

NICS Reporting Workbook Quiz

2024



1. NICS is the Acronym for:

- a. National Institute of Criminal Services
- b. National Intervention Counseling System
- c. National Identification Check System

- ☒ d. National Instant Criminal Background Check System
- e. All of the Above

2. What case types may include orders that should be reported in NICS? (circle all that apply)

- a. Guardianship
- b. Criminal Cases
- c. Probate
- d. Mental Health
- e. Tax
- f. Juvenile

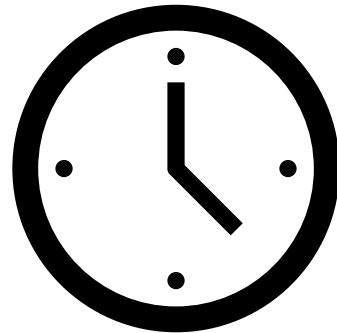


3. The following case orders must be reported in NICS: (circle all that apply)

- a. Commitments for temporary or extended inpatient mental health services under Health and Safety Code Chapter 574 and Chapter 44 of the Family Code.
- b. Involuntary commitments to state, private and Veterans' affairs hospitals.
- c. Emergency mental health detentions, admissions, or warrants.
- d. Acquittals in criminal cases for reason of insanity or lack of mental responsibility.
- e. Incompetent to stand trial in a criminal case.
- f. Long-term placement in a residential care facility for intellectual disability.
- g. All of the Above

4. NICS reporting is required to be entered within:

- a. 48 hours of court order
- b. Next business day
- c. Within 30 days of court order
- d. All of the above



5. You are only required to submit a ZERO report in NICS if your court is designated to hear Mental Health cases.

TRUE

— OR —

FALSE

6. A ZERO report in NICS is required to be submitted for:

- a. For each ORI that hears Mental Health Cases
- b. For each ORI that hears Criminal Cases
- c. For every court under your jurisdiction regardless if they hear cases that would require NICS reporting.
- d. Only by county.



7. NICS has three **business days** to determine if a proposed firearm transfer is prohibited. What are some instances that can provide the FBI additional time to run a check when inquiries are made to a clerk's office?

- a. Clerk who assists with NICS is on vacation
- b. Computer system is down for clerk to assist in review
- c. Files are kept in off-storage facility with no immediate access
- ☒ d. Clerks' office is closed for the holiday(s)
- e. All of the above

8. Guardianships of an Adult who lacks mental capacity to manage his/her affairs should only be reported in NICS if a permanent order is signed and filed.

TRUE

— OR —

FALSE

Temporary Guardianships are also required to be reported.

9. For an individual to have their gun rights restored, the following must be done:

- a. Family members must write letters of support for restoration
- b. Proof to the clerk that the mental health service requirements have been completed
- c. No action is required, the clerk can just cancel the record
- d. A Relief from Disability petition must be filed with all requirements being met.
- e. All of the above

10. What are some examples of orders that **should not** be reported in NICS? (circle all that apply)

- ☒ a. A warrant issued to apprehend, detain, and transport a detainee to a Mental Health Facility.
- ☒ b. Emergency mental health detention orders.
- ☐ c. Extension of incompetency to stand trial findings.
- ☒ d. Admissions, warrants, or orders for protective custody.
- ☒ e. Voluntary mental health commitments.
- ☐ f. Acquittal for reason of insanity.

11. If you have a single order that lists both a magistrate case number for an unindicted charge, and an information/indicted case number, should you enter the order under both case numbers in NICS?



Yes, because the commitment is ordered in both cases, it should be reported in both.

12. If you have multiple mental health commitment orders in the same case number, do you report each order?

- a. No, you only report the original case number and commitment.
- b. No, you are not required to report commitments.
- c. Yes, just duplicate the number in NICS to add additional commitment orders.
- d. Yes, you should report each mental health commitment order issued by the court, adding a suffix to the case number for each subsequent order, i.e., cause number 12345-2, 12345-3, etc.

