



# NICS INDICES SUBMISSION

**Unlawful Users/Addicted to any Controlled Substance**

## *LAW ENFORCEMENT USE ONLY*

This form is utilized to provide information to the State Police Firearms Transaction Center to facilitate entry of a firearms disqualification record into the National Instant Criminal Background System (NICS) Indices. NICS is searched in firearms purchase background checks nationwide.

*Contact information:*

Agency Name: \_\_\_\_\_

Originating Agency Identifier (ORI): \_\_\_\_\_

Contact Name: \_\_\_\_\_

Agency Address: \_\_\_\_\_

Telephone #: \_\_\_\_\_ Fax #: \_\_\_\_\_ Email: \_\_\_\_\_

*Descriptive information for entry. Provide as much information as possible to avoid false identification. (\*required)*

\*Name: \_\_\_\_\_

Alias Names: \_\_\_\_\_

SS#: \_\_\_\_\_ Height: \_\_\_\_\_ Weight: \_\_\_\_\_ \*Sex: \_\_\_\_\_ Race: \_\_\_\_\_

\*Date of Birth: \_\_\_\_\_ Place of birth: \_\_\_\_\_

FBI Number or State Identification Number (SID) if known: \_\_\_\_\_

*Categorize your entry under the following (check all that apply):*

Found through a positive drug test to use a controlled substance in a manner other than as prescribed by a licensed physician within the past year. **Date test administered:** \_\_\_\_\_

Admitted to unlawful use or possession of a controlled substance within the past year. **Date of use/possession:** \_\_\_\_\_

Found to be in unlawful possession of a controlled substance within the past year, confirmed by positive field or lab test of the suspected controlled substance. **Date of possession:** \_\_\_\_\_

*Signature and title of submitting agency official:*

Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Title: \_\_\_\_\_ Tel #: \_\_\_\_\_ Date: \_\_\_\_\_

Send the completed form to the State Police by fax 804-674-2791 or email [firearms@vsp.virginia.gov](mailto:firearms@vsp.virginia.gov).  
The entry will automatically purge twelve months from the date administered, admitted, or possessed.  
Firearms Transaction Center Help Desk: 804-674-2292 or 804-674-2788.