



Special points of interest:

- Program Redesign
- Bookmark for Bulletins and Special Notices
- Disclosure of Email Address
- Printing of Billing Statements
- Revision of Dealer Procedures Manual



## Introducing the New VCheck

Newsletter July 1, 2010

The redesigned VCheck system was fully implemented into production on May 19, 2010. The new system is entirely web based and incorporates all the Firearms Transaction Center functions such as the Virginia Firearms Transaction Program, firearms dealer registration and billing, establishment of seller identification numbers, processing of Multiple Handgun Purchase Certificates, and the Machine Gun Registry. The new VCheck system is virtually paperless! Reports can be printed but are not required for the process to function. All firearms background checks and associated research information is available online within the system. The redesigned system will eventually include an instant messaging capability.

The streamlined processes of the new system enhances workflow management of the Firearms Transaction Center, promotes optimal accuracy and response times for background checks, which in turn results in a quicker turn-around of delayed transactions. The new system provides additional transaction status information to the dealer such as "in process" or "in research", and sorting capabilities. A written document of approval or denial is available for all transactions.

All dealers are encouraged to register with VCheck!

A registration application is available on the State Police website. Fax the completed application to the Firearms Transaction Center Help Desk. A member of the Firearms Transaction Center will contact you to finalize your VCheck authorization. Registration is accomplished in a matter of minutes. The 800-telephone line remains an alternate method of conducting transactions should you lose your Internet connection or have problems with your computer. Less demand on the 800-telephone line allows the limited staff of the Firearms Transaction Center to be diverted to processes associated with delayed transactions!

### Bookmark the VCheck Homepage

Be sure to bookmark the [Homepage](#), which is the default page when you log in.

The Homepage provides:

- ⇒ A link to order Virginia Firearms Transaction Records (SP-65) forms.
- ⇒ A link to the VCheck User Guide
- ⇒ A link to the Firearms Dealers Procedures Manual
- ⇒ The telephone number to the Firearms Transaction Center Help Desk.
- ⇒ Reminders, comments, or important notices from the Firearms Transaction Center.

## Disclosure of VCheck Email Address

Your email address on file with the Firearms Transaction Center is subject to the provisions of the Virginia Freedom of Information Act, which if disclosed may be used for personal, political or business purposes.

You have the option of keeping this information private.

*Section 2.2-3705.1, Code of Virginia. Exclusions to application of chapter; exclusions of general application to public bodies. (10.) Personal information, as defined in Section 2.2-3801, including electronic mail addresses, furnished to a public body for the purpose of receiving electronic mail from the public body, provided that the electronic mail recipient has requested that the public body not disclose such information. However, access shall not be denied to the person who is the subject of the record.*

You may notify us in writing if you wish for the email address you provided to not be further disclosed, and your email address with VCheck will be so designated as "private." Your written notification may be provided via email to [firearms@vsp.virginia.gov](mailto:firearms@vsp.virginia.gov), or addressed to Firearms Transaction Center Manager, Post Office Box 85608, Richmond, Virginia 232985-5608.

No written request to designate your email address as private will indicate your permission for it to be released upon request.

## No More Paper Bills!

Bills are generated on the first day of each month, and capture all activity of the previous month. Billing invoices and payment history is now available on VCheck. View current and past invoices at any time. The remittance page may be printed and mailed with payment. The due date is the last day of the month in which the bill is posted.

Please notify us by email at [firearms@vsp.virginia.gov](mailto:firearms@vsp.virginia.gov) if you no longer desire to receive a printed copy of the bill each month via mail.

VCheck will be further enhanced in the near future to accommodate online and automatic payments.

## Revision of Firearms Dealers Procedures

The Firearms Dealers Procedures Manual, Section VII, Types of Transactions, is revised effective July 1, 2010 due to the recent redesign of VCheck. The Procedures Manual may be accessed via the VCheck Homepage or the State Police Website.

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