

## DEPARTMENT OF THE TREASURY

### Request for Transfer of Property Seized/Forfeited by a Treasury Forfeiture Fund Participating Agency

- All assets transferred must be used for the law enforcement purpose stated in this request.
- The deadline for submission of this request is sixty (60) days following the seizure of the asset requested.
- The requesting agency will be responsible for reimbursing the Treasury Forfeiture Fund (TFF) its costs.

#### I. Seizing Agency (For Treasury Forfeiture Fund Participating Agency Use Only)

Seizure Number: \_\_\_\_\_ Seizing Agency: \_\_\_\_\_  
 Case Number: \_\_\_\_\_ SAC Office: \_\_\_\_\_  
 Case Type: Adoption \_\_\_\_\_ Joint \_\_\_\_\_ Seizure Date: \_\_\_\_\_

#### II. Requesting Agency

Agency Name: \_\_\_\_\_ NCIC Code: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Contact Person: \_\_\_\_\_  
 Telephone Number: \_\_\_\_\_ Email: \_\_\_\_\_  
 Finance/Budget Contact (regarding share deposit): \_\_\_\_\_  
 Telephone Number: \_\_\_\_\_ Email: \_\_\_\_\_

#### III. Asset Requested (If requesting more than one asset, please attach list)

Description: \_\_\_\_\_  
 Percentage Requested: \_\_\_\_\_  
 Is this a non-monetary asset that will be placed into official use?      Yes    No

#### IV. Specific Intended Law Enforcement Use (for requested funds):

\_\_\_ Salaries      \_\_\_ Purchase of Vehicles      \_\_\_ Purchase of Equipment  
 \_\_\_ Other (Explain) \_\_\_\_\_

#### V. Contribution (For all "yes" answers, provide details in part VI)

- |  |     |    |
|--|-----|----|
| A. Did your agency originate the information leading to the seizure? | Yes | No |
| B. Were any other assets seized under state law?                     | Yes | No |
| C. Were extraordinary expenses incurred?                             | Yes | No |
| D. Did your agency supply any unique or indispensable assistance?    | Yes | No |
| E. Are there any assets located in foreign countries?                | Yes | No |
| F. How many hours were expended? _____                               |     |    |

**VI. Summary of Agency Participation (and explanation of items in prior section as necessary)**

**(If more space is needed, please use and attach a separate sheet of paper)**

**VII. Certifications**

A. The requesting agency certifies that the above information is true and accurate, that the property transferred will be used for the law enforcement purpose stated, and that all monies received pursuant to this request will be deposited and accounted for in a manner that is consistent with applicable Federal, State, and local law, regulations and orders. The requesting agency agrees to report on the actual use of equitably transferred property upon request. The requesting agency understand that if it is unable to pay the necessary fees and expenses at the time of transfer, the asset may be sold and a percentage of the net sale proceeds will be awarded in lieu of the asset.

Name: \_\_\_\_\_ Title: \_\_\_\_\_  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_

B. As legal counsel, I have reviewed this request and I certify that the contact person identified in Part II has the authority to accept seized/forfeited property and is the official to whom transfer documents and/or money should be delivered. *(Legal counsel certification is not required for Federal law enforcement agencies)*

Name: \_\_\_\_\_ Title: \_\_\_\_\_  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone Number: \_\_\_\_\_