

Certification Letter Template
Law Enforcement Officers purchasing a firearm for use in official duties pursuant to 27 CFR § 478.134
must provide this letter to a Federal Firearms Licensee.

[Law Enforcement Agency's letterhead]

[Date]

[FFL Name]

[FFL address]

Dear [FFL Name]:

This letter certifies that [purchasing officer's name] is a law enforcement officer with [law enforcement agency name]. [Purchasing officer's name] will use the firearm(s) purchased from you for official duties. A record check reveals that [purchasing officer's name] has no convictions for misdemeanor crimes of domestic violence.

Sincerely,

[Law enforcement agency's name]

By: _____

[Signature of a person in authority within the law enforcement agency, other than the officer purchasing the firearm]

Paperwork Reduction Act Notice

This request is in accordance with the Paperwork Reduction Act of 1995. The purpose of this information collection is to authorize a law enforcement officer to purchase a firearm for official duties once the officer's supervisor has verified, through a background check, that the officer has no conviction for a misdemeanor crime of domestic violence. This information is mandatory by statute (Gun Control Act).

The estimated average burden associated with this information collection is eight minutes per respondent, depending on individual circumstances. Comments concerning the accuracy of this burden estimate and suggestions for reducing this burden should be addressed to Reports Management Officer, Document Services, Bureau of Alcohol, Tobacco, Firearms and Explosives, Washington, DC 20226.

An agency may not conduct or sponsor, and a person is not required to respond to, an information collection unless it displays a currently valid OMB control number.