13. If there is required identifying information for a case to be entered in NICS, what should you do to obtain the information? (circle all that apply)

- ☒ a. Research available data resources including case management systems, jail records, and skip tracing databases.
- ☒ b. Contact clerks in nearby counties to determine if they have any records on the individual.
- ☐ c. Call the individual and ask the necessary questions.
- ☒ d. If information is not obtained, maintain a list of cases with insufficient identifiers for entry to add when the information becomes available.
- ☐ e. Make an entry in NICS, using N/A on any identifiers you do not have.

14. What timeline does a clerk have to respond to a NICS inquiry?

- a. 30 days
- b. Immediately
- ☒ c. No later than 48 hours
- d. You are not required to respond.
- e. 3 days

- Immediately is best, but no later than 24 – 48 hours.
- NICS has three business days to determine whether a proposed gun transfer is prohibited. If NICS has not been able to make a definitive determination within that time frame, the federal firearm licensee may lawfully transfer the firearm. If NICS does not get a response to their request for additional or clarifying information, the sale of the firearm can proceed.

15. If an adult guardianship was previously granted in another county and transferred to your county, what do you do about reporting in NICS? (circle all that apply)

- a. Make an entry in NICS upon receipt of the transfer.
- ☒ b. Report only those orders appointing a guardian that are entered in your county.
- ☒ c. Obtain written confirmation from the clerk of the originating court that the order appointing guardian was properly entered in the NICS system.
- ☒ d. Contact your CJIS Field representative to assist in confirming entry in previous county when needed.
- e. All of the Above

16. If a minor in a guardianship case becomes an adult, when should the case be reported?

- a. Upon granting of an application for an **adult** guardianship.
- b. Automatically when the ward turns 18 years of age, regardless if a new Application for Adult Guardianship is filed.
- c. When there is enough time to spend sorting it out.

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Minor Guardianship Cases are not entered in NICS. If a new case is not filed when the ward turns 18, the case would not be entered in NICS.

17. When is it required to report cases involving a minor? (circle all that apply)

- ☒ a. Upon an order by a court to receive temporary or extended inpatient mental health services of a juvenile 16 years of age or older.
- ☐ b. When any juvenile is committed for long-term placement in a residential facility after being determined to have intellectual disability.
- ☒ c. Acquitted for reasons of insanity for any juvenile 16 years or older.
- ☒ d. A finding of lack of mental responsibility for a juvenile 16 years of age or older, whether the juvenile was ordered to receive inpatient treatment.
- ☐ e. Any case filed for all juveniles related to Delinquent Conduct or Conduct Indicating a Need for Supervision.

Reporting in NICS only applies to Juveniles who are 16 years old or older.

18. A petition for Relief of Disability or Restoration of gun owner rights is filed where?

a. Only at the District Clerks office.

b. At the Federal Courts

☒ c. In the original case and court of jurisdiction.

d. Wherever the individuals lives when they file it.

e. Never, this is not possible.



19. What are acceptable reasons for canceling an entry or record in the CJIS/NICS database? (circle all that apply)

- ☒ a. When an entry was made in error.
- ☐ b. When an individual dies and the court is made aware of it.
- ☒ c. When an individual's rights are restored through a petition process within the court of jurisdiction.
- ☐ d. At the request of special interest group or individual.



