Texas Department of Public Safety

### NICS Indices Entry (NIE) User Guide

Version 1.4 December 19, 2024

## **Table of Contents**

3
4
5
9
11
13
14
15
17
18
19
25

## NICS Indices Entry via CJIS

The CJIS site provided by TxDPS supports manual entry, submission, and subsequent search of NICS Indices Entries for Mental Health/Guardianship cases and Family Violence Class C convictions. Submissions made via the site can be searched via the site. For all other NICS Indices searches, please use the TLETS QNP message key.

On February 26, 2020, access and authorizations move from county based to ORI based. Users will be able to enter and query records for their authorized ORIs. Zero reports will continue to be based on ORI.

Felony Convictions reported and applied to CCH that don't have a UCN (FBI Universal Control Number) are automatically submitted to the FBI for inclusion in the NICS Indices. All Felony Convictions in the Name Based File (NBF) that have a Complete Last and First Name and Date of Birth are also automatically submitted to the FBI for inclusion in the NICS Indices.

# NICS Indices Entry (NIE)



To access the NICS Indices Entry home page, click on *NICS Indices Entry* from the *My Apps* menu

The main NICS page will display. From this page you can manually *enter* a new NICS transaction, *search* current NICS entries by Case Number,....

NICS Indices Entry Texas Department of Public Safety			CHARLES GOLSON
E Menu			Logout
+ Enter v Q Search by Case Number		· · · · · · · · · · · · · · · · · · ·	Advanced Search
All Active Cancel All FV MH			
Status	Category Agency Case Number Court Date First	rst Name Middle Name Last Name Suffix Date Of Birth Sex Race SID	Entry Time

or do an *Advanced Search* and click *Submit*. You will be able to search, view, and access only records for your approved ORIs.

+ Enter v Q, Search by Case Number	Advanced Search
Agency	
•	
inst Name	
Middle Name	
Last Name	
Suffix	
Case Number	
SID .	
ARI	
NRI -	
· ·	
Court Date Begin	
	Ê
Court Date End	
	ė
Salars	

# **Enter NICS Indices Record**

Select *New Record* from the *Enter* drop down menu:

≡ 1	Menu						
E	Enter 🗸						
AII I	New Record	I FV	МН				
2 C6u	Zero Report						
	Status $\checkmark$	Pending 🔻	Category ~	Agency $\checkmark$	Case Nu 🗸	Court Date $\lor$	1

In the New NIE Record panel, select the ORI and Entry Type of the new record and click Next.

<b>ORI</b> TX151023J
TX151023J
D - Adjudicated Mental Defective/Committed to a Mental Institution

A New Record form will appear. Form fields will vary depending on the type of entry, and required fields are indicated by an asterisk. When entering a date of birth 16 years or older, the Adult banner will flag. When entering a date of birth under 16 years, the Juvenile banner will flag.

Enter New NI	E Record			>
Record Category: M	1ental Health/Guardiansh	nip		
			ADULT ENTRY	
Agency *	Case Number *			
TX015011J	TEST123			
First Name *		Middle Name	Last Name *	Suffix
ELMER			FUDD	
Court Date *		Date Of Birth *	Case Type *	
12/09/2024	ŧ	12/02/1985	(Adult Only) Guardianship (Probate	Code, Ch, XIII)
Enter New NI Record Category: /	E Record Mental Health/Guardiansh	hip		×
			JUVENILE ENTRY	
Agency *	Case Number *			
TX015011J	TEST123			
First Name *		Middle Name	Last Name *	Suffix
ELMER			FUDD	
Court Date *		Date Of Birth *	Case Type *	
10/00/0004				

When submitting Entry Type "D – Adjudicated Mental Defective/Committed to a Mental Institution", the below Case Types populate. There are Juvenile Only, Adult Only, and Adult or Juvenile Case Types. Enter your fields and click *Submit*.

