

Module 7

DISPOSITION OF FIREARMS



DCIN/NICS

Provided by
Criminal Information & Identification Section

Revised 7/24/2026

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Module 7 Title:	DISPOSITION OF FIREARMS
Purpose:	To present a guide on how to perform appropriate disposition firearm transactions, how to access criminal records, and how to enter data to NICS as applicable.
Training Objectives:	At the end of this instruction, Users will be able to achieve the following objectives: 1. Discuss and identify policies of the National Instant Check System (NICS) and transactions used for approved purposes for Disposition of Firearms. 2. Identify the agency responsibilities regarding review and maintaining of the monthly criminal record log (QCHL) as required by DCIN regulations.
Hours:	Two (2)
Instructional Method:	Lecture—Discussion—Live Demo—Workbook Exercises
Training Materials:	Training Manual Computer Web Browser High Speed Internet Connection Power Point Presentation
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Revised By:	Lindsay Bass Criminal Information Training Specialist DCIN Training Unit SBI Criminal Information and Identification Section

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Revised By:	Chris Wilson DCIN Training Unit Supervisor SBI Criminal Information and Identification Section
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Revised By:	Rusty Barnett Criminal Information Training Specialist DCIN Training Unit SBI Criminal Information and Identification Section

I. NATIONAL INSTANT CRIMINAL BACKGROUND CHECK SYSTEM

A. NICS Disposition (Return) of Firearm

1. In 1993, the Brady Handgun Violence Prevention Act established federal procedures to govern firearm purchases and created a national system for background checks required prior to firearm purchase or transfer.
 - a. The National Instant Criminal Background Check System (NICS) is codified in federal regulations — [28 CFR 25](#).
2. NICS is the national computer system maintained by the FBI for obtaining information on individuals who may be prohibited from receiving or possessing firearms under [federal law](#).
 - a. The Bureau of Alcohol, Tobacco, Firearms, and Explosives (most commonly known as ATF, also BATFE) governs [federal prohibitors](#) and enforces the [Brady Law](#).
3. Law enforcement agencies use NICS to return firearms under the agency's control to the owner. This is known as the Disposition of Firearms (DOF). Agencies use the DOF process to ensure the individual is legally entitled to receive or possess the firearm.
4. Federal Prohibitors must be reviewed. Chart located in [Omnixx Links](#)—NICS Info.
 - a. See [Federal Prohibitors Research Strategies](#) for assistance.
5. Only an authorized ORI(s) —designated terminal(s)— is allowed to access NICS for the disposition of firearms per FBI NICS regulations.
6. Each agency must identify a specific ORI or ORIs to use NICS transactions.
 - a. To activate or remove ORIs for NICS authorization, agencies must follow these steps:
 - 1) Complete the [NICS QDOF ORI Request](#) available in Omnixx Links-NICS Info.
 - 2) Once approved, you will receive an email that the request has been processed.
 - 3) TACs may submit changes at any time. If you have any questions, contact your SBI district training specialist.

B. NICS Authorized Uses & Purpose Identification Numbers (Pur ID)

1. Access to NICS Indices is restricted to personnel certified in:
 - a. All three as active certifications listed below for the purpose to return firearms to owners **ONLY** from authorized ORIs at their agencies:
 - 1) Module 1 — General Inquires **AND**
 - 2) Module 2 — Criminal Record Inquires **AND**
 - 3) Module 7 — Disposition of Firearms
2. The use of NICS for any other purpose is strictly prohibited. Misuse may result in administrative sanctions, suspension, or termination of NICS access, fines up to \$10,000, and/or criminal charges being filed by the FBI.
3. NICS Purpose ID Codes for returning firearms to owners:
 - a. Return of a Handgun — Purpose ID Code 22
 - 1) Handgun is a firearm such as a revolver or pistol designed to be held and fired with one hand.
 - b. Return of a Long Gun — Purpose ID Code 23
 - 1) Long gun is a shoulder weapon such as a rifle or shotgun with a barrel length of at least 16 inches.
 - c. Return of Other — Purpose ID Code 24
 - 1) For example, a frame or receiver from a firearm.
4. SCENARIO: What code to use for the return of multiple weapons? Choose the code corresponding to the most type of weapons.
 - a. IF an agency has 2 long guns and 3 handguns, Choose Handguns — Purpose ID Code 22.
 - b. IF an agency has an equal number of long guns and handguns, Choose Handguns — Purpose ID Code 22.

Note: *** **NEVER USE QH/QR TO RETURN FIREARMS.** ***
Only NLETS Transactions with Purpose ID Code F are allowed to supplement NICS checks (IQ/FQ, CIQ/CFQ. AQ/AR).

II. NICS QUERY AND RESPONSE

A. Query NICS Records Disposition of Firearms — QDOF

1. Transaction QDOF is used by law enforcement and criminal justice agencies to conduct background checks prior to returning a firearm back to the owner or prospective transferee. This ensures the individual is legally entitled to receive or possess the firearm.
2. See [DOF Transactions Workflow in DCIN](#) for a 4-step guide available in the Forms Section of Manual. Also available in [Omnixx Links](#)—NICS Info.

