

Florida Department of
Law Enforcement

2024

DEALER MANUAL & FES USER GUIDE

FIREARM
ELIGIBILITY
BUREAU

Dealer: (800) 226-2191
Customer Service: (850) 410-8139
Dealer Tech Assist: (850) 410-8140



The guidance set forth herein has no regulatory legal effect and is not intended to create or confer any rights, privileges, or benefits in any matter, case, or proceeding. The text of the statute is binding and nothing in this guidance can or should be read to contradict or otherwise be inconsistent with Title 18, United States Code (USC) Chapter 44; Title 27, Code of Federal Regulations (CFR) Chapter II; Chapter 790 Florida Statutes (FS); and Rule 11C Florida Administrative Code (FAC) 6.009.

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History

The Gun Control Act of 1968

The Gun Control Act of 1968 (GCA), which established categories of persons who are prohibited from receiving a firearm, was enacted by Congress as part of an effort to control gun violence in the United States. As amended, the GCA prohibits the transfer of a firearm to any of the following:

Title 18 United States Code (USC) Section 922g

1. Persons who are convicted of a crime punishable by imprisonment for a term exceeding one year, even if the person received a shorter sentence.
2. Persons who are fugitives from justice.
3. Persons who are unlawful users of and/or addicted to any controlled substance.
4. Persons who are adjudicated mental defective or involuntarily committed to a mental institution.
5. Persons who are aliens illegally/unlawfully in the United States and nonimmigrant aliens (with certain limited exceptions).
6. Persons who have been dishonorably discharged from the United States Armed Forces.
7. Persons who have renounced their United States citizenship.
8. Persons who are the subject of certain protection orders.
9. Persons who have been convicted of a misdemeanor crime of domestic violence.
10. Persons who are under indictment (information) for a crime punishable by imprisonment for a term exceeding one year.

In addition, state firearm prohibitors may also disqualify an individual. The National Instant Criminal Background Check System (NICS) is required to deny the transfer of a firearm to any individual who is found to be prohibited under state law, i.e., under the law of the purchaser's state of residence and/or the law of the state where the transfer occurs.

1. F.S. 790.23 (1)(b) Found, in courts of this state, to have committed a delinquent act that would be a felony if committed by an adult and such person is under 24 years of age -or-
2. (1)(d) Found to have committed a delinquent act in another state, territory, or country that would be a felony if committed by an adult and which was punishable by imprisonment for a term exceeding 1 year and such person is under 24 years of age
3. F.S. 790.065 (2)(a)(3) Has had adjudication of guilt withheld or imposition of sentence suspended on any felony or misdemeanor crime of domestic violence unless 3 years have elapsed since probation or any other conditions set by the courts have been fulfilled
4. F.S. 790.233 (1) Has been issued a final injunction that is currently in force and effect, restraining that person from committing acts of stalking or cyber-stalking, as issued under s. 784.0485.
5. F.S. 790.065 (4)(c)(1) Recent arrest (within the past six months) for a violent crime or enumerated offense as outlined in s. 790.065.

The Brady Handgun Violence Prevention Act (Brady Act)

The Brady Handgun Violence Prevention Act (Brady Act) In November 1993, the Brady Act generally requiring Federal Firearms Licensees (FFL) to request background checks on individuals attempting to acquire a firearm was signed into law. The permanent provisions of the Brady Act, which went into effect on November 30, 1998, required the Attorney General to establish a NICS that FFLs generally must contact by telephone or other electronic means before transferring a gun to unlicensed persons, for information to be supplied immediately on whether

the receipt of a firearm by a prospective transferee would violate state or federal law. In some states, the NICS provides authorized law enforcement agencies with information they need to make firearm transaction determinations. The permanent provisions became effective with the implementation on November 30, 1998, of the NICS.

Introduction

Florida State Statute 790.065 requires all Federal Firearm Licensees (FFLs), which may include firearm dealers, manufacturers, and importers in Florida to contact the Florida Department of Law Enforcement (FDLE) before transferring any firearm to an individual who is not also an FFL. This statute established a section in the FDLE called the Firearm Purchase Program (FPP), which is responsible for running the background checks for firearms.

The FPP accepts submissions by phone or online from licensed firearm dealers to complete background checks using information about the potential buyer. The FPP runs a background check to determine the recipient's eligibility to purchase a firearm and informs the seller of the final decision (whether the buyer is or is not eligible to make the purchase).

The mission of the Firearm Purchase Program is to serve the public by ensuring law-abiding citizens and eligible visitors are able to legally obtain firearms while preventing purchases by individuals who are disqualified.

As with any program, success relies on the strength of the partnership. FPP welcomes open communication from program participants and encourages contact whenever there is issue of any kind to include identifying and resolving problems, and suggestions for future enhancement.

Contacting the Firearm Purchase Program

Address

Florida Department of Law Enforcement
Firearm Purchase Program
PO Box 1489
Tallahassee, FL 32302-1489

Email

FPP@fdle.state.fl.us

Phone Numbers

Dealer Call-in: (850) 410-8100 or 1-800-226-2191
Dealer Technical Assistance: (850) 410-8140
Customer Service: (850) 410-8139

Billing Contacts

Florida Department of Law Enforcement
Office of Finance and Accounting
PO Box 1489
Tallahassee, FL 32302-1489
Billing: (850) 410-7156
Email: FDLEAccountsReceivable@fdle.state.fl.us

Firearm Purchase Program Procedures Enrolling

The United States Department of Justice, Bureau of Alcohol, Tobacco, Firearms and Explosives (ATF) is responsible for the licensing process whereby individuals or businesses apply for a Federal Firearms License (FFL).

Prior to participation in the Firearm Purchase Program, federally licensed firearm dealers, manufacturers and importers that have been approved by ATF and assigned an FFL number must submit a Dealer Information form to the FPP.

In order to submit transactions to the FPP you must have access to the Firearm Eligibility System (FES). The request must be made online through FES. To submit via FES, you must have a computer with internet access.

1. Open a web browser page (Internet Explorer, Chrome, Firefox, etc). In the address bar at the top of the page, type the following link: <https://fes.fdle.state.fl.us>
2. Click the link for New Dealer Request (below the login and password buttons).



Firearm Eligibility System

A screenshot of the FES login page. At the top, there is a blue "Login" button with a lock icon. Below it are two input fields: "User ID:" and "Password:". A blue "Login" button is positioned below the password field. Underneath the login button are two links: "Forgot Password" and "Change Password". A red box highlights the text "New Dealer? Submit your Dealer Registration Form to enroll with FDLE FPP." Below this is the text "Forgot User ID? Please Contact FDLE." At the bottom, there is a "Contact Us" section with the email "FPP@fdle.state.fl.us", the phone number "(850) 410-8139", and the phone number "(850) 410-8140". The footer includes the copyright notice "Copyright 2014, 2015 Florida Department of Law Enforcement All Rights Reserved." and a link for "Firearm Transfer Status Check".

3. Once you are in the application, fill out the application with the information requested based off of the information you supplied to ATF and what is on your FFL.
4. If you have any questions about the application or need assistance filling it out, please call our dealer technical assistance line (850-410-8140). Please have your FFL number, business address, and business phone number when you call.
5. Once you have been successfully enrolled in FES as a Florida firearm dealer, you will be issued a unique dealer identification number (dealer ID) between 3-6 digits long. This is the number you will use when processing buyer background checks through the FPP. This dealer ID number is used to bill the cost of transactions to the appropriate dealer. Each dealer is responsible for maintaining the confidentiality of this assigned number. Contact the dealer technical assistance phone number if you believe the number has been or is being used improperly. You may choose to establish an account PIN number as an additional security measure.

6. Upon completion of the dealer registration, you will receive your dealer ID, which can be used to submit transactions by phone. Subsequently, you may contact the dealer technical assistance line to request online access, so you may submit background check transactions via the internet. This opportunity will be extended to you even if you initially opt to submit transactions by phone. Given the ease, simplicity and additional features of online submissions, at some future point you may choose to begin submitting transactions online rather than tying up a phone line to call in your buyer's background checks.

Transaction Submissions to the Firearm Eligibility System (FES)

Before transferring a firearm to a buyer, the dealer must:

1. Have the buyer or person redeeming a pawn complete the ATF form F-4473. The completion of this form must comply with Title 27, Code of Federal Regulations, Section 478.124 and section 790.065, Florida Statutes.
2. Review the buyer's identification document(s):
 - a. The dealer will review the required government-issued photo identification provided by the buyer to establish their identity as required by state and federal regulations. The document(s) provided by the buyer must contain the buyer's name, residence address, race, sex, date of birth/age, and signature. The dealer is required to compare the information on the identification documents and the ATF F-4473 form to ensure the information on the form is accurate.
 - b. A member of the Armed Forces on active duty is a resident of the state of permanent duty station and may satisfy the identification document requirement by presenting military identification along with official orders indicating his/her permanent duty station is within Florida.
3. The dealer will review the ATF F-4473 form and determine if the buyer appears to be eligible to purchase a firearm based on the questions under section 21. If the buyer is not eligible to buy/trade/redeem, the transaction ends at this point. If the buyer appears to be eligible, the dealer will proceed and advise the buyer of the requirement to conduct a background record check. The only exceptions to the background check requirement are:
 - a. Record checks are not required for firearms brought in for warranty replacement or repairs if pickup by within one year by the same individual who brought in the firearm.
 - b. Record checks are not required for a firearm rented for a single purpose and maintained on the premises of the rental agency (example: skeet shooting, plantation hunting, etc.).
 - c. Firearms purchased by law enforcement agencies are exempt from the record check requirement; however, individual law enforcement officers, correctional officers and probation officers must have a background record check conducted when purchasing a firearm.
 - d. National Firearms Act (NFA) firearms purchased by a non-licensee where an ATF Form 4, (Application for Tax Paid Transfer and Registration of Firearm), was submitted to and approved by ATF. Examples of NFA firearms are silencers, machine guns, short barrel rifles, short barrel shotguns, any other weapons (AOW) and destructive devices.
4. Before the transfer, the dealer will collect the non-refundable processing fee of \$5 from the buyer. Taxes should not be charged on this fee. The fee should be collected BEFORE submitting the background check. Once the record check is submitted, the dealer/FFL will be charged. The charge occurs whether or not the firearm is transferred – even if the buyer changes their mind. The dealer/FFL, not the prospective buyer, is responsible for payment

to FDLE.

How to submit the transaction to the FPP.

The dealer calls the toll-free number to submit the required record check, or submits the buyer information online via FES.

