL Zip Code	
FFL Phone Number (123) 456-7890		FFL Phone Ext 1234	ension	
Contact Information				
First Name	Middle Name	Last Name FFL	Conta	ct Cadence
Date of Birth 12/31/1969		E-mail Address ffitestuser@e		
Mother's Maiden Name Bast Mummy	name only)			
Note: If there is a change in I	FFL ownership, the FBI NICS	Section must be notified an	d a new acknowledgment	nust be signed.
By executing this document an under the NICS (as detailed in Nasional Instant Criminal Back hereby execute this acknowled FFL to make a legally binding of	the Gun Control Act of 1968, ground Dheck System) and in gment on behalf of the abov	as amended and the Responsit tent to honor those obligations	bilities of a Federal Firearms s and responsibilities. Intend	Licensee (FFL) under th ing to be legally bound

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.

FBI NICS E-Check - Registration			
E-Check Registration (ECHECK-1484320)			
✓ 1. Select Enrollment     ✓ 2. Enter FFL     ✓ 3. Enter Contact     ✓ 4. Review       Type     Info     Info     Enrollment	5. Sign Request		
SignRegistrationRequest			
Sign         Please fill out the Applicant Name, Witness Name, then sign in the appropriate box below and click ACCEPT.         User/Applicant Signature:       FFL Witness Signature:         Applicant Name *       Witness Name *			
FFL Customer FFL Witness			
Clear Clear	Clear		
Back	Finish		
Registration Vetting			

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 < <u>https://www.nicsezcheckfbi.gov/</u>> 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.

FBI NICS E-Check
FBI NICS E-Check Welcome Page
Log on to the FBI NICS E-Check
Reset FFL Password/Challenge Questions
Register to use the FBI NICS E-Check
Access the FBI NICS E-Check Help Pages
Get the FBI NICS E-Check Enrollment Form
Contact the FBI NICS E-Check
NICS Statistical and Program Information
BATFE - Bureau of Alcohol, Tobacco, Firearms and Explosives

Figure 2-8: FBI NICS E-Check

<b>FBI</b> FEDERAL OF INVES				
External Submission				
Please enter a valid email eddress e	Please select Select v what form you with to fill out v			
Requests Available in the Forms Drop Down				
LEEP: Federal Firearms Licensees can select "LEEP" to reset their password and/or challenge questions.				
VAF: Individuals attempting to purchase firearms who experience extended delays or erroneous denials may apply to be considered for entry into the Voluntary Appeal File (VAF) by selecting "VAF".				
5	ubmit			

### 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.

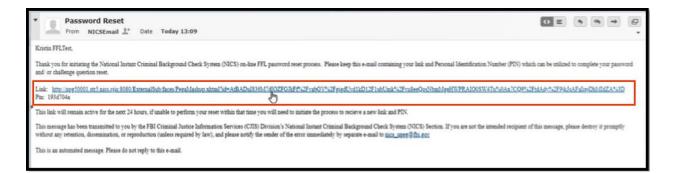
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	UNCLASSIFIED//FOR OFFICIAL USE ONLY

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

<b>FBI</b> FEDERAL BUREAU OF INVESTIGATION
External Submission
Please select LEEP v
what form you with to fill out. ◆
Please enter your Date of Birth *
Terms and Conditions
UNITED STATES DEPARTMENT OF JUSTICE
FEDERAL BUREAU OF INVESTIGATION
PEDERAL BOREAU OF INVESTIGATION NATIONAL INSTANT CRIMINAL BACKGROUND CHECK
NATIONAL INSTANT CRIMINAL BACKGROUND CHECK E-CHECK COMPUTER SYSTEM
E-CRELK COMPUTER STATEM
WARNING
Too are now accessing a non-public "generated composer" system that is the preperty of the United States Department of Justice. Use of this computer system is reserved exclusively to the United States Generations and these expressly authorized by the FBI for specific purposes permitted or required by law. By accessing and or using this compoter system, you understand, acknowlindge and agree that: All data reasonities to or from this compoter system, including any stored data resulting from such a transmission, a mail at all times remains the preperty of the United States Genemater. All such data and transmission are subject, at the suffered discretion of the United States Generation or authorized accession, contraling, attending, database, alcobase, altertain of destinction for any reports of challed for our althorized accession.
United States Government or any agency or autocores agent thereof, to monitoring, copying, unterrepting, vectoring, tracking, disclosure, attention, renoval or destruction for any purpose (including for not annuled to criminal protection). Two have no expectations of privacy or property interest in any data transmitted to or from this computer system.
two are as expectation in proving on property american any owar autonomes to or aroun tank compare system. Standardized or autonomes of the access to this compared system exceed authorized access to this system is a crassinal violation of the lare, including Section 1030 of Tide 18 of the Usated States Code.
Consistent or anisper consistent action on the conjects () and () concerning the memory age concellation of sources includes an anisotropy of the action of the constant on the action of the constant on the constant of the
As a prevention of this computer system, and we of this computer system, if observing authorized, you will regularly review, be charged with knowledge of, and shall be deemed to have agreed to all estima and finner "Monitoring Terms and Conditions" notices pointed on this computer system, as well as all responsibilities and procedures set forth in the NICS Fodoral Phonese Licensee User Monital; Federal Finances Licensee registration from and all other policies, laws, and regulations regulations regulations of this computer system.
You should review the information in the NICS E-Check FPL Usery Manual and the NICS E-Check Felp pages.
NCS E-Check Help pages and NCS E-Check FFL User's Manual are both located at http://www.ncseaproach/o.gov/neip/ENG/wep.new/with both PDF and Text India provided to the User's Manual.
Privacy Act Statument
This system is established and sumantanest under the autocryt of 18 U.S.C. 922, as amenaed by the Bachy Hangpus Violence Prevention Act (the "Bindy Act") (Public Lue 108-199, Nov. 30, 1093); 28 U.S.C. 534, as anesoed (Pub L. 105-322, Trile IV 4000(a)) stack promits the collection of afformation to allow a background check to be conducted to grown the transfer of a farmat to you. The purpose of E-Check is to enable also enforcement to conduct via latenut an anasotid background check to farmat transfers than afformation and anasotic to allow a background check to be conducted to grown the transfer of a farmat to you. The purpose of E-Check is to enable also enforcement to conduct via latenut an anasotid background check for farmat transfers than afformation and prevention of the information is available in our Systems of Records Nations (SORN) entitled, National Background Check Systems (NCS), PERIOL, 60 FR 6022, 60 FR 1423, 66 FR 12599, 27 FR 1410, This SORN is toored at Houritowing actives protocol scale than afformation and prevention and prevention and thermation is maintained and destroyed according to the principles of the Backy Act, the Federal Records Act, and the records releasion thermatic of the National Archives and Records Act, the Federal Records Act, and the records releasion to challes of the National Archives and Records Act, the Federal Records Act, and the records releasion
Paparwork Roduction Act Notice
This request is in accordance with the Paperwork Reduction Act of 1995. Low endorcement agencies use the information provided by a prospective transferce to determine if the prospective transferce is a person prohibited by law from powening or receiving fitrarms Providing the information is voltetary but failure to do se may prevent the transfer of a fitnem. Although the information that is provided is protected by the FBI provided to 28 CF R. § 25 8, confidentiality is not assured.
The estimated average baseless associated with this collection is 5 minutes per respondent or resource of epending on individual circumstances. Comments concerning the accuracy of this burden estimate and suggestions for reducing this burden should be directed to the Federal Diverse of Investigation, Craninal Jonice Information Services Divisions, NICS Section, 1006 Custer Hollow Road, Clarksburg, West Virginia 26306
An agency may not conduct or aptency, 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".

External Submission	FBI FEDERAL BUREAU OF INVESTIGATION	
Forgot your pin? Click the reset button to get a new one. Reset Link in Pin	Please enter the nics_noe4@gml40000.str4.ngl.cjis your account	Please select LEEP  what form you wish to fill out.

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, <<u>https://www.cjis.gov/CJISEAI/EAIController</u>> and enter your "Username".
- 14. Click "Sign In".

LEEP LAW ENFORCEMENT ENTERPRISE PORTAL	?
Enter your username: kristin filtest Sign In Forgot Password	Apply for an Account

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.

LEEP LAW ENFORCEMEN	ENTERPRISE PORTAL	?
	You are signing in as: kristin.ffltest	
1	ou are required to answer your challenge question:	
	What was the first name of your first manager?	
	Do you want to register this machine? No, this is a shared computer Yes, this is a private computer	
Please select Yes or N	o to register this machine. If this is a shared computer, please s	elect NO.

**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".





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

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- 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".

Pass	word(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 ~!&#"()++?能_:>/\$^;',."
	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:
	llovetoswimintheoceanl
	Enter your CURRENT password:
	Enter your NEW password
	Enter your NEW password:

Figure 2-17: LEEP Password Reset

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

LEEP Law Enforcement Enterprise Portal	2
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 Forget Password	



### 2.3 Reset NICS E-Check Challenge Questions

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

	FBI NICS E-Check	
	FBI NICS E-Check Welcome Page	
	Log on to the FBI NICS E-Check	
	Reset FFL Password/Challenge Questions	
	Register to use the FBI NICS E-Check	
	Access the FBI NICS E-Check Help Pages	
	Get the FBI NICS E-Check Enrollment Form	
Contact the FBI NICS E-Check		
NICS Statistical and Program Information		
	BATFE - Bureau of Alcohol, Tobacco, Firearms and Explosives	

### Figure 2-19: FBI NICS E-Check

	BUREAU TIGATION
External Submission	
Please enter a valid email address e	Please select
Requests Available in the Forms Drop Down LEEP: Federal Firearms Licensees can select "LEEP" to reset their password and/or challenge questions	
VAF: Individuals attempting to purchase firearms who experience extended delays or erroneous denials n	nay apply to be considered for entry into the Voluntary Appeal File (VAF) by selecting "VAF".
	ubmit

#### 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".

<b>FBI</b> FEDERAL BUREAU OF INVESTIGATION
External Submission Please enter your LEEP Username * Please enter your Date of Birth * Please enter your Date of Birth * Please enter your Date of Birth *
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 company" system that in the preperty of the United States Department of Justice. Use of this compater system is reserved exclassively so the United States Government and those expressly authorated by the FEI for specific purposes permitted or required by Tan. By accessing and using this compater system, you understand, acknowledge and agree that:
All data transmitted to or from this computer system, including any stored data resulting from sech 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, diaclosure, alteration, enteirsal 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 Trife 18 of the Unated States Code.
Minute 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 essining and future "Monitoring Terms and Conditions" notices pointed on this computer system, as well as all responsibilities and procedures set forth in the NCS Fodoral Preserve Licence User Monital, Federal Firearus Licence registeration form and all other policies, taws, and regulations regulations regulations regulations regulations regulations regulations regulations form and all other policies, taws, and regulations form and all other policies, taws, and regulations regulations regulations regulations and and the second se
You should review the information in the NICS E-Check FFL User's Manual and the NICS E-Check Help pages.
NICS E-Clands Help pages and NICS E-Check FFL User's Manual are both located at http://www.vicsecrueckful.gov/help/EMG/welp.tem/ with both PDF and Text links provided to the User's Manual.
Prince Act Statement
This system is established and imautinated anore the authority of 18 U.S.C. 922, as ansended try the Bindty Handgan Vielence Perentision Act (the "Bindty Act") (Public Last 103-199, Nov. 30, 1993); 28 U.S.C. 534, as ansended (Pub L. 103-322, Title IV 4005(a)) which premits the collection of information to allow a background check to be conducted to generic the transfer of a forcame to your. He proves of E-Check is the multic last enforcement to conduct via latenet an anasotical background check for forcame transfers. This information is needed to verify your identity and to determine whether you are disspatified from pointening a forcam under Federal of State Int. Disclosure of this information is volumes, However, Matter to provide such information may prevent you from remering a force of a complete background check for access (back of State). Noticeal hander Commal Background check for 8223, 607 R. Title, 007 R. 607, 667 H. 802, 667 R. 108, 668 P. 8023, 667 R. 108, 668 P. 8033, 667 R. 108, 668 P. 8033, 667 R. 108, 668 P. 8033
This request is in accordance with the Paperwork Reduction. Act of 1995. Law endorcement agreccies use the information provided by a prospective transferee to determine if the prospective transferee is a person prohibited by law from processing or receiving firearms
Providing the information is voluntary but failure to do so may prevent the transfer of a ferentia. Although the information that is provided is protected by the FBI passware to 28 CFR. § 25.8, confidentiality is not assered.
The estimated average busiles associated with this collection is 5 minutes per respondent or record keeper, depending on individual circumstances. Comments concerning the accuracy of this burdes estimate and suggestions for reducing this busiles should be directed to the Federal Bureau of Investigation, Cranical Justice Information Services Divisions, NICS Section, 1000 Custer Hollow Road, Clarksburg, West Virginia 26306
An agency may not conduct or aptenose, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control mamber.
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".

