



# NICS Index Mental Submission Check List

Please answer the following questions in order to provide the FBI Criminal Justice Information Services Division's National Instant Criminal Background Check System (NICS) Section the information required for entry of individuals into the **NICS Index Mental Prohibition File**, who by law are prohibited from purchasing firearms.

Please provide the following contact information, **type or print legibly**: (agency must be prepared to provide supporting documentation upon appeal)

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

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

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

Telephone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

Please provide the following descriptive information, **type or print legibly**: (\*required fields)

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

Date of Birth:\* \_\_\_\_\_

Sex:\* \_\_\_\_\_

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

Cadence: \_\_\_\_\_

Social Security Number: \_\_\_\_\_

Race: \_\_\_\_\_

Height: \_\_\_\_\_

Weight: \_\_\_\_\_

Place of Birth: \_\_\_\_\_

State of Residency:\* \_\_\_\_\_

Categorize your entry under one of the following:

**Involuntarily Committed for Treatment**

~Please provide the name of the institution, court, or lawful authority and the approximate date of commitment:

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

Date: \_\_\_\_\_

**Adjudicated as a Mental Defective**

~Please provide documentation from the court, board, commission, or other lawful authority. Checkmark the reason below for the adjudication:

- Is a danger to himself or to others
- Lacks the mental capacity to contract or manage his own affairs
- A person who is found to be insane by a court in a criminal case
- A person who is found incompetent to stand trial or found not guilty by reason of lack of mental responsibility pursuant to the Code of Military Justice

Signature and title of submitting physician or agency official:

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_