



# An FFL Tip Sheet for Processing NICS Checks for Non-U.S. Citizens/Aliens



All Aliens, no matter the status, must have the following two items:

- 1) A valid form of identification; and
- 2) A valid alien number\* (which will be provided to question 13 on the ATF Form 4473.)

## Immigrant Alien or LPR

### Description

- Granted permanent residence in the United States
- Most are known as LPR
- Must Carry evidence of their status
- Status, in majority of cases, is granted for life

### Identification

- Identification will Indicate “Permanent Resident”
- Card will have either an A#, AR# or USCIS#
- Number will be nine numeric digits in length
- No longer need proof of 90 days of residency

### Quick Form 4473 Check

- Question 12.a (Country of Citizenship)
- Question 12.d.1 (Alien admitted with nonimmigrant visa?) – will respond with “No”
- Question 12.d.2 (Exceptions) – N/A
- Question 13 (Alien Number) – 9 digit number

## Nonimmigrant Alien

### Description

- No intention of abandoning residence in another country
- Granted access to the United States for a specific purpose and for a temporary period of time

### Identification

- Identification will be either a Visa or Employment Authorization Card
- May have both an A#/AR#/USCIS# and an I-94#, either can be used for NICS purposes. The AR#/USCIS# is located on the Employment Authorization Card and the I-94# can be located at the CPB.gov website.
- I-94# is 11 numerical digits in length
- No longer need proof of 90 days of residency
- Not all need a valid exception, just those admitted under a Visa

### Quick Form 4473 Check

- Question 12.a (Country of Citizenship)
- Question 12.d.1 (Alien admitted with nonimmigrant visa?) – can be “No” or “Yes”
- Question 12.d.2 (Exceptions) – If “Yes” to 12.d.1 an exception is required to purchase a firearm – can respond “Yes” or “No”
- Question 13 (Alien Number) – 11 digit I-94 number
- Question 18.c (exception documentation) – populate if 12.d.2 is “Yes”

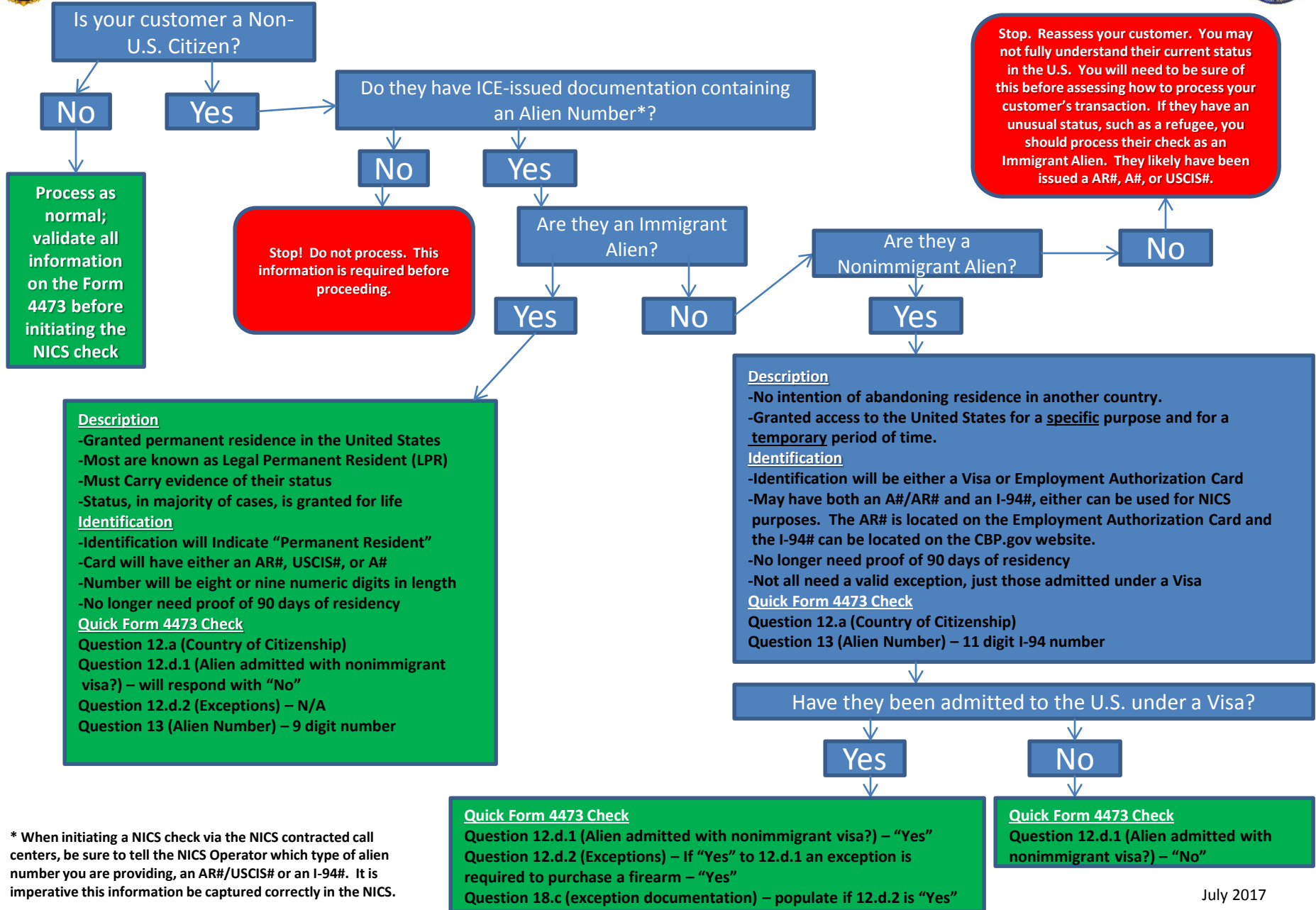
NICS—National Instant Criminal Background Check System  
 ICE—U.S. Immigration and Customs Enforcement  
 FFL—Federal Firearms Licensee  
 AR#—Alien Registration Number  
 A#—Alien Number  
 LPR—Legal Permanent Resident Alien  
 USCIS#—United States Citizenship and Immigrations Services Number  
 CBP—United States Customs and Border Patrol  
 Form I-94—Arrival and Departure Record

