



## NIBIN PARTICIPATION REQUEST CRITERIA

This information is for agencies requesting to participate in the NIBIN Program.

The letter should be on agency letterhead and signed by an agency executive. The letter should be addressed to:

National Integrated Ballistic Information Network  
Attention: John Malone  
Assistant Director (Firearms, Explosives and Arson)  
650 Massachusetts Avenue, Room 8110  
Washington, DC 20226

The letter should include information readily available to most jurisdictions from the FBI's Uniform Crime Report. The Uniform Crime Report can be obtained by calling the FBI at (304) 625-4995. The letter should include:

- ▲ the population of the area to be served by automated ballistics technology
- ▲ the number of firearms-related violent crimes in the area
- ▲ statistics on firearms-related assaults and homicides for the previous year
- ▲ the number of firearms recovered by the requesting agency for the previous year
- ▲ the number of firearms traced by the requesting agency during the previous year
- ▲ whether the requesting agency currently has a firearms/toolmark examiner
- ▲ whether the requesting agency will dedicate someone to support the data entry of ballistics information in the IBIS machine (this position does not have to be a firearms/toolmark examiner)
- ▲ whether the requesting agency currently possesses a Drugfire unit.
- ▲ if the requesting agency receives an IBIS unit, will it allow other agencies access to it?
- ▲ will the agency enter into a memorandum of understanding with ATF regarding the administration of this program.

ATF evaluates requests using the above criteria. If you would like any additional information, please contact NIBIN Team members Charlayne Armentrout or Janet Van Haelst at (202) 927-5660 or 202-927-7770.