Phone Submission

1-800-226-2191 or In Tallahassee/Leon County, the local number is 850-410-8100.

The FPP has established a dedicated phone line for dealers who choose to submit background check transactions via the phone. This toll-free number is for background check submissions and their follow-up (final decision) responses only. Calls received on this line may be recorded and those resulting in background checks will be charged the appropriate fee.

Request for information or buyer questions regarding a specific transaction (after a final decision has been made and communicated to you) should be directed to the FPP via the customer service line at 850-410-8139. Dealer questions can be directed to the Dealer Technical Assistance Line at 850-410-8140.

1. The FPP analyst answering the call will request the dealer number, business name, and PIN number (if one has been established). The analyst will then prompt the dealer for buyer's information. The call may be discontinued if the identifying information supplied is incorrect, incomplete, or raises a reasonable doubt about the legitimacy of the call.
2. The dealer will provide the buyer's name, race, sex, and date of birth, citizenship, place of birth, social security number (optional), UPIN number (if applicable), and state of residency. All of this data is located on the ATF F-4473 which should have been completed by the buyer and already been verified against a valid government-issued photo ID and readily accessible by the dealer. If the dealer cannot provide the information, the FPP analyst will not process the request.
3. Customers must be 21 years of age to purchase a firearm. Customers who are at least 18 but less than 21 may purchase a rifle or shotgun if they are an active duty law enforcement officer, correctional officer, or United States Service member. Federal law requires persons to be 21 years of age to purchase a firearm. This applies to all types of firearms. The Federal law exception for long guns (shotguns and rifles) which may be purchased by persons 18 years of age or older requires an additional exception, as outlined above, in Florida.
4. The social security number of the buyer is optional and the dealer should advise the buyer that they may voluntarily provide the number if they choose. If the number is obtained, it should be recorded on the ATF F-4473. If provided, the FDLE will use the social security number to prevent misidentification. It is especially helpful when the potential buyer has a common name.
5. With the information provided, the FPP analyst will conduct a record check of state and national record systems. Based on the findings, the analyst will provide the dealer with a control number and a final decision. The FPP does not release any actual criminal history record information to the dealer or the buyer over the telephone. **The dealer should not provide background check decisions to any person other than the buyer.**
6. If an approval number was issued, the dealer may complete the sale. The approval number is valid for a single transaction within thirty calendar days. Multiple firearms may

be transferred within a single transaction and each single transaction requires a single background record check. The approval number expires upon use. Once the transaction is completed (firearm(s) are transferred), if the buyer returns later for an additional transaction (regardless of the elapsed timeframe), a separate background record check must be completed.

NOTE: There is a three-day waiting period between the purchase at retail and delivery of all firearms. Additional information on this waiting period is provided on [page 15-16](#).

7. The control number provided to the dealer by the FPP analyst must be recorded on the ATF F- 4473 form 27b.
8. If the transaction results in a Non-Approval, the sale and/or transfer cannot be completed. The dealer must advise the buyer of their right to appeal the decision to the FDLE within 60 days. If the buyer indicates they want to appeal, the dealer will provide the buyer with an appeal form and fill in the dealer's section at the top of the form. If the buyer appeals and the non-approval is overturned, the buyer will receive a letter notifying them that they may purchase a firearm from the original dealer who may then complete the transfer without an additional records check. The dealer must attach the original appeal approval letter to the 4473. The letter will have an expiration date, 30 days from the approval. The transfer must be completed prior to the date provided. FFLs are required to verify the buyer's identity and maintain the federally required record of the transfer.

Online Submissions

Firearm Eligibility System (FES)

Dealers may choose to submit transactions for firearm purchasers online by using the Firearm Eligibility System (FES). Only the firearm dealer or authorized employees may view and use the FES application. Customers are NOT ALLOWED to view the screens or type their own data. Dealers found in violation may have their access suspended for misuse of the system.

Dealers receive user training before accessing the FES system. An FPP representative will walk you through various features of the FES application. An account can be set for both administrators and users of the system. Dealer administrators have the ability to add and delete additional users, pay invoices, run reports, submit transactions and view updated transaction statuses in real time. Dealer users will be limited to the submission of transactions and viewing updated transaction statuses.

Decision Codes

Based on the findings of the background record check, the FPP analyst will provide the dealer with a queue or control number depending on the final decision. The control numbers are only given for a final decision while a queue number is a tracking number for all transactions.

A queue number will be used for giving the dealer a callback time or in the case of a decision pending transaction. If you are given a queue number and call back time the transaction is in progress, and a decision has not been made. You may call back to receive your final decision or check the status online.

The possible decisions and their meanings are listed below:

- **Approval** – the transfer of the firearm may proceed. There were no disqualifying records found in the background check process. The FPP analyst will provide the dealer with the final control number which will be an 8-digit number with an “A” at the end.

- **Non-Approval** – There is a record on file matching the subject’s information indicating the individual is prohibited from purchasing or possessing a firearm. The transfer may NOT proceed. Non-approved customers may file an appeal. The appeal must be received via postal mail within 60 days of the transaction date. The FPP analyst will provide the dealer with the final control number which will be an 8-digit number with an “N” at the end. A non-approval is issued for the following disqualifiers:
 - Felony conviction
 - Under indictment or information for a felony
 - Adjudication withheld on a felony or domestic violence related charge where 3 years has not yet lapsed since the sentencing provisions have been completed
 - Fugitive from justice
 - Adjudicated mentally defective or has been committed to a mental institution
 - Illegal aliens or aliens admitted to the US under a nonimmigrant visa and do not meet a Federal exception
 - Convicted of a misdemeanor crime of domestic violence
 - Respondent of active injunction for protection (protection order, restraining order, etc.)
 - Dishonorably discharged or convicted of desertion from the United States Military
 - Unlawful current users of or addicted to controlled substances
 - Renounced US Citizenship
 - Recent arrest (within the past six months) for a “dangerous crime” or “enumerated offense” and the case has not been disposed in court
 - Found to have committed a delinquent act in any state, territory or country that would be a felony if committed by an adult and which was punishable by imprisonment for a term exceeding one year and such person is under 24 years of age and the record has not been expunged
- **Decision Pending** - There is a record on file matching the subject’s information requiring additional research to determine firearm eligibility. The FPP analyst will provide the dealer with a queue number, which will be a 9-digit number and is NOT a final control number. A control number will be issued once research is completed.
 - Dealers may check the Firearm Eligibility System (FES) for an updated status or may call the toll-free number to request a check of the status.
 - Dealers and Customers may also use our status check website to see real-time updates. They will need the queue number, transaction date and to complete the captcha.
<https://fes.fdle.state.fl.us/fes/dealer/backgroundCheckStatus.jsf>
 - The weapon may only be released once research is complete and the transaction has been given a control number and a final decision of Approval.

Pawn Redemptions, Return of Consigned Firearms and Facilitated Private Sales

Pawn Redemptions and Return of Consigned Firearms

All federal firearms licensee (FFL) must submit pawn redemptions and return of consigned firearms to the Florida Department of Law Enforcement (FDLE) Firearm Purchase Program (FPP) with the exception of pre-pawn checks. Pre-pawn transactions must continue to be directed to the FBI.

Facilitated Private Sales:

Several Florida counties have ordinances requiring a background check for all transfers that occur on property "to which the public has the right of access". Private individuals may not contact the FDLE directly and FFLs are prohibited from sharing the dealer phone number or allowing any person who is not an FFL or agent/employee of the FFL to access FES. The FDLE will accept transactions from FFLs to facilitate the transfer of a firearm between private individuals when required by a county ordinance. FFLs are cautioned to be aware of ordinances in the county or counties where business is conducted.

Appealing a Non-Approval

The FDLE Appeal Instructions

A buyer receiving a non-approval will have the right to formally appeal within 60 days of the background check. A non-approval means that the buyer's demographic information matched an individual whose record meets the non-approval criteria. If the buyer believes he or she is not the individual whose record is on file or the record is incorrect, he or she should follow these appeal guidelines.

The dealer should complete the dealer's portion of the form providing the following:

- **Dealer Name:** If a business, provide the registered business name. If not a business, provide the licensee's name in Last, First, Middle order. This should be the name provided on the Dealer Identification Form.
- **Non-Approval Number:** Provide the complete number as given by the FDLE technician including the letter following the number.
- **Date of Non-Approval:** The date the non-approval number was provided by the FDLE technician. This should be provided in month, day, year (MM/DD/YYYY) order.
- **Buyer's Name:** Provide the buyer's complete name as found on the identification presented. The name should be provided in Last, First, Middle order.

The buyer should complete the remaining portion of the form. Once the form has been completed, the buyer should go to a law enforcement agency and be fingerprinted on a FBI Applicant Fingerprint Card (FD-258) or on the appeal form itself. The completed appeal form and fingerprint card should then be mailed to the FDLE by the buyer as explained on the form itself. The form must be received by the FDLE within 60 days of the date of transaction.

The FDLE will process the appeal request and advise the buyer of its findings in writing whether the transaction is approved or non-approved. If the buyer is advised that their request is sustained as a non-approval, the letter returned to them via mail will include information on the applicable disqualifier and how to seek remedy. If they wish to pursue their non-approval further, they should follow the instructions provided in the letter or procedures as outlined in Rule 11C-8, Florida Administrative Code (copy available through the FDLE). This rule explains how a person can

obtain a copy of his or her Florida criminal record and request correction of any errors.

If the buyer is advised by the FDLE that they are approved to purchase a firearm, an approval letter will be mailed to the buyer. The letter is printed on the FDLE letterhead and contains the control number and expiration date. The letter should be taken to the original licensed dealer, within the time frame established in the letter, to complete the transfer of the firearm. The dealer must attach the appeal letter to the ATF F-4473 Form, but does not need to request another record check for the customer.

Appeal forms are available by request through the FDLE or available electronically via the Internet.

Appeal forms are available through this link: <https://www.fdle.state.fl.us/FPP/Documents/Appeal-Form.aspx>

NOTE: After the sale has been completed, the dealer will attach and maintain the approval letter with the ATF F-4473 Form.

The FBI Appeals Instructions

As an alternative, the customer may challenge the record by contacting the Federal Bureau of Investigation (FBI). The FBI offers two (2) options for buyers who are often delayed or denied a firearm: a firearm-related challenge and the Voluntary Appeal File (VAF).

