

Good morning/afternoon,

This is a follow up to our conversation regarding this agency's contact preference. As discussed, the NICS Region Coordinator Team will be updating the preference as follows:

All New Mexico district, magistrate, and metropolitan courts will be switched to an e-mail preference, per Patricia Galindo New Mexico State Attorney.

Since the National Instant Criminal Background Check System (NICS) requests will be sent by email, it is strongly encouraged the responses are sent back via the same method. In addition, due to NICS system updates, we request that your responses follow the below guidelines:

- The subject line of the e-mail will have a routing number used to systematically attach and notify the NICS Examiner a response had been rec'd for a specific NICS transaction number. The following is an example of one: REQ-0000056_00000001234567. When replying, please do not edit the subject line.
- The preferred format for attachments is .TIF or PDF.
- In the body of the e-mail, please do not include images or pictures within the signature line or use a wallpaper background. Both will prevent a successful transmission.

Please contact the NICS Region Coordinator Team at NICS_Region-Coordiators@fbi.gov if you have any questions.

Thanks,