3. Each agency should verify the descriptive information provided by the potential transferee with a government-issued photo identification.
4. Required fields are ORI, OCA, PUR ID, ATN, OPR, NAM, RAC, SEX, DOB, SOR (State of Residence), CTZ (Citizenship), and COC (Country of Citizenship).
5. Optional fields, such as HGT, WGT, POB, SOC or MNU should be used when available. If SOC is used, then MNU must be blank.
6. If Citizenship (CTZ) is a Non-US Citizen (Code F), then Country of Citizenship (COC), Place of Birth (POB), and Miscellaneous Number (MNU) are required.
 - a. If Citizenship (CTZ) is Non-US Citizen (Code F), complete the **mandatory** [Supplemental Questions for Non-US Citizens](#) available in [Omnixx Links](#)—NICS Info. See [example](#) in Forms Section of Manual.
 - b. For all non-US Citizens (Code F), an automatic spin-off of an Immigration Alien Query (IAQ) transaction will be sent to Immigration and Customs Law Enforcement Support Center (ICE/LESC) as required by NICS and the US Attorney General.

B. QDOF response may be from one of the following:

1. **NICS Indices** — This file contains the name and personal data on individuals who are federally and state prohibited from purchasing and possessing a firearm.
2. **NICS Indices Illegal/Unlawful Aliens File** — This file contains information provided by the Immigration and Customs Enforcement (ICE) on illegal or unlawful aliens.
3. **NICS Indices Controlled Substance Abuse File** — This file contains information provided by the US Coast Guard, Department of Defense, Department of Veteran's Affairs, and some participating states on persons who are an unlawful user of or addicted to any controlled substance.
4. **NICS Indices Dishonorable Discharges File** — This file contains information provided by the US Coast Guard and Department of Defense on persons who have received a dishonorable discharge (DD) from the Armed Forces
 - a. To contact any branch of the military for information, see the [Military Reference Document](#) available in Omnixx Links-NICS Info.

5. **NICS Indices Citizenship Renunciants File** — This file contains information from the Department of State on persons who have renounced their United States citizenship.
6. **NICS Indices Mental Defectives/Commitments File** — This file contains information from the Department of Defense, Department of Veteran's Affairs, and some participating states on persons who have been adjudicated as a mental defective or have been committed to a mental institution.
7. **NCIC Persons Files**
 - a. Wanted Persons File
 - 1) Since August 2017, any query on a Wanted Person (QW) includes a search of the most recent six-months of denial records in the NICS Denied Transaction File.
 - 2) See [example](#) of a [NCIC Denied Transaction File](#) in the Forms Section in the Table of Contents.
 - 3) No hit confirmation is required when an agency receives the DTF Notification. For officer safety and investigative management, important information may be exchanged by contact between the agencies.
 - b. Protection Order File (verify order is active)
 - c. Immigration Violation File
 - d. Gang File
 - 1) When a positive hit is received from the NCIC Gang Member File, directly contact the ORI of the record entry to ask if they are aware of or possess any information that would prohibit the transfer of a firearm or issuance of a firearm related permit under state and federal law.
 - 2) [Guidance for NCIC Gang File Hit](#) can be found on [Omnixx Links](#) in the NICS Info category.
 - e. Violent Persons File
 - f. Foreign Fugitive File
 - g. Protective Interest File
 - h. Sex Offender Registration File
 - i. Threat Screening Center File
 - j. Supervised Release File
 - k. NICS Denied Transactions
 - l. Federal Bureau of Prisons (individuals under supervision—SENTRY)
8. **Interstate Identification Index (III)** — This file contains automated criminal record indexes of individuals who have been arrested and a valid FBI fingerprint card has been submitted and accepted.

9. **NC SBI Computerized Criminal History (CCH)** — This file contains automated criminal records of individuals who have been arrested and a valid SBI fingerprint card has been submitted and accepted.
10. **NC Persons Files**
 - a. NC Concealed Handgun Permit
 - b. NC Sex Offender Registration
 - c. NC DAC Records (Check probation status for possible prohibitor.)

NOTE: *The NC Administrative Office of the Courts (AOC) database is required by federal prohibitor of persons convicted in any court 18 USC § 922 (g)(1). AOC information is now found in [eCourts](#).*

III. NICS TRACKING NUMBERS FOR OTHER TRANSACTIONS

- A. The response from NICS will include a **NICS Transaction Number (NTN)**. The **NTN must be used in any subsequent transactions** (record retrieval, denial notification, etc.). The NTN will be utilized for auditing purposes by NICS. The NTN should be maintained in the agency's case file.
 1. If a NICS Indices match is found based on the inquiry, NICS will respond back with descriptive identifiers (similar to a National Name QH transaction response). Each matching NICS Indices record will contain a **NICS Record Identifier (NRI)**, which is similar to a NIC. The NRI must be used to retrieve that specific record.
 2. **SCENARIO:** When the motion to release a weapon back to the owner comes from the Court, the background check should be performed utilizing the **QDOF** transaction.
 - a. The Court may provide documentation such as:
 - 1) [AOC-CV-319](#) or [AOC-CV-321](#) for firearm/s surrendered as in a hearing about a domestic violence protective order.
 - 2) [AOC-CR-218](#) for firearm/s seized as evidence in a criminal trial of domestic violence.
 - b. **When no weapon is being returned**, always use the QH/QR transaction with Purpose ID Code D for a domestic violence or stalking case when requested by the judge or magistrate.
 - c. When it is time to release the weapon, the law enforcement agency which has the firearm in their possession may perform a QDOF transaction **prior** to returning the firearm to the owner.
 - d. This duplicate check may seem unnecessary. However, it is the responsibility of the **agency releasing the firearm** to ensure both federal and state laws are met.