#### **Enter New NIE Record**

Record Category: Mental Health/Guardianship

Agency *	Case Number *				
TX015011J					
First Name *		Middle Name	Last Nan	ne *	Suffix
Court Date *		Date Of Birth *		Case Type *	
MM/DD/YYYY	ŧ	MM/DD/YYYY	ŧ		~
Sex * Social Security Submit	~	Race *	Drivers Licer	Choose Case Type (Adult Only) Involuntary inpatient ment (Adult or Juvenile) NGRI (CCP, Ch, 46C (Adult Only) Intellectual Disability comm (Adult Only) Guardianship (Probate Cod	al commitment (HSC, Ch. 574) and the former Art. 46.03) nitment (HSC, Sec. 593.052) le, Ch, XIII)
				(Adult or Juvenile) Incompetent to stan (Juvenile Only) Involuntary inpatient me (Juvenile Only) Intellectual Disability co	d trial (CCP, Ch. 46B and the former ental commitment (FC, Ch. 55) mmitment (FC, Ch. 55)

×

Submission errors will show on top of the form. Enter corrected information and click *Submit*.

		×
	Mental Health/Guardianship Record	
	REJECT - PERSON CANNOT BE LESS THAN 10 YEARS OLD REJECT - SEX IS MANDATORY REJECT - RAC IS MANDATORY	
	Case Number *	
	A12345	
	Case Type *	
	Involuntary inpatient mental commitment (HSC, Ch. 574)	
	Court Date *	
	01/01/2025	
	Test Court Date Error	
	First Name *	-
	TEST	1
	Middle Name	1
	Last Name *	1
	TESTING	
	Suffix	
	Date Of Birth *	J
	01/04/2020	ן ך
	Sex *	1
	-	
	Race *	-
	sin	
	TX	1
Suffix	Social Security	1
MITIX		
R	Drivers License	

The NICS Index is displayed when successfully submitted. From this page, you can *Cancel, Modify Existing Data*, or *Add Supplemental Identifiers* to your submission.

			X Cancel Mental Health/Guardianship	Modify Existing Data	🕨 Add Supplemental 🗸	×
	TT	TEST TESTING Case: A12345 DOB: 2000-01-04				
	ARI	TX1040380				
	NRI					
	Agency	TX2270000				
	Status					
	Category	Mental Health/Guardianship				
	Case Number	A12345				
	Case Type	Involuntary inpatient mental commitment (HSC, Ch. 574)				
	Court Date	2019-01-01				
	First Name	TEST				
	Middle Name					
_	Last Name	TESTING				
	Suffix					
	Date Of Birth	2000-01-04				
	Sex	M				
	Race	А				
	SID					
	Social Security					
	Univers License	2010 12 20 12 45 11 21654				
		2019-12-30 13/40/3 1.2 10384				
	Suppleme	entals				
	Туре	Value				
tegory	Transactio	ons				
ntal Health/	MKE	Sent Time Exit Code Name Transaction	Response			

# **Modify NICS Indices Record**

				÷			
+	Enter 🗸 🔍 Search by Case Num	ber					
Agency	/						
TX227	70000						
First Na	ame						
Middle	Name		÷				
			•				
Last Na	ame						
Suffix							
		÷					
Case N	umber						
OCA							
SID							
		÷					
		•					
Court D	Date Bergin						
	÷						
Court D	Date End						
Sub	mit						
All	Active Cancel All EV M						
All	Active Cancel All FV IV						
	Status	Category	Agency	Case Number	Court Date	First Name	Middle Name
	ACTIVE	Mental Health/G	TX2270000	TESTOCA		FNAME	
	ACTIVE	Mental Health/G	TX2270000	OCA001		ALFRED	E
0	ACTIVE	Mental Health/G	TX2270000	OCA0002		ELMER	
-	ACTIVE	Mental Health/G	TX2270000	OCA1		FRED	

