

BCI WebCheck System



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Utah WebCheck Firearm Background System Overview

Welcome to the Utah Bureau of Criminal Identification's WebCheck system! This site is available to assist federally licensed firearm dealers in processing background checks for the purchase/transfer/redemption of a firearm.

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

You must register with BCI to receive access. Each person conducting background checks for your business will be required to sign a Web User Contract and be issued a unique logon. Sharing of accounts is not permitted.

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 agency's ID.

The WebCheck system provides 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 the WebCheck system, or for any questions regarding your existing account, contact Lance at (801) 281-5015 or lt Tyler@utah.gov. You may fax Web User Contracts to (801) 969-7265 or to our toll-free fax (877) 879-6228.

You can find the Web User Contract on BCI's web site at <https://bci.utah.gov/firearm-transfers/instant-web-gun-check-system-dealers/>

Logging In

The web address for the WebCheck system 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. Enter your user ID, agency code, and password. You are required to reset your password after logging in to WebCheck for the first time.

BUREAU OF CRIMINAL IDENTIFICATION
BCI
1927

Login

User ID:

Agency:

Password:

Login

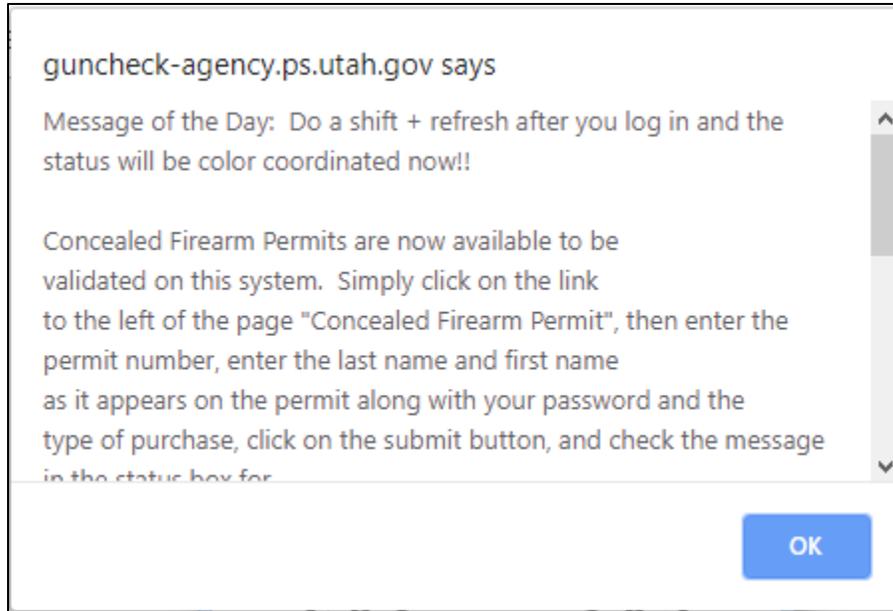
This system is restricted to authorized users for approved use only and is subject to monitoring. Actual or attempted unauthorized access is a violation of applicable laws and regulations. Violators will be prosecuted.

Your user ID will be assigned by BCI upon receipt of the Web User Contract. You can then call in to BCI's Help Desk for a temporary password.

Your Agency is the letter "G" followed by the last 5 digits of your FFL license number (ex: G12345).

Message of the Day

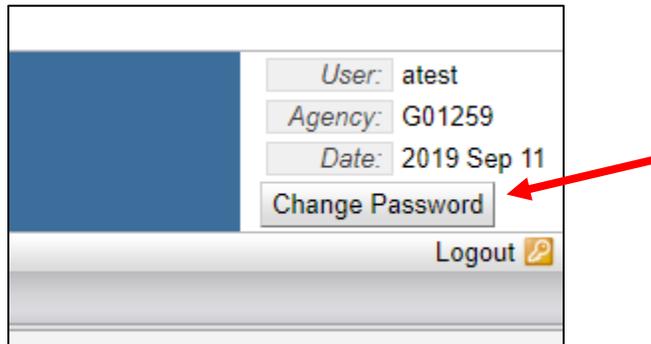
Please read the message of the day. This will contain current updates and/or important information including new features, system downtime, etc.



Remember to use the scroll bar to see all messages.

