Permit Execution (Dealer) – LEO with NICS check

Retail Firearms Dealer – E-Permit Execution: One permit

1) Run a NICS Check as you normally would. Click on NICS Home.

2) Click on Request Form
3) Enter the required information and click Continue.

4) Certain exceptions may apply, indicate the information accordingly.
5) Continue to provide the required information, Click Continue.

6) Verify the information and click continue.
7) Enter payment information. Submit Payment.
8) Review Confirmation and Receipt.

9) Verify the NICS Check was processed and approved. Click Transaction Search.

10) Search by date range or any other available criteria.
11) If the status shows approved, you may move on to the E-permit Execution. Click on Fars Home

![Search Results]

Start Date: 09/09/2020
End Date: 09/09/2020

Transaction Summary
Total Transactions: 1
Total Transaction Amount: $16.00

![Results]

Transaction Date | Billing Number | Purchaser Name | STN Number | SBI Number | Status | Details
--- | --- | --- | --- | --- | --- | ---
09/09/2020 1:17:23 PM | 26253000323 | | | | Approved |

12) You will see three options for FARS Home. For executing one E-Permit, Click Handgun Permit Execution.

![Main Menu for Firearms Permit Applications]

Handgun Permit Execution
Multiple Handgun Exemption Applications
Executed Permit Search

13) Enter the purchasers SBI Number, Date of Birth and One Permit.

![Permit to Purchase a Handgun & Form of Register]

Start Permit Execution
SBI Number
Date of Birth
Permit Type
- One Permit
- Multiple Permits

Continue | Back
14) If the purchaser is a law enforcement office, indicate it now. Click Continue.

15) Prior to selecting the permit for execution, you must select the correct approved NICS Check to link to the permit. Typically you will only see one valid NICS Check per SBI number. After selecting the NICS Check, Click Continue.
16) Click on the correct application with available permits. You will only be able to select an active application that corresponds to the type of purchase being conducted. Verify the information associated with the application and permits. After selecting and verifying the information, Click Continue.

17) You will now be prompted to enter the handgun information. Click Add Handgun Information.

18) Enter the Serial Number, Caliber, Make and Model of the handgun. If the handgun is an antique and does not have a serial number check the corresponding box.
19) You may only add handgun information for up to the # of permits selected in the beginning of this process. This example is 3 permits with a LE exemption.

<table>
<thead>
<tr>
<th>Serial Number</th>
<th>Caliber</th>
<th>Make</th>
<th>Model</th>
</tr>
</thead>
<tbody>
<tr>
<td>23423</td>
<td>9mm Makarov</td>
<td>Alexander Arms</td>
<td>5</td>
</tr>
<tr>
<td>4345</td>
<td>223 Remington or 5.56mm x 45r</td>
<td>Zastava Arms</td>
<td>3</td>
</tr>
<tr>
<td>XXXXXXX</td>
<td>5.7</td>
<td>FN or Fabrique Nationale or FNH</td>
<td>5.7</td>
</tr>
</tbody>
</table>

Not allowed to add more than 3 handgun information

20) All the fields are free text; however, caliber and make will offer suggestions based on the information entered. For common caliber and makes, this function will help keep a consistent record. Once entered, and double checked for accuracy, click Continue.
21) Review all the information for accuracy. You will have the ability to correct any errors before memorializing the transfer. If everything is correct, check the box declaring the information is accurate and click Continue.

22) You will be directed to a Confirmation and receipt page. This page generates an email to the applicant to both confirm the purchase/transfer of the handgun and provide a link to print or electronically save their own paper permit.