To modify a record, search for the record and select it from the list

#### Click Modify Existing Data,

			🗙 Cancel Mental Health/Guardianship 🥒 Modify Existing Data 🕂 A
per		MER FUDD ser: OCA0002   NRI: 1501672596   ARI: TX1000065 38: 2009-10-21	
	ARI	TX1000065	
	NRI	1501672596	
	Agency	TX2270000	
	Status	ACTIVE	
	Category	Mental Health/Guardianship	
	Case Number	OCA0002	
	Case Type		
	Court Date		
	First Name	ELMER	
	Middle Name		
	Last Name	FUDD	
	Suffix		
	Date Of Birth	2009-10-21	
	Sex	M	
	Race	W	
	SID	08500001	
	Social Security	55555555	
	Drivers License	TX1111111	
н	Entry Time	2009-10-21 16:04:40.261006	
	Supplemer	ntals	
Category			
Mental Hea	Type	Value	
Mental He	Transaction	15	
Mental Hei	hithy		
Mental Her	althy MKE	Sent Time Exit Code Name Transaction	Response

.....

×

Make your changes and click *Submit*.

#### Modify NIE Record

Record Category: Me	ental Health/Guardia	nship								
				ADUL	T ENTR	RY				
Agency *	Case Number	*								
TX254033J	TESTER654									
First Name *		Mi	ddle Name			Last Name *			Suffix	
JANEY						TEST				
Court Date *		Date Of I	Birth *		Case	Type *				
12/02/2024	ŧ	02/04/20	003	<b></b>	(Adu	lt or Juvenile)	NGRI (CCP, Ch, 46C and 1	the former Art.	46.03)	~
Sex *			Race *		1878		Sid			
Female		~	Unknown			~	ТХ			
Social Security					Dri	vers License				
Submit										

### **Add Supplemental Identifiers to NICS Indices Record**

From a detailed record, select Add Supplemental and then the Identifier type:

				🗙 Cancel Mental Health/Guardianship 🖉 Modify Existing 🌬	+ Add Supplemental 🗸 🗙
	ARI	TX1	000146		Name
	NRI	150	1673182		Scars/Mark/Tattoo
	Agency	TX2	270000		Date of Birth
	Status	ACT	TIVE		Social Security
	Category	Me	ntal Health/Guardians	hip	
	Case Number	A12	2345		Drivers License
_	Case Type				
	Court Date				
_	First Name	JOF	HN		
	Middle Name	Q			
_	Last Name	SM	πн		
_	Suffix	JR			
	Date Of Birth	193	0-02-02		
_	Sex	М			
	Race	U			
	SID	077	77777		
	Social Security	555	555555		
	Drivers License	TX1	234567		
	Entry Time	200	9-12-04 13:17:29.1570	990	
	Suppleme	entals			
	Туре	Value			
	DOB	10/21/1977			
	SOC	123456789			
	Transactio	ons			
gory	MKE	Exit Code	Name	Transaction	Response
al Health/	EDP	0		DN01CCH# TX1000146 XXXXXTLBP:EDP:TX2270000.NAM/SMITH, JOHN Q JR:SEX/M.RAC/U.DOB/19300202.PCA/D.ARI/TX1000146.OCA/A12345.MNU/OA-07777777.MNU/DL	TX12 DN01CCH# TX10
	XDP	1	CJIS BATCH	DN01CCH#XDP0038705 XXXXXTLBP.XDP.TX2270000.NAM/SMITH, JOHN Q JR.NRI/1501673182.RDQ/N.	DN01CCH#XDP0

