

What This Guide Covers

A permit-exempt sale lets a qualifying permit holder skip the NICS background check — the customer's permit (CCW, LTC, CHL, CPL, CWFL, and other state-issued equivalents) substitutes for the check FFL Boss would normally run. This guide walks counter staff through recording a permit-exempt 4473 in FFL Boss and pushing the disposition to TacticalPay POS.

Note: State rules vary. Some states do not allow the permit exemption; some allow it only for handguns. Confirm your state's rules with your compliance lead before relying on this workflow.

Step 1 — Verify the Permit Before You Toggle Anything

Hold the customer's permit in your hand and confirm all three:

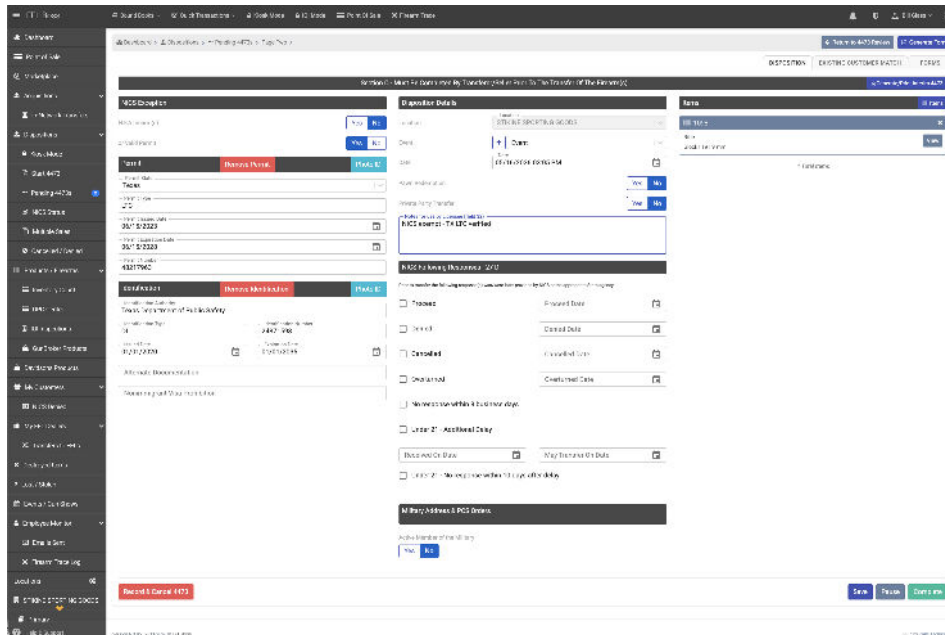
- **On the ATF qualifying-permit list.** Texas LTC, FL CWFL, MI CPL, and many others qualify.
- **Issuing state matches the state of transfer.** A Texas LTC only exempts transfers happening in Texas.
- **Not expired.** If the expiration date has passed, the exemption does not apply — run NICS.

If any of the three fail, start a normal 4473 and let FFL Boss run NICS.

Step 2 — Toggle the Exception and Fill Section C

Start the 4473 as normal and send Section B to the kiosk. When the signed Section B comes back, open it from **Pending 4473s** → **Page Two**. In the **NICS Exception** block (top left), set **Valid Permit** to **Yes**. A **Permit** block and an **Identification** block appear below.

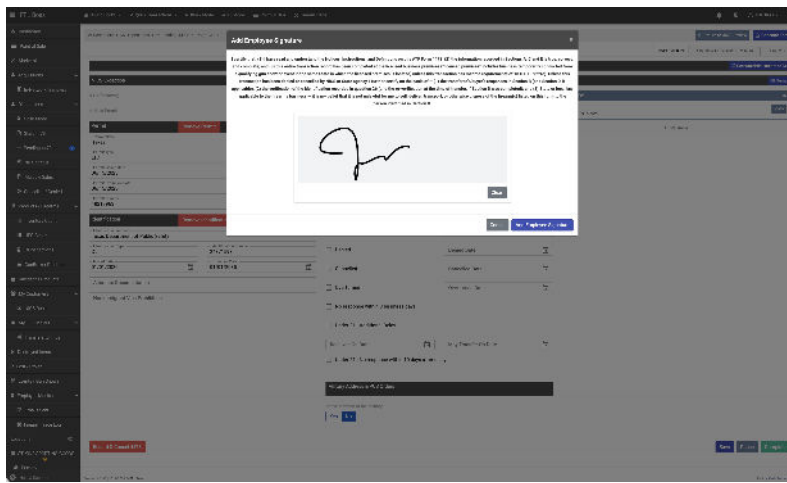
Fill the **Permit** block from the customer's permit card: state, type (e.g., "License to Carry a Handgun"), issued date, expiration date, and permit number. Then fill the **Identification** block from the customer's **photo ID** (driver's license or state ID) — issuing authority, type, number, issued date, expiration. Both captures are required by the 4473.