Password Reset           From NICSEmail 1* Date Today 13:09	ΦE	•	- 09	-	•
Kristin FFLTest,					
Thank you for initiating the National Instant Criminal Background Check System (NCS) on-line FFL password reset process. Please keep this e-mail containing your link and Personal Identification Number (PDN) wi and or challenge question reset.	sich can be utiliz	ed to com	iplete yo	er panew	erd
Link: http://spcf/0001.st/2.nics.cju.8080.ExternalSub-faces.PepaMaskop.xhtml?hd=AtBADul8360/17402FGBFP%2FvabGV%2FppdUvd1kD12F1ubUmk%2Fva8esQvabhmMpdFWPPA1005W4Tv%0Ax?CQ97 Pm: 1934704a	2FtdAdy%2F9j	JAAFalip	<u>IDENER</u>	ZA*s3D	
This link will remain active for the next 24 hours, if unable to perform your reset within that time you will need to initiate the process to recieve a new link and PDN.					10.6
This message has been transmitted to you by the FBI Criminal Justice Information Services (CJIS) Division's National Instant Criminal Background Check System (NICS) Section. If you are not the intended recipient without any retention, dissemination, or reproduction (unless required by law), and please notify the sender of the error immediately by separate e-mail to <u>micrupse@dut.gov</u>	of this message,	please de	steoy it p	romptly	
This is an automated message. Please do not reply to this e-mail.					

#### 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, <<u>https://www.cjis.gov/CJISEAI/EAIController</u>> 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.

You are signing in as: kristin.ffltest Enter your password to begin the enrollment process:	

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".

LEEP Law Enforcement Enterprise Portal	?
You are signing in as: kristin.ffitest	
Please select and answer four security questions for enrollment.	
Select question 1: [What was the name of your High School?	
Enter your answer test	
Select question 2:       What is your paternal grandmother's first name?       ✓         Enter your answer       test       ✓         Select question 3:       ✓       ✓         Where did you meet your spouse for the first time? (Enter full name of city only)       ✓         Enter your answer       test         Select question 4:       ✓         What is your best friend's first name?       ✓         Enter your answer       test	
Do you want to register this machine?     No, this is a shared computer     Yes, this is a private computer  Please select Yes or No to register this machine. If this is a shared computer, please select NO.  Next Cancel Cancel	

Figure 2-27: LEEP Challenge Question Reset

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

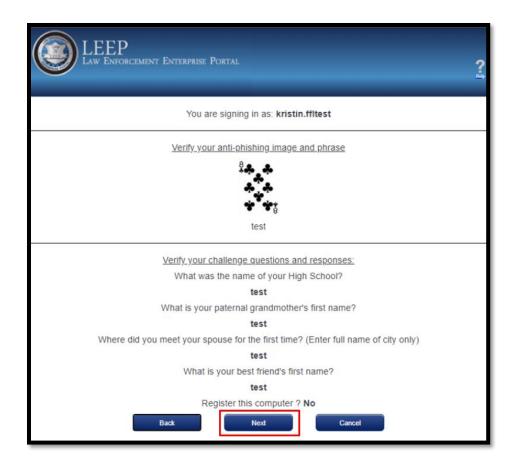
```
December 1, 2023
```

21. Click "Next".

LEEP LAW ENFORCEMENT EP	nterprise Portal			<b>?</b> Hdp
	You are signing in	n as: <b>kristin.ffltest</b>		
	Please sele	ect an image:		
0	~	0	**** **** •	
	Get Mo	re Images		
Enter	a Personal Phrase:	Personal Phrase		
Bac	*	lext	Cancel	

Figure 2-28: LEEP Image and Personal Phrase Entry

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



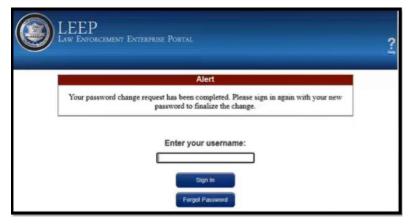
#### Figure 2-29: LEEP Challenge Question Validation

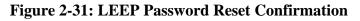
- 24. Enter your temporary password in the "CURRENT password" field.
- 25. Create and enter a new password in the "NEW password" field.
- 26. Reenter your new password again for verification in the "New password (again)" field.
- 27. Click "Submit".

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 ~!&**()+*?@K_1>/\$^;*,.*         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: llovetoswimintheocean!	
Enter your CURRENT password: Enter your NEW password: Enter your NEW password (again): Conce you click Submit and your password has been accepted, the new password we do not the screen. Please sign in with your new password immediately to fulfill the LEE requirement.	

Figure 2-30: LEEP Password Reset

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





#### 2.4 Unlock NICS E-Check Password

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

1. Click "Sign In".

```
December 1, 2023
```

LEEP Law Enforcement Enterprise Portal	?
Enter your username: kristin.fitest Sign in Forgot Password	
	Apply for an Account

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.

LEEP LAW ENFORCEMEN	t Enterprise Portal	?
	You are signing in as: kristin.ffitest	
	You are required to answer your challenge question:	
[	What was the first name of your first manager?	
	<ul> <li>Do you want to register this machine?</li> <li>No, this is a shared computer</li> <li>Yes, this is a private computer</li> </ul>	_
Please select Yes or I	No to register this machine. If this is a shared computer, please sel	ect NO.

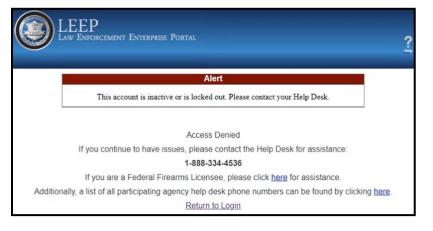
Figure 2-33: LEEP Portal Login

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

LEEP Law Enforcement Enterprise Portal
Alert
Authentication Failed. Please try again. Your account will be locked after three failed attempts.
You are signing in as: kristin.ffitest
Please Note: When leaving the Law Enforcement Enterprise Portal your identity information will be shared with each service/system you are accessing.
Please validate that the following image and caption match what was entered during initial sign-up. If this isn't the image you selected then please abort.
Sign In Cancel

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

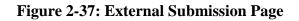
7. Navigate to the FBI NICS E-Check Welcome Page < <u>https://www.nicsezcheckfbi.gov/</u>> to unlock your account.



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.

	BI FEDERAL BUREAU OF INVESTIGATION
External Submission	
Please enter a valid email	Please select Select •
address +	wish to fill out. •
	Privacy Act Statement
Authority: The collection of information on this form is authorized by 28	CFR 25.10(g).
extended delay by the NICS of a transfer of a firearm, explosive, or associ	ormation is to allow the FBI to maintain information about you in the Voluntary Appeal File (VAF) for the purpose of preventing the future erroneous denial or ated permit. You do not have to provide the requested information to the FBI; however, failure to provide the requested information may result in the FBI's a future erroneous denial or extended delay of a transfer of a fireman, explosive, or associated permit.
	ccurate because other people may have the same name and date of birth. Your SSN will be used to verify your identity. You are not required to provide your SSN plication. However, failure to provide your SSN may result in an increase of time to process your VAF application or requests for additional information to verify
permitted by 28 C.F.R. Part 25, and applicable routine uses as set forth in F.R. 78190 (Dec. 14, 2000), 66 F.R. 6676 (Jan. 22, 2001), 66 F.R. 8425 (Ja	thereafter as your information is retained in the VAF, your information may be disclosed pursuant to your consent, and may be disclosed without your consent as the System of Records Notice for the National Instant Criminal Background Chack-System, DOJFBI-018, 63 FR, 65223 (Nov: 25, 1995), as amended at 65 in: 31, 2001), 66 FR 12959 (Mar. 1, 2001), and 82 FR. 24147 (May 25, 2017). Routine uses include, but are not limited to, disclosures to local, state, tribal, and arm, explosive, or related permit to you is prohibited by state or federal law or whether to grant or deny an appeal from a NICS transaction; and to courts or itigation.
	Submit



- 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".