#### Enter the identifier and select Submit.



# And, the new supplemental identifier is posted to the record.

			🗙 Cancel Mental Health/Guardia
	ARI	TX1000146	
	NRI	1501673182	
10	Agency	TX2270000	
er	Status	ACTIVE	
	Category	Mental Health/Guardiansh	12
	Case Number	A12345	
	Case Type		
	Court Date		
_	First Name	JOHN	
	Middle Name	Q	
	Last Name	SMITH	
	Suffix	JR	
	Date Of Birth	1930-02-02	
	Sex	М	
	Race	U	
	SID	07777777	
	Social Security	55555555	
	Drivers License	TX1234567	
	Entry Time	2009-12-04 13:17:29.1570	90
	Supplem	entals	
	124 107	10825-00	
	Туре	Value	
	DOB	10/21/1977	
	SOC	123456789	
1	SOC	987654321	
	Transactio	ons	
Category	MILE	Fuit Carda Manua	Tanan di sa
Mental Health	WIKE	EXIT CODE NAME	Iransaction
	EDP	0	DN01CCH# TX1000146 XXXXXTLBP.EDP.TX2270000.NAM/SMITH, JOHN Q JR.SEX/M.RAC/U.DOB/19300202.PCA/D.ARI/TX1000146.OC

### **Cancel NICS Indices Record**

Select *Cancel Record*. Select the reason for cancellation. If the reason is "OTHER", a text field will appear for additional information. If the record is Mental/Health Guardianship, then select Yes or No from the drop down and click on *Cancel Record*. If the record is for Family Violence, there is no additional question.

1		× Cancel Mental Health/Guardianship 🧪 Modify Ex
NT	NYSIIS TEST Case: TEST-LOCALNYSIIS   NRI: PENDING   ARI: TX1464301 DOB: 1989-01-01	
ARI	TX1464301	,
NRI I		
Agency I	TXDPS0000	
Status I		
Category	Mental Health/Guardianship	
Case Cano	cel Mental Health/Guardianship	×
Case	\ is the reason for canceling this entry? *	
Cour	t	~
First Is the	deletion due to an ATF-approved State Relief from Disa	bilities Program? *
Midd		~
Last		
Suffe		Cancel Record
Date		
Sex	M	
Race	в	
SID Seciel Securit		
Social Security		

### **Zero Reports**

A Zero report is required for any month in which there were no NICS Indices Records to be entered. The requirement is by ORI. To enter a Zero Report, select *Enter* > *Zero Report* from the Enter/Search page:

Texas Departm	ces Entry ent of Public Safety	
E Menu		
Enter 🗸		
All New Record	I FV MH	
Zero Report Count. o		
Status $\vee$	Pending $\lor$ Category $\lor$ Agency $\lor$	Case

Enter your ORI, month, and year and click Submit.

Enter New NIE Zero Report							
Agency ORI *							
		•					
Month *	Year *						

#### Successful entry message.

Zero Report successfully entered.		
Agency ORI *		
Month *	Year *	
MM	YYYY	

## **NIE Reports**

From the My Apps menu, select Reports,

C      Cchuat.dps.texas.gov/les/nie			•									☆ (
	×											CHARLES GO
/lenu												te te
And Apps NIE Indices Entry Account												Q Advanced Sea
Search/Enter												
ORI Setup	Agency	Case Number	Court Date	First Name	Middle Name	Last Name	Suffic	Date Of Birth	Sex	Race	510	Entry Time
Upload												
Reports												

And the Reports page will display.



Click on the type of report you would like to run.

- Saved Reports previously run and retained for a week or a month
- General Reports not specific to NIE, for example Offense Code listing
- NIE Indices Entry Reports ORI based reports



Enter your parameters and click Submit.