A firearm-related challenge is available to a buyer that has been denied the purchase of a firearm. A delayed firearm transaction may not be challenged. To challenge a denied firearm transaction, buyers must submit a written request and a current set of their fingerprints using the standard fingerprint form (FD-258). The written request must include either a NICS Transaction Number (NTN), which is a unique number assigned to each valid firearm-related background check inquiry received by the FBI; or a State Transaction Number (STN), which is a unique number assigned by a State Point of Contact to a valid firearm-related background check inquiry. In Florida, the STN is the control number given to the buyer by the FFL after a firearm background check transaction. The control number is an 8-digit number with an "N" at the end for Non-Approval.

The Voluntary Appeal File (VAF) is available to a buyer that experiences continuous delays or denials when purchasing a firearm. Anyone may apply for the VAF. A buyer may apply for the VAF at the same time they submit a firearm-related challenge. To apply for the VAF, you may complete the application online or mail a written request. This process also requires a current set of fingerprints using the standard fingerprint form (FD-258). The written request must include either an NTN or STN. In Florida, the STN is the control number given to the buyer by the FFL after a firearm background check transaction. The control number is an 8-digit number with an "A" for Approval or "N" at the end for Non-Approval.

Once you apply for the VAF, FBI personnel will research your case and assign you a Unique Personal Identification Number (UPIN) if you have no firearms prohibitions. For future firearms transactions, you will provide your UPIN for your background check. You will still have to undergo a complete background check to buy a firearm, but the UPIN will help to confirm your identity.

Instructions for challenging a firearm-related denial or applying for the VAF with the FBI can be found here: <https://www.edo.cjis.gov/#/>. This site also stores a copy of the standard fingerprint form (FD-258) buyers must use for their challenge or VAF application.

Mandatory 3-day Waiting Period for Firearms

F.S. 790.0655 requires a completed background check or a three working-day waiting period (whichever is later) between the purchase at retail and delivery of all firearms.

Exceptions to the three-day waiting period are:

- When a firearm is being purchased by a holder of a valid Florida concealed weapons permit as defined in s. 790.06.
- To the purchase of a rifle or shotgun, upon a person's successfully completing a minimum of a 16-hour hunter safety course and possessing a hunter safety certification card issued under s. 379.3581. A person who is exempt from the hunter safety course requirements under s. 379.3581 and holds a valid Florida hunting license is exempt from the mandatory waiting period under this section for the purchase of a rifle or shotgun.
- When a rifle or shotgun is being purchased by a law enforcement officer, correctional officer, or a service member.
- The trade-in of another firearm.

The waiting period is imposed between the purchase and delivery of the firearm. "Purchase" means the transfer of money or other valuable consideration to the retailer. (Section 790.0655 (1)(a). F.S.). The dealer should advise the buyer when the three-day waiting period will end.

Florida Constitution Article 8 Section 5(b) defines the term "sale" as the transfer of money or other valuable consideration for any firearm when any part of the transaction is conducted on property to which the public has right of access.

When the buyer returns, the dealer will pull the partially completed ATF F-4473 Form. The dealer must ask the buyer to review Section A and sign and date again if the information is still correct. The dealer must complete Section B and sign and date the form. The dealer must verify the buyer's identity again by inspecting photo identification. Title 27, Code of Federal Regulations, Section 178.124(c), requires the establishing of identification and completion of Section B at the time of transfer.

Please note that this procedure is different from previous ATF instructions concerning the signing of the ATF F-4473 Form. The State of Florida has been working with ATF, and the procedure outlined here has been approved for documenting the waiting period between the first and second signatures of the buyer. The two signatures will supply accountability for the information provided for the record checks and again at the actual time of transfer of the firearm. The physical transfer must take place before the expiration of the approval number (thirty calendar days).

Since the three-day waiting period is separate from and in addition to the FPP background record check, persons who require clarification regarding the three-day wait must contact the State Attorney's Office in their jurisdiction, the Florida Attorney General's Office at (850) 414-3300, or the local Bureau of Alcohol, Tobacco, Firearms and Explosives (ATF) Office.

Florida Constitution Article 8, Section 5 states that each county shall have the authority to require a criminal history records check and a 3 to 5-day waiting period, excluding weekends and legal holidays, in connection with the sale of any firearm occurring within such county on property to which the public has the right of access. Licensed dealers should contact their County Commissions to ensure compliance with any local ordinances that may apply. Holders of a Florida concealed weapons permit as prescribed by general law shall not be subject to the provisions of

this subsection when purchasing a firearm.

Requirements for background check & 3-day wait

This chart outlines which purchasers must have the background check and which purchasers must wait three days.

PURCHASE/CUSTOMER TYPE	BACKGROUND CHECK?	3-DAY WAIT?
HANDGUN*	YES	YES
LONG GUN	YES	YES
Concealed Weapon Permit Holder – HANDGUN*	YES	NO
Concealed Weapon Permit Holder – LONG GUN	YES	NO
Certified Law Enforcement Officer – HANDGUN*	YES	YES
Certified Law Enforcement Officer – LONG GUN	YES	NO
Hunter's Safety Course AND Valid Hunting License – HANDGUN*	YES	YES
Hunter's Safety Course AND Valid Hunting License – LONG GUN	YES	NO
Trade In – HANDGUN for HANDGUN*	YES	NO
Trade In – HANDGUN for LONG GUN*	YES	NO
Trade In – LONG GUN for HANDGUN*	YES	NO
Trade In – LONG GUN for LONG GUN	YES	NO
Repair or exchange under warranty – HANDGUN*	NO	NO
Repair or exchange under warranty – LONG GUN	NO	NO
Pawn Redemption – HANDGUN	YES	NO
Pawn Redemption – LONG GUN	YES	NO
Consignment – HANDGUN	YES	NO
Consignment – LONG GUN	YES	NO

*The handgun category also applies to the sale and transfer of frames, receivers and others.

Business Information For Dealers

Billing Procedures

Each month, the FDLE will provide the dealer with an invoice of the fees due. The invoice will provide a record of all background checks made by the dealer during that billing period. The invoice will include an invoice number and payment coupon. The invoice number must be associated with the payment in order for the payment to be properly applied. The payment must be received by the FDLE by the due date on the invoice.

One method for paying your invoice is to postal mail a banker's check. The envelope provided with the invoice should be used for mailing the payment. Only checks, money orders, or cashier's checks made payable to the FDLE will be accepted. Checks must be in US dollars only. If a check fails to clear and is returned to the FDLE for any reason, a charge as defined in section 215.34, Florida Statutes, will be added to the dealer's invoice for the next billing period.

Another method for paying your invoice is to submit your payment through your online user account. We recommend paying your invoice through your online user account to avoid disruptions to your FES access. Payment submitted online are processed immediately by FES. Therefore, in the event you are inactive, the system will immediately change your dealer business status to active. After submitting your payment, ensure you log out of your account and close out of your browser so your account status is accurately reflected.

As outlined in Rule 11C-6, FAC, nonpayment of any portion of the required fees will result in the services provided by the FDLE being stopped until such fees are paid in full. All payments received will be applied to the oldest outstanding invoice first. Failure of the dealer to comply with the duties imposed at section 790.065(1), Florida Statutes, may be a 3rd degree felony.

The billing program allows for consolidated billing for franchises or branch stores. This is done by combining individual Dealer Identification Numbers under a Master Identification Number. This should have been completed at the time the Dealer Information Forms were submitted. If your dealership is consolidated, it will be necessary for you to advise the FDLE when a new identification number is being requested or any inquiries are made about your account.

If you have any questions regarding an invoice that you have received from the FDLE, you should call the FDLE Office of Finance and Accounting at (850) 410-7156 or email them at FDLEAccountsReceivable@fdle.state.fl.us, between the hours of 9:00 a.m. and 5:00 p.m., E.T.

Dealer Status

If for any reason the status of the dealer's ATF Federal Firearms License changes, including renewals, the dealer must notify the FDLE immediately. The number to call and report these changes is (850) 410-8140. You can also report these changes through the email (fpp@fdle.state.fl.us). Failure to report any status changes will result in suspension of dealer number until rectified.

If the dealer fails to renew or ceases operations, they must comply with all the federal requirements of turning over the records and business books that have been maintained.

The dealer will remain responsible for all calls made using their Dealer Number until the FDLE has been notified in writing to cancel the number.

Computer Issues and Resolutions

The FDLE makes every attempt to maintain continuous service between firearm dealers, the FPP, and the criminal record systems used to process background checks. Rarely, you may receive an unexpected phone message indicating the FPP staff is not available. Generally speaking, this will occur only in the event of a fire alarm or other emergency that may force the evacuation of the building. All effort is made to maintain the availability of the FES for online dealer access at all times with an emphasis on the hours of regular operation (9am- 9pm daily).

Rarely, the FPP may experience an issue with one of the systems used to process background checks. In the event of technical issues, the dealer will be given a good faith estimate of the length of time the system will be out of service if that information is available and this does not preclude any extensions to the delay. We will promptly notify dealers of the systems status through the FES dashboard and dealer call-in line. The dealer will provide the information on the buyer to the FDLE analyst. Once the system returns to service, the record checks will be processed in the order they were received. The period allowed for this type of delay is the end of the next working day (see glossary of terms). If no decision has been given, the dealer is required to contact FPP to follow up.

Dealer's Records Maintenance

To prevent duplication in keeping records, the FDLE accepts and uses the ATF F-4473 as the State form for processing criminal record checks. The dealer requirement to maintain approval forms is outlined by federal law. Non-approvals will be maintained for a period of five years.

The FPP will provide access to non-approval records for all federal, state, county and municipal law enforcement agencies in connection with their official duties.

FES Home Page and Verification

The Florida Department of Law Enforcement (FDLE) Firearm Eligibility System (FES) is a web-based application available via the Internet developed for use by Federal Firearm Licensees (FFL) to submit firearm background check transactions. FES also offers the ability to view previously submitted transactions.

Objectives of This Section

At the conclusion of this section, you will be able to:

- Login to FES
- Reset a forgotten password
- Change your password
- View the Terms and Conditions page

Step-by-step Instructions

1. Using a device with an active internet connection, access the FES home page at: <https://fes.fdle.state.fl.us>

The screenshot shows the login interface for the Florida Department of Law Enforcement's Firearm Eligibility System. At the top, the text "FLORIDA DEPARTMENT OF LAW ENFORCEMENT" is displayed in bold blue letters, with "Firearm Eligibility System" below it in a lighter blue font. The main content area is a light gray box with a white background. It features a blue "Login" button with a lock icon. Below the button are two input fields: "User ID:" and "Password:". The "User ID" field contains the placeholder text "User ID" and the "Password" field contains "Password". Below the input fields is a blue "Login" button. At the bottom of the form, there are two links: "Forgot Password" and "Change Password". Below the links, there is a small text block: "New Dealer? Submit your Dealer Registration Form to enroll with FDLE FPP." and "Forgot User ID? Please Contact FDLE."

