

VCheck Data-Entry User's Guide

**VIRGINIA'S INSTANT CRIMINAL BACKGROUND CHECK
SYSTEM FOR FIREARMS DEALERS**

Introduction to VCheck

VCheck is Virginia's instant criminal background check program available via the Internet to all firearms dealers registered with the State Police Firearms Transaction Center (FTC). Approval numbers are generated in instant clearances, while transactions that require review or research are routed to the FTC for processing. The transactions entered by VCheck are available to the dealer for review on a daily and monthly basis. No special software is necessary.

The instructions within this guide should be utilized in conjunction with the VFTP Dealers Procedures Manual.

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I. Program Availability

VCheck is available daily from 8:00 AM to 10:00 PM. For any inquiries regarding registration, getting started, password resets, or assistance with a particular transaction, please contact the FTC Help Desk at (804) 674-2292 or 674-2788.

II. Email Addresses

To ensure receipt of important notices or memorandums, please report any changes to email addresses to the FTC Help Desk.

III. Log-In and Home Page

The link for VCheck will be provided upon registration. Enter user name and password and click *Login*. Once logged in, you may create a shortcut and/or add this link to your bookmarks or favorites. It is recommended that you set your log in to default to the Home page. This page contains current information regarding changes or updates to the program and other announcements. The *Home* page also provides the telephone number and email addresses to the FTC for assistance and/or to request Virginia Firearm Transaction Record (SP-65) Forms.

IV. Reset Password

If you forget your password or need to have it reset for any reason, please contact the FTC Help Desk for assistance. In this instance, you will be provided a new password and will be prompted to change your password as follows:

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User Id: X000123

Old Password (provided by FTC for reset purpose):

New Password:

Re-enter Password:

V. Enter Transaction

Via the box in the upper left hand corner, click on *Firearms Transaction* and select *New*. An asterisk indicates completion of the data field is mandatory.

DIN	The Dealer Identification Number (DIN) is automatically populated along with the business name.
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SELLER ID	The seller ID number must be identical to the number listed in Block 16 of the SP-65 form.
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DOCUMENT NUMBER	The document number must be identical to the number listed in the top right corner of the SP-65 (e.g., A123456).
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LAST NAME	Hyphens, periods, accents, or apostrophes will be rejected; do not enter spaces in the case of double surnames. For example, SIMS-JONES or SIMS JONES should be entered as SIMSJONES, and O'CONNELL should be entered as OCONNELL. Do not add suffixes (Jr., Sr., II, etc.).
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FIRST NAME	If the customer lists the first name as one letter but the primary ID indicates a full first name, please instruct your customer to correct the SP-65. You must enter the complete full first name of your customer.
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MIDDLE NAME	If the customer lists the middle name as one letter but the
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primary ID indicates a full middle name, please instruct your customer to correct the SP-65. You must enter the complete full middle name of your customer. If the customer has no middle name, ***do not enter NMN or NONE; the field should be left blank.***

RACE

Select from the drop-down box. If the SP-65 indicates a race other than those listed, select unknown.

SEX

Click *Male* or *Female*.

DATE OF BIRTH

Enter in MM/DD/YYYY format (March 15, 1962 is entered as 03/15/1962) or select from the drop-down calendar.

SSN

If the social security number is provided on the SP-65, it must be entered in VCheck. This data field will be left blank if a number other than SSN is provided on the SP-65.

U.S. CITIZEN

Select either *Yes* or *No*. If the customer is a citizen, the corresponding data fields will default to United States; another country may be selected from the drop-down list if the citizen was born outside of the United States. If the customer is not a citizen, select the appropriate country from the drop-down list. All non-citizen transactions will result in an initial delay for INS (ICE) verification of lawful presence. The FTC will contact you to obtain exemption information for nonimmigrant transactions.

INS (ICE)

All non-citizen transactions require either an Alien Registration Number (ARN) or Visa Admission Number (I94)

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without exceptions. Do not enter hyphens or symbols. The ARN must be an A plus nine digits (entered as A123456789) and the I94 must be I94 plus eleven digits (entered as I9400123456789).

