

**PLEASE TYPE OR PRINT**

**TO BE COMPLETED BY DEALER:**

\_\_\_\_\_  
Dealer Name

\_\_\_\_\_  
Non-Approval #

\_\_\_\_\_  
Date of Non-Approval

\_\_\_\_\_  
Buyer's Name

**TO BE COMPLETED BY BUYER:**

\_\_\_\_\_  
\*Mailing Address (Please indicate the address you would like your letter mailed to)

\_\_\_\_\_  
\*City, State, and Zip Code

\_\_\_\_\_  
\*Telephone #

\_\_\_\_\_  
\*Place of Birth

\_\_\_\_\_  
\*Non U.S. Citizens: Alien Registration Number (or Admissions Number)

\*Required fields. Failure to complete any required field may result in a rejection.  
Please use the above information to conduct a criminal history check.

\_\_\_\_\_  
\*Signature

\_\_\_\_\_  
\*Date

**LAW ENFORCEMENT USE:  
OFFICIAL TAKING FINGERPRINTS**

**TO BE COMPLETED BY BUYER / PERSON  
BEING FINGERPRINTED**

NAME: \_\_\_\_\_

\*NAME: \_\_\_\_\_

BADGE #: \_\_\_\_\_ AGENCY: \_\_\_\_\_

\*SOC. SEC. #: \_\_\_\_\_

TELEPHONE #: \_\_\_\_\_

\*DOB: \_\_\_\_\_ \*RACE: \_\_\_\_\_ \*SEX: \_\_\_\_\_

1. R. Thumb	2. R. Index	3. R. Middle	4. R. Ring	5. R. Little
6. L. Thumb	7. L. Index	8. L. Middle	9. L. Ring	10. L. Little
Left Four Fingers Taken Simultaneously		L. Thumb	R. Thumb	Right Four Fingers Taken Simultaneously

Mail form to the FDLE Firearm Purchase Program, P.O. Box 1489, Tallahassee, FL 32302-1489.

## FIREARM PURCHASE PROGRAM NON-APPROVAL FORM

All individuals not approved to purchase a firearm have the right to appeal their non-approval. The non-approval indicated that either you or an individual with a similar name and identification features meets the criteria for non-approval. If you believe that you are not the individual whose record is on file or your criminal history is incorrect and you want to appeal your non-approval to buy a firearm, **you must submit this completed form and be fingerprinted.**

The fingerprinting must be done by a law enforcement agency. Many of the local agencies charge for this service, and you will be required to pay this fee. When you are fingerprinted, you must provide identification (Florida driver's license, or other official identification containing a photograph) to the law enforcement agency before being fingerprinted. The law enforcement agency will use this identification information to complete the fingerprint portion of the form.

After completing this form and being fingerprinted, mail the form to the **FDLE Firearm Purchase Program, P.O. Box 1489, Tallahassee, FL 32302-1489**, for a complete record check. There is no fee for this service from FDLE. If the record check establishes that you are eligible to purchase a firearm, a letter will be forwarded to you with an approval number. The original letter must be given to the dealer of your choice and will be maintained by the dealer as part of the record of the transaction.

**The appeal must be filed within 21 days from the issuance of the non-approval. In order for FDLE to process your appeal after 21 days, a licensed firearm dealer must conduct another record check.**

**Alternatively, you may request the FBI National Instant Background Check System (NICS) to process your appeal, after 21 days, to do this, contact the FBI at 1-877-444-6427.**

### APPEAL FORM INSTRUCTIONS

When a buyer receives a non-approval or a pending non-approval, he/she will have the right to appeal formally. A non-approval means that the buyer's identification information matched an individual whose record meets the non-approval criteria. If the buyer believes he/she is not the individual whose record is on file or his/her criminal history is incorrect, he/she should follow these appeal guidelines.

The dealer should complete the dealer's portion of the form providing the following:

Dealer Name: This should be the name provided on the Dealer Information Form

Non-Approval Number: Provide the complete number as given by the FDLE operator including the letter following the number

Date Non-Approved: Date the Non-Approval number was provided by FDLE (MM/DD/YYYY) order.

Buyer's Name: Provide the buyer's complete name as found on the identification presented.

The buyer should complete the remaining portion of the form. Once the form has been completed, the buyer should go to a law enforcement agency and be fingerprinted on the fingerprint form on the back of this form. The completed appeal form, including the fingerprints, should then be sent to the FDLE by the buyer as explained on the form itself.

The FDLE will process the appeal request and advise the buyer of its findings in writing. If the buyer is advised that his/her request is non-approved and he/she wishes to pursue his/her non-approval further, he/she should follow the procedures as outlined in Chapter 11C-8, Florida Administrative Code (copy available). If the buyer is advised by FDLE that he/she is approved to purchase a firearm, that notification must be taken to the dealer of his/her choice, within the time period established in the letter, to purchase a firearm. The dealer must attach the original notification to the ATF 4473 Form. But need not call to request another record check for this transaction.

**To check the status of an appeal, contact the Firearm Purchase Program at (850) 410-8139.**

The completion time of appeals varies depending on the amount of information that must be verified with other agencies. Once your appeal has been completed, a written response will be mailed to the address provided on the front of this form.

**Mail form to the FDLE Firearm Purchase Program, P.O. Box 1489, Tallahassee, FL 32302-1489.**