Changing Your Password

Once you have logged in successfully for your first time, you will need to change your temporary password. To get started, click on the “Change Password” button in the top right of your screen.



Enter your old (temporary) password, then create a new password, following the criteria on the screen. Note that your password must be exactly 8 characters. Your new password will be good for 90 days.

Change Password

* Current password:

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.
The new value must never have been used before.

* New password:

* Confirm new password:

Submitting a Check

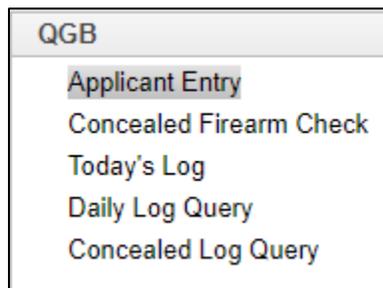
You can submit two types of checks via the WebCheck system. You can perform a background check on a customer using a Utah Driver License or Identification Card or you can verify a Utah Concealed Firearm Permit (CFP). Because the CFP holders are background checked yearly, the background check can be waived upon verification of a valid Utah permit.

Remember, DL/ID checks are charged \$7.50 per check. If you perceive a problem with the submission of your check, call BCI. Do not repeatedly click on the Submit button, as this may result in being billed multiple times for the same check.

If you submit a check via the web, please don't also call the check in to BCI. If you do, you will be charged for both checks.

Driver License Check

Upon logging into the WebCheck system, you will be taken to the "Applicant Entry" screen. You can also navigate to this page by clicking on "Applicant Entry" on the left of the screen.



A valid Driver License or Identification Card is required to request a background check. If your customer has an out-of-state Driver License, you will need to call your check in to BCI at (801) 965-4867. You must pre-fill your customer's information using their Driver License number. To do this, enter their Driver License or ID Card number and either hit enter or click on the magnifying glass to the right.

Applicant Entry

* Driver License #: 

* License State: UT-UTAH

Driver License Status:

License Expiration Date:

Next, enter your password (the one you use to log in initially), and the type of transaction from the drop-down box.

Purchase Information

* Password:

* Purchase Type: SH - Sale Handgun

Now verify that the name matches your customer, then fill in the “State of Residence”, “Country of Birth”, and “Birth State” fields. Use the box to indicate whether they are a US citizen or not. If they are not a US citizen, you will need to call in your check. After all of the Applicant Information has been filled in, click “Submit” to begin the check.

Applicant Information

* Last Name: MISC

* First Name: MISS

Middle Name: A

* Birth Date: 05/05/1940

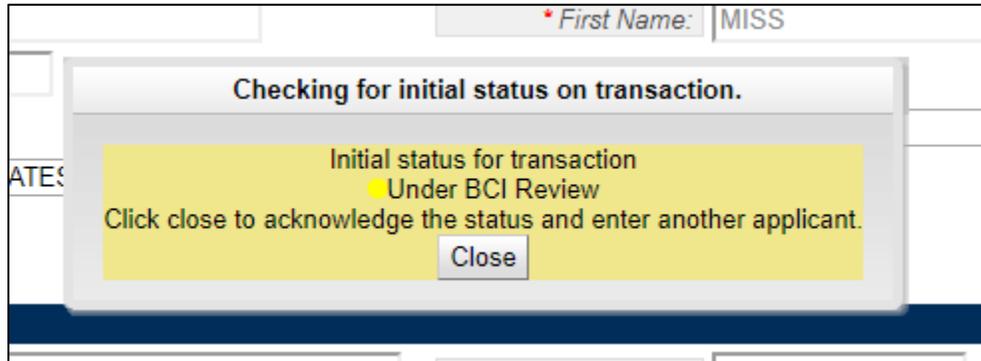
* State of Residence:

* Country of Birth:

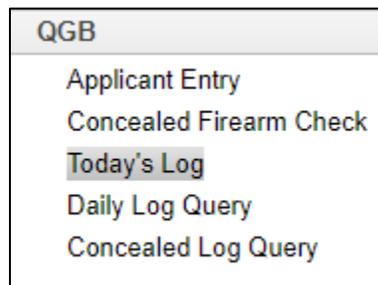
* Birth State:

US Citizen:

Once you submit your check, you will see a pop-up window notifying you that your check has been submitted. Once the check has been accepted by BCI, this window will change from gray to yellow or green. If the window changes to green, the check is approved and you will be provided with a transaction number. Note that transaction number in your records.