VA RESIDENT Select *Yes* or *No*. If your customer is not a Virginia resident, select the state of residence from the drop-down list.

TRANSACTION LOCATION The field defaults to *Place of Business (VA Only)*. If the transaction is occurring at a location other than your place of business, please select from the drop-down list. The *Gun Show (VA Only)* option will produce a list of facilities for further selection; if the gun show venue is not listed, please select *Unknown*. If at a gun show do not choose *Other*; this choice produces a list of city and county jurisdiction names and codes and would apply only to an ATF-approved special event location other than a gun show.

TRANSACTION DATE Defaults to the current date.

HEIGHT Select the customer's height in feet and inches from the drop-down boxes.

WEIGHT Enter the customer's weight in whole numbers.

CONTACT TELEPHONE NUMBER Defaults to the primary phone number associated with your DIN on file with the FTC. If this primary number is a landline at your place of business and if the transaction is occurring at any other location please enter a mobile

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number or other best contact number instead.

FIREARMS TO BE TRANSFERRED

Enter the number by the category to be transferred. Do not enter zeros.

TYPE OF TRANSACTION

Only one type may be entered per transaction; the selection must be in compliance with requirements outlined in the Dealers Procedures Manual.

ENTERED BY

This is the person transferring the information from the SP-65 to VCheck, and may or may not be the same person identified in Block 16. This is a free text field.

CERTIFICATION

This box must be checked to certify that the information entered is identical to the information provided on the corresponding Virginia Firearms Transaction Record (SP65) and Federal Firearms Transaction Record.

SUBMIT

Please review all fields for completeness and accuracy before the transaction is submitted. Errors will result in a *Reject* response. If the data is submitted successfully, you will be prompted at the bottom the screen to *Click here to view today's transactions*. The current date's transactions may also be accessed by clicking on *Search* under *Firearms Transactions* in the upper left hand corner menu box. Should a discrepancy be found after clicking *Submit* please contact FTC for assistance.

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VI. Search Transactions

- Click on the *Submitted Date* column to sort transactions in chronological (most recent transactions at the bottom) or reverse chronological (most recent transactions at the top) order.
- Click on *Search* under *Firearms Transactions*. Click on *Advanced Search* in the upper right hand corner to search by document number or other specific criteria.
- Click on the heading of any column to sort in ascending or descending order.
- Click on the hourglass under *Action* to view transaction details.

Please be advised that approved transaction information is only available for up to 30 days from the date of approval.

VII. Sort Transactions

Transactions may be sorted by *Delayed/In Research*, *Recent Approvals*, *Recent Denials*, or *Additional Information Required*. Click on the heading of any column to sort in ascending or descending order.

VIII. Transaction Status

DELAYED/ IN RESEARCH	<i>Delayed</i> status does not infer that the individual will be denied; continue to check for a status change. <i>In Research</i> status generally suggests a decision of eligibility may exceed one business day.
RECENT APPROVALS	This status is updated upon each refresh of the page. The number of additional approvals added since the last

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refresh will be indicated.

RECENT DENIALS

A denied transaction specifies the customer is not eligible to purchase the firearm. This status is updated upon each refresh of the page. The number of additional denials added since the last refresh will be indicated.

ADDITIONAL INFO REQUIRED

This status will appear only if the information (height, weight, and contact telephone number) was not entered in advance of *SUBMIT* and a *DELAYED* response has occurred.

REJECT

There is an error in the transaction. If this status reoccurs after corrections are made, contact the FTC Help Desk for further assistance.

TECHNICAL DIFFICULTY

All systems were not in full service at the time of search. Do not re-enter the transaction. Contact the FTC for assistance or watch for an announcement from the FTC on the *Home* page.

SYSTEM DISABLED

An administrator may need to disable the program and will provide an explanation on the VCheck *Home* page. Transactions entered during this time will be held in queue and automatically processed once the program is returned to full service.

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IX. Contact Information

Help Desk: (804) 674-2292 or (804) 674-2788

Shift Supervisor: (804) 674-2786

FTC Manager: (804) 674-2210

firearms@vsp.virginia.gov