



# WEB CHECK SYSTEM



**BUREAU OF  
CRIMINAL  
IDENTIFICATION**

[bci.utah.gov](http://bci.utah.gov)

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## System Overview

Welcome to the Utah Bureau of Criminal Identification's WebCheck system! This site is available to assist federally licensed 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 is available for review. You can check on requests in research to see if they have been completed. The log provides a list including status, name, and transaction number.

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 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 the Brady Section at (801) 965-4867 or [bcibrady@utah.gov](mailto:bcibrady@utah.gov). You can fax the Web User Contract to (801) 969-7265 or email them to [bcibrady@utah.gov](mailto:bcibrady@utah.gov).

For 24/7 tech support (including help with password issues), call BCI's Help Desk at (801) 965-4446. Please do not provide this number to the public.

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>. On the login screen, enter your user ID, agency code, and password. You are required to reset your password after logging in to WebCheck for the first time.

**Login**

\* User ID:

\* Agency:

\* Password:

Login

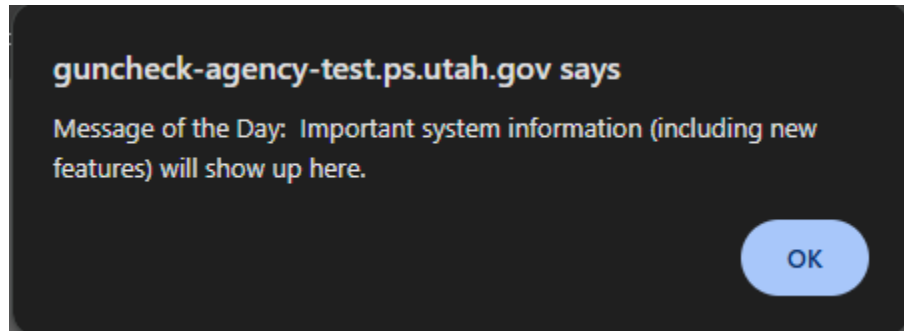
This system is restricted to authorized users for approved use only and is subject to monitoring. Actual or attempted unauthorized access is a violation of applicable laws and regulations. Violators will be prosecuted.

Your agency code is the letter “G” followed by the last 5 digits of your FFL license number (ex: G12345)

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.