2. Type your User Name and Password and click the blue "Login" button. The Terms and Conditions page will open.
 - a. If you do not know your User Name, see your local system administrator. If you do not know who that is, or you are the system administrator for your FFL, call FDLE for assistance at 850-410-8140.
 - b. If you do not know your Password, click the "Forgot Password" link and you will be directed through a set of screens that will allow you to set a new password.
 - c. If you know your current password but would like to change it, click the "Change Password" link and you will be directed through a process which will allow you to set a new password.
3. After reviewing the terms and conditions for FES use, click "I Accept" to continue. If you do not accept the terms and conditions, click "I Decline" and you will be directed back to the home page.

FFL HOLDER TERMS AND CONDITIONS

"Welcome 00010-Isx!"

Florida Department of Law Enforcement (FDLE)
Firearm Purchase Program (FPP)
Firearm Eligibility System (FES) Terms and Conditions"

Note: FDLE should be provided with valid business phone# for the communication. Unreachable or InActive communication mode will result into "Application Access Removal".

Please note that **any** disclosure, whether intentional or unintentional, of the information provided to the Dealer through the FES other than as strictly required for compliance with the law regarding background checks on potential firearm buyers, is considered misuse of the FES and could result in termination of access. This restriction is spelled out in more detail under "Specific Obligations Imposed," below.

BACKGROUND

Florida residents entrust the Florida Department of Law Enforcement (FDLE) Firearm Purchase Program (FPP) and each Federal Firearm License (FFL) holder with important information, data, practices and safeguards involving the sale of firearms. The FFL has an obligation to both customers and the general public to enforce certain aspects of Federal and State law. The FDLE FPP expects that every FFL will take all necessary steps to ensure the integrity of all their employees who engage in the sale of firearms. The FFL possesses the ultimate legal and punitive liability for misuse of the Firearm Eligibility System (FES) when obtaining approval for firearm purchases over the Internet.

SPECIFIC OBLIGATIONS IMPOSED ON THE FEDERAL FIREARM LICENSE(FFL) HOLDER FOR INITIAL AND CONTINUED USE OF THE FIREARM ELIGIBILITY SYSTEM (FES)

In order to ensure the responsible use of the system, certain practices are to be strictly observed as a condition of continued access to the FES. Misuse of this system will not be permitted and the following actions may result in disciplinary action against the FFL, to include revocation of access to the FES, and criminal prosecution. The FFL is responsible for any employees who interact with both the Firearm Purchase Program and in turn the FES at the FFL's establishment, store, Gun Show, or other firearm sale functions. It is strongly encouraged that the FFL routinely conduct internal sales records audits and user audits as employees depart employment.

FES TEST DEALER

I Accept

I Decline

FES Main Page

The main page functions as a bulletin board for important messages and updates. The main menu is located on the left side of the screen and will remain fixed in this position as you move through other screens available in the application.

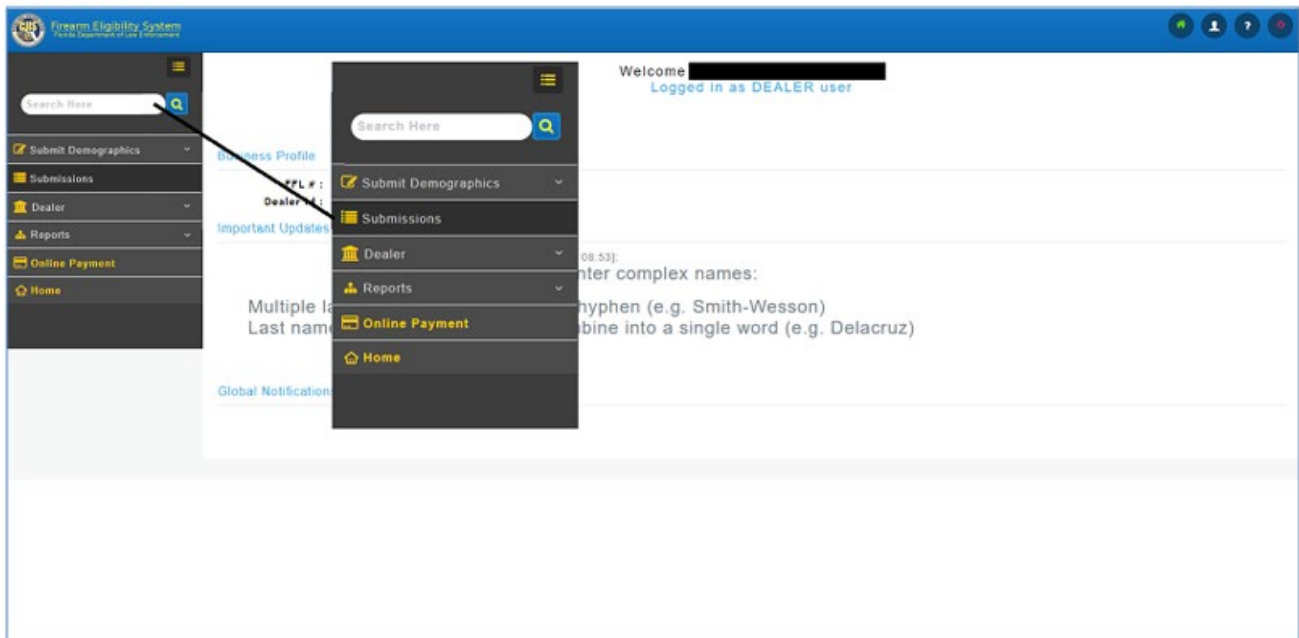
Objectives of This Section

At the conclusion of this section, you will be able to:

- Search for a previously submitted transaction by control number or queue number
- Search for a customer name for transactions less than 48 hours old
- View previously submitted transactions matching your search criteria

Step-by-step Instructions

1. In the upper left corner of the menu is a white oval shaped field with a magnifying glass where you can type the control number, queue number, or the customer's last name. When you have typed the number or name, you may use the enter key or click the magnifying glass to initiate the search.
2. The search results will open. If you searched by a control number or queue number, the system will retrieve a single transaction associated with that number. If you search by customer's last name, the system could potentially return multiple transactions.
 - a. Per Florida statute, identifying transaction information is purged from the FES system 48 hours after the transaction becomes an approval. You will not be able to search by customer name if the name has been purged.



3. The search results will open. If you searched by a control number or queue number, the system will retrieve a single transaction associated with that number. If you search by customer's last name, the system could potentially return multiple transactions.
4. You may use the secondary search filter located in the upper right corner to narrow your

search results by typing the customer's first name.

The screenshot displays the Firearm Eligibility System interface. On the left is a dark sidebar with navigation options: Submit Demographics, Submissions, Dealer, Reports, Online Payment, and Home. The main content area is titled "Applicant Details" and features a search bar with the placeholder text "Enter a Keyword". Below the search bar is a table with columns: Control Number, Decision, Name(L,F), Transaction Status, and Submitted On. The table contains one row with the text "(1 of 1)" and navigation icons. Below the table, a message states "No records found for the search." A red box labeled "Secondary Search Filter" is positioned in the lower right, with a red line pointing to the search bar.

Submitting Transactions

US Citizens

FFLs must ascertain if the customer is a US Citizen or a non-US citizen and then choose the correct customer transaction type. Under the 2022 Bipartisan Safer Communities Act, when a firearm purchaser is under the age of 21, the Florida Department of Law Enforcement is required to contact local law enforcement agencies where the individual resides to determine if any information is available that may be prohibiting. As a result, the customer's home address must be included as part of the submission.

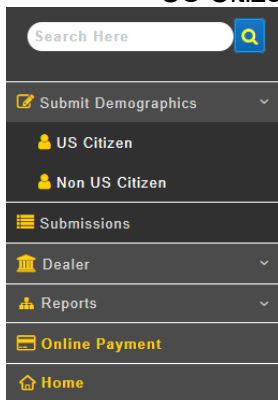
Objectives of This Section

At the conclusion of this section, you will be able to:

- Select the correct screen to submit a transaction for a US Citizen
- Choose the Type of Firearm
- Type customer information
- Clear the screen of previously typed information
- Close the screen without submitting the transaction
- Submit the transaction

Step-by-step Instructions

1. Locate the menu on the left side of screen titled "Submit Demographics" and select "US Citizen".



2. The transaction screen opens. Confirm your dealer ID and FFL number. Select the appropriate type of transaction from Sales, Pawn Redemption, Consignment Return, or Facilitate Private Sale.

Firearm Transaction Type : *

First Name : *

Last Name : *

Date of Birth : *

Sex : *

SSN :

UPIN :

3. Select the type firearm from the drop-down menu. “Other” refers to frames, receivers, and firearms that are neither hand guns nor long guns.

Type Of Firearm : * Select Type of Firearm

Middle Name : LONG GUN - 02

Suffix : OTHER(FRAME, RECEIVER, ETC.) - 03

Place Of Birth : * BOTH HANDGUN AND LONG GUN - 01,02

Race : * HANDGUN AND OTHER - 01,03

try of Citizenship : * LONG GUN AND OTHER - 02,03

ate of Residence : * HANDGUN, LONG GUN AND OTHER - 01,02,03

4. Complete the customer information as follows:

- a. **First Name:** type the customer’s first name. If the customer has two first names, merge the names together as one.
 - i. **For example:** MARY ANN should be typed as MARYANN.
- b. **Middle name:** type to customer’s middle name or initial. If the customer does not have a middle name, leave the field blank. If the customer has two middle names, merge the names together as one
 - i. **For example:** JAMES MATTHEW should be JAMESMATTHEW
- c. **Last Name:** type the customer’s last name. If the name is hyphenated, include the hyphen.
 - i. **For example:** SMITH-JONES.
 - ii. **For example:** O’Connor should be typed OCONNOR and De La Cruz should be typed DELACRUZ. Do not include apostrophes or natural spaces.
- d. **Date of birth:** MM/DD/YYYY format
- e. **Place of Birth:** enter the abbreviation if you know it or begin typing the customer’s place of birth. The system will narrow the list and allow you to select the correct place of birth.
- f. **Sex/Race:** select the appropriate value or select “unknown”
- g. **Social Security Number (SSN):** if provided, type the SSN without the hyphens. You must have all nine digits.
- h. **Unique Personal Identification Number (UPIN):** This number is issued by the FBI to persons participating in the Voluntary Appeal File. If provided, type the UPIN into this field. The UPIN will begin with V.
- i. **State of Residence:** choose from the drop-down list
- j. **Exception to the waiting period:** Does the customer qualify for an exception to the waiting period? If YES, check the box for the type of exemption. There are 4 exceptions available for selection.

