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

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

Version 3.5
November 2, 2018

CJIS Document Number: NICS-DOC-01670-3.5
Contract Number: DJF-17-1200-G-0002447
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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.

2. Register for a NICS E-Check Account

2.1 Create an Account

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

Information you will need to set up your account includes:

- Username—If you are the person registering your FFL to use the FBI NICS E-Check, you will receive your username via e-mail. If your FFL is already registered to use the FBI NICS E-Check, then your FFL has at least one administrative user (Primary User or Organization Lead). The administrative users create accounts for the remaining employees who will be using the FBI NICS E-Check. When creating your account, the administrative user will receive your username and provide it to you.

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

2. The Term and Conditions page will display. Read through the terms and conditions and select your response: Agree or Disagree.

![Figure 2-1: E-Check Terms and Conditions](image)

3. Enter your information in the Account Request Form fields.
4. Click the ‘Registration’ button.

   Reminder: The registration process only needs to be done once by the owner/manager of the FFL. The manager/owner will create and modify the accounts for the employees.

5. The E-Check Account Request Confirmation page will display. Click the ‘Populated Enrollment Form’ link.

   NOTE: The request is not complete until you fax or e-mail the enrollment form.
6. Review the Completed Enrollment Form (sample below).

7. Print and complete the form.
8. Sign and date the form. Also, have a witness sign and date the form. The witness can be anybody you wish.

9. Fax the form to: 1-877-274-0003 OR e-mail it to NICS_UPEG@fbi.gov

10. 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.

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](image)

Figure 3-1: FBI NICS E-Check

2. At the LEEP Page, enter your username.

3. Below the username field is an option for Password or Token. The Password button should be selected.

4. Click the ‘Sign In’ button.
3.2 E-Check Terms and Conditions

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

1. Select ‘Agree’ to move forward into E-Check.
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. Double-click the row to view the FFL Information.

![Figure 3-3: FFL RDS Key Row](image1)

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

![Figure 3-4: FFL Information](image2)

3.4 Portal Overview

After selecting the RDS Key, the portal page will display. This is the page where you will initiate all work in the NICS. It provides access to the processes, notifications, and common links assigned to your user role. NICS has role-based access control, which is an approach to limit system access to authorized users only. Therefore, your portal is tailored to the rights granted to you based on your user role and will not display items you do not have
permission to access. At the top of the portal page, users can see when their password is scheduled to expire as well as the last login date.

Figure 3-5: NICS Portal Page

3.5 Processes

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

Figure 3-6: 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.
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.

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**

<table>
<thead>
<tr>
<th>Icon</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image" alt="Icon" /></td>
<td>Add a row</td>
</tr>
<tr>
<td><img src="image" alt="Icon" /></td>
<td>Expand, Collapse</td>
</tr>
<tr>
<td><img src="image" alt="Icon" /></td>
<td>Refresh</td>
</tr>
</tbody>
</table>
### 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.

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

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

Figure 4-2: FFL Verification Question

3. 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 in order to conduct a background check.

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.
Predictive typing fields allow you to quickly enter a state/country code and then select a corresponding state/country.

Users must enter **State or Country Code** to search in the POB textbox.

**Figure 4-3: Application Page**

**Figure 4-4: Place of Birth Predictive Text Field**
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 4-5: Birth Date Field

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

Figure 4-6: Miscellaneous Number(s) Field

If ‘Non-U.S. Citizen’ is selected in section 12a, you must enter in at least two Miscellaneous Numbers. The first MNU entered must either be an Alien Registration number or a Non-Immigrant Admission number. Additional MNU(s) entered cannot be AR or I94 numbers.
Figure 4-7: Non-U.S. Citizen Miscellaneous Numbers

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

Figure 4-8: 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 4-9: Other Actions Dropdown Menu

The table below defines each field and criteria for each field within the Application page, as well as denotes if the field is required.
## Table 2: Application Page

