U.S. Department of Justice
Federal Bureau of Investigation
Criminal Justice Information Services Division

Deny

The National Instant Criminal Background Check System (NICS) is a descriptor-based name search. If you believe you have been **erroneously denied** you may submit a request to appeal the deny decision.

The agency which processed your NICS transaction is required to have an appeal process. You may make application first to the ***denying agency***, i.e., either the state or local law enforcement agency that processed your transaction. As an alternative to appealing directly through the denying agency, you may elect to submit your appeal request to the FBI Criminal Justice Information Services Division's NICS Section.

The NICS Appeal Web site was established to help guide NICS *Denied* appellants through the appeal process.

http://www.fbi.gov/nics-appeals

For customers without Internet access, you may mail an appeal request to the address listed below:

FBI NICS Section
Attention: Appeal Services Team
P.O. Box 4278
Clarksburg, WV 26302-9922

The appeal submission **must** include:

- ✓ Request the reason for your denial
- ✓ NICS Transaction Number (NTN)
- ✓ Your full name
- ✓ Your address
- ✓ Your phone number

You will be notified via U.S. mail once the status of your appeal is determined.

Positive proof of identification is needed to make a final determination on many appeal requests for a denied decision. Providing a set of your rolled fingerprint impressions prepared by law enforcement or an authorized fingerprinting agency is highly recommended to help expedite your request to appeal a deny decision.

The NICS Section cannot release the reason for deny over the phone.

NICS Transaction Number (NTN):

(NTN Required to Appeal) September 2013

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Delay

The National Instant Criminal Background Check System (NICS) is a descriptor-based name search. If you are experiencing an extended delay, you may submit a request to appeal the delay decision.

The NICS Appeal Web site was established to help guide NICS *Delayed* appellants through the appeal process.

http://www.fbi.gov/nics-appeals

You will be notified via U.S. mail once the status of your appeal is determined.

For customers with no Internet access, you may mail the appeal request to:

FBI NICS Section
Attention: Appeal Services Team
P.O. Box 4278
Clarksburg, WV 26302-9922

The appeal submission **must** include:

- ✓ Request the reason for your delay
- ✓ NICS Transaction Number (NTN)
- ✓ Your full name
- ✓ Your address
- ✓ Your phone number
- ✓ Positive proof of your identity

Positive proof of your identity requires that you provide a set of your rolled fingerprint impressions prepared by a law enforcement or other authorized fingerprinting agency. A fingerprint card can be downloaded from the Web site or will be mailed to you if you have no Internet access.

The NICS Section cannot release the reason for delay over the phone.

A delayed NTN will be purged from the NICS within 88 days from creation. The NICS Section suggests that you wait at least 30 days prior to filing an appeal on a delay to give the NICS Section's staff time to complete the initial transaction. If your original background check is completed, the Federal Firearm Licensee will be notified with a final status.

NICS Transaction Number (NTN):

(NTN Required to Appeal) September 2013