<b>FBI</b> FEDERAL BUREAU OF INVESTIGATION
External Submission Please entry your FPL User ()  kristin filtest Vester of Birth +
01/01/1989
₩ Terms and Conditions
UNITED STATES DEPARTMENT OF JUSTICE
FEDERAL SUBJECT OF INVESTIGATION
NATIONAL INSTANT CRIMINAL BACKGROUND CHECK
E-CHECK COMPUTER SYSTEM
WARNING
To a set now accessing a non-public "presented comparer" system that as the preperty of the United States Operationent of Junice. Use of this comparer system is reserved exclusively us the United States Overmient and those expressly architecture by the FBI for specific programme present of a required by time. By accessing and/w using this comparer system, you understand, addxovedege and agere that: All data transmitted to or from this comparer 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 understand 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 understand discretion of the Enable States Government. All such data and transmissions are subject, at the understand. You have no expectation of pursecy or property interest in any data transmitted to or from this comparer system. Characterized access to this comparer system, exceeding or attransmitted to commute protein system. Characterized access to this comparer system, exceeding or attransmitted to compare system. Characterized access to this comparer system, exceeding or attransmitted access to this system is a criminal visitation of the law, including Section 1030 of Title 18 of the United States Code. Minuse or unauthorized access to this comparer system, you will regularly traversite, becauged with knowledge of and data be deened to have agreed to all existing and fitners "Monotoring Towns and Conditions" notices point of this comparer given, is well as all responsibilities and procedures set forth in the NICS F-Check FPL Users Mannai and the NICS E-Check Relp pages.
NICS E-Check Help pages and NICS E-Check FFL User's Manual are both located at http://www.vicseuchecklbi.gov/help/EHG/welp.tem/ with both PDF and Text links provided to the User's Manual.
Privacy Act Statement D
This system is established and maintained salors the autostry of 18 U.S.C. 922, is anneased by the Blacky Hangpan Violence Prevention Act (the "Brady Act") (Public Law 103-159, Nov. 30, 1093); 28 U.S.C. 534, as amount (Pub. L. 103-322, Tile IV 4000(a)) thick prevals the collection of automators to allow a background check to be conducted to prevent the transfer of a formation to your To prepare of FCAbeck is to enable tain enforcement to conduct via lateret an anasoted background check for formation transferse This automation used to very logical distance to allow a social system of Records Nations (SORN) entrated. National Biological Check Systems (NCCS), FEI-101, 60 FR, 65222, 610 FR, 65223, 60 FR, 6423, 60 Precursing a formation and prevent system of Records Nations (SORN) entrated, National Biological Check Systems (NCCS), FEI-101, 60 FR, 65223, 60 FR, 1423, 60 PR, 1259, 72 FR, 1410, This SORN is to located a they/investigation/precipies/entrates/settienes/settienes/settienes/settienes/settienes/settienes/settienes/settienes/settienes/settienes/settienes/settienes/settienes/settienes/settienes/settienes/settienes/settienes/settienes/settienes/settienes/settienes/settienes/settienes/settienes/settienes/settienes/settienes/settienes/settienes/settienes/settienes/settienes/settienes/settienes/settienes/settienes/settienes/settienes/settienes/settienes/settienes/settienes/settienes/settienes/settienes/settienes/settienes/settienes/settienes/settienes/settienes/settienes/settienes/settienes/settienes/settienes/settienes/settienes/settienes/settienes/settienes/settienes/settienes/settienes/settienes/settienes/settienes/settienes/settienes/settienes/settienes/settienes/settienes/settienes/settienes/settienes/settienes/settienes/settienes/settienes/settienes/settienes/settienes/settienes/settienes/settienes/settienes/settienes/settienes/settienes/settienes/settienes/settienes/settienes/settienes/settienes/settienes/settienes/settienes/settienes/settienes/settienes/settienes/settienes/settienes/settienes/settienes/s
Paparwork Reduction Act Nutice
This request is in accordance with the Paperwork Reduction Act of 1995. Low enforcement agencies use the information provided by a prospective transferre to determine if the prospective transferre is a person prohibited by law from possessing or receiving forsame Providing the information is voluntary but failure to do se may prevent the transfer of a freeze. Although the information that is provided is protected by the FBI previous to 28 CFR. § 25.8, confidentiality is not assured.
The estimated areage basien 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 28306
An agency may not conduct or spinnor, and a person ai not required to respond to, a collection of information unless it displays a currently valid OMB control number.
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 <u>Section 2.2</u> <u>Reset NICS E-Check Password</u> for guidance.
- 14. Click "Submit".

<b>FBI</b> FEDERAL BUREAU <b>FBI</b> OF INVESTIGATION
Codeword Unlock
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.
Codeword
Reset Password  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,

<<u>https://www.cjis.gov/CJISEAI/EAIController</u>>, 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.

FBI NICS E-Check	
FBI NICS E-Check Welcome Page	
Log on to the FBI NICS E-Check	
Reset FFL Password/Challenge Questions	
Register to use the FBI NICS E-Check	
Access the FBI NICS E-Check Help Pages	
Get the FBI NICS E-Check Enrollment Form	
Contact the FBI NICS E-Check	
NICS Statistical and Program Information	
BATFE - Bureau of Alcohol, Tobacco, Firearms and Explosives	

# Figure 3-1: FBI NICS E-Check

- 2. At the LEEP Page, enter your <u>username</u>.
- 3. Below the username field is an option for Password or Token. The **Password** button should be selected.
- 4. Click the **"Sign In"** button.



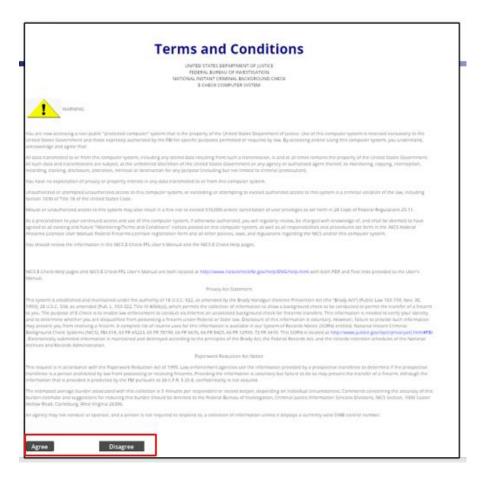
Figure 3-2: LEEP Portal Login

# 3.2 E-Check Terms and Conditions

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

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1. Select "Agree" to move forward into E-Check.





# 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.

In	Instructions					
Pleas	Please select your Access Number. Double-Click a row in order to view more details					
Av	allable FFLs					
					( ( ↓ Page 1 of 6 ) ) )	
	RDS Key 🚣 👻	License Name 👻	Business Name	<ul> <li>Store ID</li> </ul>	Ψ	
►	11974216	Forrest Gump	Bubba Gump		Select	
Þ	12012121	urm uft ffl record			Select	
Þ	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.

Refr	Refresh Refresh Time					
- 1	nstructions					
Plei	Please select your Access Number. Double-Click a row in order to view more details					
-	vallable FFLs					
					I≪I < Page 1 of 6 ► ►>	
	RDS Key	<ul> <li>License Name</li> </ul>	<ul> <li>Business Name</li> </ul>	* Store ID	*	
Þ	12312312	test user			Select	
Þ	45069230	Forrest Gump	GUNZ 4 YOU	12345	Select	

Figure 3-4: FFL RDS Key Row

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

A	vallable FFLs								
							144	Page 1	] of 6 → ▶ ₩
	RDS Key	*	License Name		<ul> <li>Business Name</li> </ul>	<ul> <li>Store ID</li> </ul>	Ŧ		
Þ	12312312		test user					Select	
-	45069230		Forrest Gump		GUNZ 4 YOU	12345		Select	
F	FL Informatio	n							
F	FL ID	450908013D69230		FFL RDS KEY	45069230	Business Name	GUNZ 4 YOU		
ı	license	Forrest Gump		Contact Hours		Address Line 1	123 This Street		
1	Address Line 2	2345 Ocean Ln		Phone number	1231231234	City	Little Rock		
4	itate	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

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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.

Eric Hurd +	Last login 08/22/2016 at 16:44:48 EDT Your password will expire in 5 days	
Refresh	Refresh Time Sep 21 2017 10:32:57 AM	
Get Most Urgent	Notification Center	B Default WorkGroup
Refresh Get Most Urgent Transfer Only 0 Processes Age Transction AMD - Create ADD - Inquiry ASI - Create ASI - Inquiry Asign Training ASI - Create	Refresh Notification Time V Sender Subject	General Workbaskets     Transfer     TransferCallCenter
Age Transaction	No items	Common Links Information
AMD - Create AMD - Inquiry		Help Pages FAQ
ASI - Create	My Worklist	NICS Statistical and Program Information
ASI - Inquiry		
Assign Training		

### **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.

Refresh Refresh Time							
✓ Processes	FFL Informati	ion					Common Links
Check NTN Status	FFL ID	3670000171456789	FFL RDS KEY	36756789	Business Name	SHOOTERS	Information Help Pages
FFL User - Create	License	SHOOTERS	Contact Hours		Address Line 1	44 MAGNUM AVE	Training Services User Manual
NTN History Query Submit a Search Request - E.C.	Address Line 2		Phone number	3045551234	City	MOTOWN	NICS Statistical and Program Information
User Accounts - Maintain	State	West Virginia	Zp	26431			

**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.

Refresh							
Refresh Time							
✓ Processes	FFL Informat	tion					Common Links
Check NTN Status	FFL ID	367000017M56789	FFL RDS KEY	36756789	Business Name	SHOOTERS	Information Help Pages
FPL User - Create	License	SHOOTERS	Contact Hours		Address Line 1	44 MAGNUM AVE	Training Services User Manual
NTN History Query Submit a Search Request - E.C.	Address Line 2		Phone number	3045551234	City	MOTOWN	NICS Statistical and Program Informat
User Accounts - Maintain	State	West Virginia	Zp	26431			

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.

2 3								
Refresh								
Refresh Time								
V Processes	FFL Informat	tion						Common Links
Check NTN Status	FFL ID	367000017M56789	FRL RDS KEY	36756789	Busin	ess Name	SHOOTERS	Information Help Pages
FFL User - Create	License	SHOOTERS	Contact Hours		Addre	ess Line 1	44 MAGNUM AVE	Training Services User Manual
NTN History Query	Address Line 2		Phone number	3045551234	City		MOTOWN	NICS Statistical and Program Information
Submit a Search Request - E.C.								
User Accounts - Maintain	State	West Virginia	Zp	26431				

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	Refresh

Icon	Action
	Delete a Row
	Select a Date
	Exit
<u>S</u> ubmit	Submit
Search	Search
*	<b>Required Field</b>
+ Add	Add a Comment
•	Sort Ascending (within an inquiry)
<b>A</b>	Sort Descending (within an inquiry)
A	<b>Error Icon</b> (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.

Refresh							
Processes	FFL Informa	ation					Common Links
Check NTN Status	FFL ID	367000017M56789	FFL RDS KEY	36756789	Business Name	SHOOTERS	Information
FFL User - Create	License	SHOOTERS	Contact Hours		Address Line 1	44 MAGNUM AVE	Help Pages Training Services User Manual
NTN History Query	Address Line 2		Phone number				NICS Statistical and Program Infor
Submit a Search Request - E.C.	Address Line 2		Phone number	3045551234	City	MOTOWN	
User Accounts - Maintain	State	West Virginia	Zip	26431			

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.

E-Chec	k - Submit Search Request 📭		
A	Access Denied		
N	NICS is Out of Service		
	NICS Background Check Functionality is currently unavailable. Please try back at a later time.		
	Cancel		
	Submit a Search	~ >	
Ca	Case details		
	Case details		
	Last updated by (1m ago)		

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.