Exception Type

Florida Concealed Weapons Permit

Firearm Trade-in

Law Enforcement/Corrections Officer or US Service Member

Hunter Safety Course and Hunting License

Exception Type

5. When the customer information has been typed, please make sure to review the screen to verify the information you typed is correct. Make any necessary changes then click “Submit” to submit the transaction to the FDLE for evaluation.

a. If the customer is under 21, you will see:

i. “Customer must be at least 21 years old to buy Long-Gun”

1. Check the box below the error for long gun only transactions if transferee is under 21 years of age (but at least 18) and qualifies for exception in 790.065 as amended by SB7026. Exceptions may be made for persons who are at least 18 and who are active certified law enforcement officers, corrections officers, or are US service members. The customer’s home address must be included in their submission.

2. Resubmit the transaction

Business Profile

Dealer ID: 20000
FFL: 159009010H50297

Background check information

Check if long gun only transactions if transferee is under 21 years of age (but at least 18) and qualifies for exception in 790.065 as amended by SB7026

Type Of Firearm: Select Type of Firearm

Firearm Transaction Type: Select Firearm Transaction Type

Type Of Firearm: Select Type of Firearm

First Name:

Middle Name:

Last Name:

Suffix:

Date of Birth: MM/DD/YYYY

Place Of Birth:

Sex: Select Sex

Race: Select Race

SSN:

Country of Citizenship: US - UNITED STATES OF AMERICA

UPIN:

State of Residence:

Check if transferee qualifies for exception to waiting period in 790.0655 as amended by SB7026

Exception Type:

Submit Clear Close

6. Clicking “Clear” will allow you to wipe out all the values you have already typed in and start over.

7. Clicking “Close” before clicking “Submit” will allow you to go back to the previous screen, effectively cancelling the transaction before submission.

Firearm Eligibility System

Business Profile

Dealer ID: 20000
FFL: 159009010H50297

Background check information

Firearm Transaction Type: Select Firearm Transaction Type

Type Of Firearm: Select Type of Firearm

First Name:

Middle Name:

Last Name:

Suffix:

Date of Birth: MM/DD/YYYY

Place Of Birth:

Sex: Select Sex

Race: Select Race

SSN:

Country of Citizenship: US - UNITED STATES OF AMERICA

UPIN:

State of Residence:

Check if transferee qualifies for exception to waiting period in 790.0655 as amended by SB7026

Exception Type:

Submit Clear Close

Non-US Citizens

There are two types of Non-Citizens that may purchase a firearm in the United States. Legal Permanent Resident (LPR) aliens are persons who intend to make their home in the United States. These individuals have been issued an Alien Registration (AR) number or United States Citizenship and Immigration Services (USCIS) number. Persons who are visiting the US without intentions to make it their home come to the US on a visa and are admitted for a specific purpose or length of time. These individuals are issued an I-94 number electronically upon border crossing or at the sea port or airport. Customs and Border Patrol (CBP) no longer prints I-94 documents. The non-citizen may retrieve their I-94 number from the internet at www.cbp.gov.

Persons attempting to purchase a firearm who are visiting the US on a visa that have an I-94 number must present an 'exception document' (most commonly a hunting license).

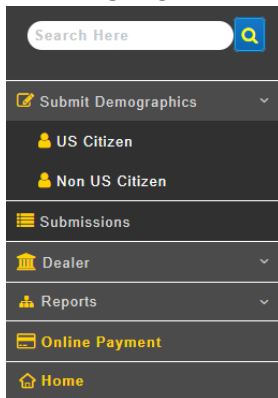
Objectives of This Section

At the conclusion of this section, you will be able to:

- Select the correct screen to submit a transaction for a Non-US Citizen
- Choose the Type of Firearm
- Type customer information
- Clear the screen of previously typed information
- Close the screen without submitting the transaction
- Submit the transaction

Step-by-step Instructions

1. Locate the menu on the left side of screen titled "Submit Demographics" and select "Non US Citizen".



2. The transaction screen opens. Confirm your dealer ID and FFL number. Select the appropriate type of transaction from Sales, Pawn Redemption, Consignment Return, or Facilitate Private Sale.

Firearm Transaction Type : *

First Name : *

Last Name : *

Date of Birth : *

Sex : *

SSN :

UPIN :

3. Select the type firearm from the drop-down menu. "Other" refers to frames, receivers, and firearms that are neither hand guns nor long guns.

Type Of Firearm : *

Middle Name :

Suffix :

Place Of Birth : *

Race : *

try of Citizenship : *

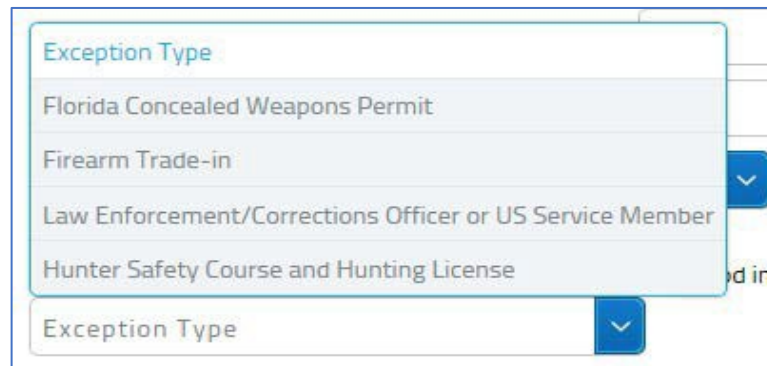
ate of Residence : *

4. Complete the customer information as follows:

- a. **First Name:** type the customer's first name. If the customer has two first names, merge the names together as one.
 - i. **For example:** MARY ANN should be typed as MARYANN.
- b. **Middle name:** type to customer's middle name or initial. If the customer does not have a middle name, leave the field blank. If the customer has two middle names, merge the names together as one
 - i. **For example:** JAMES MATTHEW should be JAMESMATTHEW
- c. **Last Name:** type the customer's last name. If the name is hyphenated, include the hyphen.
 - i. **For example:** SMITH-JONES.
 - ii. **For example:** O'Connor should be typed OCONNOR and De La Cruz should be typed DELACRUZ. Do not include apostrophes or natural spaces.
- d. **Date of birth:** MM/DD/YYYY format
- e. **Place of Birth:** enter the abbreviation if you know it or begin typing the customer's place of birth. The system will narrow the list and allow you to select the correct place of birth.
- f. **Sex/Race:** select the appropriate value or select "unknown"
- g. **Social Security Number (SSN):** if provided, type the SSN without the hyphens. You must have all nine digits.
- h. **Unique Personal Identification Number (UPIN):** This number is issued by the FBI to persons participating in the Voluntary Appeal File. If provided, type the UPIN into this field. The UPIN will begin with V.
- i. **State of Residence:** choose from the drop-down list
- j. **Alien or Admission #:** Select "AR" (Alien Registration) from the drop down if the customer is a Legal Permanent Resident Alien (LPR). A USCIS number is the same as the AR number. Select "I-94" from the drop down if the customer is visiting

the US for a specified reason or time period and not making the US their home. Type the number in the next field – do not type the “A” – this field should contain numbers only. An AR has up to nine digits (not including the “A”). An I- 94 number has 11 characters and may include a letter- please enter **all** 11 characters for the I-94 field

- i. **Exception Doc. Code:** choose the correct value as follows:
 1. Y – Exception Doc. Code Provided. Select if the customer provided an I-94 number and a hunting license or other approved exception document.
 2. N – Exception Doc. Code Not Provided. Select if the customer provided an I-94 number and does not hold a hunting license or other approved document.
 3. X – Not Applicable. Select if the customer provided an alien registration card (is an LPR) or is visiting from a country the US recognizes as a Visa Waiver country (list available from Customs and Border Patrol via the Internet – updated list should be obtained frequently).
- k. **Exception to the waiting period:** Does the customer qualify for an exception to the waiting period? If YES, check the box for the type of exemption. There are 4 exceptions available for selection.



The image shows a screenshot of a web form. A dropdown menu is open, displaying four options for 'Exception Type'. The options are: 'Florida Concealed Weapons Permit', 'Firearm Trade-in', 'Law Enforcement/Corrections Officer or US Service Member', and 'Hunter Safety Course and Hunting License'. Below the dropdown, there is a label 'Exception Type' and a blue downward arrow button. To the right of the dropdown, there is a blue downward arrow button and the text 'ed in'.

5. When the customer information has been typed, please make sure to review the screen to verify the information you typed is correct. Make any necessary changes then click “Submit” to submit the transaction to the FDLE for evaluation.
 - a. If the customer is under 21, you will see:
 - i. “Customer must be at least 21 years old to buy Long-Gun”
 - ii. Check the box below the error for long gun only transactions if transferee is under 21 years of age (but at least 18) and qualifies for exception in 790.065 as amended by SB7026. Exceptions may be made for persons who are at least 18 and who are active certified law enforcement officers, corrections officers, or are US service members. The customer’s home address must be included in their submission.
 - iii. Resubmit the transaction

Business Profile

Dealer ID:

FFL:

Background check information

Check for long gun only transactions if transferee is under 21 years of age (but at least 18) and qualifies for exception in 790.065 as amended by SB7026

Type Of Firearm:

<p>Firearm Transaction Type: <input type="text" value="Select Firearm Transaction Type"/></p> <p>First Name: <input type="text"/></p> <p>Last Name: <input type="text"/></p> <p>Date of Birth: <input type="text" value="MM/DD/YYYY"/></p> <p>Sex: <input type="text" value="Select Sex"/></p> <p>SSN: <input type="text"/></p> <p>UPIN: <input type="text"/></p> <p><input type="checkbox"/> Check if transferee qualifies for exception to waiting period in 790.0655 as amended by SB7026</p> <p>Exception Type: <input type="text"/></p>	<p>Type Of Firearm: <input type="text" value="Select Type of Firearm"/></p> <p>Middle Name: <input type="text"/></p> <p>Suffix: <input type="text"/></p> <p>Place Of Birth: <input type="text"/></p> <p>Race: <input type="text" value="Select Race"/></p> <p>Country of Citizenship: <input type="text" value="US - UNITED STATES OF AMERICA"/></p> <p>State of Residence: <input type="text"/></p>
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6. Clicking "Clear" will allow you to wipe out all the values you have already typed in and start over.
7. Clicking "Close" before clicking "Submit" will allow you to go back to the previous screen, effectively cancelling the transaction before submission.

