

TENNESSEE BUREAU of INVESTIGATION
APPEAL OF DENIAL OF ATTEMPTED FIREARM TRANSFER
Tennessee Only

Dealer Name & FFL#: _____

TBI TICS Transaction #: _____

Date Transaction Ran: _____

Date Transaction Denied: _____

Name: _____

(PRINT your complete first, middle and last name in correct order)

Sex: _____ Race: _____

Social Security #: _____

Date of Birth: _____

(Month, day, year)

Requester's Mailing Address: _____

Requester's Physical Address: _____

Requester's Phone #: _____

I have been denied by TBI TICS the right to purchase a handgun or long gun in the State of Tennessee based on a check by my gun dealer through the Tennessee Instant Check System (TBI 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 TBI TICS in determining that I should be denied the purchase. I understand that I may be required to provide TBI 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 TBI 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, TBI TICS neither denied nor approved my firearm transfer and therefore I have no appeal to TBI TICS. I further understand that failure to complete this form or to complete it legibly could result in rejection of the form.

See further instructions on reverse side

(Signature of Requester)

(Date)

Fax: (615) 744-4660
Email: tbi.tics@tbi.tn.gov

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Instructions for completing the APPEAL OF DENIAL form

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

1. If your transaction was denied by TBI 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.
2. Make a copy of the form and retain it for your file or future use. You may submit via
 - fax to 615-744-4660
 - email with information submitted as a **PDF** to: tbi.tics@tbi.tn.gov
 - mail the form to: Tennessee Bureau of Investigation
TBI TICS Unit
901 R. S. Gass Blvd.
Nashville, TN 37216-2639
3. **Do not attempt to hand carry your appeal to the above address to obtain same day service.**
4. It should be sent promptly to allow TBI TICS ample time to contact the necessary law enforcement agencies and/or clerk's offices and review any documentation they may provide.
5. Do not submit any documentation with this appeal form. Once TBI TICS has received the appeal, this will allow TBI TICS to further research the information needed. By law, TBI TICS has **15 business days** to research and review your attempted firearm transfer after the appeal is received.
6. If you do not submit your appeal before the 30 days from the date of your denial, your appeal will not be completed, and you will need to begin again with a new attempt to purchase.
7. Upon receipt of your appeal form, TBI TICS reviews the documentation used to make the denial. If the denial was for an arrest without a disposition, TBI TICS will contact the arresting agency, clerk of court and the state bureau of investigation's state records keeping unit for final disposition information. If TBI 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.
8. If TBI TICS is unable to obtain the final disposition or other necessary information. TBI TICS will place your transaction into "**CONDITIONAL PROCEED**" status and advise your dealer by the most expedient means available (e-mail, fax or postal mail). 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.
9. If your dealer refuses to transfer a firearm to you based on a "**CONDITIONAL PROCEED**" status received from TBI TICS; you were not denied by TBI TICS. This means TBI did not receive the information needed within the **15 business days** to proceed in processing your transaction and advised the FFL dealer we could not approve or deny your purchase.
10. If you are placed in a "**SUSTAINED DENIAL**", you will receive a letter from TBI TICS explaining why your denial was sustained.
11. To check the status of the appeal please go to <https://tbibackgrounds.tbi.tn.gov/Appeals/>. You will need the TICS Transaction Number and date of birth to check the appeal status. This is available to access 24/7.