

SOP Number: 11.15	Page 1 of 3	Date Last Revised: 09/16/2019
Title: NICS Monitoring Services		

Disclaimer: The instructions provided are not inclusive and should serve only as a guide. They are not Bureau policy-mandated requirements.

NICS BUSINESS UNIT (NBU) PROCESSING OF REQUESTS FOR THE NICS MONITORING SERVICE (NMS) FOR THE FBI AND THE BUREAU OF ALCOHOL, TOBACCO, FIREARMS AND EXPLOSIVES (ATF)

The FBI or the ATF may contact the NICS Section in an attempt to obtain any NICS activity for individuals who are under criminal investigation for violations or potential violations of law. Most commonly, the requestor will contact the NICS Section in advance, of an attempted purchase, by an individual under a current criminal investigation. The following actions must occur when contacted by the FBI or the ATF requesting NMS.

A. REQUIREMENTS OF THE FBI AND the ATF PRIOR TO INITIATING A NMS REQUESTS

1. The requestor must submit a completed questionnaire (copy attached with this SOP) through e-mail to [redacted] for

[redacted]

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working on the NMS.

2. The BRT personnel must obtain [redacted] (when appropriate) and a written [redacted] to establish whether an investigation is currently being conducted on the subject of the inquiry. The NICS Section cannot initiate a NMS search unless the requestor provides information of an open and active investigation being conducted [redacted]

[redacted]

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3. The written request must contain the following information: requestor's name and contact information, [redacted]

[redacted] The BRT

personnel must ensure that questions or concerns regarding appropriate classification and dissemination marking guidelines are mitigated upon receipt of the request.

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B. THE NICS SECTION REVIEW OF THE NICS AUDIT LOG

The following steps are to be performed by the BRT personnel once a written request is received from the FBI or the ATF requesting NMS.

1. The BRT personnel or the NBU Management will forward the request to the appropriate NICS Legal Administrative Specialist(s) (LAS) for evaluation. The NICS LAS will evaluate the information provided by the requestor of the NMS to determine [redacted]

[redacted]

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The LAS will provide the eligibility determination to the BRT personnel for further processing.

2. The following are examples of the responses the BRT personnel will provide to the requestor in writing, via electronic communication:

- Thank you for your interest in the NICS Monitoring Service. Upon review of your request, it has been determined that [redacted]

[redacted]

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[redacted] See Title 28, Code of Federal Regulations (C.F.R.) § 25.9(b)(2)(i). The requestor may, if he/she wishes, provide additional information in support of the agency request; if he/she does, the request will be subject to renewed review.

- Thank you for your interest in the NICS Monitoring Service. Upon review of your request, it has been determined [redacted]

[redacted]

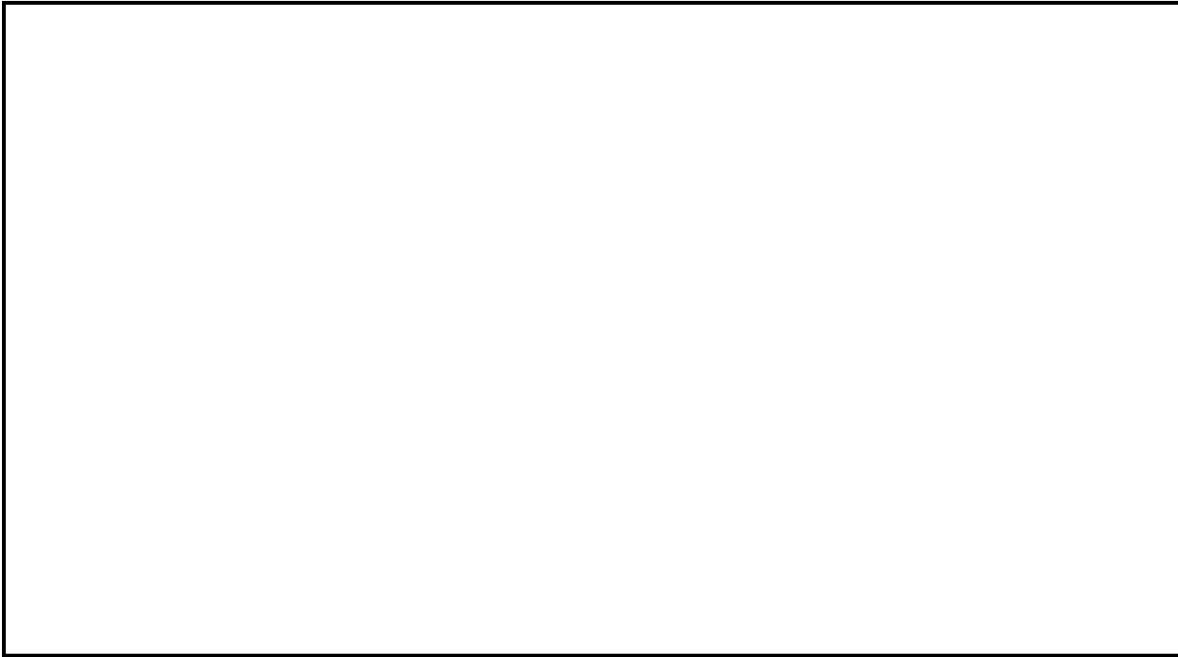
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[redacted] pursuant to Title 28 C.F.R. §