3. **SCENARIO:** During a traffic stop, an officer is alerted to or observes a weapon in the vehicle (regardless of driver's concealed handgun permit status). The officer takes voluntary temporary possession of the firearm for safekeeping during the traffic stop. The officer contacts dispatch for a QDOF check on the owner. Dispatch responds that there are no hits in NCIC, III, nor NICS on the person. At the end of the stop, the officer returns the firearm to its owner.
 - a. When an officer takes lawful possession of a firearm (for whatever reason during the traffic stop), a NICS background check is permitted **prior to return** of the weapon to its owner.
 - b. In June 2024, NICS clarified the use of a NICS check during a traffic stop **only** when the officer has lawful physical custody of the firearm and prior to firearm's return to its owner.
 - c. The **QDOF may not be performed** for any investigative purpose which does not entail the physical possession of a weapon in the custody of law enforcement.

B. NICS Record Inquiry — QNR

1. This transaction is used to obtain a specific record maintained in NICS, NCIC, or DCIN files after a positive hit is received from any NICS Indices or other files searched from the QDOF transaction.
 - a. The QNR segment "Agency/Case Data" **requires** data entered into ORI, PUR, **NTN** (NICS Transaction Number), OPR, and ATN fields.
 - b. In the Person Data segment, NAM field must be used, **and** one of the following identifiers: FBI **or** NIC **or** NRI **or** SID.
 - c. Depending upon the numeric identifier used in the record inquiry, responses will vary. If using one of these identifiers:
 - 1) **FBI** — the complete NCIC/III record will be returned, along with any related out-of-state CCH records. NC/CCH records will also be checked.
 - 2) **NIC** — the specified NCIC record will be returned.
 - 3) **NRI** — the specified NICS Index record will be returned.
 - 4) **SID** — only a NC SID may be entered and the NC/CCH will be returned. NC SID can be used to retrieve NC/CCH records that may not be indexed in NCIC/III.

C. Enter State Denial Notification — NDN

1. If the individual is prohibited from receiving or possessing a firearm due to a state or federal prohibitor(s), the NICS Section **should be notified of the denied transfer**.
2. Perform the Enter State Denial Notification (NDN) transaction.
 - a. Enter NDN denial as soon as possible. This information is placed in the NICS Denied Transaction File. It is visible in NCIC for six months when a person is queried which is important for officer and public safety nationwide.

- b. The NDN can be sent up to 88 days from the day of QDOF. Every query is assigned a transaction number (NTN) which is valid for a limited time. The NTN is **mandatory** for NDN submission.
 - c. After 88 days, the NTN will expire. This would result in a REJECT of any later-entered NDN transaction.
 - d. NDN can be entered after the 89th day or later: perform a new QDOF with original Purpose ID code (22,23,24) to obtain a new NTN.
 - e. **You must document the reason** for the "second QDOF" on the same person and maintain the document to ensure this is not a misuse of NICS at time of audit.
- 3. NICS will keep the record as a denial transfer and retain for 120 years.
 - 4. If the NDN transaction is not received for a QDOF, NICS assumes that the QDOF resulted in the transfer of a firearm. The transaction is purged from the system log according to NICS purge criteria.

D. State Denial Overturned Message – NDO

- 1. This transaction allows the agency that entered the denial on an individual to remove the denial.
 - a. If an individual appeals a denial, and the denial is overturned, the agency that entered the denial **must perform** the NDO transaction to indicate the individual may now be eligible for transfer of a firearm.
 - b. NDO transaction is also used if a record was entered incorrectly.
- 2. There is **NO MODIFY** option in NDO transactions.
 - a. If denial had incorrect information, perform NDO to remove record. Then re-enter NDN transaction using the same NTN from earlier response to enter correct information
 - b. If the denial should never have been entered, the entering agency would perform the **NDO** transaction to remove the record.
- 3. If the individual challenges the accuracy of the record for which the decision was made to deny the possession or transfer of the firearm, the person should:
 - a. First, contact the agency that entered the record. This may be a law enforcement or criminal justice agency.
 - b. Second, appeal to an NC judge (either superior or district court) to authorize release of firearm/s. Only with a **signed court order** would an agency run another QDOF prior to release of the firearms in compliance with the court order.
 - c. Retain original court order and all documentation with agency file.

4. In March 2023 with the repeal of pistol purchase permits, North Carolina's NICS participation status changed to an ATF-Qualified State. The FBI's NICS no longer accepts direct challenges or provides reasons for denials.
 - a. If individuals believe they are wrongly "matched" to a NICS denial based on similar name and descriptors in the national database, provide the [Voluntary Appeal File](#) brochure available in [Omnixx Links](#)—NICS Info—NICS Resources to Applicants.