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Field Type</th>
<th>Required Field (Y/N)?</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Clear All</td>
<td>Button</td>
<td>No</td>
<td>Permits the user to reset the application page to a blank screen from the Other Actions dropdown menu.</td>
</tr>
</tbody>
</table>
| Last Name          | Text       | Yes                   | The last name of the subject.  
  - If hyphenated, do not leave space on either side of the hyphen.                                                                                                                                       |
| First Name         | Text       | Yes                   | The first name of the subject.  
  - If hyphenated, do not leave space on either side of the hyphen.                                                                                                                                 |
| Middle Name        | Text       | Yes                   | The middle name of the subject.  
  - If hyphenated, do not leave space on either side of the hyphen  
  - If the legal name contains an initial only, enter the initial followed by 'IO' for Initial Only. For example, if the middle initial is 'M' then the following format should be used: M’IO’  
  - If there is no middle initial or no middle name, enter ‘NMN’                                                                                                                           |
| Cadence (Ex: Jr., Sr. and III) | Dropdown | No                    | The cadence of the subject. Permitted values include:  
  - JR  
  - SR  
  - II  
  - III  
  - IV  
  - V  
  - VI  
  - VII  
  - VIII  
  - IX  
  - X  
  - This is a predictive typing field. The subject’s place of birth. U.S. states are listed first, followed by non-U.S. provinces, states and countries.                                                     |
| Height             | Text       | No                    | The height associated with the subject. Must be 3 alphanumeric characters. **Field includes example Height value for reference.**  
  - First position must be feet.  
  - Positions 2 and 3 must be inches with fractions of an inch rounded off to the nearest inch.  
  - If nothing is entered in the HGT field, it will be left blank.  
  - The values allowed are 400-711 or 000 for missing or unknown.                                                                                                                     |
| Weight             | Alphanumeric | No                   | The weight associated with the subject. Must be written as alphanumeric characters. **Field includes example Weight value for reference.**                                                                 |
| Sex                | Dropdown   | Yes                   | The gender of the subject.  
  - Female  
  - Male  
  - This is a predictive typing field. U.S. states are listed first, followed by non-U.S. provinces, states and countries.                                                                 |

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November 2, 2018  
NICS-DOC-01670-3.5  
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<table>
<thead>
<tr>
<th>Field Name</th>
<th>Field Type</th>
<th>Required Field (Y/N)?</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Birth Date</td>
<td>Dropdown or Text</td>
<td>Yes</td>
<td>The subject’s date of birth, composed of the individual day, month, and year. Must be 8 alphanumeric characters. The DOB may only be provided as MM/DD/YYYY and partials are not accepted.</td>
</tr>
</tbody>
</table>
| Social Security No.     | Text            | No                    | The Social Security Number of a subject. Note: The Social Security Number will not be validated when entered in the SSN field on the NTN Inquiry window. Must be 9 numeric characters. Permitted values include:  
  - Cannot be all zeroes  
  - Cannot be all nines  
  - Must be all numeric  
  - Must not be < 001010001  
  - Must not have 8 or 9 in the first character  
  - Must not have 00 in the fourth and fifth positions  |
| UPIN/AMD ID             | Text            | No                    | UPIN: A unique number assigned to every individual whose record(s) is entered into the VAF. Must be 8 alphanumeric characters. Permitted values include:  
  - Uppercase or lowercase ‘V’ followed by 5 to 7 numbers and/or uppercase or lowercase consonants. Vowels will not be accepted in this field.  
  - AMD ID: The unique number assigned to every appeals case. ‘AMD’ Followed by 6 numbers. Special characters will not be accepted in this field.                                                                                      |
| Ethnicity               | Radio Button    | Yes                   | The ethnicity of a subject. Permitted values include:  
  - Hispanic or Latino  
  - Not Hispanic or Latino  |
| Race                    | Checkbox        | No                    | The race and/or ethnicity of a subject. Permitted values include:  
  - Asian  
  - Black or African American  
  - American Indian or Alaskan Native  
  - Native Hawaiian or Other Pacific Islander  
  - White  |
| State of Residence      | Text Code       | Yes                   | Code representing the state, U.S. province, or U.S. territory in which a subject currently resides. Permitted values include:  
  - Applicable values for U.S. locations from Code Table POB SOR CODES (U.S. States)  |

