

**Tennessee ONLY**

**APPEAL OF DENIAL OF ATTEMPTED FIREARM Transfer**

Your Name: \_\_\_\_\_ Sex: \_\_\_\_ Race: \_\_\_\_  
(**PRINT** your complete first, middle and last name)

Date of Birth: \_\_\_\_\_ Social Security #: \_\_\_\_\_  
(Month, day, year)

Requester's **Mailing** Address: \_\_\_\_\_  
\_\_\_\_\_

Requester's **Physical** Address: \_\_\_\_\_  
\_\_\_\_\_

TICS Transaction #: \_\_\_\_\_ Requester's Phone #: \_\_\_\_\_  
(**Obtain from your gun dealer**) (Inc. Area Code)

Date Transaction Run: \_\_\_\_\_ Date Transaction Denied: \_\_\_\_\_

I have been denied by TICS the right to purchase a hand gun or long gun in the State of Tennessee based on a check by my gun dealer through the Tennessee Instant Check System (TICS) and the FBI National Instant Criminal Background Check System (NICS). I hereby appeal that denial and request a review of the record(s) used by TICS in determining that I should be denied the purchase. I understand that I may be required to provide TICS a full set of inked fingerprints of myself for the purpose of comparing them with fingerprints associated with the record(s) used in the denial. **I also understand that I only have 30 days to appeal the denial after it is issued and that TICS is not required to assist me until such time as I formally appeal the denial. I further understand that the transaction could be denied by my gun dealer (FFL) and that under such circumstances, TICS neither denied nor approved my firearm transfer and therefore I have no appeal to TICS. I further understand that failure to complete this form or to complete it legibly could result in rejection of the form.**

\_\_\_\_\_  
(Signature of Requester)

\_\_\_\_\_  
(Date)

**See instructions on reverse side. Return by fax to: (615) 744-4660**

## **Instructions for completing the APPEAL OF DENIAL form**

The following procedure should be carefully followed to challenge a denied firearms transfer background check:

1. If your transaction was denied by TICS (not your gun dealer) obtain your unique Transaction Number from your FFL (dealer). Legibly print the Transaction Number in the appropriate place on the reverse side of this form. Legibly print the other required information on the form. Include your complete phone number and current mailing address as well as your e-mail address. Make a copy of the form and retain it for your file or future use. You may mail the form to:

TICS Unit Tennessee Bureau of Investigation 901 R. S. Gass Blvd. Nashville, TN  
37216-2639

2 You may also send the form by facsimile (FAX) to (615) 744-4660. It should be sent promptly so as to allow TICS ample time to contact the necessary law enforcement agencies and/or clerk's offices and review any documentation they may provide. Do not attempt to hand carry your appeal to the above address in order to obtain same day service. **Do not submit any documentation with this appeal form—all documentation MUST come to Tics from the original source agency.** By law TICS has 15 calendar days to research and review your attempted firearm transfer after the appeal is received. However, if more than 30 days elapse after the initial denial of transfer and you have not appealed, your appeal will not be handled and you will need to begin again with a new attempt to purchase, denial and appeal.

3 Upon receipt of your appeal form, TICS reviews the documentation used to make the denial. TICS contacts the arresting agency and requests a final disposition of any "open" charges showing on your criminal history record. TICS may also contact the clerk of court and the state bureau of investigation's state records keeping unit for final disposition information if it is unavailable from the arresting agency. If TICS is able to obtain a final disposition or other required information, your FFL will be notified of any change of status for the transaction. **You will need to keep in contact with your gun dealer to see if your appeal has been overturned. If TICS is unable to obtain the final disposition or other necessary information. TICS will place your transaction into "CONDITIONAL PROCEED" status and advise your dealer.** Your dealer has the option of transferring the firearm to you or not transferring the firearm, but is not obligated to transfer any firearm to you.

4 If your dealer refuses to transfer a firearm to you based on a "CONDITIONAL PROCEED" status received from TICS, you were not denied by TICS and have no avenue of appeal to TICS. Criminal history records maintained by other states or by the FBI cannot be corrected or modified by TICS. That is the responsibility of each individual state and of the original arresting agency. It is your responsibility to see that TICS is notified by any out-of-state or federal agency upon correction/modification of your criminal history record that would effect the original denial decision made by TICS.