IV. NICS INDICES — FILE TRANSACTIONS

- A. New Record placed into NICS** allows all states, when applicable, to access unique information prior to the transfer of a firearm or issuance of a permit.
 1. Copies of all NICS Indices transactions should be printed and maintained in the case file for future reference.
- B. Query NICS Indices Record — QDP**
 1. Use this transaction to display a detailed NICS Indices record entered by your ORI.
 2. Only the agency that entered the record can display the record.
- C. Enter NICS Indices Record – EDP**
 1. The Enter NICS Indices Information Transaction (EDP) is used to enter an individual into the NICS Indices when an agency denies return of firearm to its owner based on federal or state prohibitors, other than a NICS Indices Record, NCIC Hot File record, or NCIC/III record.
 2. NICS Indices record entry should be made **only** if a firearm return is denied based on one or more of the following:
 - a. NC/CCH record not indexed in NCIC/III; **or**
 - b. Any state or local record which is considered a federal prohibition, such as proof that the individual has been adjudicated as a mental defective as documented in public records maintained by the Clerk of Superior Court; **or**
 - c. a North Carolina prohibitor.
 3. To identify the record subject, required fields are NAM, SEX, DOB, Category of Prohibited Persons (PCA), and Agency Record Identifier (ARI).

4. In the field of Category of Prohibited Persons (PCA), the code chosen controls subsequent fields. An optional field may become required when the following is entered:
 - a. **I—Conviction for a Misdemeanor Crime of Domestic Violence:** the Relationship to Victim (RTV) and the State Statute and Subsection (SST) fields are mandatory.
 - b. **J—State Prohibitor:** the State Prohibited Category (SPC) field is mandatory.
 - c. **H—Protection Restraining Order for Domestic Violence:** Expiration Date (EXP) field is mandatory.
5. Use optional fields whenever the information is available.
6. Upon successful transmission, NICS will respond back with a NICS Record Identifier (NRI), a number which is similar to a NIC number. This number, along with the printed screen, should be retained with all supporting documentation for future reference.

D. Modify NICS Indices Record — MDP

Perform the MDP transaction to add, change, or delete existing information in a record entered into the NICS Indices File.

E. Supplemental NICS Indices Record — SDP

Perform the SDP transaction to add specific identifiers (SOC, SMT, AKA) to an existing NICS Indices record.

F. Cancel NICS Indices Record — XDP

Perform the XDP transaction to cancel a NICS Indices record when the record should not have been entered or the initial reason for the denial is no longer a prohibiting factor. Only the entering ORI can cancel the record.

G. NICS Indices Retention

1. NICS will purge a NICS Indices record when the Date of Expiration (EXP) is reached, if one was entered.
2. Two weeks before Date of Expiration, agency will receive a notification from the NICS Indices indicating record will be purged. The notice will be sent to the ORI which entered the NICS Indices record.
3. If a record is entered and no expiration date is indicated, the record will be retained until the record subject reaches the 120th birthday or until removed by the entering agency.

V. RECENT FEDERAL ACTS & ATF GOVERNANCE

A. NICS Denial Notification Act of 2022

Since October 2022, FBI NICS notifies an agency when a Federal Firearms License (FFL) individual/company denies the purchase or transfer of a handgun to a person who resides in the agency's jurisdiction.

1. Within 24 hours of the FFL denial, a NICS notice is sent as an NCIC \$.H. DND unsolicited message.
2. The notification is an important flag to agencies for officer safety and public safety.
3. There is no legislative requirement for any action by the receiving agency; no response is required and no NICS query needs to be done.
4. See [example of a NICS Denial Notification](#) from Forms Section in Table of Contents.

NOTE: NICS query is NOT permitted for criminal investigations.

Do not perform QNP or QDOF for criminal investigations.

*NICS Purpose ID Codes are **NOT allowed** for agency criminal investigations. [NICS Authorized Uses](#) identifies consequences to NICS misuse in [Section B.2](#).*

B. NCIC Unsolicited \$.H.U21 Message — NICS Request & NC Response

1. In June 2022, the Bipartisan Safer Communities Act (BSCA) was signed into law to promote community-based violence prevention programs and address rising rates of gun violence especially by persons under age 21.
2. Federal law required NICS to expand background checks for persons under the age of 21 (U21) to include juvenile criminal and mental health records.
3. In November 2022, NICS implemented the U21 requirement to all 50 states. Your agency may receive a [NICS U21 Notification](#) if a person under the age 21 attempts to purchase a firearm from a Federal Firearms Licensee and provides an address within your jurisdiction.
 - a. See [example](#) from Forms Section in Table of Contents.
4. In February 2023, the NC Sheriffs' Association provided all NC county sheriffs with a legal interpretation of BSCA U21 in light of NC law.
 - a. [NCGS 7B-3100](#) prohibits the release of juvenile information to NICS or to any other federal entity without a court order to release such confidential information.
 - b. No federal law requires an NC law enforcement agency to provide juvenile information to NICS that is confidential under NC law.

- c. When AOC receives these requests from NICS, AOC is unable to provide the information due to the confidentiality of juvenile information under NC state law.
 - d. NICS recognizes various states' laws may prohibit sharing juvenile information. NICS accepts the NC response:
"Unable to share due to state law."
- 5. **Respond** within three (3) business days of receipt of NCIC U21 Message.
 - a. NICS must receive agency response **or** on the fourth day, the firearm sale automatically proceeds.
- 6. Email agency response to NICS_U21@FBI.GOV and include person's name, NTN, and appropriate response to request.
 - a. Do not include in email personal identifiers (PPI) such as date of birth, social security number, etc.
 - b. Consult agency legal counsel when appropriate.
 - c. Questions about the U21 Message may be addressed to the FBI by email to NICSLiaison@fbi.gov or call 844-265-6716.