<table>
<thead>
<tr>
<th>Code/Description</th>
<th>Code/Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>AK</td>
<td>Alaska</td>
</tr>
<tr>
<td>AL</td>
<td>Alabama</td>
</tr>
<tr>
<td>AM</td>
<td>American Samoa</td>
</tr>
<tr>
<td>AR</td>
<td>Arkansas</td>
</tr>
<tr>
<td>AZ</td>
<td>Arizona</td>
</tr>
<tr>
<td>BK</td>
<td>Baker Island</td>
</tr>
<tr>
<td>CA</td>
<td>California</td>
</tr>
<tr>
<td>CG</td>
<td>Caroline Islands</td>
</tr>
<tr>
<td>CO</td>
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<td>Missouri</td>
</tr>
<tr>
<td>MS</td>
<td>Mississippi</td>
</tr>
<tr>
<td>MT</td>
<td>Montana</td>
</tr>
<tr>
<td>MW</td>
<td>Midway Islands</td>
</tr>
<tr>
<td>NB</td>
<td>Nebraska</td>
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<td>NC</td>
<td>North Carolina</td>
</tr>
<tr>
<td>ND</td>
<td>North Dakota</td>
</tr>
<tr>
<td>NH</td>
<td>New Hampshire</td>
</tr>
<tr>
<td>NJ</td>
<td>New Jersey</td>
</tr>
<tr>
<td>Field Name</td>
<td>Field Type</td>
</tr>
<tr>
<td>--------------</td>
<td>------------</td>
</tr>
<tr>
<td>CZ</td>
<td>Canal Zone</td>
</tr>
<tr>
<td>DC</td>
<td>Dist of Columbia</td>
</tr>
<tr>
<td>DE</td>
<td>Delaware</td>
</tr>
<tr>
<td>FL</td>
<td>Florida</td>
</tr>
<tr>
<td>FS</td>
<td>Federated States of Micronesia</td>
</tr>
<tr>
<td>OR</td>
<td>Oregon</td>
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<td>Howland Islands</td>
</tr>
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<td>Illinois</td>
</tr>
<tr>
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<td>Indiana</td>
</tr>
<tr>
<td>JI</td>
<td>Johnston Atoll</td>
</tr>
<tr>
<td>JR</td>
<td>Jarvis Island</td>
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<tr>
<td>KS</td>
<td>Kansas</td>
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<tr>
<td>KY</td>
<td>Kentucky</td>
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<tr>
<td>LA</td>
<td>Louisiana</td>
</tr>
<tr>
<td>MA</td>
<td>Massachusetts</td>
</tr>
<tr>
<td>MD</td>
<td>Maryland</td>
</tr>
<tr>
<td>ME</td>
<td>Maine</td>
</tr>
<tr>
<td>MH</td>
<td>Marshall Islands</td>
</tr>
<tr>
<td>MI</td>
<td>Michigan</td>
</tr>
</tbody>
</table>

**Citizenship Status**
- Dropdown
- Yes
- This is a predictive typing field. The status of the subject’s
citizenship.
- Permitted values include:
  - Citizen
  - Non-U.S. Citizen
  - Non-U.S. Citizen (IAQ)

**Country of Citizenship**
- Text Code
- Yes
- A code specifying the country or countries, up to 3, in which the
subject claims citizenship.
- Field will automatically populate 'United States of America'
if 'Citizen' is selected in Citizenship Status field.

**Country of Citizenship 2**
- Text Code
- No
- A code specifying the country or countries, up to 3, in which the
subject claims citizenship.

