U.S. Department of Justice

Federal Bureau of Investigation

Clarksburg, WV 26306

TO: FEDERAL FIREARMS LICENSEES (FFL)

On November 30, 1998, the permanent provisions of the Brady Handgun Violence Prevention Act of 1993 (Brady Act) went into effect. The Brady Act required the U.S. Attorney General to establish a National Instant Criminal Background Check System (NICS) that any FFL could contact by telephone, or other electronic means, for information to be supplied immediately, on whether the receipt of the firearm by a prospective transferee would violate state or federal law.

In order to request a NICS background check, the FFL must first enroll in the NICS with the Federal Bureau of Investigation (FBI). This site includes but is not limited to the following:

- **Contact the NICS FFL Liaison Specialist**—E-mail the NICS Liaison Specialist with questions, comments, and/or new enrollments.

- **NICS Resolution Cards for Your Denied/Delayed Customers**—Order these NICS Resolution Cards online (50 card limit per request).

- **Update your FBI NICS FFL Contact Information**—If the NICS Section must contact your business, do we have the correct contact information on file for you? Now the FFL can update their contact information online by submitting a form to the NICS Section. Remember, if your main contact information has changed, the FFL must contact the Bureau of Alcohol, Tobacco, Firearms and Explosives (ATF) Licensing Center in writing by e-mail to nlc@atf.gov, fax 1-866-257-2749, or via U.S. mail to 244 Needy Road, Martinsburg, WV 25405.

- **Receive NICS Messages**—FFLs and their employees can receive e-mails pertaining to NICS system changes/outages/general updates, etc. The FFL will have the option to add their e-mail address, request the e-mail address on file be replaced with a new e-mail address, or ask to be removed from the e-mail list all together. There is no limit to how many store employees can request updates. The FFL number is a requirement for any request. Once added to the list, e-mails will be received from this address nicsfflupdates@leo.gov.

- **The FFL Enrollment Form**—Requires you pick a code word. Each time you contact the NICS Section telephonically, you will be asked to supply your code word and your FFL number for verification of your identity. This code word is used for authentication of your identity and should be treated as **confidential information**. Additionally, you can request to conduct your NICS transaction online by using the NICS E-Check 2.0. This requires the FFL to complete

sections 12-14 on the enrollment form. The FFL will be provided a user name and establish a password that will be used for authentication of your identity. The Enrollment Form Instructions are located on the backside of the enrollment form and should be read completely prior to completing the form.

- **The FFL Acknowledgment of Responsibilities under the NICS**—Outline the NICS-related responsibilities of each FFL. These responsibilities also apply to any FFLs, employees, agents, or other representatives. Any employee who will perform NICS background checks must read and comply with the policies and procedures outlined in the acknowledgment. Two signature pages are included in the agreement. The first signature page should be retained by the FFL. The second signature page is included on the enrollment form. This signature area must be signed by the licensee, witnessed, and returned to the FBI.

- **The NICS FFL User Manual**—Explains the NICS process.

- **The NICS Appeal Information**—For customers who are denied the purchase of a firearm based on a NICS background check. The appellant can file an appeal online or print the appeal brochure and fingerprint card to mail the appeal. Appeal packets are also available by calling the NICS Customer Service at 1-877-FBI-NICS (324-6427). The appellant begins the process via the website at www.fbi.gov/nics-appeals.

- **How to Obtain and Challenge your FBI Identification Record Brochur**e—For customers with a criminal history interested in obtaining their FBI record.

- **The NICS E-Check 2.0 Information**—Provides links to the NICS E-Check 2.0 website. It also illustrates the functionality, security, and benefits of the new and improved NICS E-Check 2.0.

- **The FFL Quick Reference Guide**—Provides a quick overview of the steps required in conducting a NICS background check.

- **The NICS Information Sheet**—Explains a delay response. This sheet should be distributed to prospective gun purchasers whose transactions have been **delayed**.

- **The NICS Delay Instruction Sheet**—Provides instructions for the FFL on the processing of the delayed firearm transaction.

The FFL has two possible ways to conduct a NICS transaction:

1. Internet—Conduct your NICS transactions online by utilizing the NICS E-Check 2.0. Aren't having two options to conduct your NICS transactions better than one? To enroll with the NICS E-Check 2.0, you must complete sections 12-14 on the enrollment form in addition to registering to use the NICS

E-Check on the dedicated website at www.nicsezcheckfbi.gov.

2. Telephonically—Once the NICS Section receives/completes your enrollment form, you will are automatically enrolled to conduct NICS transactions telephonically. Please be advised that calls may be monitored and recorded for any authorized purpose.

The NICS Section is dedicated to providing services to FFLs that enable your business to operate in an efficient and organized manner. One of the valuable tools that you can use to maximize efficiency and organization is the NICS E-Check. Please understand that we try to handle all incoming transactions as efficiently as possible; however, during the 2012–2013 peak season, it was not always possible to avoid hold times on the telephone. Even during those times of unprecedented transaction volume, the NICS E-Check was still running efficiently with an **average wait time of less than two minutes once the transaction was initiated**.

