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UTAH WEB BASED FIREARM BACKGROUND CHECK SYSTEM

Welcome to the Utah Bureau of Criminal Identification's web based background checks. This site is available to assist federally licensed firearms dealers in processing background checks for the purchase of a firearm.

You may reach our web site at <https://guncheck-agency.ps.utah.gov>

You must register with BCI to receive access; you will be assigned a unique identifier. Each person conducting background checks for your business will be required to sign a user agreement. Each person using the system will have a logon identification and password. A log of all transactions processed within the last 20 days will be available for review. You will be able to check on requests in research to see if they have been completed. The log will provide a list including status, name and transaction number. There will be no transaction number if the transaction is in research (delay) or pending status.

Multiple sessions may be used, as each person must logon independently. Each person's log will contain all backgrounds conducted using your agencies ID.

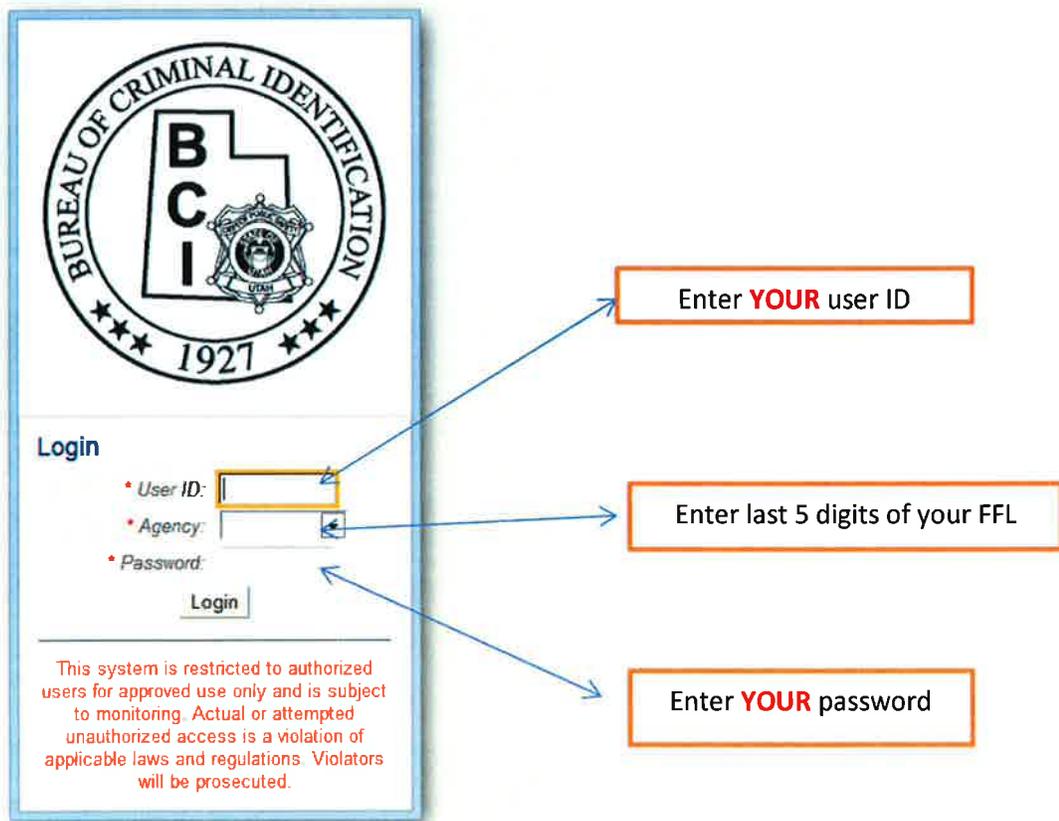
BCI feels this process will provide more dealers with the ability to conduct checks during high volume times without spending time on the phone waiting for an operator.

To receive access to run web -based background checks, or for any questions regarding your existing account, contact Lance at (801) 964-4517 or ltyler@utah.gov. You may fax the contracts to (801) 965-4002 or our toll free fax 877-879-6228.

You may find contracts for web system at publicsafety.utah.gov/bci/brady.html

Authentication Screen

The web address to begin firearms check on the web is <https://guncheck-agency.ps.utah.gov>. This will be the first screen when you open the web site. This screen will authenticate and identify each user.



Your User ID will be assigned by BCI. The Agency ID will be the last five digits of your FFL.

