If your agency uses NICS, please have your NICS contributor complete the following information:

<table>
<thead>
<tr>
<th>Agency Name:</th>
</tr>
</thead>
<tbody>
<tr>
<td>ORI:</td>
</tr>
<tr>
<td>TAC:</td>
</tr>
<tr>
<td>NICS Contributor:</td>
</tr>
</tbody>
</table>

### 1. Does your agency process transfers of Semiautomatic Assault Rifles (SAR), handguns, and/or other (frames or receivers)?

- **a.** Are you using NICS for these transactions?  
- **b.** Are proceed NICS transactions destroyed within 24 hours?  
- **c.** Is the reason for the denial being provided to the FFL?  
- **d.** Does your agency provide the proceed, delay, or denial to the FFL within 10 business days?

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
</table>

### 2. Does your agency process Concealed Pistol Licenses (CPL) and/or Alien Firearm Licenses (AFL)?

- **a.** Are you using NICS for these transactions?

### 3. Are you performing Disposition of Firearms (DOF) (release of firearms from evidence)?

- **a.** Are you using NICS for these transactions?  
- **b.** Are you maintaining the NICS Transaction Number (NTN) and case number for a minimum of three years for audit purposes?

### 4. Did you answer yes to any of the NICS questions above? If so, please answer the following questions:

- **a.** Does your agency use the delay (NLN), denial (NDN), overturn (NDO), and proceed (NPN) message keys?  
- **b.** If your agency denied on a prohibitor not found on your QNP/QNR response, are you entering the subject into the NICS Indices using the full first, middle, and last name?  
- **c.** Does the agency maintain case files for all NICS denials and NICS Indices entries?  
- **d.** Is all documentation for denials that are overturned, destroyed within 24 hours?  
- **e.** If your agency were to run a NICS transaction on a non-US citizen, would you also submit an Immigration Alien Query (IAQ) using purpose code F?