

**To request GSA weapons please submit a weapons request letter on agency letterhead that contains the following information:**

- Size and population of jurisdiction
- The weapons will be used for law enforcement purposes only!!!!
- Officers have arrest and apprehension authority
- Number of officers full and part time
- That your agency has not received any weapons in the past, if so list types
- In the event of non-compliance case our agency will be deferred until the issue is resolved
- How agency intends to use weapons  
(duty weapons, back up weapons, active shooter response, S.W.A.T. etc)
- List types of weapons and number requested
- The receiving law enforcement agency understands they are **not to sell, trade, or dispose** of any weapons unless prior approval is granted from GSA and Federal Surplus Property.
- The request letter must have two signatures, either the mayor and police chief for municipal police departments or the county judge and sheriff for county sheriff departments