**Country of Citizenship 3**
- Text Code
- No
- A code specifying the country or countries, up to 3, in which the
subject claims citizenship.
<table>
<thead>
<tr>
<th>Field Name</th>
<th>Field Type</th>
<th>Required Field (Y/N)?</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Transaction Purpose(s)</td>
<td>Checkbox or Numberic</td>
<td>Yes</td>
<td>A unique identifier which identifies the reason or purpose of the background check that an FFL/ASI/ORI is permitted to complete:</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• 01 Sale of hand gun</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• 02 Sale of long gun</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• 03 Sale of Other (Frame, Receiver, etc.)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• 05 Pre-pawn of hand gun</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• 06 Pre-pawn of long gun</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• 07 Pre-pawn of Other</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• 09 Redemption of hand gun</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• 10 Redemption of long gun</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• 11 Redemption of Other</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• 14 Gun permit</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• 15 Explosives – Responsible Persons</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• 16 Explosives – Possessor</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• 17 Explosives – State-initiated</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• 18 Explosives – Responsible Person-Renewal</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• 19 National Firearms Act background check</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• 20 ATF Firearms Licensee background check</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• 21 Nuclear Regulatory Commission background check</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• 22 Return of hand gun</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• 23 Return of long gun</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• 24 Return of Other</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• 25 Rental of hand gun</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• 26 Rental of long gun</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• 27 Private Sale hand gun</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• 28 Private Sale Long gun</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• 29 Private Sale Other</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• 30 Private Sale Returned to Seller Hand gun</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• 31 Private Sale Returned to Seller Long gun</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• 32 Private Sale Returned to Seller Other</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• Test</td>
</tr>
<tr>
<td>Field Name</td>
<td>Field Type</td>
<td>Required Field (Y/N)?</td>
<td>Description</td>
</tr>
<tr>
<td>------------------------------------</td>
<td>----------------------</td>
<td>-----------------------</td>
<td>---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
</tbody>
</table>
| Miscellaneous Number Type          | Expand Button / Dropdown | Yes                   | Selected types of miscellaneous numbers associated with a subject. Permitted values include:  
- Air Force Serial Number  
- Alien Admission Number  
- Alien Registration Number or USCIS  
- Army Serial Number, National Guard Serial Number, or Air National Guard Number regardless of state  
- Canadian Social Insurance Number  
- Driver’s License Number  
- Fingerprint Identification Number  
- Marine Corps Serial Number  
- Mariner’s Document or Identification Number  
- Navy Serial Number  
- Non-Immigrant Admissions Number  
- Other Agency ID  
- Passport Number  
- Personal Identification Number (this applies only to state-issued numbers)  
- Port Security Card Number  
- Royal Canadian Mounted Police Identification Number  
- Selective Service Number  
- U.S. Coast Guard Number  
- Veterans Administration Claim Number |
| Miscellaneous Number               | Expand Button / Text | Yes                   | US Citizens are required to enter in one MNU number.  
Non-US Citizens are required to enter in two MNU numbers.  
For Non-US Citizens, The first MNU must either be an Alien Registration(AR) number or a Non-Immigrant Admission(I9) number... |
| Non-Immigration with Visa Exceptions | Dropdown             | No                    | <insert definition>  
Permitted values include:  
- No  
- Not Answered  
- Yes |
| Contact Information: Contact Name | Text                 | No                    | The contact information provided by user when a NICS transaction is submitted to facilitate callbacks. |
| Contact Information: Callback Hours | Text                 | No                    | The contact information provided by user when a NICS transaction is submitted to facilitate callbacks. |
| Contact Information: Phone         | Text                 | No                    | The contact information provided by user when a NICS transaction is submitted to facilitate callbacks. |
| Miscellaneous Information          | Text                 | No                    | Free text box. |

4. Click the **Submit** button.
5. You will be taken to the Verify Search Information page. This page depicts the information entered on the ATF 4473 form in read-only.

![Verify Search Information Page](image)

**Figure 4-10: Verify Search Information Page**

5. Scroll down to the bottom of the Verification Page and re-enter the subject’s Last Name, First Name, and Middle Name.

6. Click ‘Submit’ at the bottom of the screen to submit the application to the NICS, or click ‘Previous’ to edit the form if information is listed incorrectly.

