

OREGON STATE POLICE

Firearms Instant Check System
Oregon State Police General Headquarters
3565 Trelstad Ave SE, Salem OR 97317

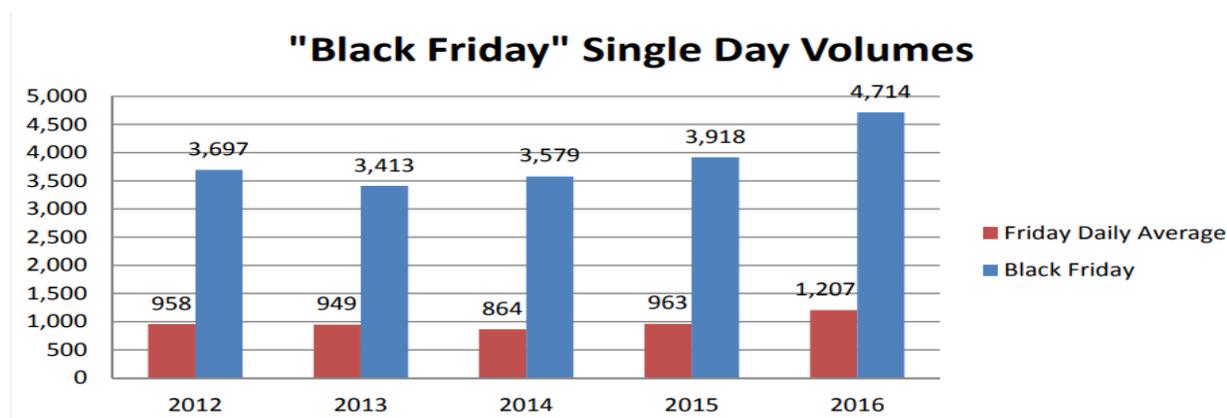


FICS Bullet-in

November 2017

"Black Friday" is almost upon us!

One day per year, all staff are mandated to report for duty due to extreme workload volumes where the FICS Unit can anticipate nearly four times the number of requests for a typical single-day Friday. Below is a five year comparison of the typical Friday daily average to the corresponding day after Thanksgiving, also known as "Black Friday".



The FBI NICS program reports that 3 of their 4 busiest days in program history were also the day after Thanksgiving (2014, 2015, and 2016), each having an increase over the previous record.

On this FICS Unit's busiest day of the year, there are often web-based transfer requests numbering in the hundreds awaiting staff to review for processing.

While there have been requests for the unit to expand their hours during this seasonal event, the FICS Unit hours are set in statue and therefore cannot be changed. As a reminder, operating hours are 8:00am to 10:00pm, seven days a week with the exception of Thanksgiving and Christmas where the unit is closed.

Electronic FICS Web Portal for Background Checks

In order to provide the most effective service possible, the FICS Unit strongly encourages FFL dealers to make use of the on-line web portal available to FFL's for making transfer requests and conducting self-initiated stolen gun checks. It can be found at: <https://xn.osp.state.or.us/Fics/>

Some of the benefits of using the on-line web portal include:

Dealer number for background checks only 800.432.5059

osp.firearms@state.or.us



- **24/7 availability** – regardless of FICS Unit operating hours, FFL’s can submit background checks and stolen gun checks through the on-line option at their own convenience. In cases where no record exists, the check can be completed immediately and an approval number provided without staff review. Those that require review will be processed during normal hours of operation.
- **Automated checks** – roughly 35% of on-line background checks require no FICS Unit staff review. This provides the dealer with an immediate response and allows the FICS Unit to redirect staff resources toward other incoming transactions, record research, or challenge call work.
- **No waiting on the phone**– submit on-line and keep yourself available to your customers
- **Transaction status log** (see below)– a feature that lets you obtain on-line status updates for delayed transfer requests

(Most recent transaction at the top)

Date Time	Sales Person	Purchaser	Identification Number	Status
10/27/17 4:52 pm	SALES PERSON	TEST, JOSEPH	8032266	Delayed Print
NOTE: Delayed until 01/11/2018 - ABC				

- **Printable transaction status page** – this allows a dealer the option to print a document showing the OSP approval number or denial information for their records. A copy of the printable status page for the previous example is found below.



OREGON FICS On-Line



Transaction Date/Time: 10/27/17 4:52 pm
 Name: TEST, JOSEPH
 Approved / Pending: Delayed

Firearm(s):
 CLT - NONE - Pistol, Semiautomatic - 6677TEST9900
NOTE: Delayed until 01/11/2018 - ABC

Please consider contacting the Unit to establish the web option for your business, it is easy to do and it is free. If you are already signed up, but not using regularly we would welcome your feedback as to any assistance you may need or if improvements can be made to make this a better option for you.

Identification Issues and Other Helpful Tips

Among the most common mistakes observed is the entry of transferee identification. Below are some time-saving tips to help increase efficiency and improve the quality of the background check experience for you and your customer.



- Selecting the correct ID Type
 - Choose the appropriate ID type from the drop-down menu. If you're entering information from a State ID Card, select ID card from the list. Selecting the correct identification type ensures both the accuracy of the background check and saves the FFL and FICS Unit time by preventing unnecessary phone calls and corrections to the on-line transfer portal.
- How to handle name variations
 - When entering a name into the on-line portal, entries should include their full legal name, regardless of what is depicted on their identification card of choice. This is the same name you would print on the 4473.
 - Hyphenate two last names (ex. Smith-Carlson)
 - Do not enter punctuation in any names except for when there are hyphenated last names (e.g. D'angelo should be entered as Dangelo; O'neal should be entered as Oneal)
 - Regardless of how an ID might present the name McCoy (Mc Coy vs McCoy) enter the characters without the space (ex. Mc Coy should be entered as McCoy)
- Provide secondary ID when you have it
 - When the address on the form does not match the address on the identification presented to the dealer (e.g. CHL, ODL, ID Card, etc.), a second form of identification document will be required anyway. While the transferee has their ID out, add it to the on-line portal and save a phone call
 - If the driver knows his/her ODL is suspended, do not submit it to FICS as the identification document – this transaction will be cancelled, due to the requirement for valid ID.
- Continuous travelers
 - Background checks on continuous travelers require a government-issued document bearing a PHYSICAL address of where they are currently staying. This is an ATF requirement. As an example, Oregon State Parks camping permit bearing a space number in combination with the Park's address would suffice.

Non-US Citizens

All Resident Alien and Non-Resident Alien transfers **MUST** be called in. Neither individual is a US Citizen and they cannot be submitted as such. Dealers must have a proof of residency, with a USCIS number, or an I-94 [non-permanent residents (students, tourists, etc.)] **AND** a hunting license or other acceptable documentation as listed in the instructions for question 18.c on the ATF Form 4473.

Questions or Comments?

As always, dealers are encouraged to contact the Unit supervisors or manager with any questions or concerns. Please refer to the FICS Unit website <http://www.oregon.gov/OSP/ID/pages/fics.aspx> for all of our contact information or simply email us at osp.firearms@state.or.us. This email address can also be used for challenges to delays or denials, as can the challenge line phone number of

503-373-1808

Thank You