

# NICS FFL Quick Reference Guide

## Contact Information

To Request a NICS Background Check ..... 1-877-FBI-NICS (Option 1)  
General NICS Information\* ..... 1-877-FBI-NICS (Option 2,4)  
ATF Distribution Center ..... 1-240-828-5316 (ATF Forms)  
ATF Licensing Center ..... 1-866-668-2750

## Website Information

NICS FFL Website ..... [www.fbi.gov/nics-ffl](http://www.fbi.gov/nics-ffl)  
NICS E-Check Website ..... [www.nicsezcheckfbi.gov](http://www.nicsezcheckfbi.gov)  
NICS Website ..... [www.fbi.gov/nics](http://www.fbi.gov/nics)

## Hours of Operation

**8 a.m.-1 a.m. Eastern Standard Time**  
**7 Days a week (Except Christmas Day)**

**NICS E-Check available 24/7**

## Contact the FFL Liaison Specialists

**The NICS Section has dedicated Liaison Specialists to assist you in the following areas:**

- Enrollment
- Code word changes/modifications
- Activation and deactivation of NICS privileges
- Troubleshooting system access
- Educating the FFLs and their employees on the NICS via telephone or by representing the NICS Section at various conventions and seminar

**Contact the FFL Liaison Specialists:**  
[nicслиaison@fbi.gov](mailto:nicслиaison@fbi.gov)

## Letter Verification Used by the NICS Section

A-Alpha	N-November
B-Bravo	O-Oscar
C-Charlie	P-Papa
D-Delta	Q-Quebec
E-Echo	R-Romeo
F-Foxtrot	S-Sierra
G-Gulf	T-Tango
H-Hotel	U-Uniform
I-India	V-Victor
I-Juliet	W-Whiskey
K-Kilo	X-X-Ray
L-Lima	Y-Yankee
M-Mike	Z-Zulu

**NICS FFL Website: [www.fbi.gov/nics-ffl](http://www.fbi.gov/nics-ffl)**

- FFL manual
- Appeal/Firearm-Related Challenge information
- NICS E-Check information
- Enrollment information
- E-mail the FFL Liaison Specialists
- View the NICS E-Check Tutorial videos
- Sign up to receive NICS messages and updates via e-mail
- Order NICS Resolution Cards for your denied and/or extended delayed customers

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## What is a Business Day?

A business day is any 24-hour day beginning at 12:01 a.m. the day after a check was initiated, in which state offices are open. A business day does not include Saturday, Sunday, or state holidays.

The table below advises when a firearm can be transferred if no response is received:

NICS Contacted On	Can Legally Transfer On**
Sunday	Thursday
Monday	Friday
Tuesday	Saturday
Wednesday	Tuesday
Thursday	Wednesday
Friday	Thursday
Saturday	Thursday

\*\*The transfer day may differ depending on state holidays and/or state law.