\*NICS Contracted Call Center user—be sure to tell the NICS Operator which type of alien number you are providing, either an AR# or an I-94#. It is imperative this information be captured correctly in the NICS. An incorrect number could adversely impact the results of the NICS check.

\*NICS E-Check users—once you choose a country of citizenship other than the United States of America, be sure to click on the “+” sign and enter the subject’s AR# or I-94#. Please remember to include only the numeric digits.



# An FFL Tip Sheet for Processing NICS Checks for Non-U.S. Citizens/Aliens



**Stop. Reassess your customer. You may not fully understand their current status in the U.S. You will need to be sure of this before assessing how to process your customer's transaction. If they have an unusual status, such as a refugee, you should process their check as an Immigrant Alien. They likely have been issued a AR#, A#, or USCIS#.**

**Process as normal; validate all information on the Form 4473 before initiating the NICS check**

**Stop! Do not process. This information is required before proceeding.**

**Description**

- Granted permanent residence in the United States
- Most are known as Legal Permanent Resident (LPR)
- Must Carry evidence of their status
- Status, in majority of cases, is granted for life

**Identification**

- Identification will Indicate "Permanent Resident"
- Card will have either an AR#, USCIS#, or A#
- Number will be eight or nine numeric digits in length
- No longer need proof of 90 days of residency

**Quick Form 4473 Check**

Question 12.a (Country of Citizenship)

Question 12.d.1 (Alien admitted with nonimmigrant visa?) – will respond with "No"

Question 12.d.2 (Exceptions) – N/A

Question 13 (Alien Number) – 9 digit number

**Description**

- No intention of abandoning residence in another country.
- Granted access to the United States for a specific purpose and for a temporary period of time.

**Identification**

- Identification will be either a Visa or Employment Authorization Card
- May have both an A#/AR# and an I-94#, either can be used for NICS purposes. The AR# is located on the Employment Authorization Card and the I-94# can be located on the CBP.gov website.
- No longer need proof of 90 days of residency
- Not all need a valid exception, just those admitted under a Visa

**Quick Form 4473 Check**

Question 12.a (Country of Citizenship)

Question 13 (Alien Number) – 11 digit I-94 number

**Quick Form 4473 Check**

Question 12.d.1 (Alien admitted with nonimmigrant visa?) – "Yes"

Question 12.d.2 (Exceptions) – If "Yes" to 12.d.1 an exception is required to purchase a firearm – "Yes"

Question 18.c (exception documentation) – populate if 12.d.2 is "Yes"

**Quick Form 4473 Check**

Question 12.d.1 (Alien admitted with nonimmigrant visa?) – "No"

\* When initiating a NICS check via the NICS contracted call centers, be sure to tell the NICS Operator which type of alien number you are providing, an AR#/USCIS# or an I-94#. It is imperative this information be captured correctly in the NICS.