An FFL Tip Sheet for Processing NICS Checks for Non-U.S. Citizens/Aliens

All Aliens, no matter the type, must have the following two items:

1) A valid ICE-issued form of identification; and
2) A valid alien number* (which will be provided to question #15 on the ATF Form 4473.)

Immigrant Alien

Description
-Granted permanent residence in the United States.
-Most are known as Legal Permanent Resident (LPR)
-Must Carry evidence of their status.
-Status, in majority of cases, is granted for life.

Identification
-Identification will Indicate "Permanent Resident"
-Card will have either an AR#, USCIS#, or A#
-Number will be nine numeric digits in length
-No longer need proof of 90 days of residency

Quick Form 4473 Check
Question 11L (Alien admitted with nonimmigrant visa?) – will respond with "No"
Question #14 (Country of Citizenship)
Question #15 (Alien Number) – 9 digit number

Non-Immigrant Alien

Description
-No intention of abandoning residence in another country.
-Granted access to the United States for a _specific_ purpose and for a _temporary_ period of time.

Identification
-Identification will be either a Visa or Employment Authorization Card
-May have both an A/AR# and I-94#, either can be used for NICS purposes. AR# is located on the Employment Authorization Card and the I-94# can be located at the CPB.gov website.
-I-94# is 11 numerical digits in length
-No longer need proof of 90 days of residency
-Not all need a valid exception, just those admitted under a Visa

Quick Form 4473 Check
Question 11L (Alien admitted with nonimmigrant visa?) – can be "No" or "Yes."
Question #12 (fall within any of the exceptions listed?) – only populate if 11L is "Yes." Can respond with "No" or "Yes."
Question #14 (Country of Citizenship)
Question #15 (Alien Number) - 11 digit I-94 number
Question 20c (exception documentation) – populate if #12 is "Yes."

* Be sure to tell the NICS Operator which type of alien number you are providing, either an AR# or I-94#. It is imperative this information be captured correctly in the NICS. An incorrect number could adversely impact the results of the NICS check.

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Is your customer a Non-U.S. Citizen?

- **No** → Process as normal; validate all information on the Form 4473 before initiating the NICS check
- **Yes** → Do they have ICE-issued documentation containing an Alien Number*?
  - **No** → Stop! Do not process. This information is required before proceeding.
  - **Yes** → Are they an Immigrant Alien?
    - **Yes** →
      Description
      -Granted permanent residence in the United States.
      -Most are known as Legal Permanent Resident (LPR)
      -Must Carry evidence of their status.
      -Status, in majority of cases, is granted for life.
      Identification
      -Identification will Indicate "Permanent Resident"
      -Card will have either an AR#, USCIS#, or A#
      -Number will be eight or nine numeric digits in length
      -No longer need proof of 90 days of residency
      Quick Form 4473 Check
      Question #11L (Alien admitted with nonimmigrant visa?) – will respond with "No"
      Question #14 (Country of Citizenship)
      Question #15 (Alien Number) – 9 digit number