	·					
NICS Indices Entry Texas Department of Public Safety						CHARLES GOLSON
E Menu						Logout
Saved Reports General $\checkmark$ Legacy NIE County $\sim$ NICS Indices Entry $\sim$						i
Entry By ORI						
ORI *						
Retain *						
Submit						
Agency ARI NRI Status	Category Case Numb	er Case Type Court Date	First Name Middle Nam	ne Last Name Su	ffix Date Of Birth	Sex Race

December 12, 2024

#### Your matching results will be displayed:

NICS Ind	ices Entry of Public Safety												CHARLES	GOLSON
E Menu														Logout
Saved Reports Genera	I 🗸 Legacy NIE County	<ul> <li>NICS Indices E</li> </ul>	ntry 🗸											i
ORI * TX2270000 Retain *														
Submit	ARI	NRI	Status	Category	Case Number	Case Type	Court Date	First Name	Middle Name	Last Name	Suffix	Date Of Birth	Sex	Race
TX2270000	TX1000012	1501672439	CANCEL	Mental Health/G.,				TEST	TEST	TEST		1957-07-06	м	8
TK2270000	TX1000012	1501672439	CANCEL	Mental Health/G				TEST	TEST	TEST		1957-07-06	м	
TX2270000	5100001XT	1501672439	CANCEL	Mental Health/G				TEST	TEST	TEST		1957-07-06	м	8
732270000	TX1000012	1501672439	CANCEL	Mental Health/G				TEST	TEST	TEST		1957-07-06	м	8
TX2270000	TX1000012	1501672439	CANCEL	Mental Health/G				TEST	TEST	TEST		1957-07-06	м	в
7X2270000	TX1000012	1501672439	CANCEL	Mental Health/G				TEST	TEST	TEST		1957-07-06	м	8
TX2270000	TX1000012	1501672439	CANCEL	Mental Health/G				TEST	TEST	TEST		1957-07-06	M	8
1x2270000	7X1000012	1501672439	CANCEL	Mental Health/G				TEST	TEST	TEST		1957-07-06	м	8
TX2270000	TX1000012	1501672439	CANCEL	Mental Health/G				TEST	TEST	TEST		1957-07-06	м	8
TX2270000	TX1000012	1501672439	CANCEL	Mental Health/G				TEST	TEST	TEST		1957-07-05	м	8
Tx2270000	Tx1000012	1501672439	CANCEL	Mental Health/G				TEST	TEST	TECT		1957-07-06	M	8

## **Batch Upload**

To upload a batch file of NICS transactions (please see specifications for transactions formats), click *Upload* from the MyApps menu:

	×											
Menu												Logout
My Apps NIE Indices Entry Account												Q Advanced Search
Search/Enter												
ORI Setup	Agency	Case Number	Court Date	First Name	Middle Name	Last Name	Suffix	Date Of Birth	Sex	Race	SID	Entry Time
Upload												
Reports												

Select the *County*, choose a *file*, and click *Upload*:



# **Transaction Formats**

DPS has adopted the federal transaction format for NICS transactions. Specifications are below. For those currently using fixed format transactions, these will continue to be accepted.

### Header - HDR

The Header field is used in all transactions and consists of three parts:

- Transaction type value is always 'NICS'
- Texas County ID Four characters assigned to the Texas county. Example: '32#Z"
- **Date** YYYYMMDD format

Values are concatenated.

Example HDR – NICS32#Z2020226

### EDP Transactions – New records being added to the NICS Indices

The Agency Indices Add Request is a request submitted by an agency to add a new record to the NICS Indices. The format of the Agency Indices Add Request is as follows:

#### **Record Layout:**

NOTE: The information above is broken down into: 1) Message Field Codes (i.e., NAM, SEX, RAC, etc.), 2) Separators (/), 3) agency information (XXXX...), and 4) the (.), which represents the end of the information provided by the agency. The X's above are not representative of the number of characters permitted but rather the actual data. Each element is defined in greater detail in Appendix D of the NICS/FBI Interface Control Document (ICD).

#### **Explanation of Agency Indices Add Request Message:**

This is an electronic request from an agency to the DPS NICS portal to add a record to the NICS Indices at the FBI.