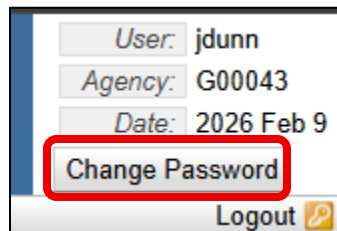
## Message of the Day

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



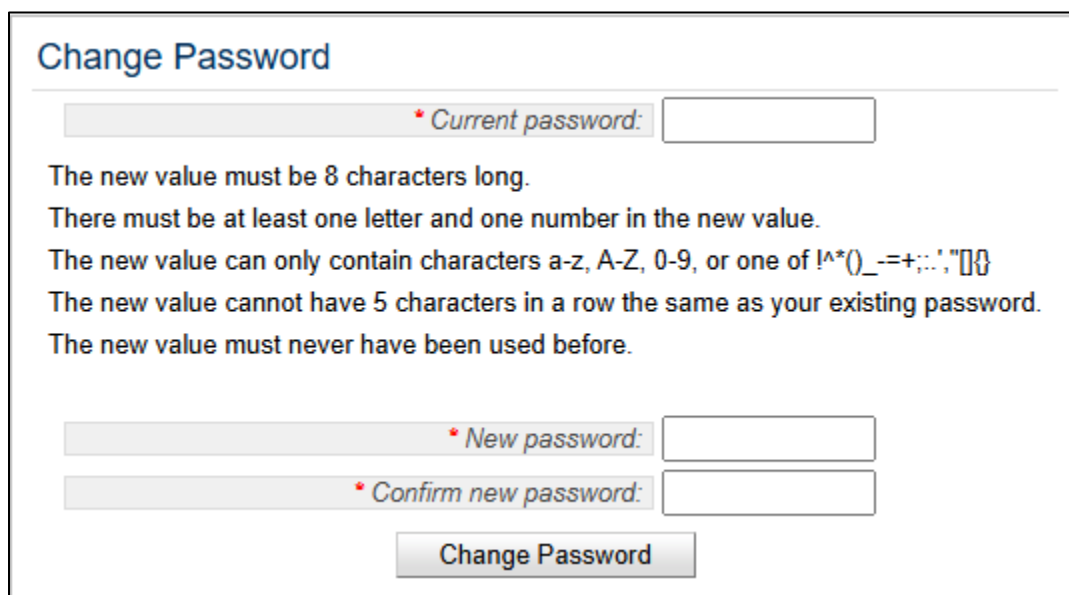
## Changing Your Password

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.



A screenshot of a user interface showing login details. The fields are: User: jdunn, Agency: G00043, Date: 2026 Feb 9. Below these fields is a button labeled "Change Password" which is highlighted with a red rectangular box. At the bottom right of the interface is a "Logout" button with a small icon.

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.



A screenshot of a "Change Password" form. The title "Change Password" is at the top left. Below it is a label "\* Current password:" followed by an empty text input field. Below the input field are five lines of instructions: "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." Below the instructions are two more input fields: "\* New password:" and "\* Confirm new password:". At the bottom center is a button labeled "Change Password".

## Submitting a Check

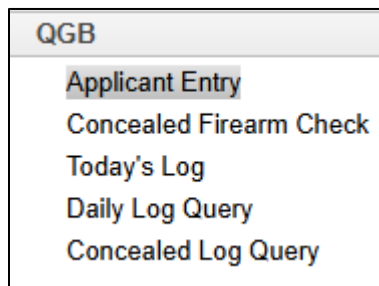
You can submit two types of checks via the WebCheck system. You can perform a background check on a customer using a Utah Driver License or Identification Card or you can verify a Utah Concealed Firearm Permit (CFP). Because the CFP holders are background checked yearly, the background check can be waived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

Remember, DL/ID checks are charged \$12.50 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 entry 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 #:  

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

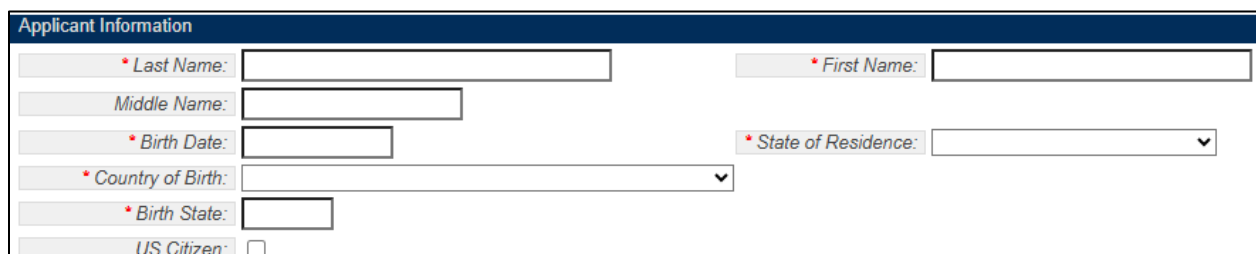


Purchase Information

\* Password:  \* Purchase Type:

Verify that the name that populates matches your customer, then fill in the State of Residence, Country of Birth, and Birth State fields. (You will not be able to enter or alter Last Name, First Name, Middle Name, or Birth Date.)

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 the Applicant Information has been filled in, click Submit to begin the check.



Applicant Information

\* Last Name:  \* First Name:

Middle Name:

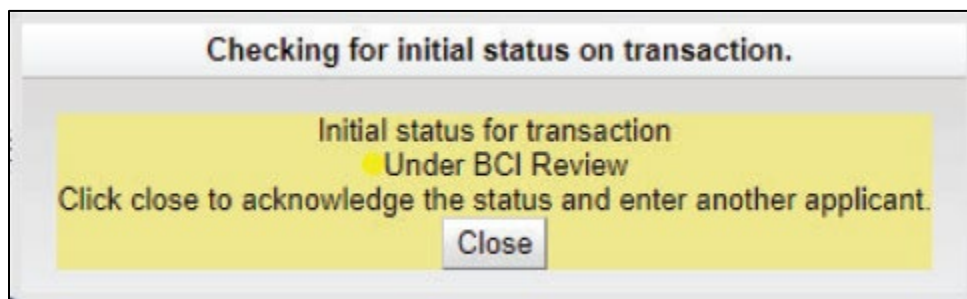
\* Birth Date:  \* State of Residence:

\* Country of Birth:  \* Birth State:

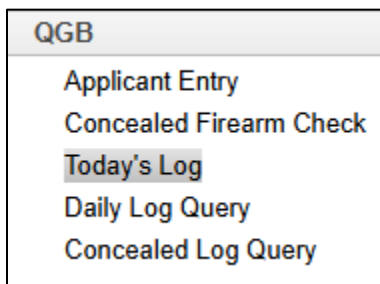
US Citizen: ☐



Once you submit your check, you will see a popup 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 for 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 list. Make sure to note the transaction number, whether the check has been approved (green), denied (red), or research/delay (blue).

Daily Log Query Results						
Status ↓	Date/Time Started	Last Name	First Name	State Transaction Number	NICS Transaction Number (NTN)	Date/Time Finalized
Research/Delay	02/09/2026 12:23	BEAR	YOGI	4321204	NONE	-
Approved	02/09/2026 12:28	BEAR	YOGI	4321205	NONE	02/09/2026 12:29
Denied	02/09/2026 12:30	BEAR	YOGI	4321206	-	02/09/2026 12:31

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

### Daily Log Query

From Date: 01/20/2026
From Time:

To Date: 02/09/2026
To Time:

Last Name:

First Name:

Status:

Submit Clear Results

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

## Concealed Firearm Permit Verification

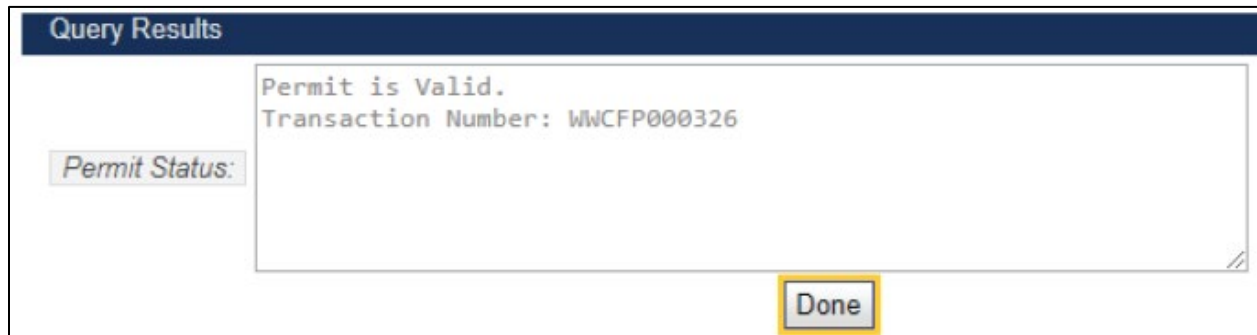
To check the status of a Utah CFP, click on Concealed Firearm Permit on the left menu.

QGB
Applicant Entry
<b>Concealed Firearm Check</b>
Today's Log
Daily Log Query
Concealed Log Query

Fill in the permit number, 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.

Concealed Firearm Permit Check	
* Permit #:	<input type="text"/>
* Last Name:	<input type="text"/>
* First Name:	<input type="text"/>
Purchase Information	
* Password:	<input type="password"/>
* Purchase Type:	<input type="text"/>
Query Results	
Permit Status:	<div></div>
<div>Submit Cancel</div>	

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 to the next check. If the permit is not valid or the permit holder is not a Utah resident, a message will be returned stating such.



The image shows a software interface window titled "Query Results" with a dark blue header. Inside the window, on the left, is a label "Permit Status:". To its right is a large text area containing the message "Permit is Valid." followed by "Transaction Number: WWCFF000326". At the bottom right of the window is a button labeled "Done", which is highlighted with a yellow rectangular border.