Submitted Transactions

When a transaction is submitted by an FFL, the FES system uses the customer demographics to generate queries in several state and federal systems. In seconds, FES gathers the responses from each system and completes a quick automated evaluation. If each of the systems queried respond with a message indicating “NO RECORD FOUND”, FES will automatically approve the transaction and the approval decision and control number will be available to the FFL within 20 seconds. This is called an “Auto Approval” and statistically speaking, occurs one-third of the time.

If any of the systems respond with records that match the customer’s demographics, FES will drop the transaction into the active queue for evaluation. The FDLE analysts work the queue opening transactions in the order received. Analysts review the responses, make additional queries needed and provide a decision with a queue/control number to the FFL. The time it takes to review varies depending upon the number and complexity of responses. More than 75% of all transaction are complete within minutes. Common names may elicit a large number of responses and often take longer. Non-Citizens typically take longer since there is an additional query through the Immigrations and Customs Enforcement database.

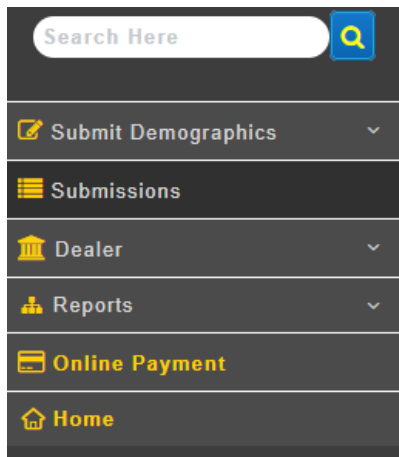
Objectives of This Section

At the conclusion of this section, you will be able to:

- View the “Submissions” queue to retrieve a control number and decision
- Refresh the screen to view decisions of newly submitted transactions
- Sort columns to view data in a different order

View Submission Queue

To retrieve the final decision on a submitted transaction, select “Submission” from the FES menu.





The submissions screen will open and display transactions submitted by your FFL for the past 30 days. The name will be displayed for customers whose transactions are not yet approved or have been approved and the approval occurred in the past 48 hours. Once the transaction has been approved, the customer’s identifying information will be purged from the system when the transaction is 48 hours old.

Applicant Submission(s) - Past 30 Days

Search

Name	Control#	Submitted Date	Date of Birth	Decision	Last Updated On	User ID	Queue No	Note
20842717A		03/25/2018 12:47 PM		APPROVAL	03/25/2018 12:48 PM	20000-cia	320001001	
20842892A		03/25/2018 12:42 PM		APPROVAL	03/25/2018 12:42 PM	20000-cia	320000750	
20842887A		03/25/2018 12:17 PM		APPROVAL	03/25/2018 12:17 PM	20000-cia	3200599706	
20842320A		03/25/2018 12:05 PM		APPROVAL	03/25/2018 12:05 PM	20000-cia	3200596038	
20842325A		03/25/2018 11:19 AM		APPROVAL	03/25/2018 11:25 AM	20000-cia	3200597073	
20842194A		03/25/2018 10:26 AM		APPROVAL	03/25/2018 10:29 AM	20000-cia	3200598756	
20841299A		03/24/2018 04:14 PM		APPROVAL	03/24/2018 04:21 PM	20000-cia	320058753	
20840733A		03/24/2018 03:06 PM		APPROVAL	03/24/2018 03:06 PM	20000-cia	3200581089	
20838971A		03/24/2018 12:04 PM		APPROVAL	03/24/2018 12:07 PM	20000-cia	3200583378	
20838667A		03/24/2018 11:32 AM		APPROVAL	03/24/2018 11:38 AM	20000-cia	3200560320	
20838539A		03/24/2018 11:17 AM		APPROVAL	03/24/2018 11:17 AM	20000-cia	3200559034	
20838334A		03/24/2018 10:53 AM		APPROVAL	03/24/2018 10:54 AM	20000-cia	3200556969	
20817173A		03/19/2018 03:36 PM		APPROVAL	03/19/2018 03:40 PM	20000-cia	320344861	
20817163A		03/19/2018 03:34 PM		APPROVAL	03/19/2018 03:39 PM	20000-cia	320344563	
20817070A		03/19/2018 03:07 PM		APPROVAL	03/19/2018 03:10 PM	20000-cia	320343633	

(1 of 3)  

Decision Information

Approval (A)	The background check results indicate the customer is not prohibited. The firearm transfer may proceed.
Non-Approval (N)	The background check results indicate the customer matches a subject who is prohibited from purchasing or possessing a firearm. The transfer may not proceed. Please provide the customer with an appeal form with the top line of the form completed. The appeal form must be received by FDLE within 60 days.
Decision Pending	P.S. 750.0555 requires completion of the records check before an FFL may transfer a firearm to a non-licensed person. You are required to contact FDLE to acquire a control number and final decision of approval before transferring the firearm. Firearms may not be transferred while the transaction is in Decision Pending status.

Columns may be sorted by clicking on the column header. For example, click on the submission date once to sort from most recent to oldest. Click again and the column will be sorted in reverse order, showing the oldest on the first page and the most recent on the last page.

Remember to click the Refresh button at the bottom of the page to update the page and fetch transaction responses.



Name: This column will display customer names that have not been purged.

Control Number: This is the state transaction number you will place on the ATF4473 Form

Submitted Date: Date and time transaction was received by FPP.

Date of Birth: This column will display customer date of birth that have not been purged

Decision: Refer to the “Decision Information” details at the bottom of the screen for definitions associated with the decision statuses.

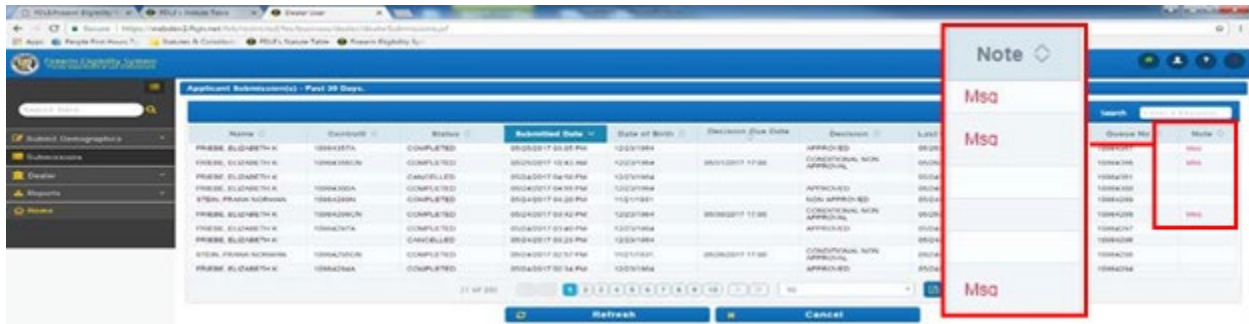
Last Updated On: Date and time the decision was made. If a transaction is marked as decision pending and is changed to either an approval or non-approval, this field will reflect the date and time of that change.

User ID: the user who submitted the transaction or a notation the transaction was called in by phone.

Queue Number: the number initially assigned to the transaction when it first comes into the system. FFLs may refer to this number if calling the FDLE on a transaction that does not yet have a control number.

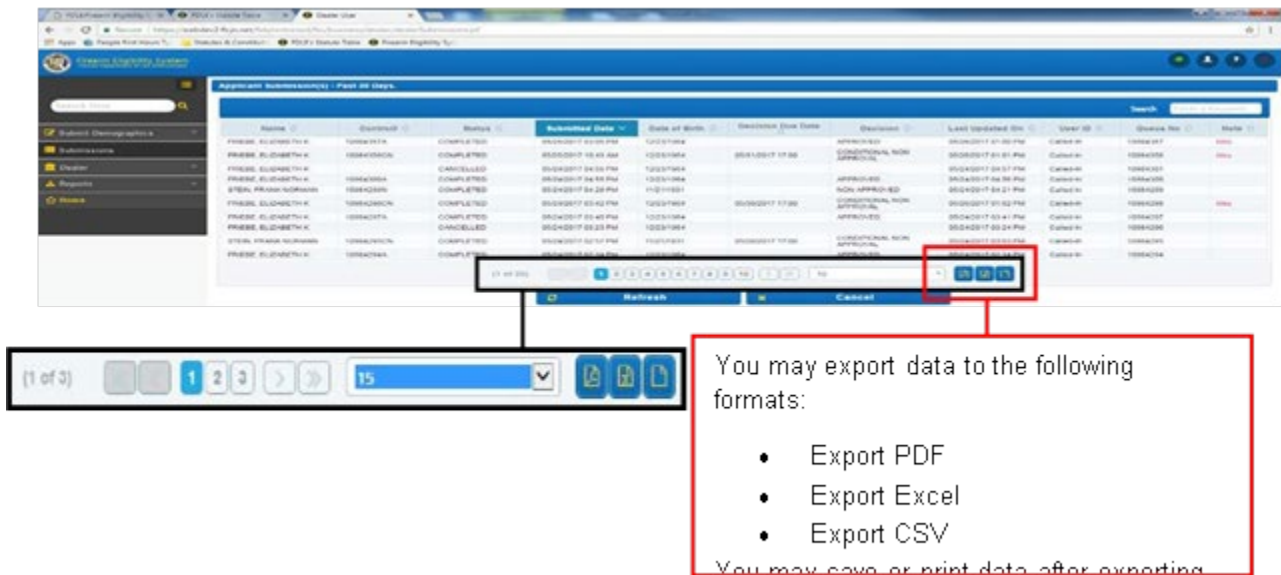
Messages in FES

The “Notes” column is a feature intended to promote better communication between FFLs and FPP. There are times when partial, invalid, or incorrect information is preventing the transaction from being worked. FPP will always attempt to call the FFL to resolve the issue. Sometimes, we are unable to get through on the phone. If we are unable to resolve the issue with the transaction by phone, FPP will indicate that contact is needed and it will show up as seen below:



If one of your transactions has “Msg” (message) in the notes column, hover over the “Msg” with your mouse and additional information will be displayed. For example, if a transaction is submitted with an invalid alien registration number, FPP will attempt to call the dealer to resolve. If the dealer cannot be reached on the phone, the analyst will place a note in the transaction. When you hover over the “Msg” you will see “Invalid AR number, please verify and call FPP”.

You may scroll through pages, and print the submission screen using the controls at the bottom of the screen.



Dealer User Administration

Each FFL will have at least one person assigned as the Dealer User Administrator who will create usernames for other employees who will be using the FES system.