NOTE: [NCGS 7B-101](#) defines a juvenile as less than 18 years of age. It is an **agency's discretion** whether or not to disclose information about an individual **age of 18-21**. Consult with your agency's legal counsel or contact the [NC Sheriffs' Association](#) for guidance.

C. Firearm Transfers by Law Enforcement to Nonresident

- 1. The Firearms Industry Programs Branch (FIPB) of the Bureau of Alcohol, Tobacco, Firearms and Explosives (ATF) responds to requests about firearms. FIPB states that a nonresidential law enforcement agency (LEA) does not have an exception under the Gun Control Act to give or transfer or dispose (return) firearms directly to a nonresident.
- 2. In those situations, LEA can transfer the nonresident's firearms to an FFL or transfer the firearms to another LEA in the transferee's state of residence, per 19 United States Code (U.S.C.) Section 925(a)(1).
 - a. Review the [ATF Guidance](#) document for specific directions and contact information. This is available in [Omnixx Links](#)–NICS Info.
- 3. For more information regarding ATF and the Gun Control Act, review [ATF's website on rules and regulations](#).

VI. DCIN CRIMINAL HISTORY INQUIRIES LOG

A. Inquiry — QCHL

1. Transaction used each month to comply with NCIC-DCIN-NICS rules regarding access and dissemination.
2. Log is created automatically as inquiries are performed.

B. Response

1. Provides a list of all criminal/investigative inquiries made at a specific terminal, including rejected transactions.
2. Responses also include the National Instant Check System (NICS) inquiries log for all NICS inquiries conducted on that specific device in the month to be reviewed.
 - a. Included are Disposition of Firearms (QDOF) transactions.
3. If there were no NICS inquiries performed, the NICS log will not be returned.
4. Logs must be maintained electronically or printed for one year.
5. Documentation must be kept on file for each inquiry made NICS and is subject to audit by the SBI & FBI.
6. Any errors, misuse, or possible violations must be reported to the SBI Compliance Unit within twenty (20) business days of the end of the month being reviewed. Use the [QCHL Error Reporting Form](#) available in [Omnixx Links](#)—Compliance.

Module 7

DISPOSITION OF FIREARMS

INDEPENDENT EXERCISES



DISPOSITION OF FIREARMS

1. If an individual is prohibited from receiving a firearm based on information not in NCIC, III, or NICS Indices, which transaction should be used to enter the denied person into the NICS Indices?
 - a. Enter NICS Denial (NDN)
 - b. Enter NICS Indices Information (EDP)
 - c. Query NICS Indices Record (QDP)
 - d. Denial Overturned Message (NDO)
2. The QH-QR transaction with Purpose ID Code **F** CANNOT be used instead of the NICS transaction QDOF to return a firearm.
 - a. True
 - b. False
3. Only specific ORIs (terminals) within each agency will have authorization to access NICS.
 - a. True
 - b. False
4. Which NICS number must be maintained within the agency's case file and used in any subsequent NICS transactions?
 - a. FBI
 - b. NTN
 - c. SID
 - d. CKN
5. If an individual is prohibited from receiving a firearm, the NICS Section should be notified using which of the following transactions?
 - a. Query NICS Record Disposition of Firearms (QDOF)
 - b. Query NICS Record (QNR)
 - c. Enter NICS Denial (NDN)
 - d. Denial Overturned Message (NDO)

Module 7

DISPOSITION OF FIREARMS

FORMS & EXAMPLES



SUPPLEMENTAL QUESTIONS FOR NON-US CITIZENS

[*Click here for printable form*](#)

Federal law makes it unlawful for aliens who are illegally or unlawfully in the United States to receive or possess firearms. In addition, subject to certain exemptions, aliens who are in a Non-Immigrant status are prohibited from possessing or receiving firearms in the United States.

Immigrant Alien – Legally accorded the privilege of residing permanently in the U.S. to work without restrictions. Typically, these individuals receive an ICE-Issued Permanent Resident Card/Green Card. ICE provides a United States Citizenship and Immigration Services (USCIS) #, which was formerly Alien Registration (AR) #.

Non-Immigrant Alien – An individual having permanent residency from another country but admitted into the U.S. for a temporary period of time, i.e., student, worker. ICE provides an I-94 # that can be obtained by the applicant from www.cbp.gov. In addition to the I-94#, those Non-Immigrants who work in the U.S. may also have an AR/USCIS #. Either number can be provided. NOTE: Most Non-Immigrants will be admitted into the U.S. under a Visa. It is necessary to know if the Non-Immigrant is under a Visa to make a final determination.

To determine if Non-U.S. Citizens are prohibited from possessing firearms under Federal law, it is necessary to obtain answers to the following questions.

- 1) Name _____
- 2) What is your country of citizenship? _____
- 3) What is your place of birth? (Country) _____

SELECT APPROPRIATE IMMIGRANT CLASSIFICATION: (only choose one)

- 4) Immigrant Alien? _____ ☐ YES ☐ NO

What is your ICE-issued AR/USCIS#? _____

If the answer to Question 4 is "YES", use "F" in the Citizenship (CTZ) field and enter the AR code and number in the Miscellaneous Number (MNU) field of the appropriate QDOF/QNP transaction.

- 5) Non-Immigrant Alien? _____ ☐ YES ☐ NO

What is your ICE-issued I-94#? _____

If the answer to Question 5 is "YES", proceed to Question 5a.

- 5a) Admitted under Non-Immigrant Visa? _____ ☐ YES ☐ NO

If the answer to Question 5a is "YES", proceed to Question 5b.

