

Dear Equitable Sharing Program Participants:

Over the last two and a half years the Department of Justice and the Department of Treasury have been working on a joint program to modernize the way we handle Equitable Sharing compliance. These new and exciting changes to the reporting procedures for state and local law enforcement and prosecutorial agencies will streamline and simplify reporting as the process goes electronic. This minimizes paperwork and requires only one form to be submitted annually at the close of your agency's fiscal year.

The current policy requires each agency to submit a Federal Equitable Sharing Agreement every three years and a Federal Annual Certification Report at the completion of each Fiscal Year to the Department of Justice, the Department of Treasury, and to the local U.S. Attorney's Office for each agency's district. Agencies will begin using a new form that combines the Agreement and Certification Report into one form to be submitted electronically at the end of each agency's fiscal year. This new form replaces the need for a separate Agreement every three years. The form will be submitted electronically via email to Justice and the information will be shared with Treasury, which will alleviate the need for submission to multiple agencies. The form no longer requires submission to the U.S. Attorney's Office in your district. One form to complete, one submission!

Like the old Federal Annual Certification Report, the new Equitable Sharing Agreement and Certification form must be completed within 60 days of completion of each agency's fiscal year. Once the completed form has been submitted electronically via email, the signed Affidavit page must be faxed to AFMLS to complete the process. The only page to be faxed will be the signed Affidavit page. Upon completing the form, users will have the option to save and print the form for the agency's records prior to emailing the form to AFMLS.

Here's an overview of the changes and requirements:

- Now one form B Agreement and Certification Report, submitted annually
- Form is located on our website at [www.usdoj.gov/criminal/afmls/](http://www.usdoj.gov/criminal/afmls/)
- Adobe Reader 7.0 or higher required (free download at [www.adobe.com](http://www.adobe.com))
- Agencies must use the new form and must submit it electronically via email. Old versions of the form will not be accepted since they are not compatible with the new database
- Upon completing the form, users will have the option to save and print the form for the agency's records prior to emailing the form to AFMLS

- Certification process will NOT be complete until signed Affidavit page is received by fax to AFMLS.
- Form no longer required to be submitted to your local U.S. Attorney=s Office or to the Department of Treasury.

- All AFMLS forms and the U.S. Marshals Service ACH Vendor form are available on our website at: [www.usdoj.gov/criminal/afmls/](http://www.usdoj.gov/criminal/afmls/)

Any questions regarding the changes may be directed to the Agreement, Certification and Audit team representative for your state by calling AFMLS at 202-514-1263.

Sincerely,

Lester M. Joseph, Acting Deputy  
Chief  
Asset Forfeiture and Money  
Laundering Section