Division of New York State Police

NYS NICS New Application Process for Dealers
User Guide
# Table of Contents

I. **Quick Access Dashboard** ................................................................. 3

II. **New Application** ........................................................................ 4

    1. **New Application** ................................................................. 4
    2. **Personal Information** ......................................................... 5
    3. **Identification Information** .................................................. 7
    4. **Residential Address** ............................................................ 10
    5. **Firearm Information** ............................................................ 11
    6. **Ammunition Information** ..................................................... 11
    7. **Review** .............................................................................. 12
    8. **Payment** ............................................................................ 12
    9. **Pay by Credit/Debit Card** .................................................. 13
   10. **Pay by Electronic Check** ..................................................... 17
I. Quick Access Dashboard

Pursuant to Executive Law § 228, New York has been designated a Point of Contact state for the purpose of processing National Instant Background Check (“NICS”) transactions. This means that starting on September 13, 2023, all background check requests for firearm, rifle, shotgun, and ammunition purchases will be submitted to the New York State Police, and dealers will no longer submit requests directly to FBI NICS.

Upon initial log in, you will be directed to your business account “Quick Access Dashboard”. Within the dashboard you will have the ability to view all applications that have been submitted on behalf of your business account by current date, up to a week back. Selecting the ‘Calendar’ icon allows you to view daily applications as far back as a week.

“Transaction Search” from the left-hand navigation gives you the ability to view all applications that have been processed by the business. You can locate an application based on the “Submission Date Range”, “State Transaction Number (STN)” or the “Applicant Information”.

Once an application has been submitted, you can monitor the application’s status on the dashboard or through the transactional search function. Statuses are updated as background checks are processed, be sure to check back periodically to see the updated status.

Common statuses you will see are:

- **Proceed** – These are automatic approvals. You may proceed with the sale.
- **Delayed** – An application will be delayed if a possible match is returned on the background check. NYS has 30 days, by law, to review an application before making a determination.
- **Expired** – Applications in a delayed status for more than a 30-day timeframe will be set to expired. A background check transaction is only valid for 30 days and will need to be resubmitted if this timeframe has elapsed.
II. New Application

1. New Application
   a. From the left-hand navigation select ‘New Application’
b. From the drop-down, select the ‘Transaction Type’ you wish to process
(For the purpose of this guide, All Handgun, Long gun and Ammunition
transaction types will be shown)

![Image of NYS NICS interface]

- From the drop-down, select the ‘Transaction Type’ you wish to process
(For the purpose of this guide, All Handgun, Long gun and Ammunition
transaction types will be shown)

- When complete, select the ‘Continue’ button

2. Personal Information
   a. The following fields are required and must be answered:
      - First Name
      - Middle Name/No Middle Name check box
      - Last Name
      - Gender
      - Height
      - Weight
      - Race
      - Ethnicity
      - Date of Birth
      - Prior Military Status
b. Within the “Additional Name/Aliases” section, complete the following fields:
   - Have you been known by any name or names other than the above?
   - If Yes:
     - First Name (Required)
     - Last Name (Required)

* You may add up to 5 additional names/aliases
c. Within the “Place of Birth” section, complete the following fields:
   • Country
   • State
     o Displays dynamically based on selection of “United States of America”
     o Drop down displays the most frequent states on top – NY, NJ, CT, MA, PA

   • City
     o This is a free text field

d. After every field has been answered from the “Personal Information” page, select the ‘Continue’ button

3. Identification Information
   a. The following fields are required and must be answered:
      • Occupation
        o This is a free form text field with a 100-character limit
• Do you have a valid Driver’s License?
  o If Yes, you will be asked for:
    ▪ Driver’s License State
      o Displays dynamically based on the selection of ‘Yes’ to the question above
    ▪ Driver’s License Number
      o Displays dynamically based on the selection of ‘Yes’ to the question above

• If No, you will be asked for:
  ▪ Type of valid government ID being used
    o Displays dynamically based on the selection of ‘No’ to the question above
  ▪ Valid Government ID Number
    o Displays dynamically based on the selection of ‘No’ to the question above

• U.S. Citizen
  o Country of Citizenship
  o Government ID
    ▪ Is the purchaser an alien who has been admitted to the United States under a nonimmigrant visa?
    ▪ These additional 3 questions dynamically display based on the selection of ‘No’ to U.S. Citizen question
**U.S. Citizen**
- [ ] Yes
- [x] No

**Country of Citizenship**
- [ ] Select One

**Government ID**
- [ ] Alien Registration Number
- [ ] Non-Immigrant Admissions Number

**Is the purchaser an alien who has been admitted to the United States under a nonimmigrant visa?**
- [ ] Yes
- [ ] No

- Social Security Number (SSN/SOC)
- Unique Personal Identification Number (UPIN)
  - If applicable

**SSN/SOC**

**Upn**
4. **Residential Address**
   a. Within the “Residential Address” section, the following fields are required and must be answered:
   
   ![Residential Address Form](image)

   - Street Address
   - City
   - State
   - Zip Code
   - County/Parish/Borough
   - Reside in City Limits

   b. Within the “Contact Information” section, the following fields are required and must be answered:

   ![Contact Information Form](image)

   - Email
   - Confirm Email
   - Primary Phone
c. When complete, select the ‘Continue’ button