If the answer to Question 5a is "NO", use "F" in the Citizenship (CTZ) field, "N" in the Exception Documentation (EXC) field since an exception is not required and enter the AR code and number in the Miscellaneous Number (MNU) field of the appropriate QDOF/QNP transaction.

- 5b) Which of the following exceptions set forth in 18Z USC 922(y) do you meet? Please attach documentation to support your entitlement to the claimed exemption, if applicable.

- | | |
|--|--|
| ☐ Valid Hunting License/Permit = Y | ☐ Foreign Law Enforcement Officer = Y |
| ☐ Official Representative of a Foreign Government = Y | ☐ Waiver from Prohibition = Y |
| ☐ Foreign Government Official/Distinguished Visitor = Y | ☐ No Documentation Provided = N |

Validate the exception and then use "F" in the Citizenship (CTZ) field, "Y" in the Exception Documentation (EXC) field and enter the AN code and number in the Miscellaneous Number (MNU) field of the appropriate QDOF/QNP transaction. **NOTE:** If an exception is not provided, then use "N" in the Exception Documentation (EXC) field. This individual is prohibited. Do not initiate a transaction until they obtain an appropriate exception.

I certify that the above answers are true and correct.

Immigrant's Signature

20

Date

NICS DENIAL NOTIFICATION

The following is the denial notification that will be received when an individual is denied the attempted transfer of a firearm by an FFL. For more information see:

FIREARM DENIAL NOTICE:

A PERSON PURCHASING/RESIDING IN YOUR JURISDICTION WAS RECENTLY DENIED THE TRANSFER OF HANDGUN

THE FBI ENCOURAGES YOU TO **CONTACT YOUR LOCAL** BUREAU OF ALCOHOL, TOBACCO, FIREARMS AND EXPLOSIVES OFFICE PRIOR TO TAKING ACTION. CHARLESTON **ATF**, 304-234-5678

THE NATIONAL INSTANT CRIMINAL BACKGROUND CHECK SYSTEM (NICS) SECTION CONDUCTED A NAME SEARCH USING DESCRIPTIVE DATA, NOT FINGERPRINTS, FOR A FIREARM BACKGROUND CHECK WHICH WAS **DENIED ON 4/26/2022, 02:02:23PM** FOR:

NAME: DOE, JOHN L. **NTN: 102356748**

SEX: M RACE: W DATE OF BIRTH: 10-11-1990 PLACE OF BIRTH: WV

HEIGHT: 6'1" WEIGHT: 185 SOCIAL SECURITY NUMBER: 123-45-6789

RESIDENCE ADDRESS: 456 AMERICAN WAY, APPLE PIE, APPLE PIE COUNTY, WV 22445

INFORMATION RECEIVED INDICATES THE ATTEMPTED **PURCHASER IS PROHIBITED** FROM RECEIVING OR POSSESSING FIREARMS IN THE STATE OF PURCHASE AND/OR STATE OR RESIDENCE, BASED ON:

SUBJECT OF QUALIFYING PROTECTION ORDER

THE ATTEMPTED PURCHASE OCCURRED AT:

FIREARM DEALER: USA ARMS

ADDRESS: 123 MAIN STREET, HOMETOWN, HOMETOWN COUNTY WV, 23456

PHONE: 304-625-1002

SHOULD YOU HAVE QUESTIONS REGARDING THIS NOTIFICATION, PLEASE VISIT:

(Web address will be inserted when established WWW.FBI.GOV)

THIS NOTIFICATION WAS **ALSO PROVIDED TO THE FOLLOWING ORI(S):**

WV0470150 SO APPLE PIE COUNTY 304-478-0000

WV0625630 PD HOMETOWN 304-457-0000

NCIC UNSOLICITED \$.H.U21 MESSAGE

***** ACTION REQUESTED *****

IN ACCORDANCE WITH THE BIPARTISAN SAFER COMMUNITIES ACT, WHEN INDIVIDUALS UNDER 21 YEARS OF AGE SEEK THE TRANSFER OF A FIREARM THROUGH A FEDERAL FIREARMS LICENSEE, THE FBI NATIONAL INSTANT CRIMINAL BACKGROUND CHECK SYSTEM IS REQUIRED TO CONTACT YOUR AGENCY FOR INFORMATION. WE ARE PRIMARILY REACHING OUT TO YOU SEEKING RELEVANT JUVENILE INFORMATION ON THE SUBJECT BELOW. HOWEVER IF YOU HAVE KNOWLEDGE OF OR POSSESS ANY INFORMATION THAT COULD IMPACT THE SUBJECT'S ELIGIBILITY TO RECEIVE A FIREARM, **WE REQUEST YOU PROVIDE SUCH INFORMATION OR MAKE US AWARE** BY EMAILING (PLEASE **REPLACE THE SPACE WITH A PERIOD** IN THE EMAIL ADDRESS) NICS_U21@FBI.GOV

⇒ PLEASE RESPOND TO THIS REQUEST **WITHIN THREE BUSINESS DAYS** INCLUDING THE NICS TRANSACTION NUMBER (**NTN**) LISTED BELOW. PLEASE INDICATE WHETHER YOUR AGENCY DOES OR DOES NOT POSSESS PROHIBITING INFORMATION OR WHETHER YOUR AGENCY HAS KNOWLEDGE OF POTENTIALLY PROHIBITING INFORMATION FOR