Subject Data 2. Race and Ethnici	ty 3. Additional Info	4. Verity					
Subject Data							(
Subject Information							
FFL Verification							
Do the name, date of birth, and pla government-issued photo identification 11b thro	ce of residence in Section A on the on (to include supplemental) docu ugh 11i and 12b and 12c have a "N	ment(s) provided to you AN	tch the valid ID do questions	Yes	No		
9. Transferee's/Buyer's Full Nar	ne						
Last Name *	First Name •	r		fiddle Name 🗙		Cadence (Ex: 3r., Sr., and III)	
				Initial Only (IO)		Meter.	
				No Middle Name (NMN)			
				_ No woore name (nwin)			
10. State of Residence	11. Place of	Plash		2 Mainha		13 Micloha	
To, state of Residence	* 11. Place of	Birth	<sup>1</sup>	2. Height	Example: 506	13. Weight	Example: 125
14. Sex	🖕 15. Birth Da	te	. 1	6. Social Security Numbe	er	17. UPIN / AMD ID	
14. Sex		te cessary when using yyyyWMk		6. Social Security Number	èr	17. UPIN / AMD ID	
					er	17. UPIN / AMD ID	
					21	17. UPIN / AMD ID	Continu
Select			51 🔳	Example: x0000000x	er	17. UPIN / AMD ID	Continu
Select				Example: x0000000x	2r	17. UPIN / AMD ID	Continu
Seect. V			31	Example: x0000000x	:r	17. UPIN / AMD ID	Continu
Seect. V			31	Example: x0000000x	èr	17. UPIN / AMD ID	Continu
Seet. V Cancel FR. Information Case details		cessery when using yyyyMMs	31	Example: x0000000x	er Eusiness Name	17. UPIN / AMD ID	Continu
Seet.   Cancel  FR. Information  Case details  FFL Information		cessery when using yyyyMMs	Submit a Se	Example: x0000000x			Continu

**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.

	🖶 Submit a Sear							
E-Check	< - Submit Search Reque	ST NEW						Actio
Su	bject Data							AF
Sub	ject Information							
F	FL Verification							
	Do the name, date of birth, and pl government-issued photo identificat 11b thm	ion (to include sup	Section A on the ATF Form 4473 ( plemental) document(s) provided nd 12c have a "No" response?	exactly match the valid I to you AND do questions	⊖ Yes	No		
9	. Transferee's/Buyer's Full Na	me		$\cap$				
	Last Name * Hassan-Torre		Houston		Middle Initial 🗙		Cadence (Ex: Jr., Sr., and III)	
				-	Initial Only (IO)	-		
					No Middle Name (NMN)			
1	0. State of Residence	*	11. Place of Birth	*	12. Height		13. Weight	
	TX	-	FL.	-		508		220
	4. Sex		15. Birth Date		16. Social Security Numl	har	17. UPIN / AMD ID	
	Non-Binary ¥	*	12/31/1994	*	123456789	bei	T7. OFIN 7 AMD ID	
	Select		123111994					
	Female Male							
	Non-Binary							
Ca	ancel							<u>C</u> ontinue

## Figure 4-4: Application Page Subject Data section

1. Subject Data 2. Race and Et	hnicity 3.	Additional info	θy			
Race and Ethnicity						
nter Race and Ethnicity						
18.a. Ethnicity	*	18.b. Race		*	19. Country of Citizenship	21.I.2. Non-Immigrant With Visa Exception
<ul> <li>Is Hispanic or Latino</li> <li>Is Not Hispanic or Latino</li> </ul>		Asian			Citizenship Status *	Not Answered  Select
0		Black or African American	Second		Country of Citizenship	No
		American Indian or Alaskan Native			United States of America	Not Answered Yes
		Native Hawailan or Other Pacific Islander			Country of Otizenship 2	
		White			Country of Otizenship 3	

Figure 4-5: Application Page Race and Ethnicity Section

📱 🔤 🐨 Submit a Sear	·
E-Check - Submit Search Request NEW	Actions $\checkmark$
√ 1. Subject Data	
SearchRequestAdditionalInfo	AF
Additional Information	
20/26.a. Miscellaneous Number(s)	24. Transaction Purpose(s)
Type Number	2
Driver's License Number	No items
÷	
Miscellaneous Information (For E-Check User Notes – Not monitored by the FBI's NICS	Contact Information
Section)	Contact Name Contact Phone
	Callback Hours
Back	Continue

Figure 4-6: Application Page Additional Info section

	🖶 Submit a Sear					
E-Chec	k - Submit Search Request					Acti
×1.3	iubject Data 🗸 2. Race and Ethnicity	~	3. Additional Info 4. Verify			
Ve	rify Search Information					AF
Ver	fy Information					
	9. Transferee's/Buyer's Full Name					
	Last Name Smith		First Name Jack	Middle Initial L'10"	Cadence (Ex: Jr., Sr., and III)	
	2.00		Jann.	True		
				Faise		
	10. State of Residence		11. Place of Birth	12. Height	13. Weight	
	AR		NY			
	14. Sex		15. Birth Date	16. Social Security Number	17. UPIN / AMD ID	
	Non-Binary		1/1/1980	123456789		
	18.a. Ethnicity		18.b. Race	19. Country of Citizenship	21.I.2. Non-Immigrant With Visa	
	Is Not Hispanic or Latino		Asian	Otizenship Status	Exception	

### Figure 4-7: Application Page Verify Section

Subm	nit a Sear						
Check - Submit Search Request Resource computere Actions ✓							
why you' The next step in this case has been routed appropriately. Submit Another Search Request							
			Submit a Search				~
FFL Information	Case details Transaction Results						
Transaction In	nformation						
Last Name	down	First Name	Highkey	N	TN	FPPOVK]	
Created Date	5/14/21 6:48 PM	Submit User	Andreas FFL				
Success Mess	age						
The search reques	st was submitted and NTN FPPOVKQ has been created successfully.						
The status of this	search request is: Researching Refresh						

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

11. Place of Birth	* 12. Height
<u>ch</u>	
Other Results	
CF	Chad
DA	Cheyenne and Arapaho Tribes
< CI	Chiapas
— СН	Chihuahua
CQ	Chile
CN	China
HR	Christmas Island
·	

**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.

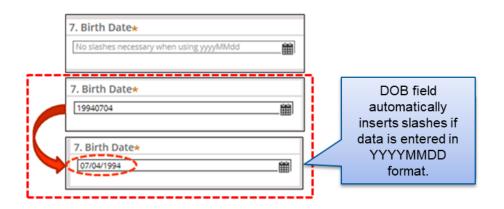
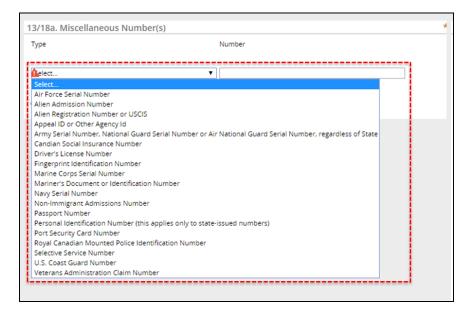


Figure 4-10: Birth Date

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.

13/18a. Miscellaneous Numbe	r(s)
Туре	Number
Select	•]
Select	
Alien Registration Number or USCIS Non-Immigrant Admissions Number	
Select	••••••••••••••••••••••••••••••••••••••
<b>\$</b>	

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.

1 - Sale of hand gun 10 - Redemption of long gun 11 - Redemption of other (Frame, Receive 13 - Test 14 - Gun permit of any type	Type in the transaction purpo- into the smart fie then press enter select.	eld,
7 - Explosives – State Check		
9 - Redemption of hand gun		
10 - Redemption of long gun		
11 - Redemption of other (Frame, Rece	eiver, etc.)	
13 - Test		
14 - Gun permit of any type		
14 - Gun permit of any type 17 - Explosives – State Check		

**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.

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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
<b>5</b> <sup>1</sup> • • •			hyphen.
First Name	Text	Yes	The first name of the subject.
			<ul> <li>If hyphenated, do not leave space on either side of the hyphen</li> </ul>
Middle Name	Text	Yes	hyphen. The middle name of the subject.
	Text	res	<ul> <li>If hyphenated, do not leave space on either side of the</li> </ul>
			hyphen
			<ul> <li>If the legal name contains an initial only, enter the initial</li> </ul>
			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.,	Dropdown	No	The cadence of the subject. Permitted values include:
Sr. and III)			• JR
			• SR
			• 11
			• 111
			• IV
			• V
			• VI
			• VII
			• VIII
			• IX
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
neight	TEXL	NO	characters. Field includes example Height value for reference.
			Permitted values include:
			First position must be feet.
			<ul> <li>Positions 2 and 3 must be inches with fractions of an inch</li> </ul>
			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

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Field Name	Field Type	Required Field (Y/N)?	Description
			Male
			Non-Binary
Birth Date	Dropdown or	Yes	The subject's date of birth, composed of the individual day,
	Text		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.	Text	No	The Social Security Number of a subject. Note: The Social
(xxxxxxxx)			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
			<ul> <li>Must not be &lt; 001010001</li> </ul>
			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
			СТ	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
			МН	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
			ОН	Ohio
			ОК	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
			SDSouth DakotaTNTennesseeTXTexasUTUtahVAVirginiaVIUS Virgin IslandsVLNavassa IslandVTVermontWAWashington StateWIWisconsinWKWake IslandWVWest VirginiaWYWyoming
Citizenship Status	Dropdown	Yes	<ul> <li>This is a predictive typing field. The status of the subject's citizenship.</li> <li>Permitted values include: <ul> <li>Citizen</li> <li>Non-U.S. Citizen</li> <li>Non-U.S. Citizen (IAQ)</li> </ul> </li> </ul>
Country of Citizenship	Text Code	Yes	<ul> <li>A code specifying the country or countries, up to 3, in which the subject claims citizenship.</li> <li>Field will automatically populate "United States of America" if "Citizen" is selected in Citizenship Status field.</li> </ul>
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
Miscellaneous Number Type	Expand Button / Dropdown	Yes	<ul> <li>24 Return of Other</li> <li>25 Rental of handgun</li> <li>26 Rental of long gun</li> <li>27 Private Sale handgun</li> <li>28 Private Sale Long gun</li> <li>29 Private Sale Other</li> <li>30 Private Sate Returned to Seller Handgun</li> <li>31 Private Sale Returned to Seller Long gun</li> <li>32 Private Sale Returned to Seller Other</li> <li>Test</li> </ul> Selected types of miscellaneous numbers associated with a subject. Permitted values include: <ul> <li>Air Force Serial Number</li> <li>Alien Admission Number or USCIS</li> <li>Army Serial Number, National Guard Serial Number, or Air National Guard Number regardless of state</li> <li>Canadian Social Insurance Number</li> <li>Marine Corps Serial Number</li> <li>Mariner's Document or Identification Number</li> <li>Navy Serial Number</li> <li>Non-Immigrant Admissions Number</li> <li>Other Agency ID</li> <li>Passport Number</li> <li>Personal Identification Number (this applies only to state-issued numbers)</li> <li>Port Security Card Number</li> <li>Royal Canadian Mounted Police Identification Number</li> <li>Selective Service Number</li> <li>U. S. Coast Guard Number</li> </ul>
Miscellaneous Number	Expand Button / Text	Yes	<ul> <li>Veterans Administration Claim Number</li> <li>US Citizens are required to enter in one MNU number.</li> <li>Non-US Citizens are required to enter in two MNU numbers.</li> <li>For Non-US Citizens, the first MNU must either be an Alien Registration (AR) number or a Non-Immigrant Admission(I9) number.</li> </ul>
Non-Immigration with Visa Exceptions	Dropdown	No	<insert definition=""> Permitted values include: • No • Not Answered • Yes</insert>
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	Text	No	The contact information provided by user when a NICS
Information:			transaction is submitted to facilitate callbacks.
Callback Hours			
Contact	Text	No	The contact information provided by user when a NICS
Information:			transaction is submitted to facilitate callbacks.
Phone			
Miscellaneous	Text	No	Free text box.
Information			

- 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.

4	Submit a Sear	🖶 Submit a Sear		2			
E-(	Check - Submit Search Re	equest NEW				A	ctions
	Verify Search Information Please verify the search information						-
	Last Name * SMITH		First Name * JOHN	Middle Name * R	Cadence (Ex: Jr., Sr., and III) Select		
	_						
	<u>B</u> ack					Finish	

## **Figure 4-15: Verify Search Information Page**

- 5. Scroll down to the bottom of the Verification Page and re-enter the subject's <u>Last</u> <u>Name, First Name, and Middle Name</u>.
- 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.

