

**LAW ENFORCEMENT AGENCY (LEA)
SERIAL NUMBER VERIFICATION
INSTRUCTION SHEET**

1. Upon receipt of any weapons received through the 1033 Program, the Agency is required to conduct an inventory
 - a. The Serial Number Verification must be submitted no later than 14 days after receipt of the weapons.
 - b. M-16 and M-14 Rifles acquired through the program must be registered with the Bureau of Alcohol, Tobacco, and Firearms (BATF) using the AFT Form 10.
 - c. ATF Form 10s do not need to be sent to LESO, however the LEA and State Coordinator need to retain copies for their records.
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 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 Serial Number Verification.
5. The Chief Executive Official/Head of Agency – Local Field Office must sign approving the Serial Number Verification.
 - a. The Chief Executive Official/Head of Local Agency is the only one who is able to sign approving the Serial Number Verification 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.
6. All Serial Number Verifications must be approved and signed by the appropriate State Coordinator.
 - a. Any Serial Number Verifications received that is not approved by the appropriate State Coordinator will be returned to the requestor.