#### Notes:

- 1. MKE is "EDP".
- 2. HDR, MKE, ORI, NAM, SEX, RAC, PCA, DOB, and OCA are mandatory. DOA, AON, RTV and SST are mandatory when the PCA Code is I. CDD and CAS are mandatory when the PCA Code is D.
- 3. DPS, OLN and SOC are optional.
- 4. The NAM field holds a maximum of 138 characters and must be provided in the following format: SURNAME (50)[comma][space]FIRSTNAME(30)[space] MIDDLENAME(50)[space]CADENCE(4).

#### SPECIAL FORMATTING:

- a. First position must not be a blank, comma, or hyphen.
- b. Must contain at least one, and only one, comma.
- c. Comma must not be preceded by a blank or hyphen.
- d. Two or more consecutive blanks or hyphens between characters are invalid.
- e. Hyphen must be preceded and followed by alpha characters.

EXAMPLES:

Smith, John Henry Smith, John Henry Jr Smith, John H Q Smith, John Henry Lewis Castro-Ramirez, Ann-Marie Cesar

5. A DOB may be provided to NIE as YYYYMMDD.

#### Example:

NICS32#Z20200226.EDP.SD3242342.NAM/DOE, FRANK.SEX/M.RAC/W.DOB/19560223.PCA/D.OCA/934234323.SOC/324932131. CDD/19990101.CAS/01.

# MDP Transactions – Modifying an Existing NICS Indices record

The Agency Indices Modify Request is a request submitted by an agency to modify an existing NICS Indices record. The format of the Agency Indices Modify Request is as follows:

#### **Record Layout:**

#### Example:

NICS32#Z20200226.MDP.SD3242342.NAM/DOE, FRANK.NRI/1234567890.SOC/233889232.

NOTE: The information above is broken down into: 1) Message Field Codes (i.e., NAM, NRI, etc.), 2) Separators (/), 3) agency information (XXXX...), and 4) the (.), which represents the end of the information provided by the agency. The X's above are not representative of the number of characters permitted but rather the actual data.

#### **Explanation of Agency Indices Modify Request Message:**

This is an electronic request from an agency to the DPS NICS portal to modify a record in the NICS Indices. Only the entering agency can modify a NICS Indices record. The record to be modified is identified by ARI number. Only those fields populated/designated for change will be updated within the Indices Record.

#### Notes:

- 1. MKE is "MDP".
- 2. HDR, MKE, ORI, and ARI are mandatory.
- 3. SEX, RAC, DOB, OCA, CDD, SOC, OLN, DPS, SST, and RTV are optional. Although these fields are optional, the record will be more complete and the background check more accurate if all available information is provided.
- The NAM field holds a maximum of 138 characters and must be provided in the following format: SURNAME (50)[comma][space] FIRSTNAME(30)[space] MIDDLENAME(50)[space]CADENCE(4).

#### SPECIAL FORMATTING:

- 1. First position must not be a blank, comma, or hyphen.
- 2. Must contain at least one, and only one, comma.
- 3. Comma must not be preceded by a blank or hyphen.
- 4. Two or more consecutive blanks or hyphens between characters are invalid.

5. Hyphen must be preceded and followed by alpha characters.

#### EXAMPLES:

Smith, John Henry Smith, John Henry Jr Smith, John H Q Smith, John Henry Lewis Castro-Ramirez, Ann-Marie Cesar

- 5. If the name provided in the NAM field does not exactly match the name that was provided when the record was created, the original name will be overwritten with the new value.
- 6. The DOB field may be used to modify a current NICS Indices Record DOB field as YYYYMMDD.

### **SDP - Indices Supplement Request**

A request submitted by an agency to add supplemental data to an existing NICS Indices record. The format of the Agency Indices Supplement Request is as follows: NICS ICD Appendix C Page 11.

#### NOTE :

The information above is broken down into: 1) Message Field Codes (i.e. ARI, MNU, etc.), 2) Separators (/), 3) agency information (XXXX...), and 4) the (.), which represents the end of the information provided by the agency. The X's above are not representative of the number of characters permitted but rather the actual data. Each element is defined in greater detail in Appendix D of the NICS/FBI Interface Control Document (ICD).