    - **No** → Are they a Non-Immigrant Alien?
      - **No** → Stop. Reassess your customer. You may not fully understand their current status in the U.S.. You will need to be sure of this before assessing how to process your customer's transaction. If they have an unusual status, such as a refugee, you should process their check as an Immigrant Alien. They likely have been issued a AR#, A#, or USCIS#.
      - **Yes** →
        Description
        -No intention of abandoning residence in another country.
        -Granted access to the United States for a _specific_ purpose and for a _temporary_ period of time.
        Identification
        -Identification will be either a Visa or Employment Authorization Card
        -May have both an A/AR# and I-94#, either can be used for NICS purposes. AR# is located on the Employment Authorization Card and the I-94# can be located on the CBP.gov website.
        -No longer need proof of 90 days of residency
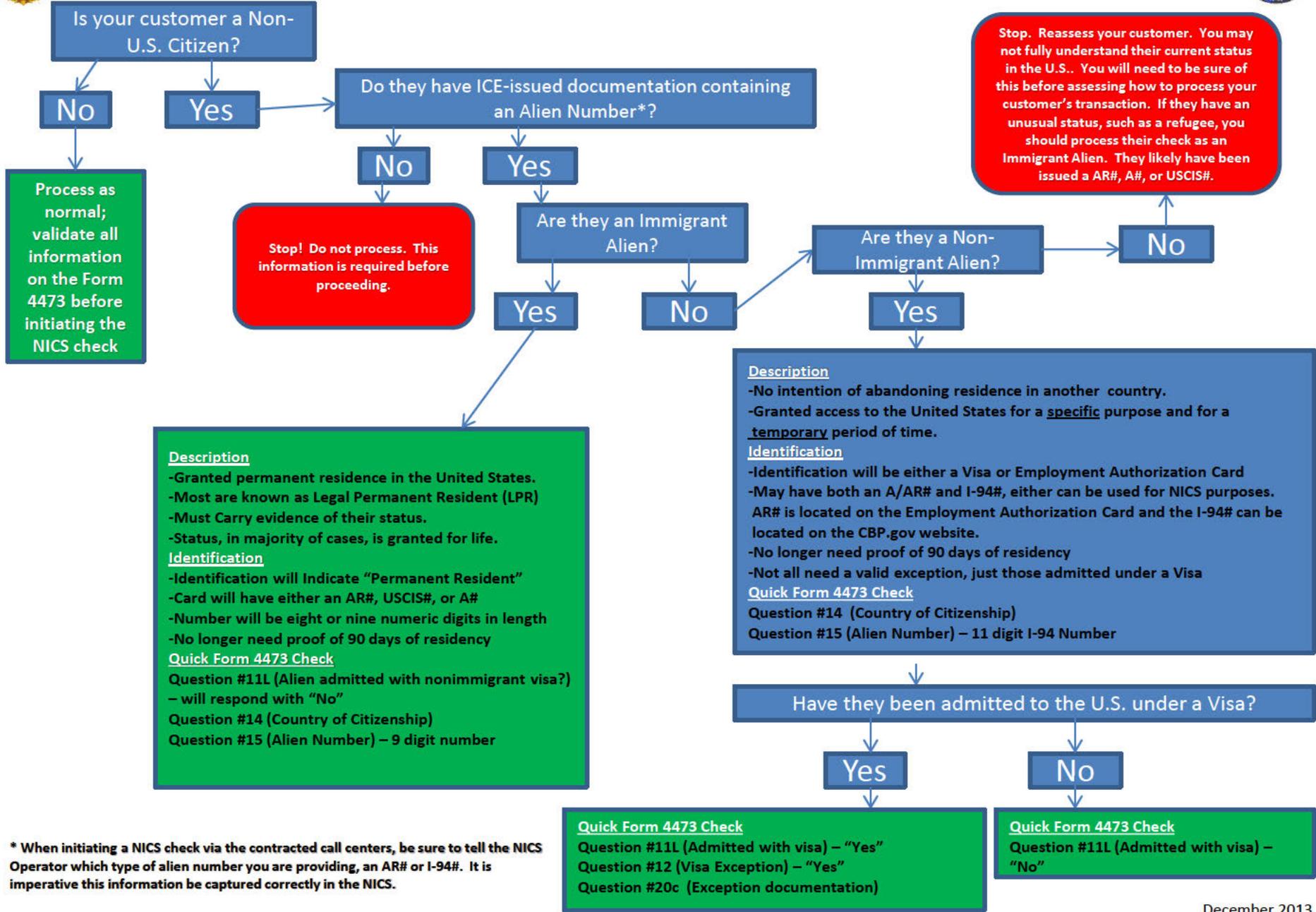   -Not all need a valid exception, just those admitted under a Visa
        Quick Form 4473 Check
        Question #14 (Country of Citizenship)
        Question #15 (Alien Number) – 11 digit I-94 Number

        → **Have they been admitted to the U.S. under a Visa?**
        - **Yes** →
          Quick Form 4473 Check
          Question #11L (Admitted with visa) – "Yes"
          Question #12 (Visa Exception) – "Yes"
          Question #20c (Exception documentation)
        - **No** →
          Quick Form 4473 Check
          Question #11L (Admitted with visa) – "No"

* When initiating a NICS check via the contracted call centers, be sure to tell the NICS Operator which type of alien number you are providing, an AR# or I-94#. It is imperative this information be captured correctly in the NICS.

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