Please Note: Some firearm dealers have stores in multiple locations. Each location has a separate and distinct FFL number and also has a separate and distinct dealer number. If a user works at multiple locations, the user will have multiple logins. Why is this important? When ATF comes to audit your location, ATF will run a FES report by FFL number/Dealer number. The report becomes very complicated when transactions from other store locations are mixed in the report.

Example: John Q. Sales works at the Live Oak store Monday thru Wednesday and at the Lake City store on Friday and Saturday. John will have one login he uses when he is at Live Oak (sales-jq) and different login when he works in Lake City (sales-jq1).

Administrators should make sure users are logging in properly in order to maintain correct transaction records.

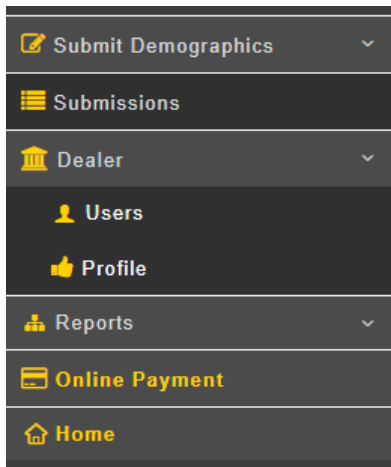
Objectives of This Section

At the conclusion of this section, you will be able to:

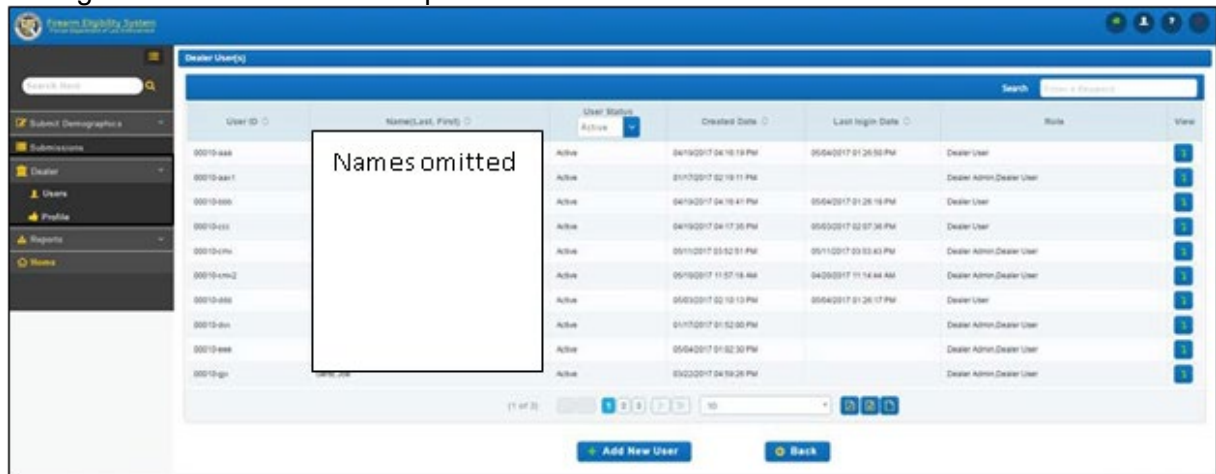
- Create a new user
- Assign a role to a user
- Update a user
- Inactive users

Create a New User

1. From the FES menu, under Dealer, click "User". The Dealer User screen will open and display all users for your FFL and their assigned roles.



2. Verify the user does not already have a user account. Click the “Add New User” button at the bottom of the page. The add user screen will open. Enter the new user’s name, phone number and email address. It is important to have a valid active email account in order to login and maintain a current password.



3. Assign the new user a role by clicking in the box next to the role name. When you have selected it, a blue check mark will appear. There are two roles to choose from. You may select “Dealer User” or “Dealer Admin”. If the new user will also be an administrator (be able to create other users) then assign the Dealer Admin role. The Dealer Admin can do everything a Dealer user does and can also create new users. If the new user will submit transactions but will not need to create other users, assign the Dealer User role.
4. Once you have typed the new user information and assigned a role, click “Save User” at the bottom of the screen. The new user will receive an email notification from FES with a username and temporary password. The user will change the password the first time they log in to FES.

Update a User

1. From the FES menu, under Dealer, click “User”. The Dealer User screen will open and display all users for this FFL and their assigned roles.
2. The last column on the page is “view”. Locate the user you want to update and click the blue box with an arrow in it under the “view” column. This will open the user profile so that you may make changes. You may change the roles or email address. If you are changing a user’s last name, it is better to inactivate the user and create a new user.
3. When you have completed the updates, click the “Update User Details” button at the bottom of the page.

Inactivate a User

1. To inactivate a user, open the user profile just as you would to update a user.
2. Click the “Inactivate” button at the bottom of the screen.
3. Click the “Update User Details” button at the bottom of the screen.

This user will no longer be able to login to the FES application. Administrators should deactivate accounts of individuals who should not have access. Remember – this is an internet application. A disgruntled employee may continue to have access to this application unless you inactivate their login.

Dealer Profile

The Dealer Profile is created when the new FFL first contacts the FPP to register and is assigned a unique dealer ID number. Please check your dealer profile to make sure the information contained in it is accurate. The only part of the dealer profile you may update is the business hours, therefore if any other portion of the dealer profile needs to be updated, please contact the FPP dealer technical assistance line at 850-410-8140 or by email at FPP@fdle.state.fl.us. When you provide the updated information the FPP will be glad to make the changes to your profile.

The business hours may be viewed by all dealer users and may be modified or updated by users who have been assigned the dealer administrator role. Knowing your hours of business allows the FPP to provide better customer service.

Objectives of This Section

At the conclusion of this section, you will be able to:

- View the Dealer Profile
- Update the Business Hours

View and Update Your Dealer Profile

1. From the menu under “Dealer”, click “Profile”. The dealer profile page will open.
2. Insert or change business hours in the grid.
3. When finished, click the “Update Dealer” button at the bottom of the screen.

Business Hours

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Open	<input type="text" value="0800"/>	<input type="text" value="0800"/>	<input type="text" value="0800"/>	<input type="text" value="0800"/>	<input type="text" value="0800"/>	<input type="text" value="0800"/>	<input type="text" value="0800"/>
Close	<input type="text" value="1800"/>	<input type="text" value="1800"/>	<input type="text" value="1800"/>	<input type="text" value="1800"/>	<input type="text" value="1800"/>	<input type="text" value="1800"/>	<input type="text" value="1800"/>

Reports

FES provides three reports Dealers may find helpful; the Transaction Report, the Dealer Activity Report and the Statistics Report.

Transaction Report

The Transaction Report allows users to search for all transactions within a specific date range up to one month (31 days). The FES retains all transactions for 24 months. Transactions that are 24 months plus one day old are purged from the system each night. Any transaction that was approved and is over 48 hours old will still be in the system, however there will be no demographic information tied to it.

Dealer Activity Report

You may search for transactions submitted by a specific user or transactions with a specific decision in the Dealer Activity Report.

Statistics Report

The statistics report will provide a count of the number of transactions meeting your search parameters.

1. In the menu, under “Reports”, choose the report you wish to run. The report screen will open. Your dealer number will be displayed at the top of the screen.
2. Type in the desired parameters for your search. Dates may be no more than 31 days apart for the Transactions Report and the Dealer Activity Report.
3. Click “Search”. Transactions matching your search results will be displayed.
4. Columns may be sorted by clicking on the column header.
5. Reports may be exported and saved or printed.

Appendix A: Helpful Information

Decision Codes

Approval

The transfer of the firearm may proceed. There were no disqualifying records found in the background check process. The FPP analyst will provide the dealer with the final control number which will be an 8-digit number with an "A" at the end.

Non-Approval

There is a record on file matching the subject's information indicating the individual is prohibited from purchasing or possessing a firearm. The transfer may NOT proceed. Non-approved customers may file an appeal. The appeal must be received via postal mail within 60 days of the transaction date. The FPP analyst will provide the dealer with the final control number which will be an 8-digit number with an "N" at the end. A non-approval is issued for the following disqualifiers:

- Felony conviction
- Under indictment or information for a felony
- Adjudication withheld on a felony or domestic violence related charge where 3 years has not yet lapsed since the sentencing provisions have been completed
- Fugitive from justice
- Adjudicated mentally defective or has been committed to a mental institution
- Illegal aliens or aliens admitted to the US under a nonimmigrant visa and do not meet a Federal exception
- Convicted of a misdemeanor crime of domestic violence
- Respondent of active injunction for protection (protection order, restraining order, etc.)
- Dishonorably discharged or convicted of desertion from the United States Military
- Unlawful current users of or addicted to controlled substances
- Renounced US Citizenship
- Recent arrest (within the past six months) for a "dangerous crime" or "enumerated offense" and the case has not been disposed in court
- Found to have committed a delinquent act in any state, territory or country that would be a felony if committed by an adult and which was punishable by imprisonment for a term exceeding one year and such person is under 24 years of age and the record has not been expunged

Decision Pending

There is a record on file matching the subject's information requiring additional research to determine firearm eligibility. The FPP analyst will provide the dealer with a queue number, which will be a 9-digit number and is NOT a final control number. A control number will be issued once research is completed.

- Dealers may check the Firearm Eligibility System (FES) for an updated status or may call the toll-free number to request a check of the status.
- Dealers and Customers may also use our status check website to see real-time updates. They will need the queue number, transaction date and to complete the captcha.
<https://fes.fdle.state.fl.us/fes/dealer/backgroundCheckStatus.jsf>
- The weapon may only be released once research is complete and the transaction has been given a control number and a final decision of Approval.

Customer Names

First Names

Multiple names should be run together with no space. Example: MaryAnn

Middle Names

Multiple names should be run together with no space. Example: JamesDean

Last Names

Do not type apostrophes. Example: O'Connor should be typed OCONNOR. If the last name is hyphenated, include the hyphen. Example: Smith-Jones If the last name has spaces, type without the spaces. Example: DeLaCruz

Suffixes

Junior (JR), Senior (SR), the first (I), second (II) or third (III) should be typed in the suffix field and not in the last name field.

Non-US Citizen Numbers

AR or USCIS Numbers

Legal Permanent Resident Aliens (LPRs) are issued Alien Registration numbers. Another term for these numbers is a USCIS number. These number are 9 digits or fewer. Do not type the "A".

I94 Numbers

Visitors admitted on a visa or from a visa waiver country who are not planning to make the US their permanent home are issued an admission number or a border crossing number which is an I-94 number. I-94s are 11 characters in length and may contain a letter.

