

POLICE DEPARTMENT

(SAMPLE LETTER)

Required for INDIVIDUAL OFFICER FIREARMS PURCHASE.

This letter **MUST** be retyped on OFFICIAL LETTERHEAD to purchase weapons.
The following **MUST** be typed exactly on ORIGINAL DEPARTMENT LETTERHEAD.
FAXES WILL NOT BE ACCEPTED.

THIS LETTER IS TO CERTIFY THAT _____ IS
PURCHASING THE BELOW LISTED WEAPON TO PERFORM FOR HIS OFFICIAL DUTY USE AS A
POLICE OFFICER.

UNDER PENALTY OF PERJURY...

A RECORDS CHECK HAS BEEN CONDUCTED AND REVEALED THAT HE/SHE HAS NOT BEEN CON-
VICTED IN ANY COURT OF A MISDEMEANOR CRIME OF DOMESTIC VIOLENCE. THIS INCLUDES
AN MISDEMEANOR CONVICTION INVOLVING THE USE OR ATTEMPTED USE OF PHYSICAL FORCE
COMMITTED BY A CURRENT OR FORMER SPOUSE, PARENT, OR GUARDIAN OF THE VICTIM OR
BY A PERSON WITH A SIMILAR RELATIONSHIP WITH THE VICTIM.

WEAPON

PURCHASE MAKE _____ MODEL _____ CALIBER _____

CHIEF, SHERIFF, SUPERINTENDENT, OR SUPERVISOR

(SIGNATURE)

(DATE)