

Virginia State Police

DISPOSITION OF FIREARMS CHECK

LAW ENFORCEMENT USE ONLY

Query of the NICS Index by this Agency is optional and is offered as an addendum to any other criminal background check performed by your Agency prior to the return of a confiscated or found firearm.

Information in the NICS Index is not supported by fingerprints, therefore, as much descriptive information as possible of the prospective recipient of the firearm(s) is recommended. The Virginia State Police Firearms Transaction Center anticipates processing DOF checks within seven business days of receipt of the request; however processing time may be extended during peak submission periods.

Please complete the below and fax to 804-674-2791.

Date of Request	Name of Requesting Law Enforcement Agency		
Name of Requesting Officer	Agency ORI (9-digit)		
Name, Telephone and FAX Number of Individual to be Notified of the DOF Check Result			
Originating Agency Case Number (OCA)			
<i>The OCA is a required field for the DOF check. The OCA may be comprised of up to 20 alphanumeric characters.</i>			
Prospective Recipient of Firearm(s) Information			
Last Name, First Name, Middle Name or Initial			
Other Names <i>Such as maiden names or any other name the individual may be known by.</i>			
Date of Birth	Sex/Race	Height/Weight	Hair Color/Eye Color
State of Residence		Place of Birth (City and State)	
Social Security Number or Driver's License Number			
U.S. Citizenship <input type="checkbox"/> Yes <input type="checkbox"/> No			
<i>If No, it is suggested that your Agency perform an IAQ check through NLETS to determine lawful presence.</i>			
Firearm Information - Check all that apply. <input type="checkbox"/> Handgun(s) <input type="checkbox"/> Long Gun(s) <input type="checkbox"/> Other (please describe below)			
To be Completed by the Virginia State Police Firearms Transaction Center			
Date Received	Processed By		
Result of DOF			
Name of LE Individual Notified			
Date of Notification			
Notification by: <input type="checkbox"/> Telephone Call and FAX <input type="checkbox"/> FAX only			