FFL Informatio	on Case details	Transaction Results					
Transactio	n Information						
Last Name	Smith		First Name	Jack	NTN	FPPOVLM	
Created Date	5/17/21 11:01 A	M	Submit User	Andreas FFL			

### **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.

Subm	nit a Sear					
-Check - Subm	it Search Request RESOLVED.COMPLETED					Actions ~
hank you! The next step i	in this case has been routed appropriately.					Submit Another Search Reques
			Submit a Search			~
FFL Information	Case details Transaction Results					
Transaction I	information					
Last Name	clown	First Name	Highkey	NTN	FPPOVKJ	
Created Date	5/14/21 6:48 PM	Submit User	Andreas FFL			
Success Mess	sage					
The search reque	st was submitted and NTN $\ensuremath{FPPOVK}\xspace$ has been created successfully.					
The status of this	search request is: Researching Refresh					
Retrieve St	latus		Print Details			

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.

The search request was submitted and NTN	100006N23	has been created successfully.	
The status of this search request is:	Denied		
	Retrieve Status	Print Details	
			Submit
			-
Success Message			
Success Message	100006N2G	has been created successfully.	
	100006N2G Proceed	has been created successfully.	
The search request was submitted and NTN		has been created successfully. Print Details	

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

Success Message	
The search request was submitted and NTN FPPOVKJ has been created successfully.	
The status of this search request is: Researching Refresh	
Retrieve Status	Print Details

### 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.

Subr	mit a Sear					
neck - Subm	nit Search Request RESOLVED-COMP	LETED				Actio
you! The next step	in this case has been routed appropriately.					Submit Another Search R
			Submit a Search			
FFL Information	Case details Transaction Results					
Transaction I	Information					
Last Name	clown	First Name	Highkey	NTN	FPPOVKJ	
Created Date	5/14/21 6:48 PM	Submit User	Andreas FFL			
Success Mes	sage					
The search reque	est was submitted and NTN FPPOVKI has been creat	ed successfully.				
The status of this	s search request is: Researching R	efresh				

### 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.

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Key Combination	Result
Tab	• Navigates from field to field without the need of a
	mouse
Spacebar	Opens dropdown menu
	Selects radio button
	<ul> <li>Selects/Unselects checkboxes</li> </ul>
	• <i>Note:</i> 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.

Subr	nit a Sear							
Check - Subm	iit Search Reo						Acti	ions $\vee$
nk you! The next step i	in this case has been ro	uted appropriately.					Submit Another Search R	Request
				Submit a Search				~
FFL Information	Case details	Transaction Results						
Transaction I	nformation							
Last Name	clown		First Name	Highkey	NTN	FPPOVKJ		
Created Date	5/14/21 6:48 PM		Submit User	Andreas FFL				
Success Mess	lage							
The search reque	st was submitted and N	(TN FPPOVIC) has been created successfully.						
The status of this	search request is:	Researching						

### 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.

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.

### Table 4: NTN Status Descriptions

# 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".

🛧 Final Status Available for NICS Transaction	Fri 12:57	
E 🔊 Select ♀ Threads ♀ Messages 1 to 50 of 180 H < 1 → M		
Final Status Available for NICS Transaction	() ≡ +, (+, →	-
The NICS Transaction Number (NTN) 10001723L which was created on 7/1/2021 has had a final status applied. Please log into the NICS to retrieve the final status.		
Click here to access NICS,		
Please do not reply to this e-mail.		
Thank you, FBI NICS Section		

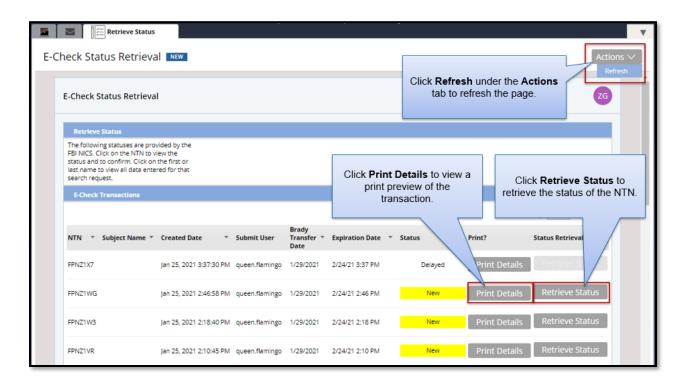
## Figure 5-1: Email Screen with the Final Status Available Message

- 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.

Refresh Refresh Apr 24 2018 02:12:07 PM					
✓ Processes	ORI Informat	ion			Common Links
Batch - Retrieve Results	ORI ID	TX1234567	ORI Type	Local	Information Help Pages
Batch - Upload	ORI Name	DEPT OF CORR-PROBATION AND PAROLE	Data Source	Texas	Training Services User Manual
Check NTN Status Initiate Legal Request	Status	true			NICS Statistical and Program Information
NICS Indices - Create					
NICS Indices - Inquiry					
NTN History Query					
Submit a Search Request - E.C.					

Figure 5-2: Check NTN Status

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





### 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	<ul> <li>Subject Name</li> </ul>	<ul> <li>Created Date</li> </ul>	▼ Submit User	Brady Transfer Date	<ul> <li>Expiration Date</li> </ul>	▼ 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

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

General Inform	nation
The following MDI Current Time	has been marked as retrieved for the selected transaction. Jul 20, 2018 2:59:08 PM
Transaction In	formation
NTN Created Date Subject Name	100006N0Z Jul 18, 2018 4:20:36 PM Usama Bin Caught
NICS continues its receive a respons	will be Delayed while the s research. If you do not se from us, the Brady Law t you from transferring the 2018 .

**Figure 5-5: Retrieve Delayed Status** 

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

NTN	<ul> <li>Subject Name</li> </ul>	<ul> <li>Created Date</li> </ul>	▼ Submit User	Brady Transfer Date	<ul> <li>Expiration Date</li> </ul>	▼ 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.

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

NTN	Subject Name	<ul> <li>Created Date</li> </ul>	▼ Submit User	Brady Transfer Date	<ul> <li>Expiration Date</li> </ul>	✓ 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

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

NTN	<ul> <li>Subject Name</li> </ul>	▼ 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 <u>Before</u> 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.

NTN	<ul> <li>Subject Name</li> </ul>	▼ 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

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

NTN	<ul> <li>Subject Name</li> </ul>	▼ Created Date	▼ Submit User	Brady Transfer ੍ਰ 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 <u>After</u> 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.

NTN	<ul> <li>Subject Name</li> </ul>	<ul> <li>Created Date</li> </ul>	▼ 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

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

Display Transaction	Status							
Final Status	Final Status							
The following status	The following status has been marked retrieved for the selected transaction.							
Transaction Inform	nation							
	FPN5W9K Aug 21, 2017 10:04:23 AM Usama Bin Caught							
Transaction Final S	itatus							
The following respo NICS. Denied	nse was confirmed with							
Print Details	Print Details							
	Submit							

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.

FirearmTransferQuestion	
Firearm Transfer Information	
Please answer the following question to indicate whether the firearm has been transferred.	
Firearm Transfer Question	
Was the firearm	
	<b>~</b> -
2 Submit	

### Figure 5-13: Firearm Transfer Question

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

NTN	<ul> <li>Subject Name</li> </ul>	<ul> <li>Created Date</li> </ul>	▼ 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.

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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.

Refresh							
Refresh Time							
¥ Processes	FFL Informat	ion					Common Links
Check NTN Status	FFL ID	367000017M56789	FPL RDS KEY	36756789	Business Name	SHOOTERS	Information Help Pages
FFL User - Create	License	SHOOTERS	Contact Hours		Address Line 1	44 MAGNUM AVE	Training Services User Manual
NTN History Query Submit a Search Request - E.C.	Address Line 2		Phone number	3045551234	City	MOTOWN	NICS Statistical and Program Information
User Accounts - Maintain	State	West Virginia	Zip	26431			

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.

	Trim NTN - Inquiry					
NTN	I - Inquiry					
	Run Query					
				_		
	Query Filters		NTN	•		
	Column	Operator	Audit			
	NTN	Is equal	Cadence	- 14	Π D	
	Audit Cadence		Citizen			
	Cicizen		Create Date			
	Create Date Created by		Created by			
	Current Status Date Expiration Date		Current Status Date			Search
	FFL ID		Expiration Date			
	FFL RDS Key Firearm Transfer		FFL ID			
	First Name Foreign POB IAQ		FFL RDS Key			
	Gun Show City Gun Show State		Firearm Transfer			
	Last Name		First Name			
	Middle Name Misc Indicators		Foreign POB IAQ			
	MNU NOU Review		Gun Show City			
	NTN	•	Gun Show State			
			Last Name			
			Middle Name			
			Misc Indicators			
			MNU			
			NOU Review			
			NTN	+		

## 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.

December 1, 2023	
	UNCLASSIFIED//FOR OFFICIAL USE ONLY

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	<ul> <li>The response given by the user when setting or retrieving the status of a denied transaction to the question "Was the firearm transferred?"</li> <li>Permitted values include: <ul> <li>No, the firearm did not transfer, and I am acknowledging receipt of the Deny status</li> <li>Unknown; at this time, I do not know if the firearm transferred, and I am acknowledging receipt of the Deny status</li> <li>Yes, the firearm transferred, and I am acknowledging receipt of the Deny status</li> </ul> </li> </ul>
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
Citizen	Dropdown	No	Yes	<ul> <li>A = Under Appeal</li> <li>The citizenship of the subject.</li> <li>Permitted values include:</li> <li>Citizen</li> <li>Non-U. S. Citizen</li> </ul>
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.

# Table 5: NTN History Query Search Criteria

December 1, 2023

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.

Column	Operator	Value
Create Date 🔻	Greater than	4/20/2020
Create Date	Less than 🔻	4/30/2020

Figure 6-3: NTN Between Created Dates Query Search

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

	NTN - Inquiry				
NTN	- Inquiry NEW				
1					
	Run Query				
	V Query Filters				
	Column	Operator	Value		
	NTN •	ls equal	•	Û	
	$\odot$				
	J				
					Search