NAME KANE, CITIZEN

NTN-102XWBNN

SEX M RACE W DATE OF BIRTH 19600409 PLACE OF BIRTH CA

HEIGHT WEIGHT SOCIAL SECURITY NUMBER 123456789

RESIDENCE ADDRESS: RR1 HAPPY RD, COUNTY, ANYTOWN, NC 25555

THE TYPES OF INFORMATION YOU MAY POSSESS INCLUDE BUT ARE NOT LIMITED TO AN INFERENCE OF DRUG USE WITHIN THE PAST YEAR, ACTIVE WARRANTS, ACTIVE PROTECTION ORDERS PENDING OR CONVICTED CRIMINAL CASES, OR MENTAL HEALTH ADJUDICATIONS. IF A MENTAL HEALTH ADJUDICATION IS LOCATED AND CANNOT BE SHARED DIRECTLY WITH THE NICS SECTION PLEASE INDICATE THIS IN YOUR EMAIL RESPONSE. IF YOU HAVE QUESTIONS REGARDING THIS REQUEST, PLEASE PROVIDE A NAME AND PHONE NUMBER AND THE NICS SECTION WILL CONTACT YOUR AGENCY FOR FURTHER DISCUSSION.

PLEASE NOTE (IN REGARDS TO MENTAL HEALTH ADJUDICATIONS), THE HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT OF 1996 (HIPAA) PRIVACY RULE TITLE 45 CODE OF FEDERAL REGULATIONS, SECTION 164 512(K)(7) WAS AMENDED IN 2016 (81 FEDERAL REGISTER 382-01) TO ALLOW COVERED ENTITIES TO DISCLOSE PROTECTED HEALTH INFORMATION TO THE NICS WITHOUT REQUIRING THE INDIVIDUALS CONSENT IN ORDER TO REPORT THE IDENTITIES OF INDIVIDUALS WHO ARE PROHIBITED FROM SHIPPING, TRANSPORTING, POSSESSING, OR RECEIVING A FIREARM BASED ON THE FEDERAL MENTAL HEALTH PROHIBITOR TITLE 18 UNITED STATES CODE SECTION 922(G)(4).

BELOW ARE **OTHER AGENCIES CONTACTED**:

ANYTOWN POLICE DEPARTMENT
NC COUNTY SHERIFF'S OFFICE

NICS Request for Information	
☐	Records/Information found
☐	Please contact the following agency/agencies
☐	No additional juvenile records
☒	Unable to share due to state law NC Response

DOF TRANSACTIONS WORKFLOW IN DCIN

QDOF Purpose IDs: 22–Handgun 23–Long Gun 24–Other

Step 1	Step 2	Step 3	Step 4
QDOF	QNR	NDN	EDP
Checks all NICS Files	Shows the full record	Alerts NICS of denial.	Enters denial record into NICS Indices.
No record? STOP	Returning weapon? STOP	Reason for denial found in NCIC, III, or NICS? STOP	STOP
Record? Go to Step 2	Denying weapon? Go to Step 3	Reason for denial NOT found in NCIC, III, or NICS? Go to Step 4	

DON'T FORGET!

- ✓ Conduct any other background investigations. (DMV, eCourts, etc.)
- ✓ If NDN entered, use NDO to remove, if needed.
- ✓ If EDP entered, use XDP to remove denial.

ANSWER KEY

Independent Exercises Module 7 – Disposition of Firearms

Review Questions

1. **B** — Enter NICS Indices Information (EDP)
2. **A** — True
3. **A** — True
4. **B** — NTN
5. **C** — Enter NICS Denial (NDN)

DCIN DIRECTORY FOR ASSISTANCE

Available on **Omnixx Links**

* **Click Here** *

CONTACT US

Division of Criminal Information Network

NEED HELP ?




HELP during the DAY — Monday-Friday 8am-5pm

Email / Call : Your District Trainer

Email : TACHelp@ncsbi.gov

Call : **(919) 773 - 7900**

Leave Voice Message on DCIN Help Line

Email : ServiceDesk@ncsbi.gov

HELP after 5:00 pm — Evenings, Holidays, Weekends

1. Contact NCSBI Service Desk

Call : **(919) 773 - 7900**

Email : ServiceDesk@ncsbi.gov

Send Message : Terminal PIB

2. Only if you need emergency assistance

Service Desk will forward you to the DCIN Help Line.

YOU MUST LEAVE A CLEAR VOICE MESSAGE for the system to notify the On Call Trainer to contact you ASAP.

**** ALL NON-EMERGENCY REQUESTS ****

Receive Responses on NEXT Business Day

Monday-Friday 8am-5pm

> New VPN Requests must be made online <

[Go to Omnixx-Links >IT-Assistance> VPN-Request](#)

Enter Username & Password (same for both): **loadid**

Excel Spreadsheet **Still Required**

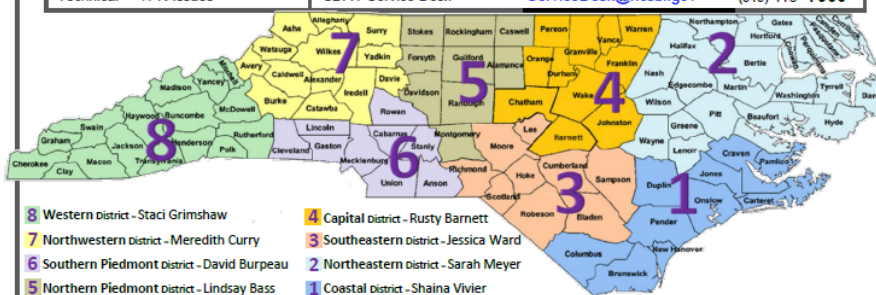


During Business Hours (Monday – Friday, 8-5 pm)