Message of the Day

Message of the Day: 9-3-2014

At the beginning of October we will be rolling on new background check systems both for those calling in checks and those using the web service to run their background checks. For those calling in checks you will not notice any difference in how we process your checks. For those using the web service, you will notice a difference in the format somewhat although it is very similar. The biggest change is you will no longer log in to ucjis.ps.utah.gov. The new URL will be forthcoming. When you log in you will see the message of the day as before and will then go to the Applicant Entry Screen. On the left side will be the tabs to view Today's Logs and the logs from the previous 20 days. Once you enter all the required fields and submit the check you will either be given the approval number or as in the past, will get a pop-up box that says "needs review". At this point, you will have to view your log for the day to see the outcome of approval, research, or prohibited. I will put out more info as it becomes available and will be available for questions.

OK

Please read the message of the day. This will contain current updates and/or important information.

Changing Your Password

This screen will allow you to change your password.

The screenshot shows a web interface for changing a password. At the top, a navigation bar includes the BCI logo, a user profile (User: lallen, Agency: BCI, Date: 2014 Sep 20), and a 'Change Password' button. The main form area is titled 'Change Password' and contains three input fields: 'Current password', 'New password', and 'Confirm new password'. A 'Change Password' button is located at the bottom of the form. Four callout boxes with arrows point to specific elements: 'Enter your CURRENT password' points to the 'Current password' field; 'Enter new password. Must be 8 characters in length.' points to the 'New password' field; 'Enter your new password a second time. Select "Change Password"' points to the 'Confirm new password' field and the 'Change Password' button; and 'Select "Change Password"' points to the button in the top navigation bar. The form also includes a list of password requirements: 'The new value must be 8 characters long', 'There must be at least one letter and one number in the new value', 'The new value can only contain characters a-z, A-Z, 0-9, or one of !*()_-=+.:;''[]{}', 'The new value cannot have 5 characters in a row the same as your existing password.', and 'The new value must never have been used before.'

Applicant Entry

This screen will be use to run the background check. All fields with an * must be filled. Entering the **UTAH STATE identification card number or driver's license number** will retrieve the person data. **Non-Utah residents or an alien/non-immigrant, or a CFP holder you must call BCI.**

The screenshot shows the 'Applicant Entry' form with the following fields and callouts:

- Driver License #:** 172443851 (Callout: Enter UTAH only ID or DL number then hit enter.)
- License State:** UT-UTAH
- Driver License Status:** VALD - VALID
- License Expiration Date:** 02/11/2018
- Purchase Information:**
 - Password:** [Redacted] (Callout: Enter YOUR password)
 - Purchase Type:** SH - Sale Handgun (Callout: Enter purchase type)
- Applicant Information:**
 - Social Security #:** [Redacted]
 - Last Name:** BEAR
 - First Name:** YOGI
 - Middle Name:** [Empty]
 - Birth Date:** 02/11/1990
 - Height:** 6 05
 - Gender:** Male
 - Weight:** 300
 - State of Residence:** UT-UTAH (Callout: Enter the buyer's State of Residence)
 - Country of Birth:** US-USA <UNITED STATES OF AMERICA>
 - Birth State:** UT (Callout: Enter the buyer's County of Birth)
 - US Citizen:** [Checked]
- Dealer Information:**
 - Dealer Name:** GUNNE
 - Dealer Phone #:** 801-999-9999 (Callout: Enter you store's Phone Number)

Buttons: Submit, Cancel

When all fields are completed hit the "Submit". This will send the request to search the files.

Background Check Processing

The background check searching the files.

The screenshot shows the QGB Applicant Entry form. The form is titled "Applicant Entry" and contains several sections: "Driver License Information", "Purchase Information", "Applicant Information", and "Dealer Information". The "Driver License Information" section shows "Driver License #:" (empty), "Driver License Status:" (VALID - VALID), and "License Expiration Date:" (03/23/2019). The "Purchase Information" section shows "Password:" (masked with dots) and "Purchase Type:" (SB - Sale Handgun and Long Gun). The "Applicant Information" section shows "Social Security #:" (empty), "Last Name:" (TYLER), "Middle Name:" (TODD), "First Name:" (LAWRENCE), "Birth Date:" (empty), "Height:" (5'10"), "Gender:" (Male), "Weight:" (174), "State of Residence:" (UT-UTAH), "Country of Birth:" (US-USA <UNITED STATES OF AME), "Birth State:" (IA), and "US Citizen:" (checked). The "Dealer Information" section shows "Dealer Name:" (GUNNIES). A modal dialog box is open in the center of the form, displaying "Checking for initial status on transaction." and "You can wait or click close to enter another applicant". The dialog box has a "Close" button. A blue arrow points from the "Close" button to a text box below the form.

