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09.24.2014
Welcome to the Utah Bureau of Criminal Identification’s web based background checks. This site is available to assist federally licensed firearms dealers in processing background checks for the purchase of a firearm.

You may reach our web site at https://guncheck-agency.ps.utah.gov

You must register with BCI to receive access; you will be assigned a unique identifier. Each person conducting background checks for your business will be required to sign a user agreement. Each person using the system will have a logon identification and password. A log of all transactions processed within the last 20 days will be available for review. You will be able to check on requests in research to see if they have been completed. The log will provide a list including status, name and transaction number. There will be no transaction number if the transaction is in research (delay) or pending status.

Multiple sessions may be used, as each person must logon independently. Each person’s log will contain all backgrounds conducted using your agencies ID.

BCI feels this process will provide more dealers with the ability to conduct checks during high volume times without spending time on the phone waiting for an operator.

To receive access to run web-based background checks, or for any questions regarding your existing account, contact Lance at (801) 964-4517 or ltyler@utah.gov. You may fax the contracts to (801) 965-4002 or our toll free fax 877-879-6228.

You may find contracts for web system at publicsafety.utah.gov/bci/brady.html
Authentication Screen

The web address to begin firearms check on the web is https://guncheck-agency.ps.utah.gov. This will be the first screen when you open the web site. This screen will authenticate and identify each user.

Enter YOUR user ID
Enter last 5 digits of your FFL
Enter YOUR password

Your User ID will be assigned by BCI. The Agency ID will be the last five digits of your FFL.
Message of the Day

Message of the Day: 9-3-2014

At the beginning of October we will be rolling on new background check systems both for those calling in checks and those using the web service to run their background checks. For those calling in checks you will not notice any difference in how we process your checks. For those using the web service, you will notice a difference in the format somewhat although it is very similar. The biggest change is you will no longer log in to ucjs.ps.utah.gov. The new URL will be forthcoming. When you log in you will see the message of the day as before and will then go to the Applicant Entry Screen. On the left side will be the tabs to view Today's Logs and the logs from the previous 20 days. Once you enter all the required fields and submit the check you will either be given the approval number or as in the past, will get a pop-up box that says "needs review". At this point, you will have to view your log for the day to see the outcome of approval, research, or prohibited. I will put out more info as it becomes available and will be available for questions.

Please read the message of the day. This will contain current updates and/or important information.
Changing Your Password

This screen will allow you to change your password.

Select “Change Password”

Enter your CURRENT password

Enter new password. Must be 8 characters in length.

Enter your new password a second time. Select “Change Password”
Applicant Entry

This screen will be use to run the background check. All fields with an * must be filled. Entering the **UTAH STATE identification card number** or **driver’s license number** will retrieve the person data. Non-Utah residents or an alien/non-immigrant, or a CFP holder you must call BCI.

Enter **UTAH only** ID or DL number then hit enter.

Enter **purchase type**

Enter **the buyer’s State of Residence**

Enter **the buyer’s Birth State**. If country of birth is non USA enter same code for birth state.

Chose citizenship

Enter **you store’s Phone Number**

When all fields are completed hit the "Submit". This will send the request to search the files.
Background Check Processing

The background check searching the files.

Do not CLOSE until an approved or needs review status appears. If approve it will be green and a transaction number will be given. If needs review appears go to “Today’s Log” (see next page).
Background Check Processing

The BCI files have been researched. You need to close and view the “Today’s Log” for the result.

“Close” and go to “Today’s Log” to wait for result.
Today’s Log

You will need to click “Refresh” to obtain the result from BCI.

Final status: Approved, Research, Denied

This will be the transaction number for this transaction. To be recorded on the ATF form 4473.
Daily Log Query

You will be able to query any transaction result with in the last twenty days. By dates or by the buyer’s name.

Enter a specific buyer’s Last and First name.

Enter the dates and times you want to query. By hitting the space bar you will enter the current date and time in each field. At most, this query only gives previous twenty (20) days logs.

(ex 09/05/2014 – 09/24/2014)
Error Message

If you received this “Error Message” you need to contact BCI to complete your background check.