CONTACT DIRECTLY

Email Unit for Most Efficient Response

TOPIC	SBI Unit	Email	Phone
Access Agreements	Access Integrity Unit	AIUHelp@ncsbi.gov	(919) 582 - 8660
Audits	Compliance Unit	ARAHelp@ncsbi.gov	(919) 582 - 8640
Criminal History Corrections	CCH / NICS Unit	CIISHelp@ncsbi.gov	(919) 582 - 8668
Crime Reporting, UCR, NIBRS	Crime Reporting Unit	SBCrimeReport@ncsbi.gov	(919) 582 - 8680
DCIN-NCIC-NLETS Usage	DCIN Training Unit	TACHelp@ncsbi.gov	(919) 773 - 7900
DCIN Notification ListServ	SBI IT Service Desk	ServiceDesk@ncsbi.gov	(919) 773 - 7900
E Purpose Codes	Access Integrity Unit	EcodeHelp@ncsbi.gov	(919) 582 - 8660
EVOLVE – Record Validations	Compliance Unit	EVOLVEHelp@ncsbi.gov	(919) 582 - 8640
FBI – NICS Dispositions	CCH / NICS Unit	CIISHelp@ncsbi.gov	(919) 582 - 8668
Fingerprint Results	CIIS Customer Service Unit	CIISHelp@ncsbi.gov	(919) 582 - 8660
LASO - Local Agency Security	Compliance Unit	ARAHelp@ncsbi.gov	(919) 582 - 8640
ORI – Request NEW ORI	Compliance Unit	ORI@ncsbi.gov	(919) 582 - 8640
Permits Concealed Gun	Compliance Unit	CHPHelp@ncsbi.gov	(919) 582 - 8640
Sex Offender Registration	Sex Offender Coordination Unit	SORHelp@ncsbi.gov	(919) 582 - 8670
Security Awareness Training	Compliance Unit	SATHelp@ncsbi.gov	(919) 582 - 8640
TAC Support	DCIN Training Unit	TACHelp@ncsbi.gov	(919) 773 - 7900
Technical + VPN Issues	SBI IT Service Desk	ServiceDesk@ncsbi.gov	(919) 773 - 7900



**** Need Trainer's Phone & Email? Hover mouse over trainer's name or district # for Contact Card. ****

INSTRUCTIONS FOR CERTIFICATION TESTING ONLINE

1. Users must:

- a. Attend 90% of classroom instruction to be authorized to test.
- b. Coordinate testing with their Terminal Agency Coordinator (TAC) or Assistant TAC (ATAC). The TAC/ATAC will schedule a date/time for the testing and may specify a location where the testing is to occur. If a user takes a certification test without coordination with agency TAC/ATAC, the score will be deleted, and the user must retake the test. The user may be sanctioned by the SBI. A subsequent violation, after having been sanctioned, may result in revocation of the user's DCIN certification.
- c. Test within 15 consecutive calendar days at end of class instruction (includes weekends and holidays). Otherwise, test will expire and the user is required to attend class again.
- d. Score at least 80%. Users who score 80% or higher are immediately able to transmit the appropriate certification transactions.
 - 1) Any user that scores below 80% may take the test up to three (3) times at any time convenient for the user and the TAC/ATAC.
 - 2) If the user fails all three (3) attempts over the 15-consecutive-calendar-day test period, the user must attend DCIN class again.
- e. Confirm that they reviewed test results by clicking on the "I acknowledge reviewing my test results" at the bottom of the page. Their certification status will then be updated to reflect the new 2-year certification.
 - 1) Acknowledgement step must be completed BEFORE the Test Results page can be printed or the test status will not be saved.
 - 2) When the test is submitted for grading, the user will immediately receive a Test Results page displaying the test score and all questions and answers from the test. This allows users the ability to review missed test questions.
- f. Print, sign and date the test results. Give results to the TAC/ATAC for them to sign, date, and maintain on file for 2 years.

2. Test info:

- a. Includes 10 true/false and/or multiple-choice questions pulled at random from a pool of test questions.
- b. Timed at 30 minutes. After 30 minutes, the test will automatically submit for grading, even if unfinished.
- c. Users may use their training manual and class notes, but cannot receive assistance from any person.
- d. Cheating or assisting is cheating FRAUD and may result in certification revocation. Results of the investigation will be turned over to NC Department of Justice Training & Standards Division which may revoke other certification as well (law enforcement officer, criminal justice instructor, telecommunicator, and/or correctional officer certifications).

3. Recertification:

- a. Certification is good for two (2) years.
- b. Users can recertify within 30 days of expiration.
- c. Users can take recertification tests up to 365 days after their expiration dates have passed.
 - 1) Although users can access Omnixx Force, they cannot transmit transaction unless they successfully complete the specific test for each certification's transactions.
 - 2) If users do not have a passing score of 80% or higher on or before the 365th day, they will be required to attend DCIN class again and complete testing to obtain certification in appropriate module(s).