25.9(b)(2)(i). Details [redacted] may be shared with the FBI or the ATF per its request for the period indicated.

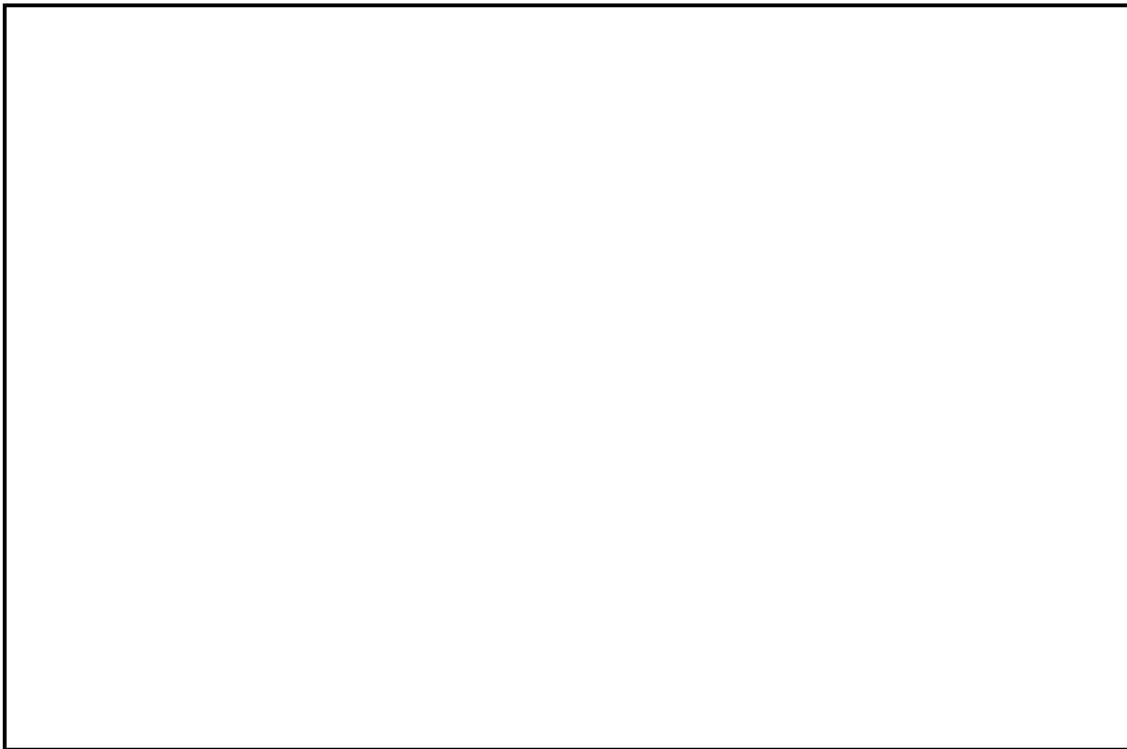
C. Criteria for LAS Evaluation of Legal Threshold

The LAS must review the requestor's completed NICS Monitoring Service Questionnaire to evaluate if the following criteria have been satisfied.



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D. THE BRT PERSONNEL PROCESS TO BEGIN THE NMS



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