Do not CLOSE until an approved or needs review status appears. If approve it will be green and a transaction number will be given. If needs review appears go to "Today's Log" (see next page).

Background Check Processing

The BCI files have been researched. You need to close and view the "Today's Log" for the result.

The screenshot shows the QGB Applicant Entry form. The form is divided into several sections: Applicant Information, Purchase Information, and Dealer Information. The Applicant Information section includes fields for Social Security #, Last Name (TYLER), First Name (LAWRENCE), Birth Date, Height (5'10"), Gender (Male), Weight (174), State of Residence (UT-UTAH), Country of Birth (US-USA <UNITED STATES OF AME), Birth State (IA), and US Citizen status (checked). The Purchase Information section includes Password and Purchase Type (SB - Sale Handgun and Long Gun). The Dealer Information section includes Dealer Name (GUNNIES) and Dealer Phone # (801-999-5999). A yellow pop-up message is displayed over the form, stating: "Checking for initial status on transaction. Initial status for transaction Needs Review. Click close to acknowledge the status and enter another applicant." A blue arrow points from the "Close" button in the pop-up message to a text box at the bottom of the page.

"Close" and go to "Today's Log" to wait for result.

Today's Log

User: ltyler
Agency: 34701
Date: 2014 Sep 20
Change Password
Logout

QGB

QGB

Applicant Entry
Today's Log
Daily Log Query

Daily Log Query Results

| Date/Time Started | Status | Last Name | First Name | Transaction # | Date/Time Finalized |
|-------------------|---------|-----------|------------|---------------|---------------------|
| 09/20/2014 08:01 | Pending | TYLER | LAWRENCE | | |

Query Refresh

You will need to click "Refresh" to obtain the result from BCI.

User: ltyler
Agency: 34701
Date: 2014 Sep 20
Change Password
Logout

QGB

QGB

Applicant Entry
Today's Log
Daily Log Query

Daily Log Query Results

| Date/Time Started | Status | Last Name | First Name | Transaction # | Date/Time Finalized |
|-------------------|----------|-----------|------------|---------------|---------------------|
| 09/20/2014 08:01 | Approved | TYLER | LAWRENCE | W14 | 09/20/2014 08:06 |

Query Refresh

Final status: **Approved, Research, Denied**

This will be the transaction number for this transaction. To be recorded on the ATF form 4473

Daily Log Query

You will be able to query any transaction result with in the last twenty days. By dates or by the buyer's name.

The screenshot shows the 'Daily Log Query' form with the following fields and options:

- From Date:
- To Date:
- From Time:
- To Time:
- Last Name:
- First Name:
- Status:
- Buttons: Submit, Clear

Enter a specific buyer's Last and First name.

or

Enter the dates and times you want to query. By hitting the space bar you will enter the current date and time in each field. At most, this query only gives previous twenty (20) days logs.

(ex 09/05/2014 – 09/24/2014)

Error Message

If you received this "Error Message" you need to contact BCI to complete your background check.

The screenshot shows a web application interface for BCI. At the top right, user information is displayed: User: flyler, Agency: 34701, Date: 2014 Sep 20, and a Logout button. The main content area is titled 'Applicant Entry' and contains a form with the following fields:

- Driver License #: 172443851
- License State: UT-UTAH
- Driver License Status: VALD - VALID
- License Expiration Date: (empty)
- Purchase Information: Special processing required for this check, please contact BCI (modal message)
- Applicant Information:
 - Social Security #: (empty)
 - Last Name: BEAR
 - First Name: YOGI
 - Middle Name: (empty)
 - Birth Date: 02/11/1950
 - Gender: Male
 - Height: 6'05"
 - Weight: 380
 - State of Residence: UT-UTAH
 - Country of Birth: US-USA <UNITED STATES OF AMERICA>
 - Birth State: UT
 - US Citizen:
- Dealer Information:
 - Dealer Name: GUNNERS
 - Dealer Phone #: 801-999-9999

A modal dialog box is centered on the screen with the text "Special processing required for this check, please contact BCI" and an "OK" button.