

**LAW ENFORCEMENT AGENCY (LEA)  
WEAPON TRANSFER REQUEST AND CERTIFICATION  
INSTRUCTION SHEET**

1. Receiving Agencies requesting weapon transfers 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 transfer 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. Fill out the Receiving Agency information at the top of the template.
  - a. This portion must be complete and include the Receiving 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.
5. Enter the type of weapon and the requested transfer quantity.
  - a. Serial numbers are not required for the initial transfer approval
  - b. Do not fill in the LESO USE ONLY area.
6. All weapon transfer requests must be approved by the State Coordinator and the LESO prior to physical movement of the weapons.
  - a. All requests must be approved and signed by the appropriate State Coordinator.
  - b. Any transfer request received that is not approved by the appropriate State Coordinator will be returned to the requestor.
7. A LESO Official will review the transfer request.
  - a. Approval/Disapproval will be returned to the State Coordinator for dissemination.
  - b. Upon Approval, the Transferring and Receiving Agencies will arrange for the physical movement of the weapons.
8. Upon physical movement of the weapons, the Transfer Certification (Step Two) must be completed and submitted to the State Coordinator's Office.
  - a. The State Coordinator will send to the LESO for action.
9. Weapons will remain on the Transferring Agency's inventory until the Transfer Certification is submitted.
  - a. Initial transfer approval is void after 30 days if the Transfer Certification is not received.
10. Enter the type of weapon and the serial number associated with that weapon.
  - a. For large shipments of weapons create a spreadsheet and include the type of weapon and all serial numbers associated with those weapons.
  - b. This spreadsheet must be submitted in addition to the Transfer Certification.
11. The Chief Executive Official/Head of Agency – Local Field Office of the Receiving Agency must initial each item indicating their understanding of the rules and regulations concerning 1033 Weapons.
  - a. The initials cannot be typed.
12. The Chief Executive Official/Head of Agency – Local Field Office of both agencies must sign the Transfer Certification.