

Sample Letter

To be used when purchasing firearms - must be on official departmental letterhead.

Dear Gulf States:

Re: Officer John Doe - Purchase of a Glock 22.

I hereby certify that the above named individual will use the requested firearm in the performance of official duties. This weapon is not being acquired for personal use or for purposes of transfer or resale, and it may be shipped to this department. Additionally, I certify that a records check has been conducted on this individual, and it reveals no convictions for misdemeanor crimes of domestic violence.

Signature of Purchaser

Signature or Person of Authority Within Agency

Purchaser Home Address

Please Note:

1. Letters must be printed on Department letterhead with original signatures (no rubber or ink stamps).
2. No fax copies please. We must have the original letters. If you have any questions, please call our sales staff at 1-800-223-7869 for more information or assistance.
3. Individuals must be certified as a "Peace Officer," have arrest powers and authorization to execute search warrants.
4. BATF considers Chief of Police, Sheriff, Agent in Charge or District Supervisor as persons authorized to sign ultimate use letters.
5. Residence of purchaser must appear on letter.
6. There are no exceptions to these rules.