### 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.

December 1, 2023	
	UNCLASSIFIED//FOR OFFICIAL USE ONLY

	History - Inc	quiry											
Perform In	quiry												
Inquiry Cr	riteria												
Enable sec	condary inquiry crit	terla											
Field	Value												
NTN	•				Ū.								
Create Date	<ul> <li>Between</li> </ul>	een 7/10/2018		and 7/26/2018	⊞ Î								
÷													
0													
Search													
Y Inquiry Re	ISUIS												
Y Inquiry R	BUILS												
Y Inquiry R				📜 Print		Export							
		story-based que	eries	Reference Print									
Inquiry resu	ults for NTN His				• Betrieved Bu		Function Date	• Brady Transfer Date	* Created Date	Retrieved Date	· Status Date	FEI PDS KEY	v Misc Infr
Inquiry resu	ults for NTN His Last Name	First Name	* Middle Name	Cadence * Submitted By	Retrieved By NICS DETRIEVED	✓ Status <sup>™</sup>	Expiration Date	Brady Transfer Date     07/25/2018	Created Date     Trioris 6-23 am	Retrieved Date     Trification		FFL RDS KEY	* Misc. Info
Inquiry resu NTN * >> 100006N4C	ults for NTN His Last Name	First Name			NICS RETRIEVED	V Status Proceed	<ul> <li>Expiration Date</li> <li>08/18/2018</li> <li>08/17/2018</li> </ul>	07/25/2018	<ul> <li>Created Date</li> <li>7/19/18 6:23 AM</li> <li>7/18/18 5:12 PM</li> </ul>	<ul> <li>Retrieved Date 07/19/2018 06:29 AN Not Retrieved</li> </ul>	M 7/19/18 6:28 AM	36756789	* Misc. Info
Inquiry resu	ults for NTN His Last Name * Qtest Qtest	First Name Eugene Eugene	<ul> <li>Middle Name</li> <li>C</li> </ul>	Cadence      Submitted By     LSSHOCK	NICS RETRIEVED Not Retrieved	✓ Status <sup>™</sup>	08/18/2018	,	7/19/18 6:23 AM	07/19/2018 06:29 AM		36756789 12312312	Misc. Info
Inquiry resu NTN * >> 100006N4C >> 100006N40	ults for NTN His Last Name Qtest Qtest Qtest Qtest	First Name	<ul> <li>Middle Name</li> <li>C</li> <li>C</li> </ul>	Cadence     Submitted By     LSSHOCK     RYAN.MATTHEWS	NICS RETRIEVED Not Retrieved Not Retrieved	Y Status Proceed Not Retrieved	08/18/2018 08/17/2018	07/25/2018 07/24/2018	7/19/18 6:23 AM 7/18/18 5:12 PM	07/19/2018 06:29 AM Not Retrieved	M 7/19/18 6:28 AM 7/18/18 8:13 PM	36756789 12312312 12312312	Misc. info
Inquiry resu NTN * * 100006N4C * 100006N40 * 100006N3Z	Last Name V Qtest Qtest Qtest Qtest Qtest Qtest	First Name Eugene Eugene Eugene	C C C C	Cadence Y Submitted By LSSHOCK RYAN.MATTHEWS RYAN.MATTHEWS	NICS RETRIEVED Not Retrieved Not Retrieved	V Status Proceed Not Retrieved Not Retrieved	08/18/2018 08/17/2018 08/17/2018	07/25/2018 07/24/2018 07/24/2018	7/19/18 6:23 AM 7/18/18 5:12 PM 7/18/18 5:11 PM	07/19/2018 06:29 AM Not Retrieved Not Retrieved	M 7/19/18 6:28 AM 7/18/18 8:13 PM 7/18/18 8:12 PM	36756789 12312312 12312312	Misc. info
Inquiry resu NTN * * 100006N4C * 100006N40 * 100006N3Z * 100006N3L	Last Name Last Name Qtest Qtest Qtest Qtest Qtest smith	First Name Eugene Eugene Eugene Eugene	C C C C	Cadence Submitted By LSSHOCK RYAN.MATTHEWS RYAN.MATTHEWS RYAN.MATTHEWS	NICS RETRIEVED Not Retrieved Not Retrieved Not Retrieved	V Status Proceed Not Retrieved Not Retrieved	08/18/2018 08/17/2018 08/17/2018 08/17/2018	07/25/2018 07/24/2018 07/24/2018 07/24/2018	7/19/18 6:23 AM 7/18/18 5:12 PM 7/18/18 5:11 PM 7/18/18 5:08 PM	07/19/2018 06:29 AM Not Retrieved Not Retrieved Not Retrieved	M 7/19/18 6:28 AM 7/18/18 8:13 PM 7/18/18 8:12 PM 7/18/18 8:08 PM	36756789 12312312 12312312	Misc. Infe
Inquiry resu NTN ** ** 100006N4C ** 100006N4D ** 100006N3Z ** 100006N3L ** 100006N3B	Ults for NTN His Last Name Qtest Qtest Qtest Qtest smith smith	First Name Eugene Eugene Eugene Eugene petra	C C C C	Cadence Submitted By LSSHOCK RYAN.MATTHEWS RYAN.MATTHEWS RYAN.MATTHEWS NICSSYSAN2	NICS RETRIEVED Not Retrieved Not Retrieved Not Retrieved Not Retrieved	Status     Proceed     Not Retrieved     Not Retrieved     Not Retrieved     Not Retrieved     Not Retrieved	08/18/2018 08/17/2018 08/17/2018 08/17/2018 08/17/2018	07/25/2018 07/24/2018 07/24/2018 07/24/2018 07/24/2018	7/19/18 6:23 AM 7/18/18 5:12 PM 7/18/18 5:11 PM 7/18/18 5:08 PM 7/18/18 5:05 PM	07/19/2018 06:29 AM Not Retrieved Not Retrieved Not Retrieved Not Retrieved	M 7/19/18 6:28 AM 7/18/18 8:13 PM 7/18/18 8:12 PM 7/18/18 8:08 PM 7/18/18 5:05 PM 7/18/18 5:01 PM	36756789 12312312 12312312	Misc. infe
Inquiry resu NTN ** *> 100006N4C *> 100006N3Z *> 100006N3Z *> 100006N36 *> 100006N36 *> 100006N36	vits for NTN His vitast Name vitast Qtest Qtest Qtest Qtest Qtest Smith Smith	First Name Eugene Eugene Eugene Eugene petra petra	C C C C	Cadence Submitted By LSSHOCK RYAN.MATTHEWS RYAN.MATTHEWS RYAN.MATTHEWS NICSSYSAN2 ATF.LOL	NICS RETRIEVED Not Retrieved Not Retrieved Not Retrieved Not Retrieved Not Retrieved	Victure Status Victored Not Retrieved Not Retrieved Not Retrieved Not Retrieved	08/18/2018 08/17/2018 08/17/2018 08/17/2018 08/17/2018 08/17/2018	07/25/2018 07/24/2018 07/24/2018 07/24/2018 07/24/2018 07/24/2018	7/19/18 6:23 AM 7/18/18 5:12 PM 7/18/18 5:11 PM 7/18/18 5:08 PM 7/18/18 5:05 PM 7/18/18 5:01 PM	07/19/2018 06:29 AM Not Retrieved Not Retrieved Not Retrieved Not Retrieved Not Retrieved	<ul> <li>7/19/18 6:28 AM</li> <li>7/18/18 8:13 PM</li> <li>7/18/18 8:12 PM</li> <li>7/18/18 8:08 PM</li> <li>7/18/18 5:05 PM</li> <li>7/18/18 5:01 PM</li> <li>7/18/18 5:01 PM</li> <li>M 7/18/18 4:56 PM</li> </ul>	36756789 12312312 12312312	Misc. info
Inquiry resu NTN * * 100006N4C * 100006N3Z * 100006N3Z * 100006N3Z * 100006N2G * 100006N2V	ults for NTN His Last Name Qtest Qtest Qtest Qtest Smith Smith Smith	First Name Eugene Eugene Eugene Eugene petra petra petra	C C C C	Cadence Submitted By LSSHOCK RYAN.MATTHEWS RYAN.MATTHEWS RYAN.MATTHEWS NICS959A12 ATFLOL ATFLOL	NICS RETRIEVED Not Retrieved Not Retrieved Not Retrieved Not Retrieved Not Retrieved ATF.LOL	Status*     Proceed     Not Retrieved	08/18/2018 08/17/2018 08/17/2018 08/17/2018 08/17/2018 08/17/2018 08/17/2018	07/25/2018 07/24/2018 07/24/2018 07/24/2018 07/24/2018 07/24/2018 07/24/2018	7/19/18 6:23 AM 7/18/18 5:12 PM 7/18/18 5:11 PM 7/18/18 5:08 PM 7/18/18 5:05 PM 7/18/18 5:01 PM 7/18/18 4:55 PM	07/19/2018 06:29 AM Not Retrieved Not Retrieved Not Retrieved Not Retrieved Not Retrieved 07/18/2018 04:57 PM	<ul> <li>7/19/18 6:28 AM</li> <li>7/18/18 8:13 PM</li> <li>7/18/18 8:12 PM</li> <li>7/18/18 8:08 PM</li> <li>7/18/18 5:05 PM</li> <li>7/18/18 5:01 PM</li> <li>7/18/18 5:01 PM</li> <li>M 7/18/18 4:56 PM</li> </ul>	36756789 12312312 12312312	Misc. info
Inquiry resu NTN ** 100006N40 * 100006N40 * 100006N43 * 100006N43 * 100006N26 * 100006N25 * 100006N23	Last Name Qtest Qtest Qtest Qtest Qtest smith smith smith smith smith	First Name Eugene Eugene Eugene Eugene petra petra petra petra	C C C C	Cadence Submitted By LSSHOCK RVAN.MATTHEWS RVAN.MATTHEWS NICSSYSAN2 ATFLOL ATFLOL ATFLOL NICSSYSAN2 NICSSYSAN2	NICS RETRIEVED Not Retrieved Not Retrieved Not Retrieved Not Retrieved ATF.LOL ATF.LOL Not Retrieved Not Retrieved Not Retrieved	Status     Proceed     Not Retrieved     Not Retrieved     Not Retrieved     Not Retrieved     Not Retrieved     Not Retrieved     Proceed     Deried	08/18/2018 08/17/2018 08/17/2018 08/17/2018 08/17/2018 08/17/2018 08/17/2018 08/17/2018 08/17/2018	07/25/2018 07/24/2018 07/24/2018 07/24/2018 07/24/2018 07/24/2018 07/24/2018 07/24/2018 07/24/2018 07/24/2018 07/24/2018	7/19/18 6:23 AM 7/18/18 5:12 PM 7/18/18 5:11 PM 7/18/18 5:05 PM 7/18/18 5:05 PM 7/18/18 4:07 PM 7/18/18 4:25 PM 7/18/18 4:25 PM 7/18/18 4:25 PM	07/19/2018 06:29 AM Not Retrieved Not Retrieved Not Retrieved Not Retrieved Not Retrieved 07/18/2018 04:57 Ph 07/18/2018 04:55 Ph	7/19/18 6:28 AM 7/18/18 8:13 PM 7/18/18 8:12 PM 7/18/18 8:08 PM 7/18/18 8:08 PM 7/18/18 5:05 PM 7/18/18 5:01 PM M 7/18/18 4:56 PM M 7/18/18 4:54 PM	36756789 12312312 12312312 12312312	Misc. Info > > > > > > > >
Inquiry resu NTN ***********************************	Last Name v Qtest Qtest Qtest Qtest Qtest smith smith smith smith smith smith smith Smith	First Name Eugene Eugene Eugene Eugene petra petra petra petra frusty Petra	Middle Name	Cadence Submitted By LSSHOCK RYAN, MATTHEWS RYAN, MATTHEWS RYAN, MATTHEWS NICSSYSAN2 ATFLOL ATFLOL ATFLOL NICSSYSAN2 NICSSYSAN2 NICSSYSAN2	NICS RETRIEVED Not Retrieved Not Retrieved Not Retrieved Not Retrieved Not Retrieved ATF.LOL ATF.LOL Not Retrieved Not Retrieved Not Retrieved	Status     Proceed     Not Retrieved     Not Retrieved     Not Retrieved     Not Retrieved     Not Retrieved     Not Retrieved     Proceed     Denied     Not Retrieved     Not Retrieved	08/18/2018 08/17/2018 08/17/2018 08/17/2018 08/17/2018 08/17/2018 08/17/2018 08/17/2018 08/17/2018 08/17/2018 08/17/2018	07/25/2018 07/24/2018 07/24/2018 07/24/2018 07/24/2018 07/24/2018 07/24/2018 07/24/2018 07/24/2018 07/24/2018 07/24/2018 07/24/2018	7/19/18 6:23 AM 7/18/18 5:12 PM 7/18/18 5:12 PM 7/18/18 5:05 PM 7/18/18 5:05 PM 7/18/18 5:05 PM 7/18/18 4:55 PM 7/18/18 4:25 PM 7/18/18 4:26 PM 7/18/18 4:24 PM	07/19/2018 06:29 AN Not Retrieved Not Retrieved Not Retrieved Not Retrieved 07/18/2018 04:35 Ph 07/18/2018 04:35 Ph Not Retrieved Not Retrieved Not Retrieved	M 7/19/18 6:28 AM 7/18/18 8:13 PM 7/18/18 8:12 PM 7/18/18 8:08 PM 7/18/18 5:05 PM 7/18/18 5:05 PM 7/18/18 5:01 PM M 7/18/18 4:56 PM 7/18/18 4:35 PM 7/18/18 7:25 PM	36756789 12312312 12312312 12312312 12312312 12312312 12312312	Misc. Infe > > > > > > > > > > > > > > > > > > >
Inquiry resu NTN ** ** 100006N40 ** 100006N40 ** 100006N42 ** 100006N20 ** 100006N20 ** 100006N20 ** 100006N20 ** 100006N10 ** 100006N10 ** 100006N02	ults for NTN His Qtest Qtest Qtest Qtest Smith Smith Smith Smith Kiown Smith Smith Smith Smith	First Name Eugene Eugene Eugene Petra Petra Petra Petra Petra Petra Petra	Middle Name	Cadence Submitted By LSSHOCK RVAN.MATTHEWS RVAN.MATTHEWS RVAN.MATTHEWS RVAN.MATTHEWS NICSSYSAN2 ATF.LOL ATF.LOL NICSSYSAN2 NICSSYSAN2 NICSSYSAN2 NICSSYSAN2	NICS RETRIEVED Not Retrieved Not Retrieved Not Retrieved Not Retrieved ATF.LOL ATF.LOL ATF.LOL Not Retrieved Not Retrieved Not Retrieved Not Retrieved	Status     Proceed     Not Retrieved     Not Retrieved     Not Retrieved     Not Retrieved     Not Retrieved     Ported     Not Retrieved     Not Retri	08/18/2018 08/17/2018 08/17/2018 08/17/2018 08/17/2018 08/17/2018 08/17/2018 08/17/2018 08/17/2018 08/17/2018 08/17/2018 08/17/2018	07/25/2018 07/24/2018 07/24/2018 07/24/2018 07/24/2018 07/24/2018 07/24/2018 07/24/2018 07/24/2018 07/24/2018 07/24/2018	7/19/18 6:23 AM 7/18/18 5:12 PM 7/18/18 5:12 PM 7/18/18 5:05 PM 7/18/18 5:05 PM 7/18/18 5:05 PM 7/18/18 4:05 PM 7/18/18 4:35 PM 7/18/18 4:35 PM 7/18/18 4:26 PM 7/18/18 4:24 PM	07/19/2018 06:29 AN Not Retrieved Not Retrieved Not Retrieved Not Retrieved 07/18/2018 04:57 Ph 07/18/2018 04:55 Ph Not Retrieved Not Retrieved Not Retrieved Not Retrieved	M 7/19/18 6:28 AM 7/18/18 6:13 PM 7/18/18 8:13 PM 7/18/18 8:08 PM 7/18/18 8:05 PM 7/18/18 5:05 PM M 7/18/18 4:56 PM M 7/18/18 4:35 PM 7/18/18 4:35 PM 7/18/18 7:26 PM 7/18/18 7:25 PM	36756789 12312312 12312312 12312312 12312312 12312312 12312312	MISC. Infr 
Inquiry resu NTN ***********************************	Vest for NTN His Ctest Qtest Qtest Qtest Qtest Smith Smith Smith Smith Klown Smith Smith Smith Smith	First Name Eugene Eugene Eugene Eugene petra petra petra petra frusty Petra	Middle Name	Cadence Submitted By LSSHOCK RYAN, MATTHEWS RYAN, MATTHEWS RYAN, MATTHEWS NICSSYSAN2 ATFLOL ATFLOL ATFLOL NICSSYSAN2 NICSSYSAN2 NICSSYSAN2	NICS RETRIEVED Not Retrieved Not Retrieved Not Retrieved Not Retrieved Not Retrieved ATF.LOL ATF.LOL Not Retrieved Not Retrieved Not Retrieved	Status     Proceed     Not Retrieved     Not Retrieved     Not Retrieved     Not Retrieved     Not Retrieved     Not Retrieved     Proceed     Denied     Not Retrieved     Not Retrieved	08/18/2018 08/17/2018 08/17/2018 08/17/2018 08/17/2018 08/17/2018 08/17/2018 08/17/2018 08/17/2018 08/17/2018 08/17/2018	07/25/2018 07/24/2018 07/24/2018 07/24/2018 07/24/2018 07/24/2018 07/24/2018 07/24/2018 07/24/2018 07/24/2018 07/24/2018 07/24/2018	7/19/18 6:23 AM 7/18/18 5:12 PM 7/18/18 5:12 PM 7/18/18 5:05 PM 7/18/18 5:05 PM 7/18/18 5:05 PM 7/18/18 4:55 PM 7/18/18 4:25 PM 7/18/18 4:26 PM 7/18/18 4:24 PM	07/19/2018 06:29 AN Not Retrieved Not Retrieved Not Retrieved Not Retrieved 07/18/2018 04:35 Ph 07/18/2018 04:35 Ph Not Retrieved Not Retrieved Not Retrieved	M 7/19/18 6:28 AM 7/18/18 8:13 PM 7/18/18 8:12 PM 7/18/18 8:08 PM 7/18/18 5:05 PM 7/18/18 5:05 PM 7/18/18 5:01 PM M 7/18/18 4:56 PM 7/18/18 4:35 PM 7/18/18 7:25 PM	36756789 12312312 12312312 12312312 12312312 12312312 12312312	MISC. Infr b b b b b b b b b b b b b b b b b b b