7. The Immediate Search Response page will display. The purpose of this page is to provide a NICS Transaction Number (NTN) and an immediate transaction status.

   a. The Transaction Information section provides the Last Name, First Name, NTN, Created Date, and Submitted User for the record.
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.

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

---

Figure 4-11: Transaction Information Section

Figure 4-12: Immediate Search Response Page – New 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.

8. Click the Submit button to return to the Home tab.

<table>
<thead>
<tr>
<th>Key Combination</th>
<th>Result</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alt + S</td>
<td>• Selects the ‘Submit’ button regardless of location on the page.</td>
</tr>
<tr>
<td>Tab</td>
<td>• Navigates from field to field without the need of a mouse</td>
</tr>
<tr>
<td>Spacebar</td>
<td>• Opens dropdown menu</td>
</tr>
</tbody>
</table>
Key Combination | Result
--- | ---
- Selects radio button
- Selects/Unselects checkboxes
- **Note**: Click the enter button to finalize selection

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

### 4.2 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.

![](image)

**Figure 4-16: E-Check – Submit a Search Request**

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

### 5. Check an NTN Status

The status of an NTN can be checked by selecting the ‘Check NTN Status’ link in the Processes section. The table below defines the different status types and depicts how they will appear in the NICS.
Table 4: NTN Status Descriptions

<table>
<thead>
<tr>
<th>Status</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>New</td>
<td>A new status can be retrieved by clicking the 'Retrieve Status' button.</td>
</tr>
<tr>
<td>Open</td>
<td>This NTN has passed the Brady Transfer Date.</td>
</tr>
<tr>
<td>Delayed</td>
<td>This NTN is in a Delayed status and the NICS is conducting further research on the transaction.</td>
</tr>
<tr>
<td>Researching</td>
<td>This NTN is being sent to the NICS to conduct further research.</td>
</tr>
<tr>
<td>Cancelled</td>
<td>This NTN was cancelled.</td>
</tr>
<tr>
<td>Denied</td>
<td>This NTN has received a final status of Denied.</td>
</tr>
<tr>
<td>Proceed</td>
<td>This NTN has received a final status of Proceed.</td>
</tr>
</tbody>
</table>

5.1 Check an NTN Status

The section below documents the steps necessary to check an NTN status via E-Check.

1. Select **Check NTN Status** from the Processes section.

![Figure 5-1: Check NTN Status](image)

2. 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.

2. Click the Submit button on the DisplayMDI screen.
3. The status will change to display ‘Delayed’ on the Check NTN Status page.

Figure 5-4: Retrieve Delayed Status

5.3 Retrieve a New Proceed Status

The section below documents the steps necessary to receive a ‘Proceed’ status notification.

1. Click the Retrieve Status button.

Figure 5-6: Retrieve Status from ‘New’ Status

2. The status of ‘Proceed’ will display on the Check NTN Status page.
5.4 Retrieve a Denied Status Before Brady Transfer Date

The section below documents the steps necessary to retrieve a ‘Denied’ status before the Brady Transfer Date.

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

![Retrieve Status from ‘New’ Link](image)

**Figure 5-8: 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.

![Denied Status Before Brady Transfer Date](image)

**Figure 5-9: Denied Status Before Brady Transfer Date**

6.5 Retrieve a Denied Status After Brady Transfer Date

The section below documents the steps necessary to retrieve a ‘Denied’ transaction after the Brady Transfer Date has passed.

