



## CJIS Division Virtual Training Registration-NICS

### Register, Join, and Learn!

The National Instant Criminal Background Check Systems (NICS) External Training Instructors are offering web-based training to the NICS user community to assist in the identification and application of federal prohibitions associated with firearm purchase and/or possession, to include the issuance of firearm-related permits and return of confiscated firearms.

These sessions allow the NICS user community to receive the training, tools, and resources needed to make an accurate determination on an individual's firearm eligibility. The training sessions from the NICS External Training Instructors include the opportunity for attendees to ask questions and interact with training instructors in real-time. Additionally, the training sessions feature group interactions throughout and includes examples and exercises to enhance attendee understanding of provided content.

After submission, the NICS External Training Instructors will send a calendar invite to test connectivity with Microsoft Teams and provide additional information about the training session and how to attend the selected sessions.

### NICS Training Session Descriptions

**NICS Overview:** This session provides a brief history of NICS and an overview of the categories of NICS state participation with emphasis and specifics related to the state being trained. This session includes a discussion on the databases queried with every NICS check and how states or agencies can contribute to these databases. Within this overview, attendees are provided an overview of the 10 federal prohibitions, allowable access to the NICS, and resources available.

**Federal Prohibition Training:** This in-depth training encompasses the identification, criteria, and research involved within each of the 10 federal prohibitions associated with firearm purchase and/or possession. The training reviews the research tools and strategies, as well as provides examples to demonstrate the needed documentation to meet the prohibition. Additionally, attendees will participate in large group exercises that demonstrate actual criminal records and the research and analysis involved in a NICS background check

**NICS Indices:** This training reviews the functionality, navigation, and access related to the NICS Indices, which is one of the three nationally held databases searched with every NICS check. Attendees will receive clarification on how information is submitted, what information can be placed into the database, and the responsibilities of the entering agencies.

**Law Enforcement Enterprise Portal (LEEP):** This session explains how attendees obtain a LEEP account and provides a live demonstration of the navigation through LEEP. LEEP training will assist attendees in locating and accessing the resources available to assist with the research and analysis of the results of the background check.

**Webinar Series:** The NICS External Training Instructors developed the *Webinar Series* to promote the correct application and full understanding of the criteria related to the federal prohibitions. These are one-hour sessions held throughout the year, each session focuses on a specific prohibition or topic. The Webinar Series provides the NICS User community with the opportunity to gain additional training and experience with applying the criteria for the federal prohibitions.

**Please select the NICS Training session(s) you wish to attend**

**(Note: All times are Eastern Time)**

NICS overview and Federal Prohibition training:

- February 22 - 25, 2021, 9:00 AM - 11:00 AM
  - February 22 - 25, 2021, 1:00 PM - 3:00 PM
  - March 15 - 18, 2021, 9:00 AM - 11:00 AM
  - March 15 - 18, 2021, 1:00 PM - 3:00 PM
  - April 12 - 15, 2021, 9:00 AM - 11:00 AM
  - April 12 - 15, 2021, 1:00 PM - 3:00 PM
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\* Registrant Information (\* Required)

<b>First Name</b>	<input type="text"/>
<b>Last Name</b>	<input type="text"/>
<b>Title</b>	<input type="text"/>
<b>Agency</b>	<input type="text"/>
<b>City/Town</b>	<input type="text"/>
<b>State/Province</b>	-- select state -- <input type="text"/>
<b>Email Address</b>	<input type="text"/>
<b>Best Contact Number</b>	<input type="text"/>

Have you attended previous NICS training(s)?

- Yes - in person
  - Yes - virtual
  - Yes - both in person and virtual
  - No
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Please indicate the following reason(s) you access/would access NICS:

- POC State
- Firearm-related permit
- Disposition of firearms (returning confiscated firearms)
- Submitting to the NICS Indices
- Responding to NICS related requests
- Other (please specify)

Do you currently have a Law Enforcement Enterprise Portal (LEEP) account?

- Yes
- No
- Unsure

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#### Privacy Act Statement

Authority: The collection of this information is authorized under Title 34 U.S.C. § 10211, 44 U.S.C. § 3101, and the general record-keeping provision of the Administrative Procedures Act (5 U.S.C. § 301). Completing the NICS Registration Form is voluntary; however, failure to provide your identifying information may result in your inability to participate in NICS training sessions.

Principal Purpose: The purpose of this registration form is to ensure that you are eligible to participate in a NICS training session. Your personal information will be used to confirm your employment with your agency and to validate that you are eligible for access to the course. When you log in to a NICS training session, this registration form will be used to confirm that you are a valid registered participant.

Routine Uses: All registration forms will be maintained in accordance with the Privacy Act of 1974. Information on the registration form may be disclosed with your consent, and may be disclosed without your consent as permitted by all applicable routine uses as published in the Federal Register (FR), including the routine uses for the FBI Online Collaboration Systems (JUSTICE/FBI-004), published at 82 FR 57291 (Dec. 4, 2017), and the routine uses for The FBI Central Records System (JUSTICE/FBI-002), published at 63 FR 8659, 671 (Feb. 20, 1998) and amended at 66 FR 8425 (Jan. 31, 2001), 66 FR 17200 (Mar. 29, 2001), and 82 FR 24147 (May 25, 2017). Routine uses may include sharing information with other local, state, tribal, territorial, or federal law enforcement agencies.

Pursuant to Paperwork Reduction Act requirements, this collection has been assigned the following control number by the Office of Management and Budget (OMB): 1103-0117. This OMB control number expires 12/31/2022.