

## **BATF GUIDELINES FOR AGENCY PURCHASE OF FIREARMS & MAGAZINES**

The following paperwork is required when a state or local law enforcement agency orders firearms and/ or large capacity magazines - a separate set of paperwork is required for each gun manufacturer (e.g. Glock, Ruger, Sig, Bushmaster, etc.)

1. An original purchase order describing the items being ordered in detail, with article nos. if known. The quantity and capacity of any magazines ordered alone or delivered with a firearm must be included in the description. The purchase order must have the original ink signature(s) and typed name and title of an authorized buyer and/or the chief or sheriff.

--- AND/OR ---

An original letter on official agency letterhead stating the following:

- "This letter is in lieu of a purchase order."
- a complete description (including article nos. if known) of the products ordered. The quantity and capacity of any magazines ordered alone or delivered with a firearm must be included in the description.
- "The firearms are being purchased for official departmental use only and not for transfer or resale."
- The letter must have the original ink signature and signed name and title of the chief or sheriff.

**A letter is always required when ordering a selective fire weapon (with or without a purchase order.)**

2. A Federal Excise tax exemption certificate, filled out and signed by an authorized purchasing agent or law enforcement officer with a rank of lieutenant or higher.
3. For H&K purchases, a state tax exemption certificate is also required.
4. For Bushmaster purchases of select fire weapons, a specific letter is required. Please refer to this sample letter when ordering (available from Interstate by request.)

**ALL AUTHORIZING SIGNATURES MUST BE ORIGINAL INK.  
NO STAMPS, COPIES, OR FAXES WILL BE ACCEPTED.  
ORIGINAL PAPERWORK MUST BE MAILED TO INTERSTATE ARMS AT THE  
ADDRESS PROVIDED ABOVE. FAILURE TO PROVIDE COMPLETE  
PAPERWORK WILL RESULT IN ORDER DELAYS.**