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

![Retrieve Status from ‘New’ Status](image)

**Figure 5-10: Retrieve Status from ‘New’ Status**

2. The ‘Display Transaction Status’ window will appear because the Brady Transfer Date has passed. Click **Submit** after having reviewed the final response.
Figure 5-11: Display Transaction Status Window for Denied Transaction After Brady Transfer Date

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

Figure 5-12: Firearm Transfer Question

4. Click Submit.

5. The status of ‘Denied’ will now display on the Check NTN Status page.

Figure 5-13: Denied Transaction Status

6. **NTN History Query**

   6.1 **Query an NTN**

   Inquiries allow users to retrieve information based on a specific set of criteria. Multiple search criteria can be applied when querying an NTN. As an org lead, you will have the ability to search across all associated RDS keys for an NTN within the NTN History Inquiry. Org leads are seen as Primary Users for every FFL associated with the Org. The section below documents the steps necessary to query an NTN.
1. Click the **NTN History Query** from the Processes section.

![Figure 6-1: NTN History Query](image1)

2. Use one (or more) of the pre-populated Field dropdowns to select the criteria.

3. Enter the information to be searched in the Value field. Note: The more fields you use, the more specific the results will be.

![Figure 6-2: NTN History Query Search Criteria](image2)

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

**Table 5: NTN History Query Search Criteria**

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Field Type</th>
<th>Required Field (Y/N)?</th>
<th>Secondary Inquiry Criteria Enabled (Y/N)?</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>ASI</td>
<td>Text</td>
<td>No</td>
<td>No</td>
<td>The alternate search identifier number</td>
</tr>
<tr>
<td>FFL RDS Key</td>
<td>Text</td>
<td>No</td>
<td>No</td>
<td>The number associated with the FFL RDS Key (First 3 and last 5 numbers of the FFL Number)</td>
</tr>
<tr>
<td>Field Name</td>
<td>Field Type</td>
<td>Required Field (Y/N)?</td>
<td>Secondary Inquiry Criteria Enabled (Y/N)?</td>
<td>Description</td>
</tr>
<tr>
<td>-----------------</td>
<td>------------</td>
<td>------------------------</td>
<td>------------------------------------------</td>
<td>-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>NTN</td>
<td>Text</td>
<td>No</td>
<td>No</td>
<td>The number associated with the transaction</td>
</tr>
<tr>
<td>Firearm Transfer</td>
<td>Dropdown</td>
<td>No</td>
<td>No</td>
<td>The response given by the user when setting or retrieving the status of a denied transaction to the question 'Was the firearm transferred?' Permitted values include:</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>• No, the firearm did not transfer and I am acknowledging receipt of the Deny status</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>• Unknown; at this time, I do not know if the firearm transferred and I am acknowledging receipt of the Deny status</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>• Yes, the firearm transferred and I am acknowledging receipt of the Deny status</td>
</tr>
<tr>
<td>Create Date</td>
<td>Text</td>
<td>No</td>
<td>No</td>
<td>The date the NTN was created</td>
</tr>
<tr>
<td>Current Status Date</td>
<td>Text</td>
<td>No</td>
<td>No</td>
<td>The date the NTN status was changed or assigned</td>
</tr>
<tr>
<td>Status Retrieved Date</td>
<td>Text</td>
<td>No</td>
<td>No</td>
<td>The date the NTN status was retrieved</td>
</tr>
<tr>
<td>NTN Status</td>
<td>Dropdown</td>
<td>No</td>
<td>Yes</td>
<td>The status assigned to a transaction Applicable to State and FBI searches: • I = Initial Search (System-applied only)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Applicable to State Searches: • M = Submitted to State</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Applicable to FBI Searches: • D = Denied • P = Proceed • C = Cancelled • Y = Redo Cancel (System-applied only) • L = Delayed • V = Open • A = Under Appeal</td>
</tr>
<tr>
<td>Citizen</td>
<td>Dropdown</td>
<td>No</td>
<td>Yes</td>
<td>The citizenship of the subject. Permitted values include: • Citizen • Non-U.S. Citizen</td>
</tr>
<tr>
<td>State of Purchase</td>
<td>Dropdown</td>
<td>No</td>
<td>Yes</td>
<td>The state of purchase of the subject.</td>
</tr>
<tr>
<td>State of Residence</td>
<td>Dropdown</td>
<td>No</td>
<td>Yes</td>
<td>The state of residence of the subject.</td>
</tr>
<tr>
<td>Place of Birth</td>
<td>Dropdown</td>
<td>No</td>
<td>Yes</td>
<td>The place of birth of the subject.</td>
</tr>
<tr>
<td>Retrieved Indicator</td>
<td>Dropdown</td>
<td>No</td>
<td>Yes</td>
<td>Indicates whether the NTN status was retrieved. Permitted values: • Yes • No</td>
</tr>
<tr>
<td>Field Name</td>
<td>Field Type</td>
<td>Required Field (Y/N)?</td>
<td>Secondary Inquiry Criteria Enabled (Y/N)?</td>
<td>Description</td>
</tr>
<tr>
<td>---------------------</td>
<td>------------</td>
<td>-----------------------</td>
<td>-------------------------------------------</td>
<td>-----------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Region ID</td>
<td>Dropdown</td>
<td>No</td>
<td>Yes</td>
<td>Indicates the region to which the NTN is assigned</td>
</tr>
<tr>
<td>Expiration Date Start</td>
<td>Text</td>
<td>No</td>
<td>Yes</td>
<td>The expiration date of the NTN</td>
</tr>
<tr>
<td>ORI_ID</td>
<td>Text</td>
<td>No</td>
<td>Yes</td>
<td>The number associated with the ORI ID</td>
</tr>
<tr>
<td>Misc Indicators</td>
<td>Dropdown</td>
<td>No</td>
<td>Yes</td>
<td>Miscellaneous indicators for the NTN</td>
</tr>
</tbody>
</table>