Ex: 123456789A9 please enter all characters for the I-94 field. Visitors who do not have their I-94 number may obtain it over the internet from Customs and Border Patrol at www.cbp.gov.

Visitors who are in the US on a visa must show an exception document before purchasing a firearm. The most common exception document is an active Florida hunting license. You may find information about other types of exception documents by searching the internet or contacting the FDLE.

Misuses of the Firearm Eligibility System

Penalties

Any person not complying with the specified requirements of section 790.065, Florida Statutes, commits a felony of the third degree. The following acts are made criminal in the statute:

1. Any FDLE employee or former employee who intentionally and maliciously violates the provisions of subsection (4) of section 790.065, Florida Statutes;
2. Any potential buyer who willfully and knowingly provides false information or false or fraudulent identification;
3. Any licensed importer, manufacturer or dealer who violates the provisions of subsection (1) of section 790.065, Florida Statutes;
4. Any employee or agent of a licensed importer, manufacturer or dealer who violates the provisions of subsection (1) of section 790.065, Florida Statutes;
5. Any person who knowingly acquires a firearm for an individual who is prohibited by state or federal law from possessing or receiving a firearm. (This also violates provisions of federal law.) This is commonly referred to as a “strawman transaction.” Contact your local ATF office for more information on this type of transaction.

Frequently Asked Questions

Question: When is the Firearm Purchase Program record checks telephone line operational?

Answer: 7 days a week, 12 hours daily - 9:00 a.m. to 9:00 p.m., Eastern Time, with the exception of Christmas Day and New Year's Day.

Question: What is the cost of having the FPP complete a record check for the purpose of purchasing a firearm?

Answer: The FDLE FPP fee is \$5.00 per transaction. The transfer of a single firearm or multiple firearms, at one time and location, is considered a completed transaction. This cost is enacted and mandated by the Florida Legislature.

Question: Are there any exemptions to the background check process?

Answer: YES. A criminal history record check will not be required for the following:

- Firearms brought in for warranty replacement or repairs if picked up by the same individual who brought in the firearm.
- Firearms rented for a single purpose and maintained in the location of the rental agency (examples are skeet shooting, plantation hunting, etc.).
- A transaction involving a federally licensed firearm dealer as a buyer or when both the buyer and seller are licensed dealers.

Question: Are criminal justice officers exempt from the background check?

Answer: NO, Criminal justice officers must have a background check when purchasing any personal or off-duty firearm. This is because Brady Act does not have an exception for this.

Question: Are concealed weapon permit holders exempt from background checks?

Answer: NO, under federal law concealed weapon permit holders must have a background check when purchasing a firearm.

Question: Is a record check required on all types of firearms?

Answer: YES. This law applies to all firearms, with the exception of black powder guns and antique firearms as classified by ATF.

Question: Will a record check be required on a trade of firearms?

Answer: YES. A trade is a transfer and is considered the same as a sale under this program.

Question: Will a record check be required on a frequent customer or one who has recently had a criminal history record check?

Answer: YES. A record check will be required every time a new transaction is started, regardless of the number of previous checks made on the buyer. However, multiple firearms can be sold at the same time under a single record check.

Question: Is a firearm purchased at a gun show exempt from the background check process?

Answer: NO. Federally licensed firearm dealers selling from their inventories at gun shows must have record checks conducted on prospective buyers.

Question: Does the time frame for the background check and the 3-day waiting period have to coincide?

Answer: There is no requirement that the three-day waiting period and the thirty days for which an approval is good must start concurrently. The three-day wait begins with the transfer of money or other valuable consideration to the dealer. The 30-day background check window begins when

the approval decision is provided and ends 30 days later.

Question: When does the 30-day background check window begin?

Answer: The 30-day background check window begins when the approval decision is provided and ends 30 days later. In the event a customer receives a Decision Pending, FFLs do not have to resubmit a new transaction every 30-day window. Once research is completed and an approval is issued, the 30-day window begins. Similarly, once research is completed and a non-approval is issued, the 60-day window to appeal with the FDLE begins.

Question: How many firearms can be transferred during a transaction?

Answer: There is no limit. Multiple firearms may be transferred in any given transaction with a single record check. Even if more than one ATF form F-4473 is required to record the transaction, the same approval number will be used on each. FFLs must report multiple handgun sales as required by ATF.

Question: Is a crime committed when the specified requirements of Section 790.065, Florida Statutes are not complied with?

Answer: YES. Any individual not complying with this statute as specified therein commits a felony of the third degree. The following are examples of violations.

- Providing false information for the background check. Failing to call and obtain an approval number when any licensed importer, manufacturer or dealer transfers a firearm.
- Transferring a firearm to a person under 21 years of age.
- Transferring before three day waiting period has passed (unless an exception applies when purchasing a firearm.)
- Any person who knowingly acquires a firearm for an individual who is prohibited by state or federal law from possessing or receiving a firearm. (This

also violates provisions of federal law.) This is commonly referred to as a “strawman transaction.” Contact your local ATF office for more information on this type of transaction.

Question: Will records be maintained by the FDLE on individuals who are background checked for the purpose of purchasing a firearm?

Answer: If an individual has been approved to purchase a firearm, personally identifying information is purged within 48 hours of the approval decision. If an individual is non-approved for the purchase of a firearm the transaction will remain in the FES for 2 years before it is purged.

Question: Will actual record check information be released over the phone by the FPP?

Answer: NO. FPP will not release any criminal history record information to the dealer or the buyer over the telephone. FPP will provide dealers with approval or non-approval numbers. Individuals who are denied the purchase of a firearm are encouraged to file an appeal if they believe they have been incorrectly associated with a disqualifying record or if they believe a record which is the basis for disqualification is incorrect or incomplete

Question: Can Florida criminal history information be obtained from the FDLE?

Answer: YES. Individuals wishing to obtain Florida criminal history information may visit our website at www.fdle.state.fl.us and click on the “Background Checks” link on the right portion of the homepage. Or, write to the Florida Department of Law Enforcement, Attn: Public Records Section, Post Office Box 1489, Tallahassee, Florida, 32302-1489.

- Send the full name, race, sex, date of birth, and Social Security number (this is optional) of the individual whose criminal history you are requesting to the above address. Enclose a \$24.00 check or money order, payable to the FDLE, to cover the cost of this service.

Question: What if the Florida criminal record is in error?

Answer: If an individual believes the information in his or her Florida criminal history is incorrect, the individual may challenge his/her criminal history; this procedure is known as a personal review, contact the FDLE Quality Control Section at (850) 410-7898. There is no cost for this service.

Question: Under what circumstances would a pawnbroker have the option to contact either the FDLE/FPP or NICS for a record check?

Answer:

All federal firearms licensees (FFL) must submit pawn redemptions and return of consigned firearms to the Florida Department of Law Enforcement (FDLE) Firearm Purchase Program (FPP) with the exception of pre-pawn checks. Pre-pawn transactions must continue to be directed to the FBI.

Glossary of Terms

Antique Firearm – Any firearm manufactured in or before 1918 (including any matchlock, flintlock, percussion cap, or similar early type of ignition system) or replica thereof, whether actually manufactured before or after the year 1918. Also, any firearm using fixed ammunition manufactured in or before 1918, for which ammunition is no longer manufactured in the United States and is not readily available in the ordinary channels of commercial trade. [Note: This is the state law definition of “antique firearm.” The federal law definition, found at 18 USC Section 921(a) (16), differs from this.]

Background Check – this term as used in this guide indicates a review of a potential buyer’s criminal history record information in addition to any personally identifying information within the National Instant Background Check System (NICS) conducted by the FDLE at the request of the dealer in order to determine whether a prospective buyer is ineligible to purchase a firearm, as defined herein, under state and federal law.

Buyer – An individual who intends to buy, trade, or receive a firearm or firearms as defined herein, and has notified a dealer of their intent.

Control number - A unique number issued to identify each completed transaction with a final decision. Also called state transaction number by the FBI.

Queue number - A unique number issued to identify each transaction.

Dealer – A person federally licensed as a firearm dealer, manufacturer or importer pursuant to 18 USC Section 921, et seq.

Firearm Eligibility System (FES) – Provides dealers an online method to submit background checks without the frustration of hold times and waiting for responses 24 hours a day, 7 days a week.

Firearm – Any weapon (including a starting gun) which will, or is designed to, or may readily be converted to expel a projectile by the action of an explosive. This includes all handguns, rifles, and shotguns. The term firearm does not include “antique firearms.”

Frame or Receiver – That part of a firearm which provides housing for the hammer, bolt or breechblock, and firing mechanism, and which is usually threaded at its forward portion to receive the barrel.

Photo Identification – A valid, government issued identification card that provides a current photo of the buyer. This includes the following: valid and current Florida driver’s license; photo identification card provided by the Florida Department of Highway Safety and Motor Vehicles; a State concealed weapon permit; a military identification card; an immigration card; a passport; or an employment/school identification, provided the card shows at least the buyer’s name and place of employment/school.

Transaction – The transfer of a single firearm or multiple firearms, at one time and location, is considered a transaction.

Transfer – To sell, trade, or change possession of a firearm defined herein.

Unique Personal Identity Number (UPIN) – A UPIN is a number assigned to a customer who has requested to participate in the FBI’s Voluntary Appeal File (VAF). This number distinguishes a person from someone with the same or similar demographics, preventing mistaken non-approvals for firearm transactions. Information regarding the VAF program and how to obtain an FBI-issued UPIN can be found here: [Appeals and Voluntary Appeal File — FBI](#).

Working Day – 8:00 a.m. to 5:00 p.m., Eastern Time, Monday through Friday, excluding legal holidays
Florida Statutes Chapter 790

Legislative Codes and Statutes

Weapons and Firearms

http://www.leg.state.fl.us/Statutes/index.cfm?App_mode=Display_Statute&URL=0700-0799/0790/0790ContentsIndex.html

Florida Administrative Code Chapter 11C-6.009 Sale and Delivery of Firearms

<https://www.flrules.org/gateway/ruleno.asp?id=11C-6.009>

Helpful Web Links

Firearm Eligibility System - <https://fes.fdle.state.fl.us>

FPP Appeal Form (for Non-Approvals

https://www.fdle.state.fl.us/cms/FPP/Documents/2013_AppealFormHDworking.aspx

ATF Distribution Center Order Form (4473) <https://www.atf.gov/distribution-center-order-form>

Federal Firearm Prohibitions <https://www.atf.gov/firearms/identify-prohibited-persons>

Link to retrieve an I-94 number from the internet www.cbp.gov