5. **Firearms Information (This section will only appear for firearm transactions)**
   a. The following fields are required and must be answered:
      - Number of Firearms – Multiple Firearms can be submitted on a single application
      - Manufacturer Name
      - Firearm Type
         - Hand gun
         - Long gun
         - Frame only
      - Model
      - Serial Number – Required for Firearm Type of Hand gun
      - Caliber – optional for Firearm Type of Frame only

   ![Firearms Information Form]

b. When complete select the ‘Continue’ button

6. **Ammunition Information (This section will only appear for ammunition transactions)**
   a. The following fields are required and must be answered:
      - Number of Ammunition – Multiple Ammunition transactions can be submitted on a single application
      - Manufacturer Name
      - Caliber
      - Amount of Ammunition being purchased (number of rounds)
      - Ammunition Identification Number
         - Serial Number
b. When complete, select the ‘Continue’ button

7. Review
   a. You will now be directed to the “Review” page. From here you will be able to edit any information previously entered on the previous pages:
      • Start – Transaction Type
      • Personal Information
      • Identification Information
      • Residential Address
      • Firearm Information
      • Ammunition Information
   b. Once you have reviewed all the information and are ready to proceed, select the ‘Submit’ button

8. Payment
   a. You will now be directed to the “Payment” page within the application
   b. Select how you wish to pay from the Payment Type drop-down
      • Credit/Debit Card
Electronic Check

9. Dependent on selecting Credit/Debit Card from the drop-down, you will be prompted to the Credit/Debit Card page
   a. The following fields are required and must be answered:
      - First Name
      - Last Name
      - Address
      - City
      - State
      - Zip/Postal Code
      - Phone Number
      - Email
b. When complete, select the ‘Next’ button

c. Enter in your Payment Information. The following fields are required and must be answered:
   • Credit Card Number
   • Expiration Month
   • Expiration Year
   • Security Code
   • Name on Credit Card
d. When complete, select the ‘Next’ button

e. You will be brought to a payment review page. From here you may edit your payment information as needed. Once all information is accurate, select the ‘Submit Payment’ button
f. Once the payment has successfully been submitted, you will receive the “Confirmation” Information page

<table>
<thead>
<tr>
<th>Confirmation</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Transaction Information</strong></td>
</tr>
<tr>
<td>Please note the information below for your records and future use. You will be able to access this application using Transaction Search.</td>
</tr>
<tr>
<td><strong>State Transaction Number (STN):</strong></td>
</tr>
<tr>
<td>23041000570</td>
</tr>
<tr>
<td><strong>Applicant Name:</strong></td>
</tr>
<tr>
<td>Byron Byron Moore Moore I</td>
</tr>
<tr>
<td><strong>Submission Date:</strong></td>
</tr>
<tr>
<td>6/24/2023 2:57:57 PM</td>
</tr>
<tr>
<td><strong>Transaction Type:</strong></td>
</tr>
<tr>
<td>All Handguns, Long guns and Ammunition (Dealer)</td>
</tr>
<tr>
<td><strong>Amount Paid:</strong></td>
</tr>
<tr>
<td>$ 11.50</td>
</tr>
<tr>
<td><strong>Number of Firearms:</strong></td>
</tr>
<tr>
<td>2</td>
</tr>
<tr>
<td><strong>Number of Ammunition:</strong></td>
</tr>
<tr>
<td>1</td>
</tr>
</tbody>
</table>

Please refresh the page to see any status updates. You can also check the status from the Dashboard.

| Firearms Check Status: |
| Pending |
| Ammunition Check Status: |
| Pending |
10. If selecting Electronic Check from the drop-down, you will receive the Electronic Check page
   a. Check the box **only** if the payment is being funded by a foreign bank/company
   b. When complete, select the ‘Next’ button

   ![Electronic Check Page](image)

   c. Next you will be prompted to enter the Customer Information. The following fields are required and must be answered:
      - First Name
      - Last Name
      - Address
      - City
      - State
      - Zip/Postal Code
      - Phone Number
      - Email
d. When complete, select the ‘Next’ button

e. You will now be prompted to enter the Payment Information. The following fields are required and must be answered:
   - Name on Account
   - Is this a business account – Check box (if applicable)
   - Routing Number
   - Account Number
   - Re-enter Account Number
   - Checking/Savings – radio button
   - Payment Address is the same as Customer Information – Check box
f. Once information has been entered, select the ‘Next’ button

g. You will be presented with the payment review page, you may edit any information as necessary by using the “Edit” box in each section.

h. Once you have read the “Terms and Conditions”, select the “Yes, I authorize this transaction” check box.
i. Once complete, select the ‘Submit Payment’ button
j. Once the payment has successfully been submitted, you will receive the “Confirmation” Information page.

![Confirmation Page]

**Confirmation**

Congratulations! You have successfully submitted a New York National Instant Criminal Background Check System (NICS) request.

**Transaction Information**

- **State Transaction Number (STN):** 252400000085
- **Applicant Name:** Byron Byon Moore Moorer 1
- **Submission Date:** 6/31/2022 9:16:23 AM
- **Transaction Type:** Sale of Firearms (Firearms)
- **Amount Paid:** $ 0.00
- **Number of Firearms:** 1

Please note the information below for your records and future use. You will be able to access this application using Transaction Search.

**Dashboard**

Please refresh the page to see any status updates. You can also check the status from the Dashboard.

- **Firearms Check Status:** Pending
- **Ammo Check Status:** N/A