Section C with **Valid Permit** set to **Yes** — **Permit** block (top) and **Identification** block (below) filled from the customer's documents

Step 3 — Leave NICS Responses Blank, Then Sign

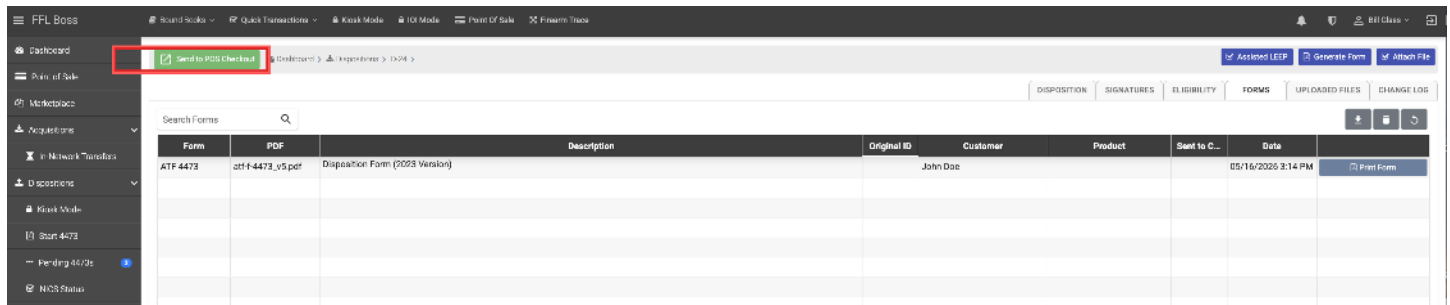
Because no NICS check was submitted, both response sections on the right side of Page Two stay empty — no response date, no transaction number, none of the Proceed/Denied/Cancelled/Overturned boxes checked. Then tap **Complete** at the bottom right. FFL Boss opens the **Employee Signature** dialog — sign and confirm to certify Section C.



Employee Signature dialog — sign and confirm to certify Section C

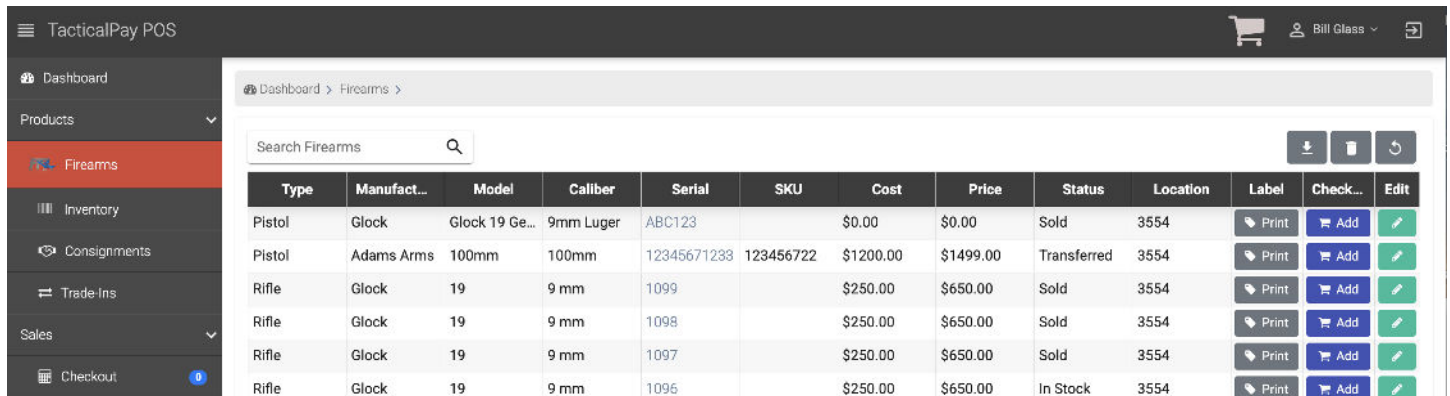
Step 4 — Send to POS and Complete the Sale

Once the 4473 is signed and the form is generated, FFL Boss takes you to the **Forms** tab of the disposition. Tap the green **Send to POS Checkout** button at the top of the page to push this disposition over to TacticalPay POS.



Forms tab — tap the green **Send to POS Checkout** button (highlighted) to push the firearm to TacticalPay POS

Switch over to **TacticalPay POS** → **Firearms**. The firearm's status has automatically updated to **Sold**, which confirms the disposition was recorded in the bound book and the item is ready to ring up. Complete the sale (payment and receipt) as you would for any other firearms transaction.



TacticalPay POS Firearms list — the firearm's status now reads **Sold**, confirming the disposition is recorded

Disclaimer: This guide is provided for operational reference only and does not constitute legal or compliance advice. Federal, state, and local firearms regulations vary by jurisdiction and change over time — confirm specific situations with your designated compliance officer before relying on this workflow.