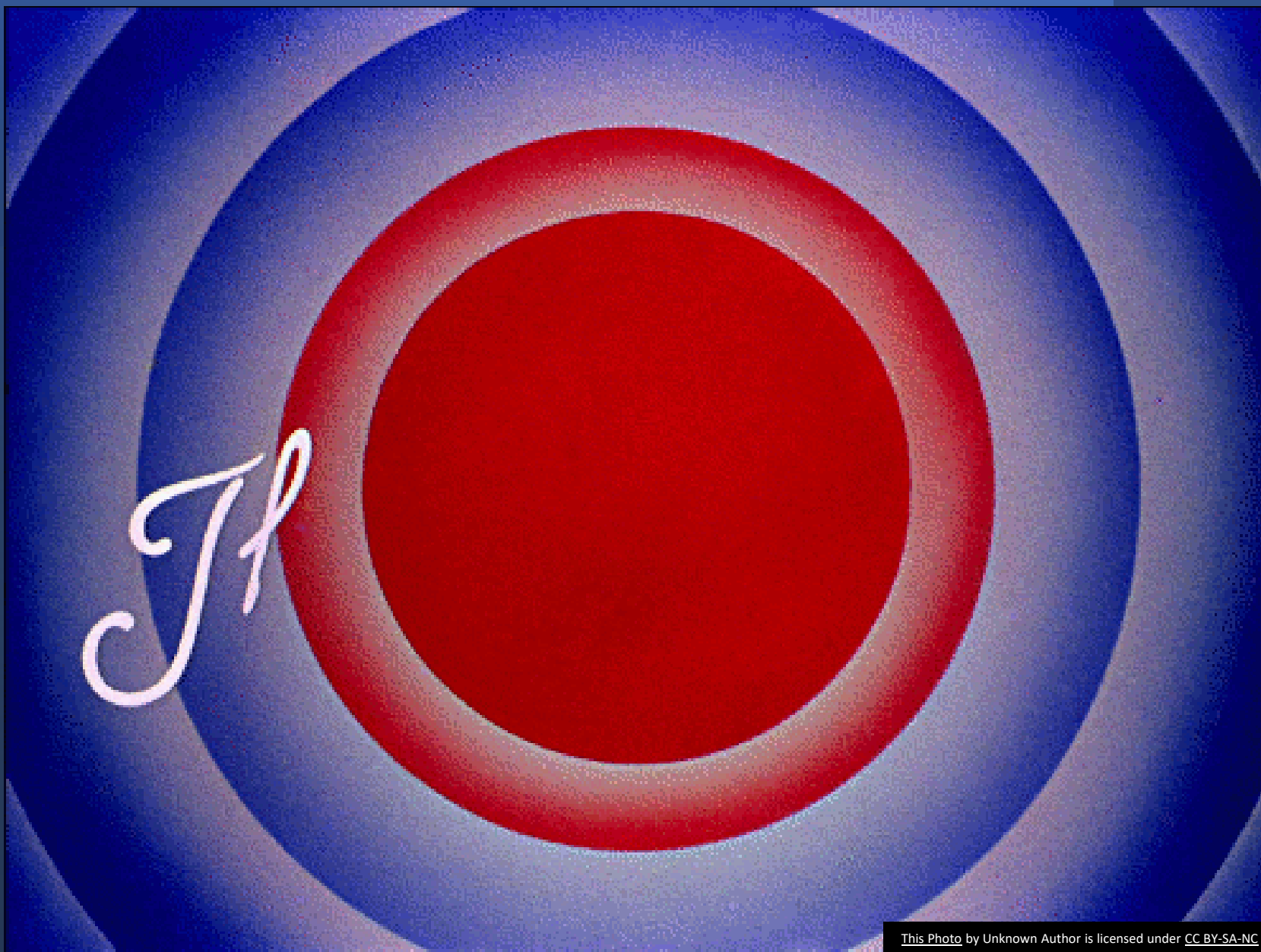
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Additional Questions

For questions about what type of cases to report, contact Research and Court Services, Office of Court Administration, at court.services@txcourts.gov or 512-463-2417.

For NICS Reporting questions and record validation, contact your CJIS Field Auditor directly or the CJIS Field Audit Unit: CJISJJIS@dps.texas.gov

For questions about CJIS access and ORIs, contact the Texas Department of Public Safety- EDR Unit, at GRP_CJIS_SITE@dps.texas.gov.



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