

Instructions:

1. Records for review must be submitted in the Template provided. No other forms will be accepted. No PDFs, No records in the body of the message and No modifications to the template please.
2. All fields in the template must be completed.
(If it doesn't apply, you may leave it blank or enter N/A)

Date Submitted	Last Name	First Name	Middle Name	CAD	NRI	DOB	Sex	POB	ARN in the NICS Index	ARN provided by Applicant	ARN(s) provided by ICE/IAR	Source	ICE/IAR Response	ICE Record ORI

Date Submitted: 12/02/2020 (2-digit month/2-digit day/4-digit year)

Last Name: Last name exactly as it appears in the NICS Indices.

First Name: First name exactly as it appears in the NICS Indices.

Middle Name: Middle name exactly as it appears in the NICS Indices.

NRI: Any and ALL NRIs associated with that individual. (VACBP6000).

DOB: DOB exactly as it appears in the NICS Indices.

Sex: Male or Female as it appears in the NICS Indices.

POB: Place of birth exactly as it appears in the NICS Indices.

ARI in the NICS Indices: **ARI** exactly as it appears in the NICS Indices (one to nine digits).

AR/I94 provided by applicant: If an IAR is not conducted which provides the AR/I94, can include the Passport Number or Social Security Number.

AR/I94 provided by ICE/IAR: AR/I94 exactly as provided in the Immigration Alien Response. If no IAR, please leave blank or enter NO IAR (Ex. A000000000/I912345678901).

SOURCE is the agency submitting the request. For example: NICS, BSS Appeal, FDLS, TXDPS, etc...

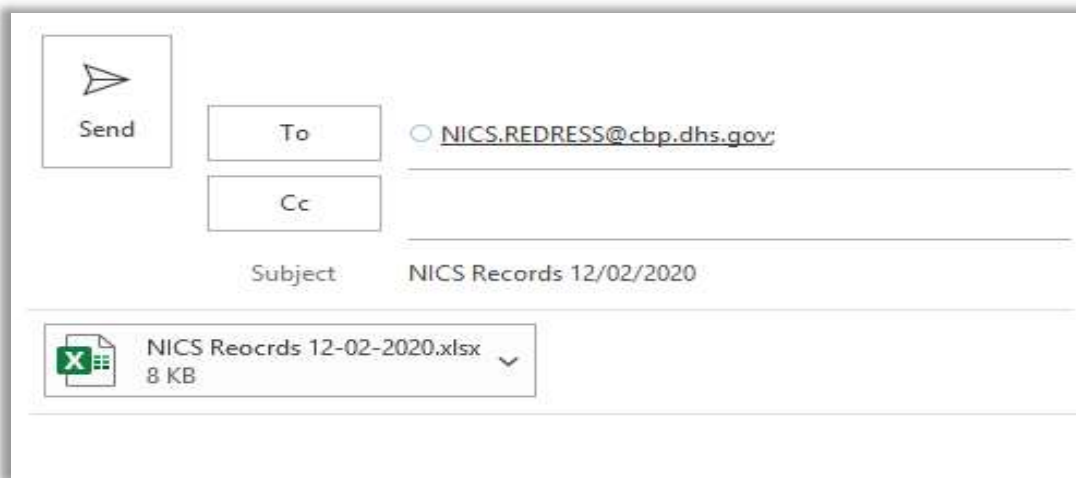
ICE/IAR Response: Please enter the portion of the IAR where it states the status of the individual being queried according to the IAR received. Ex. Subject is a United States citizen (USC), Subject is a Lawful Permanent Resident (LPR), etc...

CBP Record ORI is **VACBP6000**. If any records submitted fall outside any of this ORI, those records do not belong to CBP and must be resubmitted to the correct agency for review.

3. The contents submitted in NICS Records template must match the information within the NICS Indices to include preceding zeros in all ARNs.
For example: AR-025156125. (No spaces or hyphens please)

NRI must match the NICS Indices to include any secondary NRI numbers for subjects who may have been submitted under a different CBP ORI (VACBP6000). If one individual is listed in the NICS database twice under two separate NRIs, both NRIs are to be submitted for review.

4. Title of the attachment (NICS Records Template) **AND** subject line of the message must be the same. For example: Attachment: NICS Records (date of submission) – NICS Records 12/02/2020. Subject line: NICS Records 12/02/2020 as presented below.



The screenshot shows an email composition interface. In the top left is a 'Send' button with a paper plane icon. To its right are fields for 'To' and 'Cc'. The 'To' field contains the email address NICS.REDRESS@cbp.dhs.gov. Below these is the 'Subject' field, which contains the text 'NICS Records 12/02/2020'. At the bottom is the 'Attachments' section, which displays a single attachment: 'NICS Reocrds 12-02-2020.xlsx' with a size of '8 KB'. The attachment icon is a green Excel spreadsheet symbol.

5. Send to: NICS.REDRESS@cbp.dhs.gov.
6. When resubmitting records after your initial message was rejected due to deficiencies, please do not reply to the original message. Create a new message and re-attach the template with the corrections made.

Any submissions to the NICS.Redress Inbox not adhering to these parameters will be rejected.

Thank you for your cooperation,
NICS Redress Team