

**FFL Officer/Employee Acknowledgment of Responsibilities**  
**under the**  
**National Instant Criminal Background Check System (NICS)**  
(10/07/02)

Being an officer or employee of the following named Federal Firearms Licensee (FFL):

Name of FFL	FFL Number	
Business Name (if different from FFL name)		
FFL Address		
City	State	Zip

I, the undersigned, hereby acknowledge that I have read and understand my obligations and responsibilities under the NICS as an FFL officer or employee, as detailed in the FBI outline: Responsibilities of a Federal Firearms Licensee (FFL) under the National Instant Criminal Background Check System (NICS) (10/07/02). In consideration of being permitted access to NICS-related information as part of my employment, I accept and agree to comply with these obligations and responsibilities. I further acknowledge my legal obligation to the NICS, my employing FFL, and affected firearms transferees to safeguard all NICS-related information to which I may be exposed and to protect it from unauthorized use or disclosure. I also acknowledge that all communications with the NICS, including telephone or electronic dial-up, are subject to monitoring and recording by the FBI or its representatives, and that my participation in any communications with the NICS constitutes my consent to such monitoring and recording.

Officer/employee signature	
Officer/employee name	
Date signed	

Witnessed on behalf of the FFL by:

Witness signature	
Witness name	

Witness title/position in FFL \_\_\_\_\_

**COMPLETED COPIES OF APPENDIX A TO BE RETAINED BY FFL  
DUPLICATE LOCALLY AS REQUIRED**