4. Click the **Search** button to display the query results.

![NTN History Query Search](image)

**Figure 6-3: NTN History Query Search**

5. The search results will display in a list below the Inquiry Criteria. The first 100 search results will display on the first page.

6. Double-click the results to open the record.
Figure 6-4: NTN History Query Search Results

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

Figure 6-5: Double arrow icons used to display request details

8. To export the NTN results, select the Export button.
Figure 6-6: Export

9. Select the applicable Result Type and Output Format.
10. Click the OK button to continue.

Figure 6-7: 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.

11. Select the Open button.

Figure 6-8: Open

12. The Excel document will display. Print or save the document if applicable.
7. FFL User – Create

To create an FFL user, select the FFL User – Create process link on the Home tab.

1. Select the FFL User – Create process link.

2. Enter the User Information data in the required fields on the User Account page.
Figure 7-2: Account Information

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

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

Figure 7-3: Access Numbers

5. Select the appropriate field from the dropdown menu. Enter the Value to search and click the Search button.
6. The FFL Inquiry Results will display.
7. Select the checkbox next to the applicable FFL.
8. Click the Submit button.

9. The FFL RDS Key will display on the Access Number tab.
10. Click the Submit button.
Figure 7-6: Access Numbers

11. A success message will display.
12. Click the Reopen/Edit button to modify the FFL User account.

Figure 7-7: User Maintenance Success Message

8. User Accounts – Maintain

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

Figure 8-1: User Accounts – Maintain Process Link

1. Select the Inquiry Criteria criteria and enter the appropriate value.
Note: You may do a search based on only one field or multiple fields in order to better narrow the results.

![User Maintenance - Inquiry](image)

**Figure 8-2: User Maintenance – Inquiry**

After you click the search button, the system will only display active users in the search 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.

![Inquiry Results](image)

**Figure 8-3: Inquiry Results**

3. The User Account page will display in read-only mode. Select the Reopen/Edit button to enable you to modify the account.
Figure 8-4: User Account Page

4. Modify the Account Information as needed.

Figure 8-5: Account Information

5. Modify the Access Numbers tab as needed. If you only have one 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 in order to delete a related access number.
6. The Change Password tab is used to edit your password. Enter the old password and create and confirm a new password.

7. Click the Change Password button.

8. Click the Submit button to save all changes to the user account.

![Figure 8-6: Access Numbers Tab](image)

![Figure 8-7: Change Password Tab](image)