Figure 6-5: NTN History Query Search Results

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

NTN History - Inquiry	AMD-616449
Click the double arrows to view the search request details.	
NTN T PN653Z	
I quiry results for NTN History-based querie	
NTN * Last Name * First Name * Midd >> FPV653Z Childs Alpha B	lle Name 👻 Caden

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

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

✓ Inquiry Results	
🎘 Print	🕫 Export

Figure 6-7: Export

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

Set Output Option	Set Output Options						
ResultType	ResultType Current Page						
Output Format	Excel V						
ec	OK	4					
	Net Detrived 00/17/000						

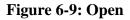
Figure 6-8: Format

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

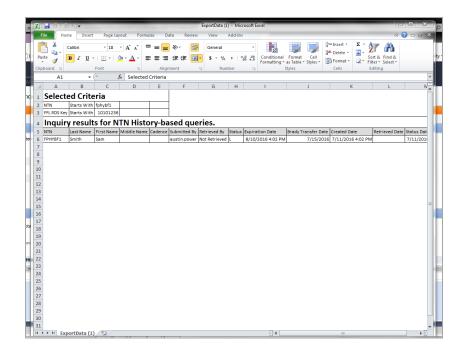
If the Excel output is selected, a pop-up will display to open the document.

12. Select the **"Open"** button.

Do you want to open or save ExportData.xls from pegatest.nnics.cjis?	Open Save  Cancel ×



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.

Refresh Refresh Time								
✓ Processes	FFL Informat	ion						Common Links
Check NTN Status	FFL ID	367000017M56789	FFL RDS KEY	36756789	Busin	ness Name	SHOOTERS	Information
FFL User - Create	License	SHOOTERS	Contact Hours		Addr	ress Line 1	44 MAGNUM AVE	Help Pages Training Services User Manual
NTN History Query Submit a Search Request - E.C.	Address Line 2		Phone number	3045551234	City		MOTOWN	NICS Statistical and Program Information
User Accounts - Maintain	State	West Virginia	Zip	26431				

## Figure 7-1: FFL User – Create

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

UserMaint (U-649740)	UserMaint (U-649740)							
Modify Account Information								
User Account								
Account Information Role Information	Review Information	Access Numbers						
General Information								
External User ID ID Generated On Save								
User Information								
First Name * Nidde Name Last Name * Coderce Coderce T Date of birth * Email * Prone Namber Prone Namber Parsonal Codeword								
Organization Information								
Code Name Organization Lead								
					Submit			

**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.

UserMaint	UserMaint (U-649740)							
Modify Account In	formation							
User Account								
Account Information	Role Information	Review Information	Access Numbers					
Access Numbers								
Туре	ID	Employee Type						
No items								
Add FFL								
				Submit				

Figure 7-3: Access Numbers

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

AddUserAccessFFL		×
Y FFL Query Resul	its	
Please use the column	sorting functionality in order to mar	age your results.
Y Inquiry Criteria		
Field Select Search	Value	<u></u>
Cancel		A

### 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.

UserAccessFfL X								
FFL Query Results								
Please use the column sorting functionality in order to manage your results.								
Inquiry Criteria								
lds Value DS Key   Value								
Search Inquiry Results								
Export								
FL Inquiry Results								
RDS Key 📽 Active? 🦉 E-Check Registered 🦉 License Type 🦉 FFL City 🦉 FFL State 🦉 FFL Zip Code 🦉 FFL Phone 🦉 Verification Date 🦉 FFL Business Name 🦉 FFL License Name 🦉 FFL Contact Phone 🕷								
00101074 True True Regular FFL A Delaware 12345 1234567890 4/20100 A A								
Cancel								

### **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		9
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 Secondary 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)	< <b>⇒ Reopen/Edit</b>
🖋 Username: <mark>test.t.test40</mark>	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.

ľ								
I	Refresh							
I	Refresh Time							
I								
I	✓ Processes	FFL Informati	on					Common Links
I	Check NTN Status	FFL ID	367000017M56789	FFL RDS KEY	36756789	Business Name	SHOOTERS	Information
I	FFL User - Create	License	SHOOTERS	Contact Hours		Address Line 1	44 MAGNUM AVE	Help Pages Training Services User Manual
	NTN History Query Submit a Search Request - E.C.	Address Line 2		Phone number	3045551234	City	MOTOWN	NICS Statistical and Program Information
	User Accounts - Maintain	State	West Virginia	Zip	26431			
l								

### 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.

User Accounts			
User Accounts - Maintai	) NEW		
Run Query			
V Query Filters			
Column	Operator	Value	
Personnel ID 🗸	Is equal	~	
RDS Key 🗸	Is equal	~	Û
Last Name 🗸	Is equal	~	Û
First Name 🗸	Is equal	~	Û
User Suspension 🗸	ls faise	~	Ē
$\odot$			
			Search

### **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.

	User Accounts					
User	Accounts - Maintain	NEW				Act
	Due 0					AF
	Run Query					AF
	<ul> <li>Query Filters</li> </ul>					
	Column	Operator	Value			
	Personnel ID 🗸	Is equal 🗸		1		
	Primary Region	Is equal		<b>T</b>		
	Last Name 🗸	Is equal		Î.		
	First Name 🗸	lis equal				
	User Suspension 👻	is faise	True 🗸			
	$\oplus$					
			_	_		
			Se	earch		
	Query Results					
	Actions 🗸					
	Displaying 50 records					1 2 3 4Next
	User ID	Last Name		First Name	Email	
	DUDLEY.DOOLITTLE	DOOLITTLE		DUDLEY	TERRI.COOPER@IC.FBI.GOV	
	JOSIEJET	JET		JOSIE	ME@YOU.COM	

**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.

JOSIE.JET	V
User Accounts - Maintain RESOLVED-COMPLETED	Actions $\checkmark$
Thank you for your input.	Refresh
Review	Reopen/Edit Change Password
Comments Information	
Account Information Review Information Access Numbers Change Password	
Reset Password	
Reset Password	

