

# Voluntary Appeal File (VAF)

PRINT ALL INFORMATION IN BLACK

FBI LEAVE BLANK

\*LAST NAME

\*FIRST NAME

MIDDLE NAME

FD-1212 (Rev. XX-XX-XXXX)  
OMB No. 1110-0046, Exp. XX-XX-XXXX

\*SIGNATURE OF APPLICANT

\*DATE OF BIRTH

MM/DD/YYYY

ADDRESS OF APPLICANT

STATE OF RESIDENCE

PLACE OF BIRTH

SOCIAL SECURITY NO.

SEX

RACE

ETHNICITY

HISPANIC OR LATINO

NOT HISPANIC OR LATINO

COUNTRY OF CITIZENSHIP

NICS TRANSACTION NUMBER (NTN) AND/OR STATE TRANSACTION NUMBER (STN)  
(IF APPLICABLE)

ALIEN OR ADMISSION NUMBER

FINGERPRINTED BY

DATE FINGERPRINTED

**\* DENOTES REQUIRED FIELDS**

1. R. THUMB

2. R. INDEX

3. R. MIDDLE

4. R. RING

5. R. LITTLE

6. L. THUMB

7. L. INDEX

8. L. MIDDLE

9. L. RING

10. L. LITTLE

LEFT FOUR FINGERS TAKEN SIMULTANEOUSLY

L. THUMB

R. THUMB

RIGHT FOUR FINGERS TAKEN SIMULTANEOUSLY

**FEDERAL BUREAU OF INVESTIGATION  
UNITED STATES DEPARTMENT OF JUSTICE  
CRIMINAL JUSTICE INFORMATION SERVICES DIVISION, CLARKSBURG, WV 26306**

## **VOLUNTARY APPEAL FILE (VAF)**

The VAF permits individuals to provide written consent to the FBI's Criminal Justice Information Services (CJIS) Division to maintain information about themselves in the VAF to prevent future extended delays and/or erroneous denials of a firearm transfer. A completed fingerprint card must accompany an individual's signed VAF application in order for the individual to be considered for entry into the VAF. Upon successful entry into the VAF, the FBI's CJIS Division will assign and provide the individual a Unique Personal Identification Number (UPIN) to be utilized for future firearm transfers. A National Instant Criminal Background Check System (NICS) background check is required for subsequent firearm transfers; however, the UPIN will aid in confirming the individual's eligibility to possess or receive a firearm.

For additional information on submitting fingerprints to the FBI for entry into the VAF, please visit <https://www.edo.cjis.gov>.

**Privacy Act Statement:**

Authority: The FBI's acquisition, preservation, and exchange of fingerprints and associated information is generally authorized under 28 U.S.C. 534. The collection of information on this form is also authorized by 28 CFR 25.10(g).

Principal Purpose: The principal purpose for requesting your fingerprints and associated information is to allow the FBI to maintain your personal information in the Voluntary Appeal File (VAF). The FBI will search your fingerprints in its Next Generation Identification (NGI) System to confirm your identity and to locate any relevant criminal history information. Providing your fingerprints and associated information to the FBI is voluntary; however, failure to provide the requested information will result in the FBI's inability to retain your information in the VAF which may, in turn, result in future erroneous denials or extended delays of firearms transfers.

Social Security Account Number (SSAN): Your SSAN (or the last 4 digits) is requested to keep records accurate because other people may have the same name and date of birth. Your SSAN will be used to assist with verifying your identity. You are not required to provide your SSAN; however, failure to provide your SSAN may delay the processing of your VAF application or require the submission of additional information to verify your identity.

Routine Uses: During the processing of your application and for as long thereafter as your fingerprints and associated information are retained by the FBI, your information may be disclosed pursuant to your consent, and may be disclosed without your consent as permitted by the Privacy Act of 1974 and all applicable Routine Uses as may be published at any time in the Federal Register, including the Routine Uses for the National Instant Criminal Background Check System (NICS) and the NGI System. Routine uses include, but are not limited to, disclosures to local, state, tribal, and territorial criminal justice agencies to determine whether transferring a firearm, explosive, or related permit to you is prohibited by state or federal law, or whether to grant or deny an appeal from a NICS transaction. Information you provide to support your application may be used to update records in government databases.

**Paperwork Reduction Act Statement:**

According to the Paperwork Reduction Act of 1995, no persons are required to provide the information requested unless a valid OMB control number is displayed. The valid OMB control number for this information collected is 1110-0046. The time required to complete this information collected is estimated to be 10 minutes, including time reviewing instructions, gathering, completing, reviewing and submitting the information collection. If you have any comments concerning the accuracy of this time estimate or suggestions for reducing this burden, please send to: Department of Clearance Officer, United States Department of Justice, Justice Management Division, Policy and Planning Staff, Washington, DC 20530.