

**SAMPLE SUPERVISOR LETTER FOR ATF DOCUMENTATION
OF AN INDIVIDUAL OFFICER PURCHASE**

(DEPARTMENT LETTERHEAD)

(DATE)

(DEALER ADDRESS)

Dear _____
(Dealer Company Name)

This letter certifies that _____ is a duly licensed
(Officer's Name and Badge Number)
Law Enforcement officer with this department and that he/she has been approved to
purchase _____ to be
(Model of Shotgun/Rifle/Handgun or Quantity of Magazines and Type)
used in the performance of his/her official duties and is not being purchased for resale.
This letter also certifies that the officer is not subject to a court order restraining them
from harassing, stalking, or threatening an intimate partner, or child of such partner.
Also, this officer has never been convicted in any court of law of a misdemeanor crime of
domestic violence. This includes any misdemeanor conviction involving the use of
physical force committed by a current or former spouse, parent/guardian of the victim, or
by a person with a similar relationship to the victim. Should you have any questions
regarding this purchase I can be reached at _____.
(Agency Phone Number)

SIGNED _____
(Commanding Officer's or Supervisor's Name)

(Commanding Officer's or Supervisor's Title)

(DATE)

**(All documentation of the individual officer's sale is to be kept on file with the
dealer for a period of five years. Should you have any questions regarding the ATF
requirements, contact BATF in Washington, D.C.)**