

**Acknowledgment of Deactivation/Removal**

**Instructions:** The ATF special agent (*SA*) or ATF task force officer (*TFO*) serving as the primary handler for a confidential informant (*CI*) must ensure completion of this form when deactivating a CI or removing a CI for cause. Accompanied by at least one other law enforcement officer (*LEO*), the primary handler must meet with the CI to clearly convey that he/she is no longer an active CI and to obtain the CI's current contact information. This form must be attached to the Deactivation Request and Removal for Cause Request. A decision may be made to delay notifying the CI of his/her deactivation or removal for cause when notification may jeopardize an ongoing investigation or prosecution. The decision to delay notification, and the reason(s) supporting it, must be documented during the deactivation or removal for cause process and maintained in the CI's record.

CI Number:	Handler Last Name:	Handler First Name:	Title ( <i>SA or TFO</i> ):
Field Division:		Field Office:	Date:
LEO Witness Last Name:	LEO Witness First Name:	LEO Witness Title:	

**I. CI Acknowledgment**

By my signature below, I acknowledge that I am no longer authorized to serve as a confidential informant for the Bureau of Alcohol, Tobacco, Firearms and Explosives (*ATF*). Any authorizations to perform illegal activity as a CI for ATF are revoked. I acknowledge that I am not an active CI for ATF. This is effective immediately.

CI Signature:	Date:
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**II. CI Contact Information**

Current Telephone Number:	Cell <input type="checkbox"/>	Home <input type="checkbox"/>	Work <input type="checkbox"/>	Current Telephone Number:	Cell <input type="checkbox"/>	Home <input type="checkbox"/>	Work <input type="checkbox"/>
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Current Residential Address:

Name of Current Employer (*if applicable*):

Current Employer Address (*if applicable*):

**Privacy Notice**

**Authority.** ATF derives its authority to collect this information from 28 U.S.C. § 599A, Bureau of Alcohol, Tobacco, Firearms and Explosives, and 28 CFR § 0.130, General functions.

**Purpose.** ATF will use this information to document a confidential informant's acknowledgment of their deactivation/removal and update their contact information.

**Routine Uses.** The information will be used by ATF personnel for the purposes stated above. The information becomes a part of the confidential informant record and is included in Criminal Investigation Report System-Justice/ATF-003 (68FR 3553-5) and is subject to paragraphs A., C., E., F., and M. of the published routine uses of that system of records. ATF may disclose the information with other law enforcement or other government agencies, as necessary for criminal investigation and/or litigation purposes.

**Disclosure.** Furnishing this information is voluntary; however, failure to furnish the requested information will not affect ATF's decision to deactivate/remove this individual as a confidential informant.