

Effective October 30, 2000

## COLORADO INSTANT CRIMINAL BACKGROUND CHECK SYSTEM

### BEFORE CALLING THE CBI:

The potential firearm transferee must be present.

The Department of the Treasury Firearms Transaction Record (Form 4473) must be filled out completely by the transferor. Identification must be verified by the FFL.

1. Have the customer complete the Department of Treasury Form 4473.
  - A. If the customer's answers indicate a prohibition, do not call the CBI.
  - B. Check the DOB. If the customer is under 21 years of age he/she can not purchase a handgun, but can purchase a long gun.
  - C. If the customer is 21 years of age, he/she can purchase either a handgun or long gun.
  - D. If the customer did not write out his/her middle name, or only wrote the initial, request the full middle name.
  - E. Check the Customers' State of residence. If customer is not a resident of Colorado they cannot buy a handgun. Colorado residency requirements do not apply for long gun sales. **\*Per California law, residents of California cannot purchase any firearms in Colorado.**

### EXEMPTIONS

A CBI Insta-Check is not necessary if: (a) your customer is a police officer buying a duty weapon with letterhead from his/her commanding officer indicating the firearm is for official duty.(attach letter to paperwork). A permit for a concealed weapon IS NOT AN EXEMPTION to the NICS requirements in Colorado.

2. The customer must have a government issued, valid photo identification. Compare and verify the information on the ID with the transaction form. (NOTE: The ID/Driver's license must have the correct date of birth and social security (if applicable) to be a valid form of ID).
  - A. Colorado Driver's License/Colorado Identification Card is the best forms of identification.
  - B. A "Green Card", which is actually pink in color, is not sufficient to establish that a person is in the U.S. under non-immigrant status. A "permanent resident alien" card will establish immigrant status. Please remember that the Omnibus Appropriations Act amended the Gun Control Act to include a new category of prohibition; aliens legally in the US under a non-immigrant visa.
3. Call the CBI at 1-800-486-2023 or 303-239-4681 (local).

Clearly state:

- A. The last five digits of your FFL number.
- B. Long gun, handgun or both.
- C. Customer's name – LAST, FIRST, MIDDLE. Say and spell each name if necessary.
- D. Customer's Date of Birth. (Year-Month-Day).
- E. Customer's Sex and Race.
- F. Social Security – optional.
- G. Customer's Driver's License Number/ID Number.

NOTE: Operator may ask for additional information such as a physical description.

4. When the CBI operator gives you the Approval or Denial number and NIC's transaction number, please write it in the space provided on the 4473 form in section 12B form and read it back to the operator to ensure accuracy. In the event of a wait/delay, the CBI has 3 business days to approve or deny the transferee. No numbers will be given at this time.

THREE BUSINESS DAYS defined: (also see 28 CFR, part 25.2)

A "business day" means a 24-hour day (beginning at 12:01 a.m.) on which state offices (other than Insta-Check) are open in Colorado.

**Example: A sale or transfer is placed on a "wait" at noon on Friday. The clock does not start until 12:01 a.m. on Monday morning (assuming that day is not a holiday) and the sale or transfer cannot proceed without an approval until 12:01 a.m. on Thursday.**

5. In the event of a denial, you must give your customer a copy of the NOTICE OF DENIAL form with the denial number and the date filled in. NOTE: The CBI does not handle denial appeals in person or over the phone. Law prohibits the CBI from disseminating criminal justice information over the phone.
6. Please maintain all 4473 forms in accordance with federal law. You will need them to verify your records, and you may be asked to send copies to the CBI on those occasions when criminal charges are being filed.