VCheck
User 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.

II. Email Addresses

To ensure receipt of important notices or memorandums, please report any changes to email addresses to the FTC Help Desk. The FTC occasionally receives requests under the provisions of the Virginia Freedom of Information Act for email addresses associated with VCheck. To prevent disclosure of email addresses, users may request nondisclosure at the time of registration or by contacting a member of the FTC.

III. Accessing VCheck

Type https://apps.vsp.virginia.gov/fadealer in the Internet address box. Enter user name and password and click *Login*. For easy access, **after you have logged in**, you may create a shortcut and/or add this link to your bookmarks or favorites. Once logged in, the *Home* page will be displayed.

IV. 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.

V. Reset Password

If you forget your password or need to have it reset for any reason, please contact the FTC Help Desk at (804) 674-2292. In this instance, you will be provided a new password and will be prompted to change your password as follows:

User Id: X000123

Old Password (provided by FTC for reset purpose):

New Password: As determined by dealer.(Password must contain 8 characters and contain at least one upper case letter, one lower case letter and one number)

Re-enter New Password:

VI. 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.
SELLER ID	The seller ID number must be identical to the number listed in Block 16 of the SP-65 form. This field does not capture the seller ID of the person entering the transaction unless the person entering the transaction is also the person who completed Section B of the SP-65. The person entering the transaction is not required to possess a State

	Police-issued seller ID number.
DOCUMENT NUMBER	The document number must be identical to the number listed in the top right corner of the SP-65 (e.g., A123456).
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.).
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.
MIDDLE NAME	If the customer lists the middle name as one letter but the 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.
SOC	**If the social security number is provided on the SP-65, it**

	must be entered in VCheck. Completion of this field is optional **only** for the customer.
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 ICE verification of lawful presence. The FTC will contact you to obtain exemption information for nonimmigrant transactions.
ICE	All non-citizen transactions require either an Alien Registration Number (ARN) or Visa Admission Number (I94) without exceptions. Do not enter hyphens or symbols. The ARN must be an A plus either eight or 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. In this instance, select the appropriate county or city from the drop-down list. Please contact the FTC if you are unsure of the appropriate jurisdiction.
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 modify the number as applicable. **Do not enter the customer's phone number**.
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; A new purchase and a pawn redemption require two separate transactions.
SUBMIT	Please review all fields for completeness and accuracy before the transaction is submitted. Errors may 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.

If an error or discrepancy is found at any time after the transaction has been submitted, please notify the FTC for assistance immediately. It may be necessary for an additional background check to be completed by the FTC to ensure lawful eligibility of the prospective purchaser.

VII. 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.

VIII. 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.

IX. Transaction Status

DELAYED/ IN RESEARCH	This status indicates only that the customer did not receive an instant approval. *Delayed* status does not infer that the individual will be denied; continue to check for a status change. *In Research* means the delayed transaction requires additional investigation; this generally suggests the waiting period regarding a decision of eligibility will exceed one day.
RECENT APPROVALS	This status is updated upon each refresh of the page. The number of additional approvals added since the last 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 list any transactions requiring height and weight to be entered provided this information was not submitted initially.

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 databases were not available at the time of search. Do not re-enter the transaction. Contact the FTC for assistance, or watch for an announcement from the FTC.
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.

X. Billing

In order to view billing and payment information posted to your account, click on *Billing* located on the left hand side of the screen. When you select either *Invoices* or *Payments*, the system will prompt you to enter your billing password. You must enter this password again in order to view your statements and payment information. Should you require any assistance, please contact the FTC Help Desk.

XI. Contact Information

Help Desk: (804) 674-2292

Shift Supervisor: (804) 674-2786

FTC Manager: (804) 674-2210

Firearms@vsp.virginia.gov