#### Explanation of Agency Indices Supplement Request Message:

This is an electronic request from an agency to the DPS NICS portal to supplement a record in the NICS Indices. Only the entering agency can enter a supplemental record. The record to be supplemented is identified by the ARI number.

#### NOTES:

- 1. MKE is "SDP".
- 2. HDR, MKE, ORI, ARI, and at least one supplemental descriptor (SOC, AKA, SMT, DOB, or MNU) are **mandatory**.
- 3. Additional SOC, AKA, SMT, MNU, and DOB fields are **optional**.
- 4. Note that any number of AKA, SMT, MNU, SOC and DOB fields can be specified. Any duplicate supplemental values will be ignored.

#### Example:

NICS32#Z20200226.SDP.SD3242342.NAM/DOE, FRANK.ARI/TX1234567890. AKA/DOE, PHIL.AKA/DOE, BUCK.

### **XDP - Indices Cancel Request**

The Agency Indices Cancel Request is a request submitted by an agency to cancel an existing NICS Indices record. The format of the Agency Indices Cancel Request is as follows:

#### **Record Layout:**

HDR.MKE.ORI.ARI/XXXXXXXXXXX.RDQ/X.RSN/XXXXXXX.RST/XXXXXXXX.

**NOTE**: The information above is broken down into: 1) Message Field Codes (i.e., RDQ, ARI, etc.), 2) Separators (/), 3) agency information (XXXX...), and 4) the (.), which represents the end of the information provided by the agency. The X's above are not representative of the number of characters permitted but rather the actual data

#### **Explanation of Agency Indices Cancel Request Message:**

This is an electronic request from an agency via the DPS NICS portal cancel a record in the NICS Indices. Only the entering agency can cancel a record. The record to be canceled is identified by the ARI number.

#### NOTES:

- 1. MKE is "XDP".
- 2. HDR, MKE, ORI, RDQ, and ARI are mandatory.
- 3. RDQ (Relief from Disabilities Question) is required and represents the following information that must be provided by all agencies when cancelling a NICS Indices record: Is the deletion of this NICS Indices record due to the operation of the NIAA? The permissible values for RDQ are Y (Yes) or N (No).
- 4. RSN (Cancellation Reason) is required. See below for valid cancellation reason values (Reason Code). Cancellation reasons are subject to change by DPS.
- 5. RST (Cancellation Reason Text) is required when the Cancellation Reason (RSN) is "OTHER".

#### Example:

NICS32#Z0200226.XDP.SD3242342.ARI/TX1234567890.RDQ/N.RSN/OTHER.RST/EXAMPLE EXPLANATION.

-						
	Reason Code	Description				
	0	OTHER				
	1 Firearm prohibition criteria was not established (after					
		additional review, audit, deny challenge, etc)				
	2	Deceased				
	3	Relief of Disabilities Court Order				
	4	Correction with Re-Entry				
	5	Supporting documentation available				
	6	Reported to/is in III				

Cancellation Reason (RSN):

### **Document Revision History**

December 12, 2024

#### Change 5. December 19, 2024

Version 1.4, add New NIE Record entry types; add new Juvenile/Adult form features. Editor Anna Gay

#### Change 4. September 4, 2024

Version 1.3.1, updated Zero Report entry screenshots; fixed typos; updated New NIE Record entry type screenshot. *Editor Jeffrey Tran* 

#### Change 3. August 30, 2024

Version 1.3.0, update steps to enter a new record with ORI dependent entry types. Editor Jeffrey Tran

#### **Change 2**. **May 20, 2024** Version 1.2.0, addition of Cancellation Reason for XDPs. *Editor Jeffrey Tran*

#### Change 1. March 31, 2020 Version 1.1.0, first document to be released. *Editor Cassandra Richey*

#### Change 0. January 1, 2020 Version 1.0.0, first document to be released. *Editor Cassandra Richey*