

**LAW ENFORCEMENT AGENCY (LEA)  
WEAPON REQUEST  
INSTRUCTION SHEET**

1. LEAs requesting weapons are required to have an up-to-date application on hand with the Law Enforcement Support Office (LESO) with a point of contact for weapons listed.
  - a. Without either of these items the processing of the request could be delayed.
2. This template is fillable. It is preferred that the request be typed rather than hand-written.
3. Fill out the agency information at the top of the template.
  - a. This portion must be complete and include the Requesting Agency ID, name, address (P.O. Boxes are not accepted), and contact information. If the Agency ID is not known, contact the appropriate State Coordinator.
  - b. Federal Agencies will need to contact the LESO directly for this information.
4. Enter the type and quantity of each weapon being requested.
  - a. The type of weapons available and the allocation limit for each is available on the LESO Website.
  - b. Requests for weapons that are not available will be discarded without a response.
  - c. Do not fill in the LESO USE ONLY area.
5. A justification is required for all requests.
  - a. Do not use blanket statements (i.e. For Law Enforcement Use)
  - b. Be specific.
  - c. When quantities are limited preference will be given to teams dealing with counter-drug/counter-terrorism activities.
  - d. Further justification may be requested by LESO.
6. The Chief Executive Official/Head of Agency – Local Field Office must initial each item indicating their understanding of the rules and regulations concerning 1033 Weapons.
  - a. The initials cannot be typed.
7. The Chief Executive Official/Head of Agency – Local Field Office must sign approving the request.
  - a. The Chief Executive Official/Head of Local Agency is the only one who is able to sign approving the request unless LESO has a letter granting signing authority to another individual.
    - i. The letter must be signed by the Chief Executive Official/Head of Agency – Local Field Office and state that the person named has signing authority for the 1033 Program.
8. All requests must be approved and signed by the appropriate State Coordinator.
  - a. Any request received that is not approved by the appropriate State Coordinator will be returned to the requestor.
  - b. Federal Agencies do not have this requirement and send their requests directly to the LESO.