The NICS E-Check was upgraded on July 16, 2013 and now provides a new and improved user-friendly experience in navigating firearm checks. The NICS E-Check 2.0 allows you to access the system by using any browser on any device with Internet access, for example, computer, laptop, tablet, smart phone, etc. The FFL and/or manager receives administrative controls, which includes the ability to create and modify employee NICS E-Check accounts. You simply log in to the NICS E-Check 2.0 using a user name and password, similar to how many of us manage online accounts.

The NICS E-Check 2.0 offers many benefits which are listed below:

- You will have administrative controls and can create accounts for all employees you wish to have access to the NICS E-Check.
- You will be able to lock or suspend accounts for employees that have left the company or are on extended leave.
- You will be able to reset passwords for employees that have forgotten their password.
- You will be able to access the NICS E-Check using any computer or browser.
- Ability to retrieve background checks 24/7 regardless of whether initiated on NICS E-Check 2.0 or at the NICS Contracted Call Center.
- No hold times for the NICS Contracted Call Center.
- No hold times for an FBI NICS representative to review a transaction.
- Ability to print completed NICS background check search requests.
- The availability of messages regarding NICS operational status.

- Added customer protection against identity theft.
- Added safeguard against theft of license number and code word.

In addition to this letter, you have been provided instructions on how to register to use the NICS E-Check 2.0 and the features and testimonials of the NICS E-Check. Please use these documents to maximize the services offered to you by the NICS Section.

Please complete the FFL Enrollment Form and return it to the FBI within two weeks of receipt. You may return this document via facsimile at (304) 625-0897, e-mail at fbinicsteamcc@leo.gov, or mail to:

Federal Bureau of Investigation
NICS Section
Post Office Box 4278
Clarksburg, WV 26302-9951

You may also enroll by calling the NICS Customer Service at 1-877-FBI-NICS (324-6427), press option 2, and then option 4. However, if you enroll through the NICS Customer Service, you will only be enrolled to conduct your NICS transactions telephonically. To enroll for NICS E-Check 2.0 follow the enclosed instructions. All enrollment forms **must** be returned to the NICS Section containing the signature of the FFL and a witness. Your ability to perform the background checks required under the Brady Act is dependent on completion and return of the FFL Enrollment Form. **Upon utilization of your code word for the first time, you are acknowledging you have read and understand the obligations and responsibilities under the NICS as an FFL.**

We look forward to working with you. If you have questions regarding the materials online, please call the NICS Customer Service at 1-877-FBI-NICS (324-6427).

Sincerely yours,

Harold F. Brown
Acting Section Chief
NICS Section
CJIS Division

How to Register to Use the NICS E-Check 2.0

You may register to use the NICS E-Check 2.0 by doing the following:

- Visit the FBI NICS E-Check website at www.nicsezcheckfbi.gov.
- Click on the link that states “Register to use the FBI NICS E-Check.”
- Agree to the Terms and Conditions.
- Complete the Account Request form.

- Click on the “Registration” block at the bottom of the page.
- An Account Request Confirmation page appears.
- Click “Show populated enrollment form” block at bottom of page.
- Print and sign the completed enrollment form.
- Fax form to 1-888-550-6427 or e-mail it to fbinicsteamcc@leo.gov.
- A user name will be e-mailed to the e-mail address you provided during registration.
- Additional instructions will be provided in the e-mail on how to obtain your password.

******Submit only one registration and enrollment form—This employee will be the administrative user and will create accounts for other employees. You may designate other employees as primary users (administrative users) and they will also be able to create and modify accounts.***

FBI NICS E-Check User Guide

You may access the complete NICS E-Check User Guide by doing the following:

- Go to www.nicsezcheckfbi.gov.
- Click on the link that states “Access the FBI NICS E-Check Help Pages.”
- Click on the link that states “User’s Guide (PDF).”

Please be advised, prior to enrolling to use the NICS E-Check 2.0, the FFL must:

1. Complete and return the NICS enrollment form with sections 12-14 populated.

2. Register to use the NICS E-Check on the dedicated website at www.nicsezcheckfbi.gov.

Once both steps have been completed, the NICS Section will begin processing your enrollment and you will receive and e-mail with your assigned user name and a link to retrieve your temporary password.

If you have questions regarding the NICS E-Check 2.0, please contact the NICS E-Check Customer Service at 1-877-FBI-NICS (324-6427), option 2, and then option 5.

Features and Testimonials of the FBI NICS E-Check

FFL NICS E-Check 2.0 User Testimonials

“The NICS E-Check system is wonderful. I use it exclusively and have never had a problem. My customers are amazed at how fast things go and how efficient the entire system is.”

“I have been using the E-check since I became an FFL over a year ago. It is fast, efficient, and I have had no issues whatsoever.”

“I've been using E-Check for years without any trouble and I have limited computer skills.”

“I do all my NICS checks online—always have—love it.”