If the window turns yellow, close the popup window and click on "Today's Log" to the left to see if the check has been complete. Note that some checks can take several minutes to process.



Look for the name of your current customer on the Daily Log Query Results. Make sure to note the transaction number, whether the check has been approved (green) or denied (red). If the check requires further research, a transaction number will not be provided at this time. You will be contacted by BCI and given a transaction number once a determination has been made.

Daily Log Query Results					
Status	Date/Time Started ↓	Last Name	First Name	Transaction #	Date/Time Finalized
Pending	09/11/2019 16:44	MISC	MISS	-	-
Denied	09/11/2019 16:38	MISC	MISS	W4175937	09/11/2019 16:43
Approved	09/11/2019 16:06	MISC	MISS	W4175936	09/11/2019 16:10

Query

You can also check for a specific customer's results using the "Daily Log Query" link in the menu on the left of your screen.

QGB

- Applicant Entry
- Concealed Firearm Check
- Today's Log
- Daily Log Query**
- Concealed Log Query

The Daily Log Query allows you to search by date/time range as well as name. Note that BCI only keeps information on approvals for 20 days. Any approvals older than 20 days are purged from our system.

Daily Log Query

From Date:
 From Time:

To Date:
 To Time:

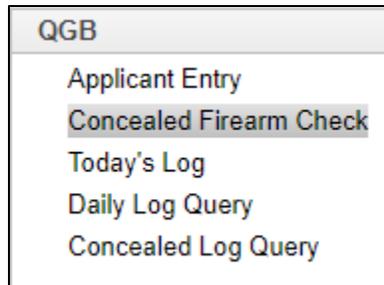
Last Name:

First Name:

Status:

Concealed Firearm Permit (CFP) Verification

To check the status of a Utah CFP, click on “Concealed Firearm Permit” on the left menu of your screen.



A screenshot of a software menu titled "QGB". The menu items are: "Applicant Entry", "Concealed Firearm Check" (highlighted with a grey background), "Today's Log", "Daily Log Query", and "Concealed Log Query".

Fill in the permit number and the first and last name as they appear on the permit. Then enter your password and the purchase type. Click “Submit” to check the status of the CFP.

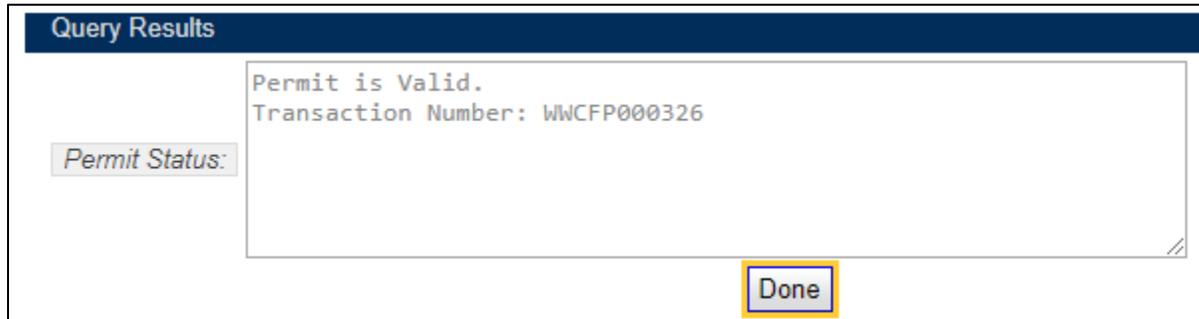


A screenshot of a web form titled "Concealed Firearm Permit Check". The form contains the following fields:

- * Permit #:
- * Last Name:
- * First Name:
- Purchase Information** (Section Header)
- * Password:
- * Purchase Type:

Red arrows point to each of these input fields.

If the permit is valid, you will see a message like the one below in the “Permit Status” field. Record the transaction number for your paperwork and click “Done” to clear the fields and move on to the next check. If the permit is invalid or the permit holder is not a Utah resident, a message will be returned stating such.



The screenshot shows a window titled "Query Results" with a dark blue header. Below the header is a text area containing the message "Permit is Valid." followed by "Transaction Number: WWCFP000326". To the left of this text area is a label "Permit Status:". At the bottom right of the window is a button labeled "Done".