

**Firearms Transaction Program Billing System**



## **NOTICE OF NEW PROCEDURE**

**EFFECTIVE AUGUST 1, 2012, THE FIREARMS TRANSACTION CENTER WILL NO LONGER PROVIDE A PRINTED BILL ASSOCIATED WITH CRIMINAL HISTORY RECORD INFORMATION CHECKS PERFORMED FOR THE TRANSFER OF FIREARMS**

**Virginia Firearms Transaction Center bills are posted on VCheck on the first day of the month, and capture all activity of the previous month.**

**You may view current and past invoices at any time.**

**The remittance page is available online and must be printed and mailed with payment. Please include your Dealer Identification Number (DIN) on the check or money order.**

**The due date is always the last day of the month in which the bill is posted. Late fees will continue to apply when the fees collected on behalf of the program are not received by the last day of the month.**

**Online payment via VCheck is not available at this time. However, electronic payments may be submitted online through your banking institution. Please include your DIN as your account number, and have the payment sent to the Firearms Transaction Center, Post Office Box 85608, Richmond, Virginia, 23285-5608.**

**Firearms Transaction Center  
Department of State Police  
Post Office Box 85608  
Richmond, Virginia 23285-5608**

**Help Desk: 804-674-2292  
Fax: 804-674-2791**

**YOU MAY REQUEST TO CONTINUE  
RECEIVING A PAPER BILL BY  
CONTACTING THE FIREARMS  
TRANSACTION CENTER AT  
(804) 674-2666**