

**LAW ENFORCEMENT AGENCY (LEA)  
APPLICATION FOR PARTICIPATION  
INSTRUCTION SHEET**

- 1) Mark if the Agency is new or if this is an updated application. If the Agency is already enrolled, include the Agency ID.
  - a. This template is fillable. It is preferred that the request be typed rather than hand-written.
  - b. Enter the number of full-time and part-time compensated officers as well as the number of reserve officers that have arrest and apprehension authority.
- 2) Enter the names of the Authorized Screeners for the Agency.
  - a. The Main POC is the person designated to handle information about the program as well as answer questions about property allocation and pickup.
    - i. The Aircraft and Weapon POCs are optional. If an LEA will be requesting either commodity, a POC is required.
- 3) Check yes or no if the Agency currently has property allocated through the program on their inventory.
- 4) The Chief Executive Official/Head of Agency (Local Field Office only) must sign approving the request.
  - a. The Chief Executive Official/Head of Local Agency (Local Field Office only) is the only one who is able to sign approving the request unless LESO has a letter granting signing authority to another individual.
    - i. The letter must be signed by the Chief Executive Official/Head of Agency (Local Field Office only) and state that the person named has signature authority for the 1033 Program.
- 5) All state requests must be approved and signed by the appropriate State Coordinator or State Point of Contact.
  - a. Any request received that is not approved by the appropriate State Coordinator will be returned to the requestor.
  - b. Federal Agencies do not have this requirement. Please send all requests directly to the Law Enforcement Support Office (LESO).