### Figure 8-4: User Account Page

4. Modify the Account Information as needed.

Accounts - Mai	ntain orm				~	ctior
faintain User Data						F
ser Account						
Account information	Review Information	Access Numbers	Change Password			
General Information						
External User ID JOSIEJET						
Locked						
Suspended						
User Information						
First Name + JOSIE						
Hiddle Name						
Last Name + JET						
Cadence						
Date of Birth + 9/3/1964						
Email * MEGYOU.COM						
Phone Number 3046255032						
Time Zone	*					
Personal Codeword N/A						
Organization Informat	ion					
Code 44						
Name SHOOTERS						
Organization Lead						
Cancel					Subr	nit
	Review	~ )		Modify		

**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.

User /	Accounts - Maii	ntain OPEN				Action
Ma	aintain User Data					F
Us	er Account					
	Account Information	Review Information	Access Numbers	Change Password		
	Access Numbers					
	Туре	RDS Key	Employee Type			
	2	36714145	Primary User	~		
	2	36756789	Primary User	~		
	Add FFL					
С	ancel					Submit
		Review		$\checkmark$	Modify	

## Figure 8-6: Access Numbers Tab

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

User Accounts - Main	ntain OPEN				Actions
Maintain User Data					F
User Account					
Account Information	Review Information	Access Numbers	Change Password		
Reset Password					
Reset Password					
Cancel					Submit
	Review		$\langle \cdot \rangle$	Modify	

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".

wygr +	Last login 09/10/2020 at 16:17:53 EDT Your password will expire in 4 days
Terms and Coi     unred static devalueur     Endeal, Buskau C4 Unred     statics and C4 Unr	OF JUSTICE ISATION SEQUIND CHECK
A NAMANG	
You are now accessing a non-public "protected computer" system that is the property of the United States United States Gowernment and these expressly suthorized by the PBI for specific purposes permitted or achronicings and agree that:	Department of justice. Use of this computer system is reserved exclusively to the Fereneral Change Aint
All data transmitted to or from this computer system, including any stored data resulting from such a tra All such data and transmissions are subject, at the uniferend disciption of the United States Governmen- recording, tracking disciption, elteration, retrieval or destruction for any suppose (including but not line)	Action Required to Retain Access - Change Your Password
You have no expectation of privacy or property interest in any data transmitted to or from this computer	Time is running out!
Unsuthorized or attempted unauthorized access to this computer system, or exceeding or attempting to Section 1030 of Title 18 of the United States Code.	Change your NICS E-Check Password within 4 Days or lose login access to NICS E-Check.
Mouse or unauthorized access to this system may also result in a fine not to exceed \$10,000 antior cano	You can reset your password from the user profile dropdown in the top lefthand corner of the screen, or from the
As a precondition to your continued access and use of this computer system. If otherwise authorized, you agreed to all existing and future "Monitoring/Terms and Conditions" notices posted on this computer system.	"User Accounts - Maintain" page.
Firearms Licensee User Minual, Federal Firearms Licensee registration form and all other policies, laws, a	To close this message, click on the "OK" button.
You should review the information in the NICS 8-Check FR, User's Manuel and the NICS 8-Check Help page	
NRCS 5 Check Help pages and NICS 5 Check IFE User's Manual are both located at http://www.incosochec Nanual	OK
Privacy Act Statemen	
This system is established and maintained under the authority of 18105.0.822, as amended by the Brazy 19991 28105.0.534 as amended Public 10-3322. The M additional models and the state the contention of inform to you. The purpose of 6.0 next is to enable law enforcement to conduct via internet and unastitute backgroup and to determine advertue via state and the form contentions of feature. The purpose of 6.0 next is to enable form contentions of feature internet and unastitute backgroup.	ation to allow a background check to be conducted to permit the transfer of a fivearm ound check for fivearms transfers. This information is needed to verify your loensity

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.

	Review	✓	Modify	
Comments				
Notes User Entered Comments		+ Add Detail	ed Comment	
Created by Vote	ord has been reset		✓ Create T 8 minute	

### Figure 8-9: User Account Maintain Comments Section

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

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User Accounts - Maintain Insolved commetted	Actions 🗸
Thank you for your input.	Refresh
Review	Reopen/Edit Change Password
Comments Information	
	_
User Account	
Account Information Access Numbers Change Password	
Ceneral Information External User ID	
Excite Une A/ sgaden	
Locked False	
Suppended False	
Pode	
User Information	
First Name 5	

#### **Figure 8-10: Change Password Option**

- 3. Enter the "Old Password".
- 4. Enter the "<u>New Password</u>" and "<u>Confirm Password</u>".
- 5. Click the **"Submit"** button to save all changes to the user account.

User Accounts - Maintain HISOLADCOMPTITID	Actions ~
Change Password	X
Password Requirements:	
<ol> <li>You may not reuse your previous ten passwords</li> <li>No more than two (2) consecutive identical characters</li> <li>Must be at least 12 characters in length</li> <li>Must be composed of at least three of the following character classes         <ul> <li>Upper case letters</li> <li>Lower case letters</li> <li>Numbers</li> </ul> </li> </ol>	
<ul> <li>Any of the following Special Characters: ! # \$ % ? (To help ensure a succ Old Password</li> </ul>	essful password change you must not use special characters other than the five listed)
New Password	
Confirm Password	
	Submit
Gener	

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.

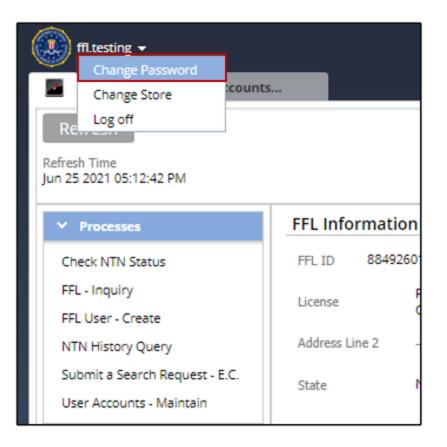


Figure 8-12: Change Password Under User Profile

- 2. Enter the "Old Password".
- 3. Enter the "<u>New Password</u>" and "<u>Confirm Password</u>".
- 4. Click the **"Submit"** button to save all changes to the user account.

	New New	
FB	BI-FW-NICSFW-Work-UserMaint-User	Actions $\checkmark$
	Change Password	0
	Password Requirements: 1. You may not reuse your previous ten passwords	
	<ol> <li>You may not reuse your previous ten passwords</li> <li>No more than two (2) consecutive identical characters</li> <li>Must be at least 12 characters in length</li> <li>Must be composed of at least three of the following character classes</li> </ol>	
	<ul> <li>Upper case letters</li> <li>Lower case letters</li> <li>Numbers</li> </ul>	
	<ul> <li>Any of the following Special Characters: ! # \$ % ? (To help ensure a successful passy change you must not use special characters other than the five listed)</li> </ul>	vord
	Old Password	
	New Password	
	Confirm Password	
		Submit

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.

Display Address Inform	nation						
Address Information							
10. Residential Info	rmation						
Address Line 1	Address Line 2	City *		County/Parish/Borough	State *	Zip Code ★	Gun Show?
89 test		KING	$\vee$	KING ¥	Virginia 🗸	20134	<u>^ 0 ()</u>
			Submit				

### **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'.

	Display Address Information	1							
s	Address Information								
l	10. Residential Information	on							
	Address Line 1 * 89 test	Address Line 2	City * KING	$\checkmark$	County/Parish/Borough * KING	State ★ Virginia ✔	Zip Code * 20134	*	
ł	25. Gun Show Information	n							
	Address Line 1	Address Line 2	City *	$\vee$	County/Parish/Borough	State * Select	Zi	p Code	$\sim$
				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**'.

General Inform	nation	
The following MDI Current Time	has been marked as retrieved for the selected transaction. Nov 9, 2022 10:02:27 AM	Print This Message
Transaction In	formation	
NTN Created Date Subject Name	10001WV52 Nov 9, 2022 9:34:08 AM Under U Twentyone	
MDI Message		
NTN 10001WVS2 will be Delayed while the NICS continues its research. This subject is less thar 21 years of age. You will be contacted if there is a change in status or transfer date otherwise, federal law does oth prohibit you from transferring oth prohibit you from transferring oth prohibit you from transferring transfer date could be extended to November 24, 2022. This transaction will expire on December 09,		

Figure 9-3 MDI message

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

Cheo	k Status Retrie	eval								
Retrie	ve Status									
he foll view	owing statuses are p all data entered for	rovided by the FBI NICS. Click on the f that search request.	NTN to view the status and to confirm. C	lick on the first or last name	e					
	an adda circarea for	ande bedreff requesti								
	. –									
-Che	ck Transactions									
-Che	ck Transactions								144	
-Che	ck Transactions	▼ Subject Name	✓ Created Date	▼ Submit User	Brady Transfer Date	<ul> <li>Expiration Date</li> </ul>	▼ Status	▼ Print?	144	♦ Page 1 of 11 Status Retrieval
E-Che		<ul> <li>Subject Name</li> <li>Twentyone, Under U</li> </ul>	<ul> <li>Created Date</li> <li>Nov 9, 2022 9:34:08 AM</li> </ul>	<ul> <li>Submit User</li> <li>bailey.profitt</li> </ul>	Brady Transfer Date 11/17/2022	<ul> <li>Expiration Date</li> <li>12/9/22 9:34 AM</li> </ul>	▼ Status Dela		Reference of the second	

**Figure 9-4 Delayed Status on Retrieval** 

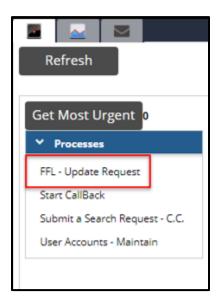
6. A message with the Brady Transfer Date will appear in the audit log.

✤ 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"**.

Business Name WAL-MART #2906 License WAL-MART STORES EAST, INC Con		
	ntact Hours	
Address Line 1 657 733 OLD COUNTRY RD Address Line 2 Mikewios PRIMARY FFL Pho	one number 6313691041	
City RIVERHEAD County Stat	ate New York	
	F Area Office one	
ATF Division		
Update Information   TEST		

**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.

	문 Start Callback 🗙 문 RFC:36756789				· · · · · · · · · · · · · · · · · · ·
RFC NEW	ieval				Actions V Refresh FFL - Update Request
FFL Informatio	on 367999019856789	FFL Code Word	NIC598	FFL RDS KEY	36756789
Business Name	SHOOTERS	License	SHOOTERS	Contact Hours	20120102
Address Line 1	44 MAGNUM AVE	Address Line 2	55 STREET	Phone number	3045551234
City	MORGANTOWN	County	MON	State	West Virginia
Zip	26431	ATF Area Office	CHARLESTON OFFICE	ATF Area Office Phone	3046252310
ATF Division	ATF DIVISION				

### Figure 10-3 RFC Status Retrieval Page

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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.

FL Informatio	on					
FL ID	367999019B56789	FFL Code Word	NICS98	FFL RDS KEY	36756789	
usiness Name	SHOOTERS	License	SHOOTERS	Contact Hours		
ddress Line 1	44 MAGNUM AVE	Address Line 2	55 STREET	Phone number	3045551234	
ity	MORGANTOWN	County	MON	State	West Virginia	
ip	26431	ATF Area Office	CHARLESTON OFFICE	ATF Area Office Phone	3046252310	
TF Division	ATF DIVISION					
pdate Informatio	n <b>*</b>					
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 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:			

## Figure 10-5 FFL Email Notification

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