



NICS Index Submission Check List

Unlawful Users/Addicted to any Controlled Substance

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 Denied Persons File for Controlled Substance Abuse**, who by law are prohibited from purchasing firearms.

Please provide the following contact information, **type or print legibly**:

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: _____

Categorize your entry under one of the following:

- Has been found through a positive drug test to use a controlled substance within the past year
~Date test was administered: _____
- Has admitted to unlawful use or possession of a controlled substance within the past year (federal law prohibits regardless of state law)
~Date subject admitted to use/possession: _____
- Has been found to be in unlawful possession of a controlled substance within the past year (admittance is not needed if the substance tested positive as a controlled substance)
~Date of possession: _____

Signature and title of submitting agency official:

Signature: _____

Title: _____ Date: _____